

OCCUPANCY TAX COMMITTEE
DATE: May 1, 2013
AGENDA

Committee Supervisors:

William H. Kenny, Chairman
Eugene J. Merlino
Ralph W. Bentley
Ronald F. Conover
Dennis L. Dickinson
Edna Frasier
William Mason

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of meeting held on March 1, 2013.
- III. Report on Revenues from the County Treasurer.
- IV. Action Agenda:
 - Improv Records – reallocation request for \$1000 from 42nd Annual Creekend to Fridays at the Lake concerts
 - Sunkiss Balloon Festival – event cancelled (\$1500 previously awarded)
 - Lake George Village application – SOLFEST – Save Our Lake (Blues) Festival - \$4,000 – balance of funds to come from Reserve
 - Discuss Lake George Regional Chamber’s desire to run the Exit 17 Information Center: \$25,000 per year for 2 years (initial term 6/1/13 – 5/31/14; extend one year) – funds to come from Reserve; see proposal
 - Request \$39,827 from Reserve to pay funds due towns – \$159,307 additional collected in 2012
 - County Facilities Committee requests \$800 to cover plexiglass for Town posters – funds to come from Reserve
 - Minor change to Occupancy Tax application (2 questions) and application instructions
 - Propose change to Occupancy Tax contract to reimburse event for upfront promotional expenses
- V. Old Business/Pending items: none
- VI. New Business : if any
- VII. Adjourn

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Tourism

DATE: 5/1/13

- (a) Is this a Result of a Bid or Request for Proposal? No
- (b) Purpose of Contract: To support the Lake George Regional Chamber of Commerce & CVB, Inc. in its efforts to update and run the Exit 17 Information Center; Tourism brochures to be displayed at no cost.
- (c) Name of Contractor: Lake George Regional Chamber of Commerce & CVB, Inc.
- (d) Address of Contractor: 2176 State Route 9, PO Box 272 Lake George, NY 12845
- (e) Contractor's Contact Person and Telephone Number:
Michael Consuelo, Executive Director 668-5755
- (f) Has or will the Contract be provided, if so, please attach: No
- (g) Commencement Date of Contract: 6/1/13
- (h) Termination Date of Contract: 5/31/14; with one year extension
- (i) Payment Provisions: i) lump sum amount \$25,000
ii) hourly rate amount
iii) total amount not to exceed \$25,000
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount: A 881.00, Reserve, Occupancy Tax \$25,000

Stipulations: reimbursement basis



PROPOSAL

PRESENTED TO WARREN COUNTY OCCUPANCY TAX COMMITTEE

REGARDING

MANAGEMENT OF THE INFORMATION CENTER
LOCATED BETWEEN EXITS 17 & 18, ADIRONDACK NORTHWAY (I-87)

MAY 2013 through MAY 2014

WARREN COUNTY CONTRIBUTION	\$25,000
PROJECTED EXPENSES	
CTM HOSPITALITY E-BOARD KIOSK	\$ 9,550
HI-DEF DIGITAL DISPLAY SCREENS	\$ 1,000
COMPUTER PURCHASE	\$ 750
INTERNET ACCESS / MONTHLY FEES	\$ 8,000
EXTERIOR AND INTERIOR SIGNAGE	\$ 2,500
FF&E – FURNITURE, FIXTURES, ELECTRICAL	\$ 1,700
OFFICE & OPERATING SUPPLIES	\$ 1,500
TOTAL EXPENSES – NOT INCLUDING PAYROLL	\$25,000



4/10

March 26, 2013

Attn: Supervisor Eugene Merlino
Committee Chair, Warren County Tourism Committee

Dear Supervisor Merlino:

The Lake George Chamber of Commerce & CVB wishes to thank you for all of your past and future efforts in the promotion of Tourism within Warren County. The opening of an Information Center within the Outlet has proved to be a very positive step towards the continuation of such promotion, and the efforts put forth will allow that much more exposure to the many potential visitors to the Outlets.

