

# LAKE GEORGE AREA

IN NEW YORK'S ADIRONDACKS  
VisitLakeGeorge.com

## AGENDA

WARREN COUNTY TOURISM DEPARTMENT

November 28, 2012

Committee Members:

E. Merlino, Chairman  
W. Kenny  
D. Dickinson  
D. Strainer  
R. Conover  
E. Wood  
R. Vanselow

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1. **COMMITTEE MEETING CALLED TO ORDER BY CHAIRMAN MERLINO**

2. **MOTION TO APPROVE October 24, 2012 MEETING MINUTES**

3. **RESOLUTION REQUESTS/ACTION ITEMS**

**2012 Resolution Requests:**

- A. 1. Transfer of Funds → Equipment \$459.00 iPad – Group Tour appointments  
2. Transfer of Funds → Overtime \$200.00 – one more show in December  
3. Transfer of Funds → Equipment \$4,000 – New Information Center (Brochure Displays, TV's, Desk, Table, Computer. Chair, etc.)

**2013 Resolution Requests:**

- A. 1. Travel - Consumer Shows  
2. Travel – Group Tour Shows & Marketplaces  
3. Adirondack Regional Tourism Council Marketing  
4. Authorize continuation of intermunicipal agreement with LGV to fund Visitor Center \$25,000  
5. Contract Advertisers Workshop - Broadcast  
6. Amend 2013 budget, appropriate \$36,756 from Occupancy Tax Reserve fund for costs associated with new Warren County Information Center at Adirondack Factory Outlet Center (rent + part time employee (s))  
7. New Contract – 1 year rental agreement with Adirondack Factory Outlet Center  
8. Create New Position AND Notice of intent to Fill New Position

4. **SALES/SPECIAL EVENT/CONVENTION REPORT**

- A. Christina Curley, Special Events & Sales Director,  
Lake George Regional Chamber of Commerce & CVB

5. **OLD BUSINESS**

6. **NEW BUSINESS**

- A. Feedback/comments/insight/observations on your local tourism industry  
1. Supervisor Vanselow, Town of Johnsbury

7. **ADJOURN**

# RESOLUTION REQUEST FORM NO. 10

## Request for Transfer of Funds

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

DEPARTMENT NAME: Tourism

SIGNED:

DATE:

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6417 481	Tourism Promotion	A.6417 220	Office Equipment	\$459.00

**Please state reason for transfers requested:** Funds will be used to purchase an Apple Ipad for Tanya Brand, Group Tour/Convention Promoter to use at her functions.

### 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.**



**The Right Technology.  
Right Away.™**

www.CDWG.com  
800-808-4239

# SALES QUOTATION

QUOTE NO.	ACCOUNT NO.	DATE
F905908	9459687	11/05/2012

DAVID KENYON  
B 1340 STATE ROUTE 9  
L  
L WARREN COUNTY  
T LAKE GEORGE, NY 12845-3434  
O

Customer Phone # 5187617659

WARREN COUNTY  
S 1340 STATE ROUTE 9  
H  
I  
P DAVID KENYON  
T LAKE GEORGE, NY 12845-3484  
O Contact: DAVID KENYON 518-761-7659

Customer P.O. # F905908

QUOTE

ACCOUNT MANAGER	SHIPPING METHOD	TERMS	EXEMPTION CERTIFICATE
DAN MCGUIRK 866-819-6495	UPS Ground (2- 3 D	MasterCard/Visa Go	GOVT-EXEMPT

QTY	ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	2640441	APPLE IPAD WIFI 16GB WHT Mfg#: APL-MD328LL/A Contract: MARKET	459.00	459.00
		SUBTOTAL		459.00
		FREIGHT		.00
		SALES TAX		.00

Terms and Conditions:

<http://www.cdwg.com/content/terms-conditions/default.asp>

<b>TOTAL</b> ➔	US Currency
	459.00

CDW Government  
230 North Milwaukee Ave.  
Vernon Hills, IL 60061  
General Phone: 847-371-5000 Fax: 847-419-6200  
Account Manager's Direct Fax: 847-990-8084

Please remit payment to:  
CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515

# RESOLUTION REQUEST FORM NO. 10

## Request for Transfer of Funds

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

DEPARTMENT NAME: TOURISM

SIGNED:

DATE: 11/28/12

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A. 6417 481	TOURISM-PROMOTION	A. 6417 120	SALARIES - OVERTIME	\$ 200.00

Please state reason for transfers requested: Employee attending Mt. Everest Ski Show in East Rutherford, New Jersey

### 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: 11/28/12

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A. 6417 470	CONTRACT	A. 6417 220	OFFICE EQUIPMENT	\$ 4000.00

**Please state reason for transfers requested:** To purchase equipment and furniture for Tourism Information Center in the Adirondack Factory Outlet 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. 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:**

- (a) Purpose of Request: continue to authorize attendance at 2013 in-state, out-of-state, and Canadian consumer shows and conferences by Tourism Department personnel and County Supervisors.
  
