

# Memorandum

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**Date:** September 10, 2010  
**To:** Members of the Main Street Monroe/Downtown Development Authority  
**From:** Andrea Jones, Main Street Manager  
**Re:** Sidewalk Replacement Invoice

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Attached please find the following:

- An estimate created in 2008 of all of the brick paver areas to be replaced and an updated column on the right showing which areas were completed in 2010. This is the spreadsheet I was referring to at the August Board meeting;
- A memo from Patrick Lewis with a cost break down of the expenses for the four corners replaced in 2010 with a request for approval of the MSM/DDA contribution to the project; and
- A memo and expenditure report excerpt for the 1 S. Monroe St. sidewalk replacement that was discussed at the August MSM/DDA Board meeting. The Finance Department is researching why the \$15,000.00 was transferred in 2008 when the project has yet to be started. This \$15,000.00 expenditure was budgeted separately from the overall sidewalk replacement project. Board action can be viewed in the project summary of your Committee Project Status Report.

In order to finalize payment for the 2010 downtown sidewalk replacements, **The City is requesting that the DDA Board approve reimbursement for the DDA share of \$38,000.00 for the 2010 Downtown Sidewalk Replacement Program, and the Finance Director be given the authority to make the appropriate transfers of funds.**

Thank you.