

Memorandum

Date: March 9, 2011
To: Members of the Monroe Downtown Development Authority
From: Andrea Jones, Executive Director
Re: Downtown Monroe Handbook Revision Budget

The Organization Committee has begun revising the Downtown Monroe Handbook. Once finalized it will be the 3rd Version of the Handbook. There is only \$38.70 left in their previously Board approved budget for Handbook revisions. As such, **I respectfully request that an additional \$500 be allocated for Downtown Monroe Handbook revision and printing.** The Organization Committee does have this money available in their budget.

Thank you.