



City of Las Cruces[®]

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 11

Ordinance/Resolution# 10-11-331 Council District: All

For Meeting of July 19, 2010
(Adoption Date)

TITLE: A RESOLUTION AUTHORIZING ADJUSTMENT OF THE BUDGET AND THE PURCHASE OF FURNISHINGS FOR THE LAS CRUCES CONVENTION CENTER IN THE AMOUNT NOT TO EXCEED \$1,100,000.

PURPOSE(S) OF ACTION: Permission is being requested for an adjustment of the budget to facilitate purchase of furnishings necessary to operate the Las Cruces Convention Center prior to its scheduled opening.

Drafter and Staff Contact: Ken Mompellier <i>KM</i>		Department: Public Services/CVB		Phone: 541-2166	
Department	Signature	Phone	Department	Signature	Phone
Department Director	<i>[Signature]</i>	528-3477	Budget	<i>[Signature]</i>	541-2107
Other			Assistant City Manager	<i>[Signature]</i>	541-2271
Legal	<i>[Signature]</i>	541-2128	City Manager	<i>[Signature]</i>	541-2076

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS: The CVB has been involved with the development of the Las Cruces Convention Center for the past eleven years. With the final stages of the completion of the Las Cruces Convention Center now a reality, the purchasing of the necessary furnishings for the facility has arrived. On August 17, 2009, the City Council approved Resolution No. 08-09-602 granting the authority to Contract Associates of Albuquerque, New Mexico to furnish the Las Cruces Convention Center as one of the project assignments.

The Las Cruces Convention Center needs to be completely furnished with all necessary items in order to accommodate the use by groups renting space to hold meetings, conventions, trade shows, banquets and any other use of the facility for the community of Las Cruces.

The CVB has worked with Global Spectrum, the management company of the Las Cruces Convention Center to identify the items needed for the facility in order to begin operations. As their company manages and has opened several facilities throughout the country, their input was imperative. The items identified and needed for the Las Cruces Convention shall not exceed the purchase price of \$1,100,000.

A majority of the funding for the purchase has been identified from two (2) sources: \$500,000 from the Las Cruces Convention Center Project Fund and \$450,000 for the recent payment that was made to the CVB for the land exchange at 411 N. Main Street per Resolution No. 10-266 on May 3, 2010. The remaining \$150,000 will be acquired from the CVB Fund Balance

(Continue on additional sheets as required)

which has sufficient funds to cover the expenditure. Should the Las Cruces Convention Center Project Fund fall short of the anticipated \$500,000 contingency, any additional funds would be taken from the CVB Fund Balance.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A" – Purchasing Manager’s Request to Contract
3. Exhibit "B" - Summary of proposed Furnishings
4. Exhibit "C" – Convention & Visitors Bureau Fund Summary

SOURCE OF FUNDING:

Is this action already budgeted?	Yes	<input checked="" type="checkbox"/>	See fund summary below
	No	<input checked="" type="checkbox"/>	If No, then check one below:
	<i>Budget Adjustment Attached</i>	<input type="checkbox"/>	Expense reallocated from:
		<input type="checkbox"/>	Proposed funding is from a new revenue source (i.e. grant; see details below)
		<input checked="" type="checkbox"/>	Proposed funding is from fund balance in the 2710 Convention & Visitors Bureau Fund.
Does this action create any revenue?	Yes	<input type="checkbox"/>	Funds will be deposited into this fund: _____
	No	<input checked="" type="checkbox"/>	There is no new revenue generated by this action.

FUND SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
Las Cruces Convention Center Project Fund	4024 40123090- 851200- 60503	\$500,000	\$500,000	\$0	n/a
Convention & Visitors Bureau	2710 27805020- 851200- 605XX	\$600,000	From Fund Balance	\$0	n/a

(Continue on additional sheets as required)

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will approve the Resolution, which will adjust the budget to allow procurement to proceed for the furnishings for the Las Cruces Convention Center in order to have the facility ready for operation by December 2010 in order to accommodate the groups that will be utilizing the facility.
2. Vote "No"; this will not allow the City of Las Cruces Convention & Visitors Bureau to purchase any or all of the identified and necessary furnishings for the Las Cruces Convention Center in order to have them in place prior to the opening of the facility, which will result in revenue loss due to the facility not being able to open for operations and/or cancellations from groups that cannot be accommodated.
3. Vote to "Amend"; this could not allow the City of Las Cruces Convention & Visitors Bureau adequate time to go through the procurement process and acquire the necessary items before the facility is scheduled to open.
4. Vote to "Table"; this could delay the opening of the facility since it is imperative that the furnishings be ordered no later than September 1, 2010 to ensure arrival prior to the opening. Any delay in approval of this resolution would result in revenue loss due to cancellation of business already on the books.

