

9/13/18
Downtown Merchants Advisory
Committee

Handouts received after
agenda posted

SCHEDULE 3

SUMMARY OF FUND TRANSACTIONS

	FUNDS AVAILABLE			APPROPRIATIONS			PROJECTED FUND BALANCE 6/30/2019
	ESTIMATED FUND BALANCE 7/1/2018	RECEIPTS/ TRANSFERS	AVAILABLE BALANCE	OPERATING	CAPITAL	DEBT SERVICE	
001 GENERAL FUND	-	12,564,780	12,564,780	12,846,780	-	-	(282,000)
001 GENERAL FUND RESERVE	5,946,000	-	5,946,000	282,000	-	-	5,664,000
001 GENERAL FUND RESERVE - CIP	1,604,000	-	1,604,000	-	1,110,000	-	494,000
001 GENERAL FUND RESERVE - ASSET REPL.	1,700,000	-	1,700,000	-	291,890	-	1,408,110
020 TRAFFIC SAFETY FUND	431,950	4,800	436,750	-	-	-	436,750
027 TE/STP(RTPA)	829,680	162,500	992,180	-	344,160	-	648,020
028 GRANTS - FEDERAL	12,327,000	-	12,327,000	-	2,445,340	-	9,881,660
030 GRANTS - OTHER	856,000	-	856,000	-	856,000	-	-
033 TRANSPORTATION	2,960,400	439,840	3,400,240	-	117,500	-	3,282,740
034 GAS TAX	1,628,400	1,081,560	2,709,960	-	331,500	-	2,378,460
035 CDBG/HOME	-	-	-	-	-	-	-
040 FLEET MAINTENANCE	(469,800)	686,400	216,600	686,380	-	-	(469,780)
042 RISK MANAGEMENT	-	1,000,000	1,000,000	1,000,000	-	-	-
045 GOLF COURSE FUND	(214,120)	1,123,400	909,280	1,252,700	-	191,128	(534,548)
049 ENTERPRISE GRANT	(237,375)	-	(237,375)	-	-	-	(237,375)
049A REFUSE GRANT	144,560	250	144,810	-	-	-	144,810
049B SEWER GRANT	557,760	1,500	559,260	-	-	-	559,260
050 WATER FUND	3,947,220	6,525,200	10,472,420	4,302,864	1,263,000	-	4,906,556
056 REFUSE FUND	2,458,000	3,041,500	5,499,500	2,804,140	698,000	-	1,997,360
060 WASTEWATER/STORM DRAIN FUND	10,561,670	3,387,000	13,948,670	3,315,540	2,170,600	-	8,462,530
065 DIF - STREETS EAST	2,267,940	5,000	2,272,940	-	912,500	-	1,360,440
065A DIF - STREETS WEST	81,900	200	82,100	-	-	-	82,100
066 DIF - LAW ENFORCEMENT	538,460	16,500	554,960	-	500,000	-	54,960
067 DIF - FIRE PROTECTION EAST	240,200	700	240,900	-	230,000	-	10,900
067A DIF - FIRE PROTECTION WEST	6,400	30	6,430	-	6,000	-	430
068 DIF - GENERAL FACILITIES	539,890	61,500	601,390	-	583,000	-	18,390
069 DIF - WASTEWATER	1,321,200	23,500	1,344,700	-	910,000	-	434,700
070 DIF - WATER CAP	3,072,520	56,000	3,128,520	-	-	-	3,128,520
070A DIF - WATER DISTRIBUTION	321,100	9,000	330,100	-	50,000	-	280,100
