

Memorandum

Date: August 13, 2009
To: Members of the Main Street Monroe/Downtown Development Authority
From: Andrea Jones, Main Street Manager
Re: Community Development and Recreation Director Funding Request

The City of Monroe has approached the MSM/DDA to assist in the funding of a Director of Community Development and Recreation. The City did attempt to fill this position last year, but efforts stalled and funding was not included in the current fiscal year's budget in order to reduce costs. The City is looking at several avenues to help fund the position. The attached materials further describe the position and the monetary request and most are in draft form. The City Manager has requested any and all input to ensure that those organizations funding the position will be represented during the hiring process and in the Job Description.

The Organization Committee has discussed the request at two separate meetings and do not feel they have enough detailed information to make a recommendation at this time. I have included the minutes from both of those meetings in this packet. Please review the extensive information attached and be prepared to discuss potential funding of this City position at the Board meeting.

Thank you.