- (b) Details: See attached for details
  
- (c) Previous Resolution Number: 694 of 2011, 343 of 2012
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: A.6417 444 Travel/Education/Conference \$7,000

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

RESOLUTION NO. ~~694 OF 2011~~

Resolution introduced by Supervisors Merlino, Kenny, Belden, Strainer, Goodspeed, McCoy and Conover

<sup>2013</sup>  
AUTHORIZING ATTENDANCE AT ~~2012~~ IN-STATE AND OUT-OF-STATE, CONSUMER SHOWS BY TOURISM DEPARTMENT PERSONNEL AND COUNTY SUPERVISORS <sup>and Canadian</sup>

WHEREAS, the Tourism Department has presented the calendar of Consumer Shows to the Tourism Committee for approval, and

WHEREAS, funds necessary for travel to and attendance at such shows have been included in the <sup>2013</sup> 2012 Tourism budget, and

WHEREAS, the Tourism Department encourages County Supervisors to attend and take part in such Consumer Shows whenever possible, now, therefore, be it

RESOLVED, that upon recommendation of the Tourism Committee, any of the employees within the Tourism Department designated by the Tourism Director and those Supervisors having an interest in such Consumer Shows be, and hereby are, authorized to attend the In-State, <sup>and Canadian</sup> Out-of-State, <sup>2013</sup> 2012 Consumer Shows as set forth in Schedule "A", attached hereto, with the understanding that if a County Supervisor attends a show and vouchers expenses, a report on his/her attendance will be made at the next Tourism Committee meeting, and be it further

RESOLVED, that the County Treasurer be, and hereby is, authorized to pay the reasonable and necessary expenses for Tourism Department employees and County Supervisors to travel to and for attendance at said shows upon presentation of verified vouchers thereof.

SCHEDULE "A"

TOURISM DEPARTMENT

2012 CONSUMER SHOW/CONFERENCE SCHEDULE

<u>PLACE</u>	<u>TYPE</u>	<u>DATE</u>
Edison, NJ	Sport/Outdoor	January 10-13, 2013
Edison, NJ	Camp	January 18-20, 2013
Suffern, NY	RV/Camp	February 15-18, 2013
Springfield, MA	Boat/Sport	February 21-24, 2013
Niagara Falls, NY	NYSTVA Conference	May 5-7, 2013
Suffern, NY	Sport/Outdoor	February 28 - March 3, 2013
<del>Ottawa, Canada</del>	<del>Ottawa Travel Vacation</del>	<del>March</del>
Hartford, CT	Women's Expo	September 7-8, 2013
Albany, NY	Snow Expo	November 2013 TBA
Meadowlands, NJ	Ski Show	December 2013 TBA

NOTE: Above dates are exclusive of travel to and from shows.

TOURISM DEPARTMENT PERSONNEL WHO MAY BE DESIGNATED FOR ATTENDANCE AT SUCH SHOWS BY THE TOURISM DIRECTOR:

- Tourism Director
- Assistant Tourism Coordinator
- Senior Tourism Specialist
- Group Tour/Convention Promoter
- Creative Director
- County Supervisors

**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:**

- (a) Purpose of Request: continue to authorize attendance at 2013 in-state, out-of-state, and Canadian Motorcoach trade shows/sales blitzes/marketplaces/conferences by Tourism Department personnel and County Supervisors.
  