070B DIF - WATER	79,650	41,000	120,650	-	-	-	120,650
071 WASTE WATER DISPOSAL	(378,200)	16,000	(362,200)	-	-	-	(362,200)
071A WASTE WATER COLLECTION	454,990	11,000	465,990	-	-	-	465,990
071B DIF - WASTEWATER	101,500	50,080	151,580	-	-	-	151,580
072 STREETS CAP	122,100	350	122,450	-	-	-	122,450
074 DIF - PARKS AND RECREATION	1,075,610	2,500	1,078,110	-	430,000	-	648,110
074A DIF - PARKS LAND ACQUISITION	521,170	16,000	537,170	-	10,500	-	526,670
074B PARKS IMPROVEMENT	546,040	26,500	572,540	-	100,000	-	472,540
074C COMMUNITY RECREATION FACILITIES	135,330	15,300	150,630	-	10,000	-	140,630
074D DIF - PARKS	66,170	30,080	96,250	-	-	-	96,250
075 INFRASTRUCTURE	444,040	1,000	445,040	-	585,000	-	(139,960)
076 DIF - REFUSE	324,620	19,000	343,620	-	-	-	343,620
085 PBIA	16,050	10,000	26,050	-	-	-	26,050
150 REDEVELOPMENT	3,392,100	1,200,350	4,592,450	-	-	-	4,592,450
155 HOUSING AUTHORITY	9,756,900	160,000	9,916,900	-	-	-	9,916,900
160 BOND PROCEEDS	(483,000)	84,000,000	83,517,000	-	15,547,000	-	67,970,000
201 LLMD ZONE 1	(301,760)	81,420	(220,340)	81,420	-	-	(301,760)
203 LLMD ZONE 3	3,790	14,510	18,300	14,510	-	-	3,790
205 LLMD ZONE 5	(34,280)	1,910	(32,370)	1,910	-	-	(34,280)
206 LLMD ZONE 6	(16,184)	2,030	(14,154)	2,030	-	-	(16,184)
207 LLMD ZONE 7	(27,170)	4,280	(22,890)	4,280	-	-	(27,170)
208 LLMD ZONE 8	16,440	26,260	42,700	26,260	-	-	16,440
209 LLMD ZONE 9	6,300	6,510	12,810	6,510	-	-	6,300
210 LLMD ZONE 10	(74,320)	19,920	(54,400)	19,920	-	-	(74,320)
211 LLMD ZONE 11	(31,670)	2,010	(29,660)	2,010	-	-	(31,670)
212 LLMD ZONE 12	268,230	43,950	312,180	43,950	-	-	268,230
213 LLMD ZONE 13	(30,920)	7,340	(23,580)	7,340	-	-	(30,920)
251 PFMD ZONE 1	434,480	73,420	507,900	73,420	-	-	434,480
252 PFMD ZONE 2	1,404,330	184,750	1,589,080	184,750	-	-	1,404,330
253 PFMD ZONE 3	441,470	56,590	498,060	56,590	-	-	441,470
254 PFMD ZONE 4	52,380	39,120	91,500	39,120	-	-	52,380
255 PFMD ZONE 5	287,000	84,520	371,520	84,520	-	-	287,000
256 PFMD ZONE 6	130,080	56,970	187,050	56,970	-	-	130,080
257 PFMD ZONE 7	-	5,410	5,410	5,410	-	-	-
258 PFMD ZONE 8	-	14,040	14,040	14,040	-	-	-
Totals:	72,124,221	116,495,830	188,620,051	27,195,914	29,501,990	191,128	131,731,019

