



Item 3D

September 2, 2011

Mayor Willard Rodarmel and Council Members  
119 Fox Street  
Lemoore, CA 93245

Dear Mayor Rodarmel and Council Members;

Lemoore Downtown Merchant Association is currently planning two events Downtown! They would like to have "Lemoore Downtown Street Party", on September 24, and October 29, 2011 from 5:00pm to 10:00pm. The evenings would offer open restaurants, beer garden, Downtown merchant vendors, entertainment, and activities for all.

**SEPTEMBER 24, 2011**

The event will require the closure of D Street, between Fox and Heinlen Streets (1 city block), on September 24, 2011 from 2:00pm to Midnight. We are requesting on Friday, September 23, 2011 by 2:00pm that signs be posted on D Street at Fox and D Street at Heinlen, notifying the public of this closure. We are also requesting the following assistance from the city:

**ONE WEEK PRIOR TO EVENT**

- All lights, electrical outlets tested and working
- Gazebo and restrooms graffiti free

**FRIDAY-September 23, 2011**

- Sweep the street on Friday
- Post street barricades at the corner of D Street/Fox Street and D Street /Heinlen
- Deliver 8 trash barrels; 4 recycle barrels; and 20 street delineators' to the Plaza
- Restrooms cleaned and stocked
- Gazebo cleaned
- Test and make sure all electrical outlets between Fox and Heinlen and in Plaza Park are properly working

**MONDAY-September 26, 2011**

- Pick up barricades from street corners.
- Pick up the 8 trash barrels; 4 recycle barrels; and street delineators located at the plaza

### **OCTOBER 29, 2011**

The event will require the closure of D Street, between Follett and Heinlen Streets (1 city block), on October 29, 2011 from 2:00pm to Midnight. We are requesting on Friday, October 28, 2011 by 2:00pm that signs be posted on D Street at Follett and D Street at Heinlen, notifying the public of this closure. We are also requesting the following assistance from the city:

### **ONE WEEK PRIOR TO EVENT**

- All lights, electrical outlets tested and working
- Gazebo and restrooms graffiti free

### **FRIDAY-October 28, 2011**

- Sweep the street on Friday
- Post street barricades at the corner of D Street/Follett and D Street /Heinlen
- Deliver 8 trash barrels; 4 recycle barrels; and as many street delineators' as possible to the vacant lot between Lemoore Furniture and Lemoore Real Estate.
- Restrooms cleaned and stocked
- Test and make sure all electrical outlets between Follett and Heinlen are properly working

### **MONDAY-October 31, 2011**

- Pick up barricades from street corners.
- Pick up the 8 trash barrels; 4 recycle barrels; and street delineators located at the vacant lot between Lemoore Furniture and Lemoore Real Estate

We hope that you will be able to assist us in our efforts, as always we appreciate your cooperation in helping to make our community events successful. If you have any questions please contact me at 924-6401.

Thank you again,

Brenda Martin  
Lemoore Downtown Coordinator