- (b) Details: See attached for details
  
- (c) Previous Resolution Number: 695 of 2011
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: A.6417 444 Travel/Education/Conference \$7,300

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

\* as listed in budget and LOGOS

# LAKE GEORGE AREA

IN NEW YORK'S ADIRONDACKS

VisitLakeGeorge.com

## 2013 Group Tour Trade Show Schedule

### LOCATION

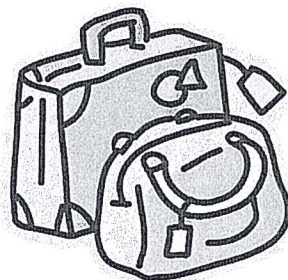
Charlotte, NC  
 Orlando, FL  
 Virginia Beach, VA  
 Toledo, OH  
 Harrisburg, PA  
 Ellicot City, MD  
 Latham, NY  
 New York, NY  
 Niagara Falls, NY  
 New York, NY  
 New York, NY  
 Poughkeepsie, NY  
 Hartford, CT  
 Quebec City, Quebec  
 Lincoln, RI  
 Toronto, Canada  
 Cleveland, OH  
 Atlantic City, NJ

### ASSOCIATION

American Bus Association  
 National Tour Association  
 Bank Travel  
 Heartland Travel Showcase  
 Pennsylvania Bus Association  
 Maryland Motorcoach Marketplace  
 Yankee Trails World Travel  
 NAJ Summit East  
 NYS Travel & Vacation Assoc  
 Amtrak's NY By Rail Day  
 DONYS NYC Sales Exchange  
 DONYS Destinations Travel Show  
 Hartford Women's Expo  
 QBOA  
 Conway Tours  
 OMCA  
 Boomers in Groups  
 NJMCA

### DATES

Jan 5-9  
 Jan 19-23  
 Feb 5-7  
 Feb 16-17  
 March 26  
 March 27  
 March 28  
 May 1  
 May 5-7  
 May TBA  
 July 9  
 August 27-28  
 Sept TBA 7-8, 2013  
 Oct TBA  
 Oct 22 or 29  
 Nov 3-6  
 Nov 16-17  
 Nov TBA



## ***RESOLUTION REQUEST FORM NO. 4***

### ***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME: TOURISM**

**DATE:**

- (a) Purpose of Contract Change: to extend existing contract for 2013 to continue our contractual relationship with the Adirondack Regional Tourism Council, Inc. for regional marketing services.
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: Res # 359 of 2010, # 787 of 2010, # 690 of 2011
- (c) Name of Contractor: Adirondack Regional Tourism Council, Inc.
- (d) Address of Contractor: Crestview Plaza, 1992 Saranac Ave. Suite 3, Lake Placid, New York 12946
- (e) Contractor's Contact Person and Telephone Number:  
Ronald Ofner 518-597-3588 (home)  
518-846-8016 (office)
- (f) Commencement Date of Extension: January 1, 2013
- (g) Termination Date of Extension: December 31, 2013
- (h) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed \$128,000
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. as invoiced)
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount: A.6417 470 (Contract); not to exceed \$128,000

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx**  
**Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

\*as listed in budget and LOGOS

**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: 11/20/12**

- (a) Purpose of Request: to authorize continuation of the intermunicipal agreement with the Village of Lake George to provide funding for the Lake George Visitor's Center.
  
- (b) Details: as expiring
  
- (c) Previous Resolution Number: Res# 229 of 2012
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: A.6417 470 Tourism-Contract \$25,000

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. ~~229 OF 2012~~

Resolution introduced by Supervisors Merlino, Kenny, Dickinson, Strainer, Conover, Wood and Vanselow

### AUTHORIZING CONTINUATION OF INTERMUNICIPAL AGREEMENT WITH THE VILLAGE OF LAKE GEORGE TO PROVIDE FUNDING FOR PROMOTION SPACE WITHIN THE LAKE GEORGE VISITOR CENTER FOR THE TOURISM DEPARTMENT

WHEREAS, Resolution No. ~~81~~ <sup>229 2012</sup> of ~~2011~~ authorized an intermunicipal agreement with the Village of Lake George for promotional space within the Lake George Visitor Center, for a term commencing January 1, ~~2011~~ <sup>2012</sup> and terminating December 31, ~~2011~~ <sup>2012</sup>, for an amount not to exceed Twenty-Five Thousand Dollars (\$25,000), and

WHEREAS, the Tourism Committee is requesting to continue this agreement commencing January 1, ~~2012~~ <sup>2013</sup> and continuing through December 31, ~~2012~~ <sup>2013</sup>, now, therefore be it

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement consistent with the terms and provisions of this resolution and in the form approved by the County Attorney, and be it further

RESOLVED, that the funding for the agreement authorized herein shall be paid from Budget Code No. A.6417 470 - Tourism Occupancy - Contract, upon receipt of a verified voucher in the amount authorized above.