PEI
DATE: 09/13/2018
TIME: 15:30:47

CITY OF LEMOORE
EXPENDITURE TRANSACTION ANALYSIS

PAGE NUMBER: 1
AUDIT11

SELECTION CRITERIA: transact.yr='19' and transact.fund='085'
ACCOUNTING PERIOD: 3/19

FUND - 085 - PBIA
BUDGET UNIT - 4270 - PBIA

ACCOUNT DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
4220	OPERATING SUPPLIES				.00			
1 /19	07/25/18 11				.00	.00		POSTED FROM BUDGET SYSTEM
TOTAL							.00	
4230	REPAIR/MAINT SUPPLIES				.00			
1 /19	07/25/18 11				.00	.00		POSTED FROM BUDGET SYSTEM
TOTAL							.00	
4310	PROFESSIONAL CONTRACT SVC				.00			
2 /19	08/10/18 21		58904	6730 KIMBERLY BATTY	.00	1,265.17	.00	POSTED FROM BUDGET SYSTEM
2 /19	08/23/18 21		59113	5563 RUSTY DEROUIN		500.00	.00	2/18-6/18 SOCIAL MEDIA
2 /19	08/29/18 21		59159	6730 KIMBERLY BATTY	.00	500.00	.00	JULY SRVCS
TOTAL						2,065.17	.00	JUL-AUG SOCIAL MEDIA
4320	MEETINGS & DUES				.00			
1 /19	07/25/18 11				.00	.00	.00	POSTED FROM BUDGET SYSTEM
TOTAL							.00	
4330	PRINTING & PUBLICATIONS				.00			
1 /19	07/25/18 11				.00	.00	.00	POSTED FROM BUDGET SYSTEM
TOTAL							.00	
4335	POSTAGE & MAILING				.00			
1 /19	07/25/18 11				.00	.00	.00	POSTED FROM BUDGET SYSTEM
TOTAL							.00	
4340	UTILITIES				.00			
1 /19	07/25/18 11				.00	.00	.00	POSTED FROM BUDGET SYSTEM
TOTAL							.00	
4380	RENTALS & LEASES				.00			
1 /19	07/25/18 11				.00	.00	.00	POSTED FROM BUDGET SYSTEM
TOTAL							.00	
4989	ADMIN. EXPENSE				.00			
1 /19	07/25/18 11				.00	.00	.00	POSTED FROM BUDGET SYSTEM
TOTAL							.00	
9000	OPERATING TRANSFERS OUT				.00			
1 /19	07/25/18 11				.00	.00	.00	POSTED FROM BUDGET SYSTEM
TOTAL							.00	
TOTAL					.00	2,065.17	.00	
TOTAL					.00	2,065.17	.00	

<-- This expense is being moved to last Fiscal Year as that was when the expense was incurred.

PEI
DATE: 09/13/2018
TIME: 15:30:47

CITY OF LEMORE
EXPENDITURE TRANSACTION ANALYSIS

PAGE NUMBER: 2
AUDIT II

SELECTION CRITERIA: transact.yr='19' and transact.fund='085'
ACCOUNTING PERIOD: 3/19

FUND - 085 - PBIA
BUDGET UNIT - 4270 - PBIA

ACCOUNT DATE	T/C	ENCUMBRANC	REFERENCE	VENDOR	BUDGET	EXPENDITURES	ENCUMBRANCES	DESCRIPTION
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9000		OPERATING	TRANSFERS	OUT	.00	2,065.17		
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TOTAL REPORT					.00	2,065.17	.00	
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PEI
DATE: 09/13/2018
TIME: 15:36:22

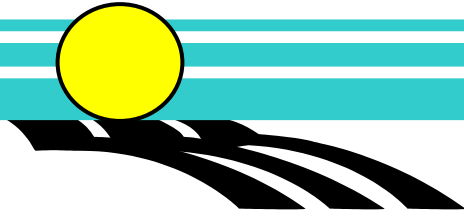
PAGE NUMBER: 1
AUDIT31

CITY OF LEMOORE
REVENUE TRANSACTION ANALYSIS

SELECTION CRITERIA: transact.yr='19' and transact.fund='085'
ACCOUNTING PERIOD: 3/19

FUND - 085 - PBIA
BUDGET UNIT - 085 - PBIA

ACCOUNT	DATE	T/C	RECEIVE REFERENCE	PAYER/VENDOR	BUDGET	RECEIPTS	RECEIVABLES DESCRIPTION
3029	BUSINESS	LICENSE					
1	/19	07/18/18	19		.00	60.00	BUS LIC
TOTAL	BUSINESS	LICENSE	BL071818		.00	60.00	.00
TOTAL	PBIA				.00	60.00	.00
TOTAL	PBIA				.00	60.00	.00
TOTAL	REPORT				.00	60.00	.00



DOWNTOWN MERCHANTS ADVISORY COMMITTEE

Lemoore Council Chamber
429 C Street
Lemoore, CA 93245

**Regular Meeting Agenda
September 13, 2018
6:15 pm**

1. CALL TO ORDER

2. PUBLIC COMMENT

This time is reserved for members of the audience to address the Committee on items of interest that are not on the Agenda and are within the subject matter jurisdiction of the Committee. It is recommended that speakers limit their comments to 3 minutes each and it is requested that no comments be made during this period on items on the Agenda. The committee is prohibited by law from taking any action on matters discussed that are not on the Agenda. Prior to addressing the Committee, any handouts for the Committee will be provided to the City Clerk for distribution to the Committee and appropriate staff.

3. PRESENTATION OF NEW DOWNTOWN BUSINESSES

No Presentations

4. CITY LIASON REPORTS

4-1 Downtown Business Improvement Fund Review

5. BUSINESS

Report, discussion and/or other Committee action will be taken.

