

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2017 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Tourism Occupancy

BUDGET ACCOUNT CODE: A.6417

OBJECT CODES	2015 EXPENDITURES	2016 ADOPTED	2016 AMENDED	2017 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$366,909.26	\$385,681.00	\$385,681.00	\$376,223.00
200's EQUIPMENT	\$873.91	\$1,000.00	\$5,000.00	\$3,000.00
400's CONTRACTUAL	\$3,565,168.66	\$3,741,317.00	\$4,375,044.00	\$4,434,867.00
800's EMPLOYEE BENEFITS	\$207,464.46	\$215,556.00	\$215,556.00	\$199,713.00
TOTALS	\$4,140,416.29	\$4,343,554.00	\$4,981,281.00	\$5,013,803.00

2015 REVENUES	2016 ADOPTED REVENUES	2016 ESTIMATED REVENUES	2017 DEPARTMENT REQUESTS
\$4,310,259.92	\$4,267,028.00	\$4,278,123.00	\$4,172,803.00

SIGNED:

Joanne Conley
DEPARTMENT HEAD

TITLE:

TOURISM DIRECTOR

DATE:

09.15.2016

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Actual Amount	2017 Departmental Request
Fund A - General						
REVENUE						
Department 6417 - Tourism Occupancy						
<i>Non-Property Tax Items</i>						
1113	Tax - Hotel Room Occupancy	4,148,376.97	4,113,320.00	4,113,320.00	1,581,558.12	4,000,000.00
<i>Non-Property Tax Items Totals</i>		\$4,148,376.97	\$4,113,320.00	\$4,113,320.00	\$1,581,558.12	\$4,000,000.00
<i>Departmental Income</i>						
2089	Tourism	78,945.00	70,000.00	70,000.00	6,900.00	80,000.00
2096	Motorcoach Promotion	3,850.00	5,000.00	5,000.00	5,000.00	3,000.00
<i>Departmental Income Totals</i>		\$82,795.00	\$75,000.00	\$75,000.00	\$11,900.00	\$83,000.00
<i>State Aid</i>						
3715	Tourism Promotion	78,708.00	78,708.00	89,803.00	89,803.00	89,803.00
<i>State Aid Totals</i>		\$78,708.00	\$78,708.00	\$89,803.00	\$89,803.00	\$89,803.00
<i>Sale of Property And Compensation for Loss</i>						
2654	Minor Sales - Tourism	379.95	.00	.00	.00	.00
<i>Sale of Property And Compensation for Loss Totals</i>		\$379.95	\$0.00	\$0.00	\$0.00	\$0.00
Department 6417 - Tourism Occupancy Totals		\$4,310,259.92	\$4,267,028.00	\$4,278,123.00	\$1,683,261.12	\$4,172,803.00
REVENUE TOTALS		\$4,310,259.92	\$4,267,028.00	\$4,278,123.00	\$1,683,261.12	\$4,172,803.00
EXPENSE						
Department 6417 - Tourism Occupancy						
<i>Personal Services</i>						
110	Salaries - Regular	339,779.22	357,943.00	357,943.00	192,707.29	347,453.00
120	Salaries - Overtime	6,729.46	5,250.00	5,250.00	1,407.60	5,250.00
130	Salaries - Part Time	20,400.58	22,488.00	22,488.00	15,146.90	23,520.00
<i>Personal Services Totals</i>		\$366,909.26	\$385,681.00	\$385,681.00	\$209,261.79	\$376,223.00
<i>Equipment</i>						
210	Furniture/Furnishings	.00	.00	.00	.00	2,000.00
220	Office Equipment	873.91	1,000.00	5,000.00	451.37	1,000.00
<i>Equipment Totals</i>		\$873.91	\$1,000.00	\$5,000.00	\$451.37	\$3,000.00
<i>Contractual Expense</i>						
410	Supplies	8,634.33	12,675.00	12,675.00	3,446.53	9,000.00
418	Ins-General Liability	206.96	212.00	225.54	225.54	.00
423	Telephone	1,181.73	1,950.00	1,950.00	768.78	1,250.00
424	Postage	132,866.69	182,792.00	178,997.46	139,155.33	164,850.00
426	Subscriptions	7,345.78	11,410.00	18,951.34	14,076.34	14,905.00
427	Memberships & Dues	6,390.60	4,000.00	4,019.00	3,538.82	5,500.00
428	Data Processing & Internet Fees	28,638.34	22,620.00	22,601.00	17,011.17	22,620.00
441	Auto-Supplies & Repair	82.90	500.00	1,240.12	1,240.12	.00
442	Automotive - Gas & Oil	194.27	500.00	500.00	32.15	.00
444	Travel/Education/Conference	11,598.83	10,375.00	10,375.00	4,867.17	15,000.00

