

Memorandum

Date: January 15, 2010
To: Members of the Main Street Monroe/Downtown Development Authority
From: Andrea Jones, Main Street Manager
Re: Cigarette Receptacles

The Design Committee has discussed options for reducing the amount of cigarette butts on downtown sidewalks. They have found a cigarette receptacle that can attach to the downtown trash cans. I have attached a picture of the design which the Committee would like to purchase in black. In order to test the success of the receptacle **the Committee recommends purchase of two cigarette receptacles** and have mentioned two target areas in which the receptacles should be tested. I have not obtained extensive quotes for this design, but the catalog shows a cost of \$125.00 per unit. I will check with other companies to ensure that this is the best prices for this design. I will also be researching options for installation and emptying of the receptacles. The Design Committee has \$1,000.00 in their budget that is available. **I recommend a budget of up to \$400.00 for this project.**

Thank you.