5-1 Approval – Minutes – Regular Meeting – August 9, 2018

5-2 Approval – Social Media Management

5-3 Approval – Chamber of Commerce Holiday Stroll Agreement

5-4 Report and Recommendation – Downtown Improvement Cost Sharing Program

5-5 Approval – Fiscal Year 2018-2019 Proposed Expenditure Budget

6. COMMITTEE MEMBER REPORTS AND REQUESTS

7. ADJOURNMENT

Upcoming Council Meetings

- Downtown Merchants Advisory Committee Regular Meeting, Thursday, October 11, 2018.
- Downtown Merchants Advisory Committee Regular Meeting, Thursday, November 8, 2018.

Agendas for all Downtown Merchants Advisory Committee meetings are posted at least 72 hours prior to the meeting at the City Hall, 119 Fox St., Written communications from the public for the agenda must be received by the City Clerk's Office no less than seven (7) days prior to the meeting date. The City of Lemoore complies with the Americans with Disabilities Act (ADA of 1990). The Council Chamber is accessible to the physically disabled. Should you need special assistance, please call (559) 924-6705, at least 4 business days prior to the meeting.

PUBLIC NOTIFICATION

I, Mary J. Venegas, City Clerk for the City of Lemoore, declare under penalty of perjury that I posted the above Downtown Merchants Advisory Committee Agenda for the meeting of September 13, 2018 at City Hall, 119 Fox Street, Lemoore, CA on September 10, 2018.

//s//

Mary J. Venegas, City Clerk



711 West Cinnamon Drive • Lemoore, California 93245 • (559) 924-6700 • Fax (559) 924-6708

Staff Report

Item No: 4-1

To: Downtown Merchants Advisory Committee
From: Amanda Champion, Executive Assistant
Date: September 6, 2018 Meeting Date: September 13, 2018
Subject: Downtown Business Improvement Fund Review

Proposed Motion:

Information Only.

Subject/Discussion:

Current revenues and expenditures will be presented to the committee.

Financial Consideration(s):

Not Applicable.

Alternatives or Pros/Cons:

Not applicable.

Commission/Board Recommendation:

Not Applicable.

Staff Recommendation:

Information Only.

Attachments:

- ☐ Resolution:
 - ☐ Ordinance:
 - ☐ Map
 - ☐ Contract
 - ☐ Other
- List:

Review:

- ☒ Asst. City Manager
- ☒ City Clerk

Date:

09/10/18
09/10/18

Minutes of the Regular Meeting of the
DOWNTOWN MERCHANTS ADVISORY COMMITTEE
August 9, 2018

1. Call to Order

At 6:16 p.m. the meeting was called to order.

Member Attendance:

- ☒ Jeffrey Garcia, Chairperson
- ☒ Megan Redding, Vice Chairperson
- ☒ Gina Arcino
- ☒ Tim Welsh

City Staff Attendance:

- ☒ Michelle Speer, Assistant City Manager
- ☐ Mary J. Venegas, City Clerk
- ☒ Amanda Champion, Executive Assistant
- ☒ Marisa Avalos, Deputy City Clerk

2. Public Comment

No Public Comment.

3. Approval of Minutes – Regular Meeting – July 12, 2018

Motion by Welsh, seconded by Arcino to approve the Regular Meeting Minutes of July 12, 2018.

Ayes: Welsh, Arcino, Redding, Garcia

4. Brown Act Training

Lee Burdick and Meera Bhatt with Lozano Smith provided Roles and Duties, Brown Act Training and Parliamentary Procedure training to all Commissioners which included the following:

Training Overview

- *Purpose, Duties, Roles*
- *Parliamentary Procedure*
- *The Brown Act*
- *Liability for Exceeding Roles*

Purpose, Duties and Roles of the Commission

- *Parks and Recreation Commission*
- *Purpose and Duties of the Commission*
- *Board Make-Up*

Parliamentary Procedure

- *Duties of Chair and Vice Chair*
- *Commission Meetings*

The Brown Act

- *Committees and Subcommittees*
- *Brown Act*
 - *A Quick Refresher*
- *What is and isn't a "Meeting"?*

- *Serial meetings*
- *Meetings can occur through the use of intermediaries*
- *Serial Meetings can occur through the use of technology*
- *Social Media*
- *When and where can governing boards meet*
- *The agenda and Board control of the agenda*
- *Public participation*
- *Response to public comments*
- *Closed sessions and allowable closed session topics*
 - *Maintaining closed session confidentiality*

Individual Liability and City Liability

- *Exceeding your role*
- *Liability for exceeding role as a Commissioner*
- *Recent headlines*
- *Personal financial gain*

Informational only.

