

Memorandum

Date: April 9, 2009
To: Members of the Main Street Monroe/Downtown Development Authority
From: Andrea Jones, Main Street Manager
Re: Downtown Monroe Handbook Draft

Attached please find a draft of the Downtown Monroe Handbook that I have been working on with review from the Organization Committee. The purpose of this handbook is to be a resource for businesses, residents, investors and more for Downtown Monroe. The handbook answers questions that I often here from people or directs them to where to find the answers. It is not meant to be read like a book, rather it is more like an encyclopedia in which you use the Table of Contents to search out the information you need. I have had several other organizations review the draft and have received great feedback as to the usefulness of the information included. This is currently in draft form. I am still determining how the final layout will look and be organized, but wanted to present this draft for content review by the Board. Please review the draft and offer any comments regarding things that should be included, removed, re-organized, grammatical errors, etc. **I request permission from the Board to be able to move forward with making final corrections and formatting of the draft. I do not have price estimates at this time as to how much it will cost to print the handbook, but request a generic \$500.00 from the Organization Committee budget to print the handbook.**

Once the final format is completed, I will be presenting this to City Council. The plan is not to print large quantities of the handbook in any given time so that I can make changes and always have an up to date document to distribute. We will probably print the largest quantity with the first run so that we can get it distributed to key people. The handbook will also be available for download from our website and I can email it to people.

Thank you.