REFERENCE INFORMATION

The resolution(s) and/or ordinance(s) listed below are only for reference and are not included as attachments or exhibits.

1. Resolution No. 08-09-602
2. Resolution No. 10-266

(Continue on additional sheets as required)

236
RESOLUTION NO. 10-11-331

A RESOLUTION AUTHORIZING ADJUSTMENT OF THE BUDGET AND THE PURCHASE OF FURNISHINGS FOR THE LAS CRUCES CONVENTION CENTER IN THE AMOUNT NOT TO EXCEED \$1,100,000.

The City Council of the City of Las Cruces is informed that:

WHEREAS, the Las Cruces Convention Center is currently under construction and scheduled to open in December 2010; and

WHEREAS, with the final stages of the completion of the Las Cruces Convention Center now a reality, the purchasing of the necessary furnishings for the facility has arrived; and

WHEREAS, on August 17, 2009, the City Council approved Resolution No. 08-09-602 granting the authority to Contract Associates of Albuquerque, New Mexico to furnish the Las Cruces Convention Center as one of the project assignments; and

WHEREAS, the Las Cruces Convention Center needs to be completely furnished with all necessary items in order to accommodate the use by groups renting space to hold meetings, conventions, trade shows, banquets and any other use of the facility for the community of Las Cruces; and

WHEREAS, the Las Cruces Convention & Visitors Bureau (CVB) has worked with Global Spectrum, the management company of the Las Cruces Convention Center to identify the items needed for the facility in order to begin operations; and

WHEREAS, the items identified and needed for the Las Cruces Convention shall not exceed the purchase price of \$1,100,000; and

WHEREAS, the Las Cruces Convention Center Project Fund (4024) and the CVB Fund (2710) have sufficient funds to cover the expenditure; and

WHEREAS, an adjustment of the budget to facilitate purchase of furnishings necessary to operate the Las Cruces Convention Center prior to its scheduled opening is needed.

NOW, THEREFORE, Be it resolved by the governing body of the City of Las Cruces:

(I)

THAT the City of Las Cruces endorses and supports such a purchase for the City as indicated in the Summary of proposed Furnishing designated as Exhibit "A", attached hereto and made a part hereof.

(II)

THAT City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE and APPROVED this _____ day of _____, 2010.

APPROVED:

(SEAL)

ATTEST:

Mayor

City Clerk

VOTE:

Moved by: _____

Mayor Miyagishima: _____

Seconded by: _____

Councillor Silva: _____

APPROVED AS TO FORM:

Councillor Connor: _____

Councillor Pedroza: _____

Councillor Small: _____

Councillor Sorg: _____

Councillor Thomas: _____



City Attorney

CITY OF LAS CRUCES

PURCHASING MANAGER'S REQUEST TO CONTRACT

For Meeting of: July 19, 2010

Resolution No.: 10-11-331

Contract Purchase For

Furnishings For The Las Cruces Convention Center

The Las Cruces City Council is provided the following information concerning this request:

RFP SOLICITATION INFORMATION:

- 1. RFP No./ Due Date: RFP No. 08-09-602/June 19, 2009
- 2. Description: Furnishings
- 3. Using Department: Public Services/CVB
- 4. Number of Responses Accepted: Seven (7)
- 5. Award Recommendation To: Contract Associates of Albuquerque, NM
- 6. Total Award Amount (including any tax and contingency): NTE \$1,100,000.00
- 7. Contract Duration: Five (5) Years Pending Approved Budget and Annual Renewals

LOCAL PREFERENCE FACTOR

Local Preference Factor Applied Per LCMC §24-100	No		LCMC §24-100 not applicable to this solicitation
	Yes	X	Made A Difference To Awards(s)
		X	Made No Difference To Bid Award(s)

PROCUREMENT CODE COMPLIANCE:

The City of Las Cruces Procurement Code was administered in the conduct of this procurement and approval to purchase is hereby requested pursuant to **Section 24-92**.