5. **Downtown One-Way Street Proposal**

Executive Assistant Champion provided information on the proposed street closure of D Street along with a map of downtown.

Motion by Welsh, seconded by Arcino to deny the proposal of a downtown one-way street.

Ayes: Welsh, Arcino, Redding, Garcia

6. **Holiday Stroll**

Executive Assistant Champion discussed the proposal of working with the Chamber of Commerce to bring the Holiday Stroll back this year.

Committee reached a consensus to draft an Agreement with the Chamber of Commerce to bring forth at the next meeting.

Motion by Welsh, seconded by Arcino to draft an Agreement with the Chamber of Commerce.

Ayes: Welsh, Arcino, Redding, Garcia

7. **Downtown Business Improvement Fund Review**

Executive Assistant Champion stated the Fund Balance is \$15,000.

Revenues for the fiscal year 2018-2019 is \$10,000. Projected expenditures for this period are \$6,600, which would leave a balance of \$3,400. Consensus was received by the Committee for Executive Assistant Champion to bring back an agenda item at the next meeting to create a proposed budget for the fund balance and current year expenditures.

8. **Committee Member and City Liaison – Report and Request for Information**

Executive Assistant Champion provided a map of the downtown areas that assess the double tax as requested by the Commission.

9. Next Regularly Scheduled Meeting – September 13, 2018

10. Adjourn

At 8:04 p.m. the meeting adjourned.

Approved the 13th day of September 2018.

ATTEST:

APPROVED:

Mary J. Venegas
City Clerk

Megan Redding
Vice Chairperson



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Staff Report

Item No: 5-2

To: Downtown Merchants Advisory Committee
From: Michelle Speer, Assistant City Manager
Date: September 7, 2018 Meeting Date: September 13, 2018
Subject: Social Media Management

Strategic Initiative:

- | | |
|--|--|
| <input type="checkbox"/> Safe & Vibrant Community | <input type="checkbox"/> Growing & Dynamic Economy |
| <input type="checkbox"/> Fiscally Sound Government | <input checked="" type="checkbox"/> Operational Excellence |
| <input type="checkbox"/> Community & Neighborhood Livability | <input type="checkbox"/> Not Applicable |

Proposed Motion:

Approve of City staff to administer the DMA's social media.

Subject/Discussion:

Currently the Downtown Merchants utilize a third party to administer their social media, at an approximate cost of \$250 per month. The third party is no longer able to administer for the DMA. City staff has an employee dedicated to social media and as a City Council Committee, the DMA could utilize City Staff to manage their social media.

Financial Consideration(s):

Cost savings of approximately \$2,500 for the remainder of fiscal year 2018-2019.

Alternatives or Pros/Cons:

Alternatives

The DMA could find another third party to administer their social media.

Commission/Board Recommendation:

N/A

Staff Recommendation:

Staff recommends the DMA utilize City staff to administer their social media.

Attachments:

- ☐ Resolution:
- ☐ Ordinance:
- ☐ Map
- ☐ Contract
- ☐ Other
- List:

Review:

- ☒ Asst. City Manager
- ☒ City Clerk

Date:

09/10/18
09/10/18



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Staff Report

Item No: 5-3

To: Downtown Merchants Advisory Committee
From: Michelle Speer, Assistant City Manager
Date: September 6, 2018 Meeting Date: September 13, 2018
Subject: Chamber of Commerce Holiday Stroll Agreement

Strategic Initiative:

- | | |
|---|---|
| <input type="checkbox"/> Safe & Vibrant Community | <input checked="" type="checkbox"/> Growing & Dynamic Economy |
| <input type="checkbox"/> Fiscally Sound Government | <input type="checkbox"/> Operational Excellence |
| <input checked="" type="checkbox"/> Community & Neighborhood Livability | <input type="checkbox"/> Not Applicable |

Proposed Motion:

Review, and recommend, the agreement with the Chamber of Commerce to assist with the Holiday Stroll.

