



MEMORANDUM

TO: Mayor and Council
FROM: Keith Lee, Director of Finance *Keith Lee*
RE: Historic Roswell Convention and Visitor's Bureau use of Contingency
DATE: June 11, 2013

As part of the Fiscal Year 2013 Budget the Historic Roswell Convention and Visitor's Bureau (CVB) set aside \$9,000 for contingency purposes, and the CVB is requesting approval from Mayor and Council to use these funds for the following purposes:

Item/Description	Cost
Carpet & Flooring Replacement of carpet and flooring in offices, hallway, conference room, reception office, and kitchen	\$3,868.20
Security Camera & DVR Replacement of Camera/DVR system equipment that malfunctioned	\$750
Painting of Offices, Reception, Conference Room, Hallways	\$1,500
Computer & Software for new office area Additional license for ACT software	\$1,104.99
Banners Replacement of outdated banners	\$1,776.81
Total	\$9,000

The contingency amount was funded in the Fiscal Year 2013 Budget; however, approval by Mayor and Council is required to use the contingency funding. As you consider this item, please let me know if you have any questions or would like more information. I appreciate your time and consideration of this item.