

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: OCCUPANCY TAX COORDINATION

DATE: JULY 27, 2011

COMMITTEE MEMBERS PRESENT:

SUPERVISORS KENNY
MERLINO
GOODSPEED
MCCOY
CONOVER

OTHERS PRESENT:

KRISTEN SHAW, ACCOUNTANT, TREASURER'S OFFICE
KATE JOHNSON, DIRECTOR OF TOURISM
LEISA GRANT, PRINCIPAL ACCOUNT CLERK, TOURISM
TANYA BRAND, GROUP TOUR PROMOTER
PAUL DUSEK, COUNTY ATTORNEY/ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS TAYLOR
THOMAS
STRAINER
MICHAEL CONSUELO, SPECIAL EVENTS COORDINATOR
FRED AUSTIN, FORT WILLIAM HENRY
DON LEHMAN, *THE POST STAR*
JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBERS ABSENT:

SUPERVISORS BENTLEY
CHAMPAGNE

Mr. Kenny called the meeting of the Occupancy Tax Coordination Committee to order at 9:35 a.m.

Motion was made by Mr. McCoy, seconded by Mr. Conover and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Kristen Shaw, Accountant in the Treasurer's Office, who distributed copies of the Occupancy Tax Revenues & Expenditures Report for the period ending June 30, 2011, *a copy of which is on file with the minutes.*

Mrs. Shaw reported \$530,598 in revenue for the period ending June 30th which was 5.5% below the same period last year; and \$787,010 for the period ending July 22nd which reflected a 2% increase. Mrs. Shaw reminded the Committee that a significant portion of annual revenues would be reported in September, following the summer tourism season.

Mr. Goodspeed entered the meeting at 9:36 a.m.

Addressing Occupancy Tax funding awards, Mr. Kenny informed that a total sum of \$5,100 in previously awarded Occupancy Tax funds would not be used due to changes in event planning and event cancellation. He asked the Committee to review the list of applications and awards, as well as new applications to make recommendations for the possible reallocation of funding.

Mr. Kenny asked the Committee to consider the request from the City of Glens Falls for a Special Olympics event to take place in 2011. He said the event was expected to utilize 1,100 rooms the first night and between 400 and 500 rooms on the second night which could generate \$6,000 to \$8,000 in occupancy tax revenue. He added that 600 volunteers were slated to work the event for which the total cost was estimated at \$125,000.

Mr. Merlino entered the meeting at 9:41 a.m.

Mr. McCoy stated that Adirondack Race Management had approached him to request additional funding. He said the first-time three-day triathlon festival would be held in Lake George on Labor Day Weekend and noted an award of \$5,000 had been made on the application requesting \$20,000.

Motion was made by Mr. McCoy and seconded by Mr. Conover to award \$3,100 to the City of Glens Falls for the Special Olympics Event; and \$2,000 to Adirondack Race Management for the Lake George Triathlon Festival.

Mr. Kenny noted that the application from the City of Glens Falls for the Special Olympics event was submitted late and therefore had not previously been considered for an award.

Michael Consuelo, Special Events Coordinator, asked if it was too late to submit an application for an October event and Mr. Kenny advised that applications could be submitted at any time for consideration at the next meeting of the Occupancy Tax Coordination Committee.

Mr. Kenny called the question and the motion was carried unanimously to authorize Occupancy Tax Funding in the amount of \$3,100 for the City of Glens Falls to host the 2011 Special Olympics Event; and \$2,000 to Adirondack Race Management as outlined above and the necessary resolution was authorized for the August 19, 2011 Board meeting.

Mr. Kenny said it would be necessary to amend the previous resolution, to reflect the rescinding of funds for the four events that had cancelled, and to authorize Occupancy Tax funding in the amount of \$5,100 as outlined above.

Motion was made by Mr. Goodspeed, seconded by Mr. Conover and carried unanimously authorizing the award of \$5,100 in Occupancy Tax funding as outlined above and the necessary resolution was authorized for the August 19, 2011 Board meeting. *A copy of the resolution request form is on file with the minutes. (Note: subsequent to the meeting it was determined that one resolution would include the return of unused funds and the reallocation of same as noted above).*

Concluding the agenda review, Mr. Kenny advised that the amount to be allocated for special events had been changed from 10% to a flat \$350,000. He stated that the results of an inquiry letter sent to lodging properties last year had been successful in identifying priority events, and he suggested that another letter be mailed in late September. He said he would work with Kate Johnson, Tourism Director, and Mr. Merlino to that end.

As there was no further business to come before the Occupancy Tax Coordination Committee, on motion made by Mr. Goodspeed and seconded by Mr. McCoy, Mr. Kenny adjourned the meeting at 9:50 a.m.

Respectfully submitted,

Joanne Collins, Legislative Office Specialist