

# Memorandum

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**Date:** April 15, 2010  
**To:** Members of the Main Street Monroe/Downtown Development Authority  
**From:** Andrea Jones, Main Street Manager  
**Re:** 2010 Seasonal Employees

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The summer flowers are ordered and they will be ready to be hung in mid-May. Therefore, it is very important that we obtain staff to maintain them as well as the rest of the DDA district. At this time we have \$15,000.00 for seasonal employees in the 2010-2011 budget and \$4,953.24 remaining in the 2009-2010 budget. I have already obtained some applications for seasonal employees from the City and will be checking for more applications before setting up interviews. Unless otherwise directed by the Board, I will assume that my hiring and supervisory responsibilities will operate the same as they have in the past. I respectfully request that, at this meeting, the Board make a decision as to direction in order to ensure that we have staff in place when needed.

Thank you.