The purpose of this letter is however; to further enhance the promotion of the region with the Lake George Chamber taking over the contract for the Information Center that is located between Exits 17 & 18 of the Adirondack Northway.

The Information Center would be staffed and managed by the Chamber. The Center is currently managed by HA-PE-DE, Inc. which now wishes to relinquish the contract that it has with the state. The Chamber would assume the necessary payroll to effectively operate the Center, along with obtaining the proper insurance and with any additional costs associated with such operation, such as office supplies, telephone/internet service, (video displays) and general maintenance. In turn, the Chamber would contract with regional businesses wishing to have their literature displayed and distributed, with the goal of providing the very best in personal service to both the visiting traveler and contracted participants.

This Information Center is a well visited area and we believe that it compliments the centers at the Outlets and in the Visitors Center in Lake George. We envision the Center being as **The Gateway Welcome Center to the Adirondacks**. It would serve as a fully comprehensive Information Center which would encourage visitors to shop, stay and play in Warren County and throughout the Adirondacks. The benefit would be that, collectively working together, the visitor will be *captured* at three unique locations thus assuring them of personal attention to their travel wants and needs.

We believe that this Center should be operated with the professionalism needed for such a high-volume facility. In order for us to operate such a facility, we are seeking financial support from Warren County and we are asking that we enter into a two year agreement whereby Warren County would grant to the Lake George Regional Chamber of Commerce \$25,000 per year. While we would like to see the operation of this Center as a true revenue generator, and in time it may become so, our intent is to operate the facility at a break-even endeavor, similar to our current operation of the Visitor Center for the Village of Lake George.

Supervisor Merlino, as we are approaching the start of the tourism season, we recognize the importance and urgency of wanting to take over this Center as early as May 1, 2013, if not sooner. We understand that the above request will need further discussion between you, the Tourism Committee members and WCTD. Likewise, we would be happy to meet with you to discuss this proposal and to perhaps share additional information and to answer any questions you may have, at your earliest convenience.

Once again, thank you, on behalf of the Lake George Regional Chamber of Commerce & CVB, for reviewing our proposal. You have truly been a valued member of the Chamber and an asset towards the promotion of tourism. It will always be our intent to do the very best for not only Lake George but for all of Warren County.

Yours in Hospitality Services, I remain,

Sincerely,



Michael Consuelo, CHME
Executive Director

cc: LGRCC&CVB Board of Directors

Chamber to ask for tax money

◆ CHAMBER
Continued from B1

days a week during the summer, and on weekends during the off-season.

Lake Luzerne Supervisor Gene Merlino, chairman of the county Board of Supervisors, said the chamber plans to ask the county for \$25,000 in occupancy tax money for the effort this year, which he said he will support.

"It's something we've talked about for a while, getting on the Northway," Merlino said. "I think it's a great idea."

William Kenny, chairman of the Occupancy Tax Coordination Committee, also said he supports the idea and believes occupancy tax use for the new center will be supported.

Warrensburg Supervisor Kevin Geraghty, chairman of the county Board of Supervisors, said he would support the use of occupancy tax funds for the venture.

"The more we can get the

message out there, the better," Geraghty said.

Meanwhile, Merlino said he has decided to drop a proposal to move Warren County Tourism Department into a building on Route 9 in Queensbury, among the Million Dollar Half-Mile outlets. He said the owner dramatically raised the price of the building when he learned the county was interested.

The Tourism Department is located on the first floor of the county Municipal Center.

Chamber eyes Northway center

Lake George group looks to open office at Exit 18 rest area

By DON LEHMAN
dlehman@poststar.com

QUEENSBURY ◆ The Lake George Chamber of Com-

mence is looking to move into Queensbury. Chamber officials want to open an office in the Northway's northbound Exit 18 rest area to supplement the main office in Lake George.

Michael Consuelo, executive director of the chamber, said the company that operates an information center in

the rest area was planning to close it. The same company operated the information center in the northbound rest area near Exit 9, and the Southern Saratoga Chamber of Commerce recently opened an office in the building there.