 Purchasing Manager

7/19/10
 Date

CONFIRMATION OF FUND ENCUMBRANCE:

REQUISITION or PURCHASE ORDER NUMBER:	TBD
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PROJECT: LAS CRUCES CONVENTION CENTER
 SUBMISSION: PRELIMINARY FF&E INVENTORY & BUDGET
 PREPARED BY: GLOBAL SPECTRUM

7/9/2010 10:42

		INVENTORY & BUDGET			
ITEM #	EQUIPMENT DESCRIPTION	QTY.	UNIT PRICE	TOTAL	PACKAGE TOTAL
10	DANCE FLOOR CADDIES	8	\$380.00	\$3,040.00	
12	FLIP CHART EASEL	10	\$199.99	\$1,999.90	
13	TRIPOD EASEL	10	\$122.94	\$1,229.40	
14	66" ROUND TABLES, PLASTIC	160	\$220.72	\$35,315.20	
15	TABLE TRUCKS-66" ROUND	16	\$334.35	\$5,349.60	
16	TABLES 30" X 96"	150	\$170.52	\$25,578.00	
17	TABLES 18" X 96", PLASTIC	100	\$132.02	\$13,202.00	
18	TABLE TRUCKS-RECTANGULAR 8 FT.	14	\$248.40	\$3,477.60	
	TABLES MOBILE BUFFETT - 30"X96"	6	\$205.25	\$1,231.50	
	TABLES MOBILE BUFFETT TOP SHELF 18"X96"	6	\$128.93	\$773.58	
	TABLES 3'X6' SERPENTINES	8	\$265.41	\$2,123.28	
	TABLE TRUCK - SERPENTINE	1	\$244.80	\$244.80	
	TABLES HALF ROUNDS 72"	6	\$159.52	\$957.12	
	TABLES QUARTER ROUNDS 36"	2	\$131.68	\$263.36	
19	TABLE SKIRTING (IN LINEAL FT.)	500	\$8.00	\$4,000.00	
20	TABLE SKIRTING HANGERS	50	\$3.00	\$150.00	
21	TABLE SKIRTING CARTS	6	\$250.00	\$1,500.00	

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7/9/2010 10:42

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ITEM #	EQUIPMENT DESCRIPTION	QTY.	UNIT PRICE	TOTAL	PACKAGE TOTAL
23	PORTABLE GARMENT RACKS	4	\$200.00	\$800.00	
24	FLAG SETS (U.S. & STATE)	3	\$415.00	\$1,245.00	
25	FLAG SETS (CITY & COUNTY)	1	\$335.38	\$335.38	
26	LECTERN - PEDESTAL	4	\$2,200.00	\$8,800.00	
27	LECTERN - TABLE TOP				
28	DELUXE LECTERN - PEDESTAL	2	\$3,400.00	\$6,800.00	
29	ADA ACCESSIBLE LECTERN	1	\$5,400.00	\$5,400.00	
30	COCKTAIL TABLES	20	\$111.74	\$2,234.80	
31	WASTE RECEPTACLES	12	\$250.00	\$3,000.00	
	**** TOTAL MEETING ROOMS/BALLROOM				\$275,462.52
	#3. PUBLIC CIRCULATION / DECORATIVE				
32	PUBLIC FURNITURE ALLOWANCE	1	\$40,000.00	\$40,000.00	
33	INTERIOR/EXTERIOR LANDSCAPING	1	\$10,000.00	\$10,000.00	
	**** TOTAL PUBLIC CIRCULATION / DECORATIVE				\$50,000.00
	#4. CROWD CONTROL				
34	QUEING EQUIP. - STANCHIONS	35	\$90.00	\$3,150.00	
35	QUEING EQUIP. - ROPES	35	\$45.00	\$1,575.00	
36	QUEING EQUIP. - SIGN STANDS	15	\$175.00	\$2,625.00	
37	CROWD CONTROL BARRICADES	15	\$150.00	\$2,250.00	

