

# Memorandum

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**Date:** June 10, 2010  
**To:** Members of the Main Street Monroe/Downtown Development Authority  
**From:** Andrea Jones, Main Street Manager  
**Re:** Site Improvement Program Draft

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Attached please find a revised version of the Site Improvement Program draft that was included in the May 19<sup>th</sup> MSM/DDA packet. Changes to the draft include:

- Addition of language under Qualifying Improvements' first bullet point: "(integrated landscaping is preferred)"; and
- Addition of a deadline.

City Attorney, Tom Ready has reviewed the revised draft and did not state any problems with the program as described.

**I recommend that the MSM/DDA approve the Site Improvement Program as presented and officially establish a \$19,500.00 budget for the program for 2010-2011 as stated in the Economic Restructuring Committee budget request.** The Economic Restructuring Committee requests that applications be able to be submitted and reviewed at this time due to the deadline for the annual funding round being roughly seven months away.

Thank you.