He said the Lake George chamber believes improving the signs and directing visi-

tors to the center would give the chamber an opportunity to get information to visitors as they arrive in the region.

The Northway is the main route into the region, but many people don't know about the Exit 18 information center, he said.

The space would be leased from the state for \$1 a year.

Consuelo said the information center would need to be updated, with new informational kiosks, a computer terminal and video screens, and would be staffed by chamber representatives.

He said chamber officials hope it could be staffed seven

See CHAMBER, Back Page

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Tourism

DATE: May 1, 2013

- (a) Purpose of Request: To amend the contract for Occupancy Tax sponsored events to allow a reimbursement of 50% for each promotional item prior to the event with the stipulation that if the event does not happen, Warren County will be reimbursed for monies expended. Two additional questions will be added to the Occupancy Tax application. (see attached)

- (b) Details: as above

- (c) Previous Resolution Number: 717 of 2011; 542 of 2012

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

**INSTRUCTIONS FOR COMPLETING APPLICATION FOR
WARREN COUNTY TOURIST AND CONVENTION DEVELOPMENT AGREEMENT**

Warren County will entertain applications for contract funding to provide an incentive for a convention, trade show and/or event to occur in Warren County which provides the County with marketing and promotional opportunities and benefits to the communities, businesses and residences of Warren County.

Any organization interested in contracting with Warren County should:

1. Complete and sign the attached application being sure to answer every question. If a particular question does not apply to your organization, please insert "not applicable" or "N/A". You may answer any question by adding and referencing an addendum or other document.
2. Send or deliver the completed original application plus ten (10) copies to: Ms. Leisa Grant, Principal Account Clerk, Tourism Department, Warren County Municipal Center, 1340 State Route 9, Lake George, New York 12845.
3. Submit the application on or before November 1, 2012.

PLEASE NOTE THE FOLLOWING:

1. Completion and submission of the application does not assure funding. All applications must be reviewed and approved by the Warren County Board of Supervisors.
2. The Warren County Board of Supervisors or Committee thereof may request a presentation or a representative of your organization to be present to answer questions.
3. The Warren County Board of Supervisors reserves the right to request additional information and/or require additional terms and conditions to the standard form agreement that has been previously approved for use in connection with these types of contracts.
4. If the Warren County Board of Supervisors determines to enter into agreement with your organization, the Occupancy Tax Committee will notify the contact person, and the Warren County Attorney's Office will draft a contract for your organization to execute.
5. Your organization must be able to furnish proof of insurance coverage, naming Warren County as additional insured, before the event takes place, and before the contract is sent out for execution.

*General Liability with limits
2.5 1,000,000/
2,000,000*
40 days
You must also provide Certificates of Insurance for
Workers Compensation + Disability coverages if you

Z:\Shared\2012 Docs\Occupancy Tax\Agreements\2012 APP & AGMT\2013 App & Agt\Instructions1.2013
funding.wpd\mc\874-R-12
7/23/12

*have employees. These certificates must be
received before the contract is sent out for
execution.*

11. Please set forth the number of attendees projected to attend the event.

a. _____

b. How did you determine this number of attendees?

12. Please set forth the number of hotel, motel, inn, bed and breakfast or other overnight accommodations anticipated or projected and the length of stay anticipated .

No. Of Rooms anticipated _____ Length of Stay (per party) _____

How did you determine this number of rooms? _____

13. If your organization has previously received funding from the County, please attach the previous year's performance report and zip code list. Please indicate the projected number of rooms that were anticipated to be used for the previous year's event. _____

What was the **actual number** of rooms that were utilized? _____

How did you determine this number? _____

If you expect this to change this year, please indicate your reasons below.

14. *What funding did your organization receive last year, why?*

14. Please set forth the marketing and advertising that is planned to occur. Please state, particularly the planned marketing and advertising areas (specify local, regional, state, national etc).