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7/9/2010 10:42

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ITEM #	EQUIPMENT DESCRIPTION	QTY.	UNIT PRICE	TOTAL	PACKAGE TOTAL
****	TOTAL CROWD CONTROL				\$9,600.00

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7/9/2010 10:42

		INVENTORY & BUDGET			
ITEM #	EQUIPMENT DESCRIPTION	QTY.	UNIT PRICE	TOTAL	PACKAGE TOTAL
	#5. BOX OFFICE MANAGER				
38	SAFE	1	\$1,000.00	\$1,000.00	
39	CASH COUNTER	1	\$469.99	\$469.99	
41	FIREPROOF CABINETS	2	\$500.00	\$1,000.00	
****	TOTAL BOX OFFICE				\$2,469.99
	#6. SECURITY OFFICE				
42	FLASHLIGHTS	6	\$15.88	\$95.28	
43	DIGITAL CAMERA	1	\$179.99	\$179.99	
44	VIDEO CAMERA	1	\$199.97	\$199.97	
****	TOTAL SECURITY OFFICE				\$475.24

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7/9/2010 10:42

INVENTORY & BUDGET					
ITEM #	EQUIPMENT DESCRIPTION	QTY.	UNIT PRICE	TOTAL	PACKAGE TOTAL
47	#7. SERVICE AREAS SERVICE AREAS FURNITURE ALLOWANCE	1	\$3,000.00	\$3,000.00	
****	TOTAL SERVICE AREAS				\$3,000.00
48	#8. FOOD SERVICE SMALLWARES - ROLLING STOCK-PORTABLES	1	\$275,000.00	\$275,000.00	
****	TOTAL FOOD SERVICE				\$275,000.00
49	#9. DECORATING DECORATING EQUIPMENT	1	\$25,000.00	\$25,000.00	
****	TOTAL DECORATING EQUIPMENT				\$25,000.00
50	#10. FIRST AID ROOM WHEELCHAIRS	2	\$333.75	\$667.50	
51	FIRST AID EQUIPMENT SETS/DEFIB UNITS	2	\$2,000.00	\$4,000.00	
****	TOTAL FIRST AID ROOM				\$4,667.50

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7/9/2010 10:42

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ITEM #	EQUIPMENT DESCRIPTION	QTY.	UNIT PRICE	TOTAL	PACKAGE TOTAL
	#11. ADMINISTRATIVE SUPPORT				
52	STORAGE CABINETS	4	\$325.00	\$1,300.00	
55	WASTE BASKETS	12	\$17.00	\$204.00	
56	COMPUTER EQUIPMENT PACKAGE	1	\$40,000.00	\$40,000.00	
59	FURNITURE ALLOWANCE	1	\$50,000.00	\$50,000.00	
	TOTAL ADMINISTRATIVE SUPPORT				\$91,504.00

	#12. OPERATIONS				
60	EMPLOYEE ACCESS/PAYROLL SYSTEM	1	\$2,000.00	\$2,000.00	
61	BULLETIN BOARD OPEN	2	\$56.24	\$112.48	
62	FLOOR MAT ALLOWANCE	1	\$2,500.00	\$2,500.00	
63	TELECOMMUNICATIONS/DATA SWITCH	1	\$25,000.00	\$25,000.00	
64	UNIFORM ALLOWANCE	1	\$5,000.00	\$5,000.00	
65	SAFETY SUPPLIES/UNIFORMS	1	\$2,000.00	\$2,000.00	

