

Memorandum

Date: November 10, 2010
To: Members of the Monroe Downtown Development Authority
From: Andrea Jones, Executive Director
Re: 2011 Flower Budget Request

The Design Committee discussed three flower basket combinations for next year and have tweaked the planter combinations to have more color. Due to my maternity leave they have discussed and finalized those combinations earlier than usual. There was discussion regarding reducing the amount of hanging baskets and possibly increasing the amount of planters. It was agreed that there were several hanging basket areas which were poorly located and ten fewer baskets will be ordered. It was also determined that the committee did not have money budgeted for the purchase of enough planters to have an efficient purchase and delivery. They set aside \$10,000.00 in their budget for seasonal flowers. **I recommend that the Design Committee be able to expend their budget of up to \$10,000.00 for the purchase of 2011 seasonal flowers.** This budget also includes the \$1,000.00 allotted for the Monroe Sign Flowers. This year's quote is \$7,856.00 for hanging baskets and planters plus the \$1,000.00 for Monroe Sign Flowers and cost of fertilizer.

Thank you.