15. *How many years has Warren County funded this event?*

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Tourism

DATE: May 1, 2013

- (a) Purpose of Request: To amend the list of Occupancy Tax sponsored events to delete Sunkiss Balloon Festival (\$1500), reallocate \$1000 from 42nd Annual Creekend to Fridays at the Lake concerts, and add Save Our Lake Blues Festival (\$4,000).

- (b) Details: Sunkiss Balloon Festival and the 42nd Annual. Creekend events have been cancelled.

- (c) Previous Resolution Number: 698 of 2012

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.6417 480 Tourism - Special Events \$2,500 and A.881.00, Reserve, Occupancy Tax \$2,500.

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

**APPLICATION FOR CONTRACT FUNDING WITH
WARREN COUNTY
UNDER THE TOURIST AND CONVENTION DEVELOPMENT AGREEMENT**

I. ORGANIZATION AND CONTACT INFORMATION

1. A. Please set forth your complete corporate, association or group name.

LAKE GEORGE VILLAGE - INVASIVE SPECIES TASK FORCE

- B. Please set forth the name of the event for which you wish to contract with Warren County.

SAVE OUR LAKE BLUES FESTIVAL (SOLFEST)

- C. Please set forth the contract amount you propose to be paid by the County toward the event.

\$4,000.

2. Is the above name the only name you conduct business or fund raising under?

Yes No. If No, please provide all other names you use for business and fund raising purposes.

3. If your organization is incorporated, please provide the state of incorporation and the complete corporate name, if different than set forth above.

1902 INCORPORATED AS VILLAGE OF LAKE GEORGE

4. Please set forth your organization's principal business address.

PO BOX 791

LAKE GEORGE, NY 12845

5. Please set forth your organization's contact person and that person's address, email address and telephone number (this should be the person County representatives may contact for contract information or if there is a need for presentations before County

Committees or other questions).

Name MAYOR ROBERT M. BLAIS

Address PO BOX 791, LAKE GEORGE, NY 12845

Email LGVMAYOR@NYCAP.RR.COM Telephone 668-5771 EXT 2

II. EVENT BACKGROUND INFORMATION

6. Please state the date or dates on which your event is planned to occur and for which you wish to contract with Warren County.

SEPTEMBER 27, 28, 29

7. Please set forth the planned location of your event.

VILLAGE OF LAKE GEORGE - SHEPARD PARK, STATE ROUTE 9

8. Please provide a general description of your event i.e. the nature and type of event and why it is held.

LIVE MUSIC, FOOD, CARNIVAL, BOAT RIDES

(SEE ATTACHED)

BENEFIT CONTROL OF INVASIVE SPECIES

9. Please describe what licenses, contracts and/or infrastructure have been or will be arranged for to support the event.

PERMIT-DOT ROAD CLOSURE ROUTE 9 (APPROVED)

CONTRACTS WITH BANDS

10. Please state whether this is a one-time event in Warren County or whether you plan future events.

ANNUAL

(Continued on next page)

11. Please set forth the number of attendees projected to attend the event.

a.) 2,000 - 5,000

b) How did you determine this number of attendees? _____

BASED ON PAST EXPERIENCE WITH OTHER SIMILAR FESTIVALS

12. Please set forth the number of hotel, motel, inn, bed and breakfast or other overnight accommodations anticipated or projected and the length of stay that is anticipated .

No. of Rooms anticipated 100 Length of stay (per party) 2 DAYS

How did you determine this number of rooms? _____

BANDS PLUS ATTENDEES

13. If your organization has previously received funding from the County, please attach the previous year's performance report and zip code list. Please indicate the projected number of rooms that were anticipated to be used for the previous year's event.

N/A

What was the **actual number** of rooms that were utilized? _____

How did you determine this number? _____

If you expect this to change this year, please indicate your reasons below.

14. Please set forth the marketing and advertising that is planned to occur. Please state, particularly the planned marketing and advertising areas (specify local, regional, state, national etc).

