



**Occupancy Tax Coordination Committee  
Warren County Tourism Department  
AGENDA  
January 21, 2020**

Committee Members:

D. Dickinson, Chairman  
E. Merlino  
J. Strough  
C. Braymer  
D. Bruno  
E. Frasier  
K. Geraghty  
C. Leggett  
R. Seeber

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- I. Committee meeting called to order by Chairman Dickinson.
  - II. Motion to approve minutes of November 19, 2019 Occupancy Tax Coordination Meeting.
  - III. Report on Revenues from the County Treasurer
  - IV. Action Agenda:
    - Mayor Blais – request for assistance in paying for Wastewater Treatment Plant
    - Resolution to authorize Warren County Tourist and Convention Development Agreement with Adirondack Civic Center Coalition, Inc. - \$250,000
    - Resolution to authorize continuation of intermunicipal agreement with the Village of Lake George for Lake George Visitor's Center - \$25,000
    - Discuss Spending Plan for 2020 – see Res. # 501 of 2018 for 2019
    - Review applications for 2020 Occupancy Tax Awards
  - VI. Privilege of the Floor to discuss any additional items to come before Committee.
  - VII. Motion to adjourn.

# WARREN COUNTY TREASURER

MICHAEL R. SWAN  
*County Treasurer*

ROBERT V. LYNCH II  
*Deputy Treasurer*

## OCCUPANCY TAX REPORT

Tuesday January 21, 2020

Revenue Collected Through 12/31/19 as of 1/16/20	\$ 4,728,813.86
Revenue Collected Through 12/31/18 as of 1/16/19	<u>\$ 4,378,341.34</u>
Increase/Decrease	\$ 350,472.52
Percent Change	7.41%

# Warren County Board of Supervisors

## RESOLUTION No. 501 OF 2018

**RESOLUTION INTRODUCED BY SUPERVISORS DICKINSON, MERLINO, SIMPSON, STROUGH, BEATY, FRASIER, LEGGETT, GERAGHTY AND DRISCOLL**

**APPROVING THE 2019 OCCUPANCY TAX SPENDING PLAN AND AUTHORIZING AGREEMENTS BETWEEN MUNICIPALITIES IN WARREN COUNTY AND OTHER ORGANIZATIONS FOR TOURISM PROMOTION AND TOURIST AND CONVENTION DEVELOPMENT SERVICES**

WHEREAS, the County derives revenues from the Occupancy Tax authorized by act of the New York State Legislature (Chapter 422 of the Laws of 2003) and, after deducting the amount provided for administering such tax, is to allocate the funds to enhance the general economy of the County of Warren and its cities, towns and villages through the promotion of tourist activities, conventions, trade shows, special events and other directly related and supported activities, and

WHEREAS, the Warren County Board of Supervisors has previously authorized contracts with the various municipalities in Warren County to provide funds, annually, to enhance the general economy of the various municipalities and therefore, the County of Warren, through the promotion of tourist activities, conventions, trade shows, special events, and other directly related and supported activities, and

WHEREAS, the Occupancy Tax Coordination Committee has approved the 2019 Occupancy Tax Spending Plan to authorize the contracts with various municipalities for 2019 as outlined above, as well as to provide funding for the following: Warren County Projects, the Adirondack Civic Center Coalition, Inc. and the Lake George Convention and Visitors Bureau for the following stated amounts in January of 2019 or as soon thereafter as agreements between the municipalities and the various organizations can be executed and payment thereunder processed:

**2019 Occupancy Tax Spending Plan**

Lake George	\$144,334.	(Combined Town and Village allocation)
Bolton	\$ 54,333.	
Queensbury	\$ 54,333.	
Towns & City of Glens Falls	\$135,000.	\$15,000 each of the eight remaining towns & City of Glens Falls
County Tourist & Convention Event Development Fund	\$250,000.	Adirondack Civic Center Coalition, Inc. funding
County Event Funding	\$285,000.* *approved by Res. No. 500 of 2018	Remaining County event funding for major regional activities only
Lake George Convention & Visitors Bureau	\$400,000.	

now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized and directed to execute amended agreements providing additional funds for the various municipalities listed above, as well as for Warren County Projects, the Adirondack Civic Center Coalition, Inc. and the Convention & Visitors Bureau, as approved in the 2019 Occupancy Tax Spending Plan stated in the preambles of this resolution in a form approved by the County Attorney, and be it further

RESOLVED, that the Warren County Treasurer be, and hereby is, authorized and directed to pay the amounts specifically set forth herein above as soon as possible upon receipt of a fully executed agreement, and be it further

RESOLVED, that the remaining amounts provided to the municipalities under the previously existing agreements to be distributed as provided therein and based on the formula previously approved by the Warren County Board of Supervisors in distributing twenty-five percent (25%) of the total occupancy tax collections to the municipalities in Warren County.

# ***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:**

**DATE:**

(a) Purpose of Request:

(b) Details:

(c) Previous Resolution Number:

(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



# ***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: 1/21/20**

- (a) Purpose of Request: to appropriate \$60,750 from the Occupancy Tax Reserve to fund the additional amount of Occupancy Tax awards given above the amount budgeted for 2020
  
- (b) Details: \$285,000 budgeted in A.6417.0002 480, Special Events and \$80,000 budgeted in A.6417.0002 480.03 Special Event Discretionary Fund totaling \$365,000; \$425,750 awarded
  
- (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, \$60,750

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

\* as listed in budget and LOGOS