Subject/Discussion:

At the last meeting, consensus was given to allow staff to negotiate and bring back an agreement for the Chamber of Commerce to assist with the Holiday Stroll.

The Chamber has agreed to provide the following services for payment of \$2,000.

1. Chamber will provide the complete planning services of the 2018 Holiday Stroll.
2. Chamber will host one community forum to gather feedback from downtown merchants in addition to the proper notification of all downtown merchants as needed in regards to event information.
3. Chamber will coordinate all logistics in regards to venue management.
4. Chamber will solicit vendors according to the agreed need of the event.
5. Chamber will provide marketing specific to Holiday Stroll to include design and printing of standard flyers.
6. Chamber will partner with the DMA to advertise Holiday Stroll on Chamber social media platforms and e-communications.

"In God We Trust"

7. Chamber will coordinate and provide day of event personnel to include chamber staff and volunteers.
8. DMA will incur any event related expenses (i.e. lighting, portable restrooms, A/V needs, carolers, etc.).
9. Chamber will submit all expenses directly to Amanda Champion for approval.

The DMA would need to pay for DJ services, the Carolers, lights, portable restrooms, and any other third party services, not to exceed \$1,000. It is recommended that these additional expenses come from the fund balance.

Following recommendation of this item by the DMA, the agreement will go to City Council for approval.

Financial Consideration(s):

Total expenses are not to exceed \$3,000 (\$2,000 for the chamber agreement and up to \$1,000 for additional expenses) for fiscal year 2018-2019.

Alternatives or Pros/Cons:

Pros

- With the Chamber's help, this event could bring a lot of foot traffic and positive attention to the Downtown area.

Cons

- In order to maintain this event, the DMA would need to budget for this annually, which is cost prohibitive based on current estimated revenues.

Commission/Board Recommendation:

N/A

Staff Recommendation:

Staff recommends the DMA recommend the agreement as written.

Attachments:

- ☐ Resolution:
- ☐ Ordinance:
- ☐ Map
- ☐ Contract
- ☒ Other
- List: Agreement
Exhibit A

Review:

- ☒ Asst. City Manager
- ☒ City Clerk

Date:

09/10/18
09/10/18

**AGREEMENT
BETWEEN THE CITY OF LEMOORE
AND THE LEMOORE CHAMBER OF COMMERCE**

This Agreement is entered into between the City of Lemoore, a California municipal corporation and charter city ("City"), and the Lemoore Chamber of Commerce, a California non-profit corporation ("Chamber") with respect to the following recitals, which are a substantive part of this Agreement:

RECITALS

- A. The Chamber is organized for promoting the social, civic, and economic welfare of the City;
- B. The City desires to promote the advantages of the City for downtown businesses, revitalization, and economic development; and
- C. The Chamber has the special knowledge and experience to assist in organizing events.

NOW THEREFORE, City and Chamber agree as follows:

- 1. Term. The term of this Agreement shall be from September 18, 2018 to December 31, 2018. Any extension of this Agreement beyond December 31, 2018 shall require a new agreement.
- 2. Compensation. For performance of the services described in Exhibit A attached to this Agreement, City shall pay to the Chamber a fee of two thousand dollars (2,000), provided the program and services anticipated by this Agreement have been carried out to the satisfaction of the City. The fee shall be paid within thirty (30) days following the event, if all services have been performed satisfactorily. Should this Agreement be terminated prior to the event the Chamber funding shall be prorated for the services provided thus far.
- 3. Services. The Chamber shall provide the services outlined in Exhibit A attached.
- 4. Other Provisions.

A. Independent Contractor. It is understood and agreed that in the performance of this Agreement, the Chamber is an independent contractor. The Chamber shall take out and maintain Workers Compensation, State Disability, and other insurance coverage as required by law and shall in all other respects comply with applicable provisions of Federal, State, and local laws, rules, and regulations.