LOCAL RADIO, LIVE BROADCAST

TV- CH 8,9,13

NEWS MEDIA-POST STAR, CHRONICLE, LG MIRROR, ADIRONDACK JOURNAL

LIVE TV COVERAGE - CH 6,10,8,9,13

III. EVENT FINANCING INFORMATION

15. Please set forth the total cost anticipated to be borne by your organization as sponsor for the event.

\$14,000 (SEE ATTACHED BUDGET)

16. Please set forth the funding that has been obtained or is expected to be obtained from the businesses, persons, governmental or non-profit agencies listed (an attachment may be provided instead of listing the same):

ATTACHED

17. Please set forth how much you expect to raise from admission charges or fees earned from participating vendors.

\$15,000 - \$20,000 DONATED TO INVASIVES

18. Please set forth any other governmental or non-profit group financial assistance you have applied for (if this is already stated in response to paragraph 15, you need only to state this).

SEE ATTACHED

19. Please set forth the total amount that your organization has calculated that needs to be raised to fund the event that is currently not available or expected to be available.

\$4,000

20. Please attach your proposed budget for the event, showing anticipated income and expenditures.

III. EVENT FINANCING INFORMATION (Continued)

21. Please set forth whether you are requesting payment:

A. (For events of 2 or more consecutive days)

B. (For events only over long periods of time)

(Choose One)

A. within twenty-seven (27) days of all of the following occurring: (i) conclusion of the event; and (ii) the furnishing of: (a) a completed and properly executed County Voucher; and (b) proof (copies of ads, invoices etc- not paid receipts or canceled checks) that the marketing and promotional opportunities were furnished to the County as required under this agreement

OR

B. within twenty-seven (27) days of the occurrence of the first day of an event (where the event is planned to occur over a number of days, weeks or months), a portion of the amount payable equal to the amount expended for promotion and marketing where the County Logo was used as identified in paragraph three (3) of the agreement not exceeding seventy-five percent (75%) of the amount payable under the agreement. The balance of the amount due under this agreement shall be payable at the conclusion of the event upon sponsor furnishing: (i) a completed and properly executed County Voucher and (ii) proof (copies of ads, invoices etc-not paid receipts or canceled checks) that the marketing and promotional opportunities were furnished to the County as required under this agreement.

IV. WARREN COUNTY AGREEMENT INFORMATION

22. Please state whether you will agree to use the Warren County Tourism Logo with website provided by the Tourism Department in all advertisements, promotions and marketing materials distributed for the EVENT where reimbursement is requested and to secure prior approval by Tourism Department for the use and placement of the logo or if use is limited to certain promotional material, please describe where and when the logo will be used.

ADVERTISING, PROGRAMS, POSTERS

Please note: Any advertising, promoting and marketing for the EVENT must include the Warren County Tourism logo with website to be reimbursed.

Additionally, the sponsor shall provide, at no cost, up to one (1) full page of advertising as shall be requested by the County Tourism Department for County promotion and/or advertising in the primary program, directory, magazine or other publication used by the sponsor during the event.

23. Please state whether you have read the standard form County Tourist and Development Agreement which includes insurance requirements, and whether you are willing to be bound and execute the same, should the County determine to contract with your organization.
-

I hereby certify that the above statements are true, complete and correct to the best of my knowledge and belief.

ROBERT M. BLAIS, MAYOR
TYPE OR PRINT NAME


SIGNATURE

MAYOR
TITLE

3-18-13
DATE

**Request for Grant from the
Warren county Occupancy Tax Local Distribution.
For: Tourism Promotion**

Organization VILLAGE OF LAKE GEORGE FOR INVASIVE SPECIES TASK FORCE

Contact Person MAYOR ROBERT M. BLAIS

Mailing Address PO BOX 791, LAKE GEORGE, NY 12845

Daytime Phone (518) 668-5771 EXT 2

All applications must be for promotion of Tourism. Grants may be used for new programs or events, or enhancement of existing programs or promotions. These grants may not be used to replace funding for existing programs and promotions.