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7/9/2010 10:42

		INVENTORY & BUDGET			
ITEM #	EQUIPMENT DESCRIPTION	QTY.	UNIT PRICE	TOTAL	PACKAGE TOTAL
66	PERSONNEL LIFT - TWO PERSON	1	\$12,000.00	\$12,000.00	
67	FIBERGLASS STEP LADDER, 8 FT.	2	\$140.00	\$280.00	
68	FIBERGLASS STEP LADDER, 12 FT.	2	\$259.00	\$518.00	
69	FIBERGLASS EXT. LADDER, 20 FT.	1	\$221.00	\$221.00	
70	FOLDING MULTI-PURPOSE LADDER	2	\$98.00	\$196.00	
71	FIBERGLASS EXT. LADDER, 40 FT.	1	\$453.92	\$453.92	
72	OPEN STORAGE SHELVES	1	\$3,000.00	\$3,000.00	
73	CLOSED STORAGE SHELVING	1	\$3,000.00	\$3,000.00	
74	STORAGE CABINETS	1	\$1,500.00	\$1,500.00	
75	CABINET W/POLYPROPYLENE BINS	2	\$150.00	\$300.00	
76	ELECTRICAL EQUIPMENT ALLOWANCE	1	\$500.00	\$500.00	
77	PLUMBING/HVAC EQUIPMENT ALLOWANCE	1	\$500.00	\$500.00	
78	PAINTING ACCESSORIES ALLOWANCE	1	\$500.00	\$500.00	
79	CARPENTRY/TOOLS ALLOWANCE	1	\$500.00	\$500.00	
80	POWER EQUIPMENT ALLOWANCE	1	\$999.00	\$999.00	
81	PRESSURE WASHER			\$0.00	
****	TOTAL OPERATIONS				\$61,080.40

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7/9/2010 10:42

INVENTORY & BUDGET					
ITEM #	EQUIPMENT DESCRIPTION	QTY.	UNIT PRICE	TOTAL	PACKAGE TOTAL
82	#13. MATERIAL HANDLING HYDRAULIC PALLET JACKS	2	\$531.00	\$1,062.00	
83	PLATFORM TRUCKS	5	\$450.00	\$2,250.00	
84	POLYETHYLENE TILT TRUCKS, 1 CU. YD.	8	\$506.00	\$4,048.00	
85	POLYETHYLENE TILT TRUCKS, 1/2 CU. YD.			\$0.00	
86	HAND TRUCKS	2	\$90.90	\$181.80	
7	**** TOTAL MATERIAL HANDLING				\$7,541.80
87	#14. HOUSEKEEPING EQUIPMENT FLOOR MACHINE 20"	1	\$1,750.00	\$1,750.00	
88	WALK BEHIND SCRUBBER 36"	1	\$8,000.00	\$8,000.00	
89	CARPET EXTRACTOR - 21"	1	\$4,200.00	\$4,200.00	
90	CARPET BLOWER	3	\$325.00	\$975.00	
91	WIDE AREA VACUUMS 30"	1	\$1,500.00	\$1,500.00	
92	UPRIGHT VACUUMS 14"	4	\$450.00	\$1,800.00	
93	WET DRY VACS 12-15 GAL.	2	\$1,000.00	\$2,000.00	
94	PUSH SWEEPERS	5	\$105.05	\$525.25	
95	MOP BUCKET & WRINGER	4	\$75.54	\$302.16	
96	JANITOR CART	4	\$127.44	\$509.76	
97	JANITOR CART EXTENSION			\$0.00	

PROJECT: LAS CRUCES CONVENTION CENTER
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7/9/2010 10:42

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ITEM #	EQUIPMENT DESCRIPTION	QTY.	UNIT PRICE	TOTAL	PACKAGE TOTAL
98	WET FLOOR SIGNS	4	\$26.58	\$106.32	
		5	\$11.77	\$58.85	
99	EMPLOYEE LOCKERS	2	\$631.00	\$1,262.00	
100	BLOWER (GASOLINE POWERED)	2	\$499.95	\$999.90	
101	LAUNDRY EQUIPMENT (WASHER & DRYER)	2	\$500.00	\$1,000.00	
08	****				\$24,989.24
08	TOTAL HOUSEKEEPING EQUIPMENT				
08	#15. RADIO COMMUNICATIONS				
102	16-CHANNEL PORTABLE RADIOS W/SCAN	8	\$250.00	\$2,000.00	
103	6 UNIT RAPID RATE CHARGER	1	\$500.00	\$500.00	
104	MISC. ACCESSORIES/INSTALLATION	1	\$1,000.00	\$1,000.00	
****	TOTAL RADIO COMMUNICATIONS				\$3,500.00