B. Indemnification. The Chamber shall indemnify, hold harmless, and defend the City and its officers, agents, or employees from all claims for money, damages, or other relief arising in any way from the performance of this Agreement by the Chamber, its officers, agents, members, or employees. The Chamber shall take out and maintain for the full term of this

Agreement liability insurance providing protection for personal injury, wrongful death, and property damage. Such insurance to be in amounts of one million dollars (\$1,000,000.00) per event, and issued by carriers acceptable to the City. The Chamber shall provide the City with certificates of insurance evidencing such coverage and naming the City as an “additional insured.” All certificates shall expressly state that the policy(ies) may not be terminated, canceled, or modified without thirty (30) days prior written notice actually received by the City at its regular address, 429 C Street, Lemoore, CA 93245.

C. Limitation On Use of Funds. The funds provided to the Chamber by the City pursuant to this Agreement shall not be directly or indirectly used for any political purpose whatsoever. This prohibition includes, but is not limited to, campaigns, events, promotions, literature, lobbying, or other activities for, against or on behalf of any state, local, or federal legislation, issue, candidate(s), or action, whether partisan in nature or not.

D. Entire Agreement. This Agreement constitutes the entire agreement and understanding between the parties. There are no oral understandings, terms, or conditions, and neither party has relied upon any representation, express or implied, not contained herein. All prior understandings, terms, or conditions are deemed merged into this Agreement.

E. Severability. If any provision of this Agreement is held to be void, voidable or unenforceable, the remaining portions of the Agreement shall remain in full force and effect.

F. Amendments. Any modification of this Agreement must be in writing and signed by both parties. No oral modifications shall be effective to vary or alter the terms of this Agreement.

G. Execution in Counterparts. This Agreement may be executed in counterparts such that the signatures may appear on separate signature pages. A copy, or an original, with all signatures appended together shall be deemed a fully executed Agreement. Signatures transmitted by facsimile shall be deemed original signatures.

H. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California.

I. Binding Effect. This Agreement is for the benefit of and shall be binding on all parties and their respective successors.

J. Authority. The parties represent and warrant that each has the full right, power, legal capacity and authority to enter into and perform their obligations under this Agreement and that no other approvals or consents of any other persons are necessary to make this Agreement enforceable.

K. Interpretation. The language of all parts of this Agreement shall, in all cases, be construed as a whole, according to its fair meaning, and not strictly for or against either party.

IT IS SO AGREED. IN WITNESS WHEREOF, the parties have executed this Agreement on the dates following their signature.

CITY OF LEMOORE

LEMOORE CHAMBER OF COMMERCE

By: Ray Madrigal
Mayor

By: Amy Ward
Chief Executive Officer

Dated: September ___, 2018

Dated: September ___, 2018

Scope of Services

The Chamber of Commerce agrees to provide the following services for the Holiday Stroll in fiscal year 2018-2019.

1. Chamber will provide the complete planning services of the 2018 Holiday Stroll.
2. Chamber will host one community forum to gather feedback from downtown merchants in addition to the proper notification of all downtown merchants as needed in regards to event information.
3. Chamber will coordinate all logistics in regards to venue management.
4. Chamber will solicit vendors according to the agreed need of the event.
5. Chamber will provide marketing specific to Holiday Stroll to include design and printing of standard flyers.
6. Chamber will partner with the DMA to advertise Holiday Stroll on Chamber social media platforms and e-communications.
7. Chamber will coordinate and provide day of event personnel to include chamber staff and volunteers.
8. DMA will incur any event related expenses (i.e. lighting, portable restrooms, A/V needs, carolers, etc.).
9. Chamber will submit all expenses directly to Amanda Champion for approval. Expenses shall not exceed \$1,000.



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Staff Report

Item No: 5-4

To: Downtown Merchants Advisory Committee
From: Michelle Speer, Assistant City Manager
Date: September 7, 2018 Meeting Date: September 13, 2018
Subject: Downtown Improvement Cost Sharing Program

Strategic Initiative:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Safe & Vibrant Community | <input type="checkbox"/> Growing & Dynamic Economy |
| <input type="checkbox"/> Fiscally Sound Government | <input type="checkbox"/> Operational Excellence |
| <input type="checkbox"/> Community & Neighborhood Livability | <input type="checkbox"/> Not Applicable |

Proposed Motion:

Provide consensus to move forward with creating a Downtown Improvement Cost Sharing Program resolution.