Please complete the following:

- 1) How will the funding be used to promote tourism?
A Few Examples: Concert, Festival, Brochure, Creation or enhancement of a website, Banners, Maps, Historic Guides, Permanent year-round signs identifying tourism sites and attractions.

THREE DAY FESTIVAL (SEE ATTACHED)

- 2) What business or organizations will benefit directly from the funding?

FUND TO FIGHT INVASIVE SPECIES

- 3) If an event (s), list the date (s) and admission fees (s) if applicable.

SEPTEMBER 27, 28, 29 ADMISSION - \$10.00

- 4) Organizations such as the Chamber of Commerce, Fraternal organizations such as the Lions Club and service organizations such as the Fire Company are eligible. Individual businesses are not eligible. However, informal groups of related businesses are eligible, providing they promote the entire category of businesses, such as campgrounds or B&B's.

INVASIVE SPECIES TASK FORCE-LGA

- 5) Submit a budget for the event or promotion. Include all expenses, revenues and in-kind services.

(ATTACHED)

- 6) When an event or promotion is completed, a final report must be submitted, include pictures, press, samples of items, and a summary of its impact on the tourism industry. This will be used as a guide for future funding.

I, the undersigned certify that all information contained in this application is true, and I will be responsible for providing the promotion outlined herein, as well as all reporting required by the Town of Lake George.

Signature



Date

3-18-13

MAYOR ROBERT M. BLAIS
Applicant's Name (please print)

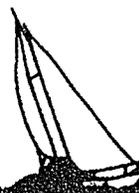
VILLAGE OF LAKE GEORGE, NEW YORK



P.O. BOX 791
12845

ROBERT M. BLAIS
Mayor

DARLENE V. GUNTHER
Clerk-Treasurer



TRUSTEES
John Earl
Ray Perry
John Root
Joseph Mastrodomenico, Jr.
ENFORCEMENT OFFICER
Douglas Frost
518-668-5771
Fax: 518-668-3735
E-mail: lgville@nycap.rr.com

PROPOSED BUDGET SAVE OUR LAKE BLUES FEST SEPTEMBER 27-29, 2013

EXPENSES

Advertising	\$3,000	News Media, Radio (Live), Banner
Bands (5)	\$5,000	Shepard Park Amphitheater
Tent	\$2,000	Tables, Chairs, 30x70 Tent
Printing	\$2,000	Posters, Programs, Tickets
Security	\$ 350	2 Nights
Live Music	\$1,250	Duo's Blais Park
Entertainment	\$ 400	Elvis, Beatles Tribute Show
	<hr/>	
	\$14,000	

INCOME (Anticipated)

Village of Lake George	\$5,000	
Town of Lake George	\$3,000	
Warren County	\$4,000	
Ticket Sales	\$2,000	Raffle/T-Shirts Sales, Etc.
	<hr/>	
	\$14,000	

Please note: All proceeds including admission, t-shirt sales, 50/50 raffle, and a percentage of all boat rides, food, and beverage sales will be given to:

**Invasive Species Fund
and/or Lake George Association**

FESTIVAL OVERVIEW

Live Bands	Shepard Park
Craft Show	Canada Street
Carnival	Canada Street
Bounce Houses	Canada Street
Food and Beer Tent	Shepard Park
Boat Show	Beach Road
Boat Rides	Beach Road
Hot Air Balloon	Beach Road
Car Show	Beach Road
Children's Games	Shepard Park

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Tourism

DATE: May 1, 2013

- (a) Purpose of Request: to appropriate funds from the Occupancy Tax Reserve for the following items: 1) \$800 to County Facilities budget to install plexiglass over Town posters; 2) \$25,000 to assist the Lake George Regional Chamber in updating/running the Exit 17 Information Center; 3) \$39,827 to pay towns, City of Glens Falls, and Village of Lake George the 25% due them due to the increase in Occupancy Tax collections. 4) \$2500 to fund the Village of Lake George's Save Our Lake Blues Festival