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Actual Amount	2017 Departmental Request
Fund A - General						
EXPENSE						
Department 6417 - Tourism Occupancy						
<i>Contractual Expense</i>						
469	Other Payments/Contributions	1,223,701.17	1,223,702.00	1,442,095.00	1,052,094.24	1,442,000.00
470	Contract	455,219.03	572,744.00	717,530.00	402,763.37	613,810.00
471	Administration	90,000.00	114,000.00	114,000.00	114,000.00	124,000.00
480	Tourism-Special Events	244,979.92	175,000.00	233,500.00	91,500.00	175,000.00
480.02	Tourism - Convention Event Development Fund	250,000.00	250,000.00	250,000.00	250,000.00	250,000.00
480.03	Tourism - Special Event Discretionary Fund	28,000.00	50,000.00	75,000.00	5,000.00	.00
480.04	Tourism - Warren County Projects	29,000.00	74,153.00	248,306.00	.00	.00
480.05	Tourism - Business Promotion	.00	.00	.00	.00	50,000.00
481	Tourism Promotion	1,047,128.11	1,034,684.00	1,043,078.54	709,519.74	1,546,932.00
<i>Contractual Expense Totals</i>		\$3,565,168.66	\$3,741,317.00	\$4,375,044.00	\$2,809,239.30	\$4,434,867.00
<i>Employee Benefits</i>						
810	Retirement	65,395.74	60,768.00	60,768.00	37,072.47	50,047.00
830	Social Security	21,855.30	23,913.00	23,913.00	12,458.10	23,327.00
831	Medicare Contribution	5,111.33	5,593.00	5,593.00	2,913.58	5,456.00
860	Hospitalization	90,447.96	91,878.00	91,878.00	53,805.03	86,812.00
865	Dental Insurance	984.00	1,104.00	1,104.00	612.00	1,392.00
<i>Employee Benefits Totals</i>		\$183,794.33	\$183,256.00	\$183,256.00	\$106,861.18	\$167,034.00
<i>Other Benefits</i>						
840	Workmen's Compensation	3,485.37	3,386.00	3,386.00	3,385.55	3,034.00
861	Retirees Hospitalization	20,184.76	28,914.00	28,914.00	19,003.44	29,645.00
<i>Other Benefits Totals</i>		\$23,670.13	\$32,300.00	\$32,300.00	\$22,388.99	\$32,679.00
Department 6417 - Tourism Occupancy Totals		\$4,140,416.29	\$4,343,554.00	\$4,981,281.00	\$3,148,202.63	\$5,013,803.00
EXPENSE TOTALS		\$4,140,416.29	\$4,343,554.00	\$4,981,281.00	\$3,148,202.63	\$5,013,803.00
Fund A - General Totals						
REVENUE TOTALS		\$4,310,259.92	\$4,267,028.00	\$4,278,123.00	\$1,683,261.12	\$4,172,803.00
EXPENSE TOTALS		\$4,140,416.29	\$4,343,554.00	\$4,981,281.00	\$3,148,202.63	\$5,013,803.00
Fund A - General Totals		\$169,843.63	(\$76,526.00)	(\$703,158.00)	(\$1,464,941.51)	(\$841,000.00)
<i>Net Grand Totals</i>						
REVENUE GRAND TOTALS		\$4,310,259.92	\$4,267,028.00	\$4,278,123.00	\$1,683,261.12	\$4,172,803.00
EXPENSE GRAND TOTALS		\$4,140,416.29	\$4,343,554.00	\$4,981,281.00	\$3,148,202.63	\$5,013,803.00
Net Grand Totals		\$169,843.63	(\$76,526.00)	(\$703,158.00)	(\$1,464,941.51)	(\$841,000.00)