Subject/Discussion:

Downtown Lemoore is need of some storefront improvements. In order to alleviate a portion of the financial burden in completing these improvements staff is recommending the DMA to offer a cost-sharing program. If approved, the program would run as follows:

- An application for funds would be received providing detail of what improvements are to be completed.
- The application would be reviewed and approved by City staff.
- Improvements would need to adhere to all city codes and ordinances.
- Once improvements are completed, the business could submit all invoices for a 50% reimbursement of costs up to \$250.

This program would only be available to businesses in the downtown area that pay the additional assessment. Staff recommends limiting that amount of funds available for this program to \$5,000 and offering the program as first-come first-serve. This program would assist at least 20 businesses in the downtown area to improve their storefronts.

"In God We Trust"

If approved, staff would come back with a resolution to take to council.

Financial Consideration(s):

A maximum of \$5,000 would come out of the fund balance for fiscal year 2018-2019.

Alternatives or Pros/Cons:

Alternatives:

- The committee could deny the program in its entirety.
- The committee could recommend changes to the program.

Commission/Board Recommendation:

N/A

Staff Recommendation:

The committee give consensus for staff to bring back a resolution that, if recommended, would go to council for final adoption.

Attachments:

- ☐ Resolution:
- ☐ Ordinance:
- ☐ Map
- ☐ Contract
- ☐ Other
- List:

Review:

- ☒ Asst. City Manager
- ☒ City Clerk

Date:

09/10/18
09/10/18



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Staff Report

Item No: 5-5

To: Downtown Merchants Advisory Committee
From: Michelle Speer, Assistant City Manager
Date: August 30, 2018 Meeting Date: September 13, 2018
Subject: Fiscal Year 2018-2019 Proposed Expenditure Budget

Strategic Initiative:

- | | |
|---|--|
| <input type="checkbox"/> Safe & Vibrant Community | <input type="checkbox"/> Growing & Dynamic Economy |
| <input checked="" type="checkbox"/> Fiscally Sound Government | <input type="checkbox"/> Operational Excellence |
| <input type="checkbox"/> Community & Neighborhood Livability | <input type="checkbox"/> Not Applicable |

Proposed Motion:

Review the proposed Expenditure budget for fiscal year 2018-2019.

Subject/Discussion:

During the budget process, Council approved \$10,000 in revenues, which is the projected amount to be collected from business license fees in fiscal year 2018-2019; however, an expenditure budget was not approved. Staff has drafted an expenditure budget for the 2018-2019 fiscal year which accounts for the \$10,000 in budgeted revenues, as well as the fund balance of approximately \$14,000 that has accumulated due to the DMA being unable to meet.

Revenues must be spend on the following:

- Acquisition, construction, installation, or maintenance of parking facilities, benches, trash receptacles, street lighting, decorations, parks and fountains for the benefit of the area.
- Decoration of any public place in the area.
- Promotion of public events which are to take place on or in public places in the area.
- Furnishing of music in any public place in the area.
- General promotion of activities which benefits business located in the area.
- Promotion of tourism within the area.

Staff will be taking the proposed budget to Council on September 18, 2018 for approval.

"In God We Trust"

Financial Consideration(s):

In total, the PBIA fund has \$24,000 to budget as they see fit. If the entire \$24,000 is expensed this fiscal year, the PBIA budget next year will be limited to the amount projected to be collected in business licenses fees.

Alternatives or Pros/Cons:**Alternatives**

The DMA may choose to reallocate the fund balance, or reserve all or a portion of the fund balance for future years.

Commission/Board Recommendation:

Not Applicable

Staff Recommendation:

Staff recommends DMA acceptance of the budget as proposed, and a recommendation that Staff take the budget before City Council for formal approval.

Attachments:

- ☐ Resolution:
- ☐ Ordinance:
- ☐ Map
- ☐ Contract
- ☒ Other

List: Proposed Budget

Review:

- ☒ Asst. City Manager
- ☒ City Clerk

Date:

09/10/18
09/10/18

DMA- PBIA Proposed Budget FY 2018-2019			
Account	Annual Expenditures	Fund Balance	Total Budget
4220 Operating Supplies			10,000
Marketing Materials	1,000	2,000	
Events	-	7,000	
4230 Repair/Maint			5,000
Cost Sharing Repair Prog.	-	5,000	
4310 Professional/Contract			9,000
Landscaping Services	4,000	-	
Social Media Services	3,000	-	
Chamber Contract	2,000	-	
Total	10,000	14,000	24,000