- (b) Details: see above

- (c) Previous Resolution Number: none

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.881.00, Reserve, Occupancy Tax \$68,127: \$800 to A.1620 413 Bldgs - Repair & Maintenance-Bldg/Property; \$25,000 to A.6417 470, Contract; \$39,827 to A.6417 469 Other Payments/Contributions; \$2500 to A.6417 480, Tourism - Special Events

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Tourism

SIGNED:

DATE: 5/1/13

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.881	Reserve, Occupancy Tax	1620 113 A.6417481	Bldgs - Repair + Maintenance Promotion Bldg/Property	\$800

Please state reason for transfers requested: to fund County Facilities Committee request to install plexiglass over Town posters hanging in Board of Supervisors' hallway

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Tourism

SIGNED:

DATE: 5/1/13

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.881	Reserve, Occupancy Tax	A.6417 470	Contract	\$25,000.00

Please state reason for transfers requested: to fund request to assist the Lake George Regional Chamber in updating/running the Exit 17 Information Center

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Tourism

SIGNED:

DATE: 5/1/13

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.881	Reserve, Occupancy Tax	A.6417 469	Other Payments/Contributions	\$39,827.00

Please state reason for transfers requested: A.6417 469 was budgeted based upon 2011 Occupancy Tax collections; 2012 collections exceeded 2011 by \$159,307. Twenty-five percent of this is due back to the towns, City of Glens Falls, and Village of Lake George.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

Warren County
Occupancy Tax
2012

2012 Revenues

Revenue Collected through 12/31/12	\$ 3,533,154.97
Revenue Collected through 12/31/11	\$ 3,373,848.02
Increase/(Decrease) from 2012	<u>\$ 159,306.95</u>
Increase/(Decrease) from 2012	4.51%

Occupancy Tax Fund Balance

General Ledger Balance at 12/31/12	2,496,472.28
Appropriated 2013 Budget	<u>(1,890,353.00)</u>
Occupancy Tax Fund Balance at 12/31/12	<u>606,119.28</u>
Designated Reserve; temporarily suspended per Res #622 '12	<u>500,000.00</u>
Balance of Designated Reserve	<u><u>106,119.28</u></u>

Reserve Balances Prior Years

<u>2004</u>		<u>2008</u>	
G/L Balance	<u>2,049,475.22</u>	G/L Balance	<u>2,542,772.45</u>
Approp 2005 Budget	<u>(1,500,000.00)</u>	Approp 2009 Budget	<u>(2,320,000.00)</u>
	<u><u>549,475.22</u></u>		<u><u>222,772.45</u></u>
<u>2005</u>		<u>2009</u>	
G/L Balance	<u>2,280,971.34</u>	G/L Balance	<u>2,408,097.77</u>
Approp 2006 Budget	<u>(2,150,000.00)</u>	Approp 2010 Budget	<u>(1,650,000.00)</u>
	<u><u>130,971.34</u></u>		<u><u>758,097.77</u></u>
<u>2006</u>		<u>2010</u>	
G/L Balance	<u>2,247,400.00</u>	G/L Balance	<u>2,656,100.01</u>
Approp 2007 Budget	<u>(2,150,000.00)</u>	Approp 2011 Budget	<u>(1,486,870.00)</u>
	<u><u>97,400.00</u></u>		<u><u>1,169,230.01</u></u>
<u>2007</u>		<u>2011</u>	
G/L Balance	<u>2,481,414.57</u>	G/L Balance	<u>2,714,786.13</u>
Approp 2008 Budget	<u>(2,150,000.00)</u>	Approp 2012 Budget	<u>(1,866,673.00)</u>
	<u><u>331,414.57</u></u>		<u><u>848,113.13</u></u>

Warren County
Occupancy Tax
2013

2013 Revenues

Revenue Collected through 4/25/13	\$ 287,017.68
Revenue Collected through 4/25/12	\$ 264,598.98
Increase/(Decrease) from 2013	<u>\$ 22,418.70</u>
Increase/(Decrease) from 2013	7.81%