Tourism Contracts

	Amount	Expires
Adirondack Factory Outlet Mall rent	15,000.00	12/31/17 yearly contract
Lake Placid Advertisers Workshop - web development	60,000.00	8/21/17 new contract approved 8/19/16 with option to renew for 3 add'l yrs
Working Pictures	61,740.00	12/31/17 with option to renew for 2 additional years
Sue Pierson Design (Keyboard Assistance)	4,500.00	12/31/17
Trampoline - Social Media	40,000.00	5/31/17 with option to renew for 2 additional years
LG Reg. Chamber - Sales	175,000.00	12/31/17 may be renewed one additional year
LG Reg. Chamber - Exit 17	25,000.00	5/31/17
Village of Lake George - Visitor's Center	25,000.00	12/31/15 yearly contract
Smith Travel Research	1,925.00	12/31/15 yearly contract
Brochure Distribution contracts - miscellaneous *	15,000.00	12/31/15 yearly contracts
Content writers/Photography	<u>10,000.00</u>	various - (have one \$2,000 contract currently expiring 6/15/17)
	433,165.00	
 Printers of the following:		
Travel Guide	65,000.00	short term (in excess of MF)
Group Travel Planner	<u>4,000.00</u>	short term
	69,000.00	
 Matching Funds usage:		
Adirondack Regional Tourism Council	143,847.00	12/31/16 (Will not know status of 2017 contract until December 2016)
Travel Guide	<u>17,798.00</u>	short term
	161,645.00	
 Total .470 Contracts	 663,810.00	
 .481 contract		
Broadcast Media/Social Media - to be rebid before 1/1/16	1,200,000.00	

Brochure Distribution contracts - miscellaneous *
2016 locations

Henry Hudson Tours (DONYS)	5,595.00
NYSTIA - CONY shows	2,600.00
CTM Media (Palisades Mall)	1,194.00
Chamber of Southern Saratoga - Exit 9	1,350.00
Niagara Majestic	900.00
Pennsylvania on Display	600.00
Center State Corp. (Preble)	400.00
Fingerlakes Regional Tourism	395.00
ROOST -Lake Placid Chamber of Commerce	300.00
Chautauqua Cty Visitor's Bureau	250.00
Getaways on Display	250.00
Adirondack Sports & Fitness Show	200.00
1000 Islands - Bridge location	180.00
Saratoga Convention & Tourism	150.00
1000 Islands - I 81 Southbound	65.00
FMWR Piscattiny Arsenal	50.00
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	14,479.00

2017 Salary Schedule (Position Budgeting)
Tourism

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
10556	Brand, Tanya	Group Tour/Convention PR	\$43,569.00	Full Time	CSEA/FT	4/23/2003
	11-13 / \$20.95	11-14 / \$20.95				
11255	Cafaro, Magdalena	Keyboard Specialist #1	\$14,672.00	Less than Half	Less than P/T	2/13/2007
	03-09 / \$14.57	03-10 / \$15.82				
5808	Conley, Joanne	Director of Tourism	\$75,000.00	Full Time	Out of UnitFT	5/26/1981
	N/A / \$36.06	N/A / \$36.06				
11551	Girard, Peter	Creative Director	\$73,195.00	Full Time	Out of UnitFT	9/22/2008
	N/A / \$35.19	N/A / \$35.19				
9949	Grant, Leisa	Principal Account Clerk	\$43,451.00	Full Time	CSEA/FT	8/2/1999
	10-17 / \$20.89	10-18 / \$20.89				
10681	Himmelblau, Ellen	Senior Tourism Specialist #3	\$36,871.00	Full Time	CSEA/FT	12/29/2003
	06-13 / \$17.73	06-14 / \$17.73				
6825	Monroe, Brenda	Clerk PT	\$8,848.00	Less than Half	Less P/T12/21/12	6/4/2016
	02-00 / \$12.15	N/A / \$12.15				
		Assistant Tourism Coordinator	\$42,000.00			
	N/A / \$20.19	N/A / \$20.19				
		Communications Assistant	\$33,367.00			
	09-00 / \$16.04	N/A / \$16.04				
		Tourism-Overtime	\$5,250.00			
	N/A / \$0.00	N/A / \$0.00				
		10	\$376,223.00			