## ***RESOLUTION REQUEST FORM NO. 4***

### ***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME: Tourism**

**DATE: 11/28/12**

- (a) Purpose of Contract Change: Extend existing contract with Lake Placid Advertisers Workshop for the period 1/1/13 - 12/31/13 with the option to renew for (3) additional years; amend amount in contract to \$800,000.
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: 738 of 2009
- (c) Name of Contractor: Lake Placid Advertisers Workshop
- (d) Address of Contractor: PO Box 645, 44 Hadjis Way Lake Placid, NY 12946
- (e) Contractor's Contact Person and Telephone Number: Thomas Connors  
518-523-3359; fax 518-523-0255
- (f) Commencement Date of Extension: 1-1-13
- (g) Termination Date of Extension: 12-31-13
- (h) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed 800,000
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. as billed
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount: A.6417 481 Tourism - Promotion \$800,000

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx**

**Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

\*as listed in budget and LOGOS

**WARREN COUNTY  
BID TABULATION SHEET**

<b>BID NO.: WC 57-12</b>  <b>ITEM(S): RFP FOR BROADCAST MEDIA BUYING SERVICES FOR THE WARREN COUNTY TOURISM DEPARTMENT</b>  <b>DATE: OCTOBER 25, 2012</b>  <b>TIME: 3:00 PM.</b>	<b>NAME &amp; ADDRESS OF BIDDER</b>  Stratton Partners Attn: Susan Stratton PO Box 626 Round Lake, NY 12151 Ph: 265-3737 Fax: 888-899-6670	<b>NAME &amp; ADDRESS OF BIDDER</b>  Lake Placid Advertisers Workshop, Inc. Attn: H. Thomas Commons PO Box 645 Lake Placid, NY 12946 Ph: 523-3359 Fax: 523-0255	<b>NAME &amp; ADDRESS OF BIDDER</b>  TEC Direct Media, Inc. Attn: Charles Fetterly 134 N. LaSalle St. Suite 840 Chicago, IL 60602 Ph: 312-551-0832 Fax: 312-551-0835	<b>NAME &amp; ADDRESS OF BIDDER</b>  YAH Media Group Attn: Michael Massey 1249 Gallipville Rd. Delanson, NY 12053 Ph: 895-2982	<b>NAME &amp; ADDRESS OF BIDDER</b>  Dana Communications Attn: Lynn Kamper 2 East Broad St. Hopewell, NJ 08525 Ph: 609-466-9187 Fax: 609-466-8608
<b>DESCRIPTION OF ITEM</b>	<b>BID PRICE</b>	<b>BID PRICE</b>	<b>BID PRICE</b>	<b>BID PRICE</b>	<b>BID PRICE</b>
<b>Commission Percentage Fee for Broadcast Media</b>					
<b>Buying Services:</b>	3.5%	3.65%	7.5%	10%	15%
<b>Other Fees not included in the above:</b>	None	None	None	None	\$1,500 - \$2,500 monthly retainer
<b>BID AWARDED TO:</b>	Term of Contract: January 1, 2013 through December 31, 2013				
<b>JULIE A. PACYNA, PURCHASING AGENT</b>	Resolution No.				

Adaptive Landing Page



# ***RESOLUTION REQUEST FORM NO. 7***

## ***Request to Amend County Budget\****

***\*If this is the result of a grant award, also complete and submit Form No. 5 or 6***

**DEPARTMENT NAME: TOURISM**

**DATE: 11/28/12**

- (a) Purpose of Amendment: Amend the 2013 Tourism budget to transfer \$36,756 from the Occupancy Tax Reserve to Salaries-Part-time and Tourism-Contract for a part-time person or persons to work at the Adirondack Factory Outlet Center office, and for the lease of the space there.
  
- (b) Appropriation Code, Object Code, Full Title and Amount:
  - A.6417 130 – Salaries - Part-time \$21,756
  - A. 6417 470 – Tourism – Contract \$15,000
  
- (c) Revenue Code (with title), and Amount: A.881 Reserve, Occupancy Tax \$36,756

# ***RESOLUTION REQUEST FORM NO. 3***

## ***Request for New Contract***

**DEPARTMENT NAME: Tourism**

**DATE: 11/28/12**

- (a) Is this a Result of a Bid or Request for Proposal? No
  
- (b) Purpose of Contract: One year rental agreement with Adirondack Factory Outlet Center, Inc. for Tourism office space
  
- (c) Name of Contractor: Adirondack Factory Outlet Center, Inc.
  
