



Tourism and Occupancy Tax Coordination Committee
Warren County Tourism Department
AGENDA
January 25, 2021

Committee Members: GERAGHTY, Merlino, Braymer, Wild, Hogan, Beaty, Strough

- I. Committee meeting called to order by Chairman Geraghty
- II.
 - a. Motion to approve minutes of October 26, 2020 Tourism Committee Meeting.
 - b. Motion to approve the minutes of the December 14, 2020 Occupancy Tax Coordination Committee.
- III. Action Agenda/New Business Items:
 - a. ***Resolution request:** To authorize an agreement with TBD to print the 2021 Lake George Area (Warren County) Travel Guide.
Rationale: Project awarded to the lowest responsible bidder.
 - b. **Resolution request:** To authorize continuation of the intermunicipal agreement with the Village of Lake George to provide funding for promotion space within The Lake George Visitor Center.
Rationale: The County has entered into this agreement since 2009.
- IV. Discussion Items:
 - a. Workshop Presentation
 - b. 2021 Marketing Plan
 - c. Advisory Panel
 - d. Set due date for receipt of Occupancy Tax applications
- V. Referrals/Pending Items: None.
- VI. Privilege of the floor and public comment
(please allow for 15-second delay on live stream meetings).
- VII. Motion to adjourn

Attachments :

- a. Resolution Request Form No. 3 to authorize a new contract with TBD
- b. Resolution Request Form No. 20 to authorize a contract with the Village of Lake George.

*Note: Travel Guide specifications were rebid when it was brought to my attention that a slightly different size would result in a significant cost savings. I will have updated quotes by January 20, 2021.

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Tourism

DATE: January 25, 2021

- (a) Is this a Result of a Bid or Request for Proposal? **Yes**
- (b) Purpose of Contract: **Travel Guide printing**
- (c) Name of Contractor: **TBD**
- (d) Address of Contractor: **TBD**
- (e) Contractor's Contact Person and Telephone Number: **TBD**
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: **TBD**
- (h) Termination Date of Contract: **TBD**
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **upon completion of project/delivered guides**)
- (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.6417.0001 470, Contract, Amount TBD****

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 (Occupancy Tax)

DATE: 1/25/21

- (a) Purpose of Request: to authorize continuation of the intermunicipal agreement with the Village of Lake George to provide funding for promotion space within The Lake Geroge Visitor Center, a New York State designated Tourist Information Center.

- (b) Details: as expiring

- (c) Previous Resolution Number: Res# 48 of 2020

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.6417.0002 480.05 - Tourism-Business Promotion \$25,000

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

* as listed in budget and LOGOS