



**Occupancy Tax Coordination Committee
AGENDA
October 24, 2022**

Committee Members: DICKINSON, Merlino, Wild, Magowan, Runyon, Strough and Geraci

Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board.

- I. Committee meeting called to order by Chairman Dickinson
- II. Motion to approve minutes of the September 26, 2022 Occupancy Tax Committee Meeting.
- III. Privilege of the floor and public comment
- IV. Action Agenda/New Business Items:
 - a. **Resolution request:** Authorizing Warren County Tourist and Convention Development Agreement with Lake George Regional Convention and Visitors Bureau Inc. for Occupancy Tax Special Event Funding
Rationale: Annual funding agreement.
 - b. **Resolution request:** Authorizing Warren County Tourist and Convention Development agreement with the Adirondack Civic Center Coalition, Inc. for Occupancy Tax Special Event Funding
Rationale: Annual funding agreement
 - c. **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, a New York State designated Tourist Information Center.
Rationale: Annual funding agreement
- V. Discussion Items:
 - a. Approve fourth quarter 2022 funding for the Lake George Regional Convention and Visitors Bureau
 - b. Chairman Dickinson to discuss change in how Occupancy Tax Special Events funding is distributed
- VI. Referrals:
 - a. County Attorney to review Occupancy Tax Spending Plan History and Local Law and provide any updates required. (06.20.22)

b. Referral from the ARPA Advisory Committee to entertain a request for funding in the amount of \$25,000 from the Adirondack Theater Festival to fund the 7th Annual Film Festival.
(09.27.22)

VI. Privilege of the floor and public comment

VII. Motion to adjourn

Attachment #1: Resolution Request Form No. 20 - Authorizing Warren County Tourist and Convention Development Agreement with Lake George Regional Convention and Visitors Bureau Inc. for Occupancy Tax Special Event Funding

Attachment #2: Resolution Request Form No. 20 - Authorizing Warren County Tourist and Convention Development agreement with the Adirondack Civic Center Coalition, Inc. for Occupancy Tax Special Event Funding

Attachment #3: Resolution Request Form No. 20 - 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, a New York State designated Tourist Information Center.

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: 10/24/22

- (a) Purpose of Request: Authorizing Warren County Tourist and Convention Development Agreement with Lake George Regional Convention and Visitors Bureau Inc. for Occupancy Tax Special Event Funding

- (b) Details: as expiring

- (c) Previous Resolution Number: 569 of 2021

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.6417.0002 480.05 - Tourism - Business Promotion 600,000

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 569 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS GERAGHTY, MERLINO, BRAYMER, WILD, HOGAN, BEATY AND STROUGH

AUTHORIZING WARREN COUNTY TOURIST AND CONVENTION DEVELOPMENT AGREEMENT WITH THE LAKE GEORGE REGIONAL CONVENTION AND VISITORS BUREAU, INC. FOR OCCUPANCY TAX SPECIAL EVENT FUNDING

WHEREAS, Warren County established a program to provide funding for certain qualifying conventions, events, trade shows, and others directly related and supporting activities which develop tourism and convention activity within Warren County, and

WHEREAS, the Tourism & Occupancy Tax Coordination Committee recommended that Warren County enter into a Tourist and Convention Development Agreement (“Agreement”) with the Lake George Regional Convention and Visitors Bureau, Inc. (“CVB”), 2176 State Route 9, P.O. Box 272, Lake George, New York 12845, wherein the County would provide funding in a total amount not to exceed Five Hundred Fifty Thousand Dollars (\$550,000) to be paid in advance, on a quarterly basis, during year 2022 as approved by the Tourism & Occupancy Tax Coordination Committee, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an agreement with the Lake George Regional Convention and Visitors Bureau, Inc. as outlined in the preambles of this resolution which includes submitting quarterly marketing reports to the Tourism Department with performance metrics, which report quarterly and year to date results, for review by the Tourism & Occupancy Tax Coordination Committee prior to approving the quarterly payments for the year 2022, and in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code A.6417.0002 480.05, Tourism/Occupancy, Occupancy Tax, Tourism - Business Promotion.

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: 10/24/22

- (a) Purpose of Request: Authorizing Warren County Tourist and Convention Development Agreement with the Adirondack Civic Center Coalition, Inc. for Occupancy Tax Special Event Funding

- (b) Details: as expiring

- (c) Previous Resolution Number: Res# 568 of 2021

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.6417.0002 480.02 - Tourism-Convention Event Development Fund 250,000

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 568 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS GERAGHTY, MERLINO, BRAYMER, WILD, HOGAN, BEATY AND STROUGH

AUTHORIZING WARREN COUNTY TOURIST AND
CONVENTION DEVELOPMENT AGREEMENT WITH
THE ADIRONDACK CIVIC CENTER COALITION, INC.
FOR OCCUPANCY TAX SPECIAL EVENT FUNDING

WHEREAS, the Tourism & Occupancy Tax Coordination Committee has recommended that Warren County enter into a Tourist and Convention Development Agreement (“Agreement”) with the Adirondack Civic Center Coalition, Inc. (“Coalition”), 1 Civic Center Plaza, Glens Falls, New York 12801, wherein the County would provide funding in a total amount not to exceed Two Hundred Fifty Thousand Dollars (\$250,000) to be paid out in quarterly increments for year 2022, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes an agreement with the Adirondack Civic Center Coalition, Inc., as outlined in the preambles of this resolution, and the Chair of the Board of Supervisors is hereby authorized to execute the Agreement in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code A.6417.0002 480.02, Tourism/Occupancy, Occupancy Tax, Tourism - Convention Event Development Fund.

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: 10/24/22

- (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 George Visitor Center, a New York State designated Tourist Information Center.

- (b) Details: as expiring

- (c) Previous Resolution Number: Res# 566 of 2021

- (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

Warren County Board of Supervisors

RESOLUTION NO. 566 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS GERAGHTY, MERLINO, BRAYMER, WILD, HOGAN, BEATY AND STROUGH

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

WHEREAS, Resolution No. 47 of 2021 authorized continuation of an intermunicipal agreement with the Village of Lake George for promotional space within the Lake George Visitor Center, for a term commencing January 1, 2021 and terminating December 31, 2021, for an amount not to exceed Twenty-Five Thousand Dollars (\$25,000), and

WHEREAS, the Tourism & Occupancy Tax Coordination Committee approved a request to continue this agreement for a term commencing January 1, 2022 and terminating December 31, 2022, upon the same terms and conditions as previously authorized, now, therefore be it

RESOLVED, that the Chair 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 a 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 A.6417.0002 480.05 - Tourism/Occupancy, Occupancy Tax, Tourism-Business Promotion, upon receipt of a verified voucher in the amount authorized above.