- (d) Address of Contractor: 1454 State Route 9 Lake George, NY 12845
  
- (e) Contractor's Contact Person and Telephone Number: Laura Kenny-Kohls 518-793-2161; cell 321-8673
  
- (f) Has or will the Contract be provided, if so, please attach: No
  
- (g) Commencement Date of Contract: 1/1/13
  
- (h) Termination Date of Contract: 12/31/13
  
- (i) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed \$15,000
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. monthly
  
- (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.6417 470 - Tourism - Contract \$15,000

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

\*as listed in budget and LOGOS

# ***RESOLUTION REQUEST FORM NO. 11***

## ***Request to Create New Position***

**DEPARTMENT NAME: TOURISM**

**DATE: 11/28/12**

- (a) Title of Requested Position: Clerk
- (b) Annual **Base** Salary (and Grade if Applicable): Grade 2 (\$11.01/hr.; 19 hrs per week) for two part-time employees \$10,878 each; \$21,756 total
- (c) Effective Date for New Position:\* for 1-2-13  
\*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): None
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: A.6417 130 Salaries-Part-Time \$21,756
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) Yes
- (g) Is this a mandated position? If so, please explain: No
- (h) Is there expected revenue from this position? If so, please explain: No

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department Tourism Payroll Dept. No. \_\_\_\_\_  
Title of Position Clerk Annual Salary \$10,819<sup>2</sup> Grade 2 (11.01/12 / 19 hrs. week)  
Budget code and title A 64 T 130 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. \_\_\_\_\_  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State %  Other %  
Impact to Budget: \_\_\_\_\_

Personnel Officer has approved this form when initialed. AW

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_ Date \_\_\_\_\_  
 The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature \_\_\_\_\_

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Tourism Date 11/28/12  
 The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature Cory J. Merino 11/28/12

### PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date \_\_\_\_\_  
 The Personnel/Human Resources Committee has no objection to the filling of the vacancy.  
 The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

**Warren County Civil Service**  
**1340 State Rte 9, Lake George, NY 12845**

**New Position Duties Statement**

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward one typed copy to this Commission.

1. Department <i>Tourism</i>	Bureau, Division, Unit or Section	Location of Position <i>Adirondack Outlet Mall</i>
2. Description of Duties: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.		

Percent of Work Time	Job Duty
	<ul style="list-style-type: none"> <li>• Converse with visitors shopping in Adirondack Outlet Mall relative to Tourism opportunities in Warren County</li> <li>• Supply printed materials to visitors</li> <li>• Use Tourism website as needed to answer questions</li> <li>• Print out information from website and/or other Tourism related - properties.</li> <li>• Keep Brochure Racks organized</li> <li>• Advise Tourism Dept. Staff if supplies deplete</li> <li>• Provide Assistance to visitors in a friendly and helpful manner.</li> <li>• encourage visitors to "sign-up" for future in Form</li> <li>• Assist Tourism Dept. in preparation of mailings - stuff, seal envelopes, apply labels, etc.</li> <li>• Provide travel directions if requested of visitors</li> </ul>
	(Attach additional sheets if more space is needed)

Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

**WARREN COUNTY DEPARTMENT CIVIL SERVICE**

**WARREN COUNTY MUNICIPAL CENTER**

**LAKE GEORGE, NY 12845**

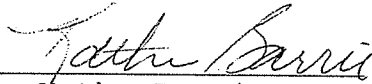
**TELEPHONE: (518) 761-6439, 6440, 6441**

***Kathleen Barrie, Personnel Officer***

TO: Kate Johnson, Director of Tourism  
FROM: Kathy Barrie, Personnel Officer  
RE: New Position  
DATE: November 21, 2012

Based on the New Position Duties Statement dated 11/21/12 it appears the correct classification is Clerk. If the position is for 20 hours or less it is in the Non-competitive Class. If the hours increase it becomes a Competitive position and appointment must be made from the appropriate eligible list.

If this position is approved by the Board we can canvass the current eligible list for Clerk to see if there is anyone interested in a part time position, but you do not have to hire from the list for a 20 hour position. It is just a suggestion if you want to get some interested candidates, but not mandatory.