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7/9/2010 10:42

		INVENTORY & BUDGET			
ITEM #	EQUIPMENT DESCRIPTION	QTY.	UNIT PRICE	TOTAL	PACKAGE TOTAL
	#16. UTILITY SERVICES				
105	ELECTRICAL SUPPLIES	1	\$50,000.00	\$50,000.00	
106	TELECOMMUNICATIONS/DATA SUPPLIES	1	\$3,000.00	\$3,000.00	
107	PLUMBING SUPPLIES	1	\$1,000.00	\$1,000.00	
****	TOTAL UTILITY SERVICES				\$54,000.00
	#17. GRAPHICS & SIGNAGE / AUDIO & VISUAL				
108	VIDEO INFORMATION SYSTEM	1	\$35,000.00	\$35,000.00	
111	SPONSORSHIP SIGNAGE	1	\$22,500.00	\$22,500.00	
****	TOTAL GRAPHICS & SIGNAGE / AUDIO & VISUAL				\$57,500.00
	CONTINGENCY-5%	1	\$50,803.90	\$50,803.90	
					\$1,066,881.88

**CITY OF LAS CRUCES
ADOPTED BUDGET FY 2010/2011**

FUND	DIVISION		FUND TYPE	
Convention & Visitors Bureau Fund 2710	Public Services		Special Revenue	
	FY 2009/10 Projected*	FY 2010/11 Adopted	Adjustment	FY 2010/11 Adjusted
RESOURCES				
Beginning Balance	\$ 1,929,775	1,909,300		1,909,300
REVENUES				
552016 New Mexico Tourism Department	18,700	18,700		18,700
570010 Interest on Investment	38,594	30,000		30,000
543210 CVB Merchandise Sales	4,919	7,000		7,000
590015 Net Incr (Decr) Fair Value Investment	0	0		0
592001 Reimbursed Expense Other	0	0		0
Total Revenues	\$ 62,213	55,700	0	55,700
Total Resources	\$ 1,991,988	1,965,000	0	1,965,000
EXPENDITURES				
CVB Administration 27205010				
Personnel Services	\$ 639,804	448,158		448,158
Operating	79,504	116,600		116,600
Capital Outlay	0	0		0
Total CVB Administration 27205010	\$ 719,308	564,758	0	564,758
CVB Convention/Tourism 27205020				
Operating	\$ 696,542	787,073		787,073
Total CVB Convention/Tourism 27205020	\$ 696,542	787,073	0	787,073
CVB Special 27205030				
Operating	\$ 66,268	72,581		72,581
Total CVB Special 27205030	\$ 66,268	72,581	0	72,581
Railroad Museum 27205040				
Personnel Services	\$ 15,408	0		0
Operating	848	0		0
Total Railroad Museum 27205040	\$ 16,256	0	0	0
CVB Las Cruces Center 27205200				
Operating	\$ 482,109	380,674		380,674
Total CVB Las Cruces Center 27205200	482,109	380,674	0	380,674
CVB Las Cruces Convention Center 27805020				
Capital Outlay	\$ 0	0	600,000	600,000
Total CVB Las Cruces Convention Center 27805020	0	0	600,000	600,000
Total Expenditures	\$ 1,980,483	1,805,086	600,000	2,405,086

*Projected based on 8 months actual through February 28, 2010 and 4 months projected.

**CITY OF LAS CRUCES
ADOPTED BUDGET FY 2010/2011**

FUND	DIVISION		FUND TYPE	
Convention & Visitors Bureau Fund 2710	Public Services		Special Revenue	
	FY 2009/10 Projected*	FY 2010/11 Adopted	Adjustment	FY 2010/11 Adjusted
OTHER FINANCING SOURCES (USES)				
Transfer from Fund 1000 - General Fund	\$ 450,000	0		0
Transfer from Fund 2820 - Lodger's Tax (85%)	1,422,458	1,495,484		1,495,484
Transfer from Fund 2820 - Tourism (2.5%)	41,837	43,985		43,985
Transfer to Fund 1000 - General Fund	(16,500)	(16,500)		(16,500)
Transfer to Fund 3614 - Convention Center Debt Svc	0	(67,969)		(67,969)
Transfer to Fund 5700 - Convention Ctr Operating	0	(91,628)		(91,628)
Total Other Financing Sources (Uses)	\$ 1,897,795	1,363,372	0	1,363,372
ENDING BALANCE	\$ 1,909,300	1,523,286	(600,000)	923,286

*Projected based on 8 months actual through February 28, 2010 and 4 months projected.