Occupancy Tax Fund Balance

General Ledger Balance at 12/31/12	2,496,472.28
Appropriated 2013 Budget	<u>(1,890,353.00)</u>
Occupancy Tax Fund Balance at 12/31/12	606,119.28
Designated Reserve; temporarily suspended per Res #622 '12	<u>500,000.00</u>
Balance of Designated Reserve	<u>106,119.28</u>

Reserve Balances Prior Years

<u>2004</u>		<u>2008</u>	
G/L Balance	<u>2,049,475.22</u>	G/L Balance	<u>2,542,772.45</u>
Approp 2005 Budget	<u>(1,500,000.00)</u>	Approp 2009 Budget	<u>(2,320,000.00)</u>
	<u>549,475.22</u>		<u>222,772.45</u>
<u>2005</u>		<u>2009</u>	
G/L Balance	<u>2,280,971.34</u>	G/L Balance	<u>2,408,097.77</u>
Approp 2006 Budget	<u>(2,150,000.00)</u>	Approp 2010 Budget	<u>(1,650,000.00)</u>
	<u>130,971.34</u>		<u>758,097.77</u>
<u>2006</u>		<u>2010</u>	
G/L Balance	<u>2,247,400.00</u>	G/L Balance	<u>2,656,100.01</u>
Approp 2007 Budget	<u>(2,150,000.00)</u>	Approp 2011 Budget	<u>(1,486,870.00)</u>
	<u>97,400.00</u>		<u>1,169,230.01</u>
<u>2007</u>		<u>2011</u>	
G/L Balance	<u>2,481,414.57</u>	G/L Balance	<u>2,714,786.13</u>
Approp 2008 Budget	<u>(2,150,000.00)</u>	Approp 2012 Budget	<u>(1,866,673.00)</u>
	<u>331,414.57</u>		<u>848,113.13</u>

Town	2010	Pct	2011	Pct	Inc/Dec From Prior Year	2012	Pct	Inc/Dec From Prior Year
BO	\$738,790.09	22.52%	\$781,535.91	23.16%	5.79%	\$829,104.96	23.48%	6.09%
CH	\$35,140.66	1.07%	\$34,090.26	1.01%	-2.99%	\$39,478.25	1.12%	15.81%
GF	\$72,305.32	2.20%	\$70,904.76	2.10%	-1.94%	\$79,097.72	2.24%	11.55%
HA	\$21,378.54	0.65%	\$20,905.12	0.62%	-2.21%	\$25,997.00	0.74%	24.36%
HO	\$23,056.53	0.70%	\$23,222.99	0.69%	0.72%	\$26,106.85	0.74%	12.42%
JBG	\$69,570.43	2.12%	\$45,011.33	1.33%	-35.30%	\$46,230.67	1.31%	2.71%
LG	\$766,715.46	23.38%	\$818,501.18	24.26%	6.75%	\$868,231.66	24.59%	6.08%
LUZ	\$27,270.22	0.83%	\$27,800.68	0.82%	1.95%	\$27,803.59	0.79%	0.01%
QBY	\$809,071.03	24.67%	\$853,708.06	25.30%	5.52%	\$869,529.41	24.63%	1.85%
SC	\$30,354.61	0.93%	\$8,002.15	0.24%	-73.64%	\$8,813.10	0.25%	10.13%
THUR	\$3,874.88	0.12%	\$2,930.46	0.09%	-24.37%	\$3,044.74	0.09%	3.90%
VIL LG	\$665,702.62	20.30%	\$672,510.30	19.93%	1.02%	\$694,539.72	19.67%	3.28%
WBG	\$16,768.29	0.51%	\$14,731.98	0.44%	-12.14%	\$12,640.80	0.36%	-14.19%
	\$3,279,998.68		\$3,373,855.18		2.86%	\$3,530,618.47		4.65%

General Ledger Balance 3,533,154.97
 Difference (2,536.50)

** Difference of \$2,536.50 in 2012 is due to the remaining balance owed on a hotel in the Town of Lake George.

YTD Occupancy Tax Revenue By Town - Three Year Comparison

Thru: December