  
Kathy Barrie

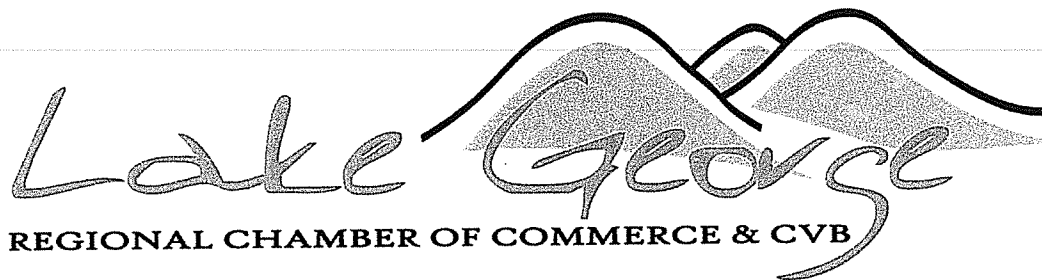
## REFERRALS - DECEMBER 2012

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### **TOURISM:**

- 1) 2013 County budget will need to be amended following adoption in order to appropriate an additional \$40,000 from Occupancy Tax Reserve Fund for costs associated with the Tourism Booth at The Adirondack Outlet Mall. (10.24.12)



**November 2012 Monthly Report**  
**Christina Curley**  
**Special Events & Convention Sales Director**

**HIGHLIGHTS**

- **Monthly CVB meeting** was held at the Sagamore Resort with a lunch. 12 in attendance representing 8 properties/attractions. Held discussion about future co-op opportunities, one property pointed out the more we work together and the more we do, the more often our names/region will be seen and recognized by meeting planners. Discussed doing a rate commitment form to make it easier to respond when groups are looking for just a group rate at multiple hotels (i.e. NYS school sports championships, tournaments, races, etc...). December meeting (breakfast) will be held at the Fort William Henry, January meeting (breakfast) at the Country Inn & Suites.
- Received word from a WC property that they had been contact by the **NYS Federation of Lake Associations, Inc.** in regards to the **North American Lake Management Society Conference Annual** usually held the **first week of November**. The group is looking at 2015 or 2016 to host in our area. *Also being considered are Lake Placid and Saratoga Springs as they have the Convention Center space the group requires.* Group has 300+ rooms, 100 exhibits and meetings, etc...
- **NYS Cross Country Championship** – scheduled for Saturday, November 9, 2013 will be hosted by Queensbury High School. Lead was sent out last month for a group rate commitment from interested properties. Received responses from 10 properties that are offering group rates ranging from \$59 - \$199 for one or two nights for both teams blocks and individual rooms. The information was sent to contact for November Board Meeting.
- **Queensbury Invitational (Cross Country)** – scheduled for Saturday September 21, 2013 will also be hosted by Queensbury High School. Lead was sent out last month for a group rate commitment from interested properties. Received responses from 4 properties offering group rates ranging from \$89 - \$199, some with 2 night minimums. Unfortunately event is also Balloon Festival Weekend therefore many hotels will not offer group rates or group blocks as it is a “Special Event” weekend for them. This information has also been sent to contact along with explanation of why so few responses.

- **Kline – Titus Wedding** – July 20, 2013, wedding being held at Sagamore. Lead sent out last month for an overflow room block. Received 3 responses with availability offering rates ranging from \$139 - \$188. One hotel offering shuttle service (for a fee) to the Sagamore day of wedding. The information was sent to contact with explanation of why so few responses (peak season). Couple will be utilizing one of the properties that responded w/a group rate as well as a Bolton Landing motel they found on their own (closer to Sagamore).
- Attended Lake George Chamber BOD meeting
- Met with Queensbury Hotel Director of Sales and new Sales Manager for lunch at the hotel. Discussed her role and what markets she'd be handling. She will have the ability to be more involved in CVB, meetings and other networking events. Has worked in other hotels in area so she is familiar with many things
- **Follow-up from TEAMS '12 and Rejuvenate continues.** Follow up note being sent to all met with regardless of the outcome of the appointment. Several RFPs have been sent from the Rejuvenate show and working on obtaining information for a few others for potential RFPs. Also working to obtain some additional information for a few groups from the TEAMS Conference for potential 2014 events.
- Held conference call with **Orienteering USA and Empire Orienteering Club** regarding the **May 10 – 12, 2013**. Events have already been scheduled for this group and will take place at Moreau State Park and Camp Wakpominnee (Boy Scout Camp in Fort Ann). The event organizer for **Orienteering USA** (National level) and I met at the TEAMS conference where I learned out about the events being held in our area. I inquired about the group's accommodations and learned that at that point no hotel rooms had been secured, that the local clubs are responsible for lodging arrangements. National contact and I discussed that although the event's locations are in Saratoga & Washington Counties, the hotels between the 2 locations are all within Warren County and I would be able to help local club secure lodging. National contact thrilled and said he would arrange a conference call with local contacts, himself and I to discuss everything. Orienteering USA has signed an agreement with Choice Hotels for 2013 and prefers local clubs utilize at least one Choice property during their events if possible. Informed all contacts that there are several Choice properties in Warren County that are between Moreau State Park & Fort Ann so this may be possible. Group expecting 400 – 500 athletes for events (some of the athletes will camp @Moreau). On May 10 – 12, 2013 there will also be qualifying events being held for the *2013 US Individual Orienteering Championships, US Team Trials & 2013 National Trail Orienteering Championships*. Local club contact and I have spoken since conference call regarding answers to a few questions I had about their "requirements". RFP can now be prepared and sent to hotels requested at exits 18, 19 and 20 and a few in Lake George/Village specifically requested by local club.
- Received word from the **NYS Snowmobile Association** that they **WILL NOT** be considering WC for their **2014 or 2015 Annual Meeting**. The Association received 2 proposals from WC that they said were enticing however; they also received proposals from Western NY – 2 of which are able to accommodate their entire conference indoors at a conference/convention center facility. Our properties did not have enough space indoors to accommodate the large equipment displays as well as the exhibits portion of the trade show. The group is not opposed to having the large equipment displays outside but prefers to have entire conference & trade show indoors when possible. Group was in Lake Placid in 2012 and will be again for 2013 at their new state of the art convention center. Contact did say they will be considering all locations again after the 2015 Annual Meeting so we will receive their RFP. Have put a trace to contact in Association in 2014 to remind we would like to be considered for 2016 and beyond.

- Attended Lake George Chamber Open House at the Chamber offices
- Received an e-mail from Adirondack Coast Visitors Bureau representative (that I met at the TEAMS conference) about the **East Coast Snocross** event taking place in Lake George **January 2013**. She has worked with them for past few years and said they were great to work with but last minute with their planning and just wanted to give someone a heads up. Was not familiar with event, went to their website to look for event and contact info, while on site found they will be holding a Snocross event January 26 – 27, 2013 in Lake George. Also noticed they did not have hotels listed under their “accommodations” section. Immediately contacted group and the owner of company/events responded back and directed me to person in charge of lodging letting me know lodging arrangements had NOT been made yet for our location as far as he knew. Awaiting a response from lodging contact. Did check with one hotel close to site group will hold events at and they are not holding any room blocks or currently working with anyone from group. Will continue to follow-up until speak with person in charge of lodging.
- CVB will be a co-event sponsor for the ESSAE Annual Holiday Party & Charity Auction being held in December with the Sagamore Resort & Fort William Henry Hotel & Conference Center.
- Received lead from WC for **T-Mobile** training meeting to take place January 14 – 18, 2013 for 100 – 120 people. There is a very short timeframe as a decision is expected prior to December 1, 2012 - RFP immediately sent out to hotels. Received 3 proposals that were forwarded to group contact for review and decision. Will follow-up with contact if had no response by 11/30.
- Was contacted by a woman in the **Army Reserves** regarding a location within 10 mile radius of Lake George for a **Family Fun Day** event to be held in **July 2013**. **135 soldiers** will be conducting a **training session at the Naval Center in Saratoga Springs** and their **families will be coming with them**. Looking for 2 night’s accommodations, area attractions and events that will be taking place during groups stay. Soldiers will be traveling on government’s orders and the **government rate is a MUST**.
- **Leads Sent:**
  - Church of Christ Written in Heaven, Inc**
  - Women's Retreat - April 24 - 27, 2014 (prefer to be close to shopping areas)*
  - Couple's Retreat - September 25 - 28, 2014*
  - UTurn2Ministries – Annual Retreat – Spring 2014 (May preferably)**
  - T-Mobile – Earn More Training – January 14 – 18, 2013**

Respectfully Submitted by:  
Christina Curley  
Special Events & Convention Sales Director