

Mayor
John Murray
Mayor Pro Tem
John Grego
Council Members
Mary Hornsby
Ed Martin
Willard Rodarmel



**Office of the
City Manager**

119 Fox Street
Lemoore • CA 93245
Phone (559) 924-6700
FAX (559) 924-9003

November 6, 2007

Mr. Frank Luera, Interim Manager
Enterprise Zone Program
California Department of Housing and Community Development
1800 Third Street, Suite 390
Sacramento, CA 95814

LETTER OF COMMITMENT TO KINGS COUNTY ENTERPRISE ZONE

Dear Mr. Luera:

The City of Lemoore (hereinafter "City") is a charter city incorporated under California law. The City has jurisdiction over a portion of the proposed Kings County Enterprise Zone (hereinafter "Zone") and has heretofore resolved to be an applicant for the Zone. The City is separately entering into a Memorandum of Understanding that defines the respective roles of the participating cities and other Zone program participants. This Letter of Commitment contains specific commitments that the City will make solely to the designation, implementation, and operation of the proposed Zone.

I. Commitments of Staff Time

The City commits ten (10) staff members to the Enterprise Zone project.

First, Judy Holwell, Redevelopment Project Manager will dedicate 90% of her time to the project at an annual value of \$85,682 in salary and benefits. She shall be the Zone coordinator for the City of Lemoore. Her tasks to be completed in support of the Zone will be to plan and conduct marketing for the Zone and to work start to finish with each business that wishes to locate within the Zone. Efforts will focus on attraction, retention and expansion of commercial and industrial enterprises.

Second, Jeff Briltz, City Manager, will dedicate 50% of his time to the project at an annual value of \$86,934 in salary and benefits. His tasks to be completed in support of the Zone will be to conduct marketing for the Zone, meet and confer with Zone applicants, and oversee the entire EZ team in support of Zone activities.

Third, David Wlaschin, Public Works Director, in charge of water, sewer, streets, building and refuse, will dedicate 10% of his time to the project at an annual value of

\$12,364 in salary and benefits. As Public Works Director, David will join other EZ team members in meetings with prospective Zone business owners and provide advice and recommendations regarding all infrastructure, utilities, building and refuse requirements. He will also direct and process the required building permits for Zone applicants, inspection of Zone construction projects, and issuance of approvals on completed Zone projects.

Fourth, Holly Smyth, Planning Director, will dedicate 10% of her time to the project at an annual value of \$10,897 in salary and benefits. As the Planning Director, Holly will join other EZ team members in meetings with prospective Zone business owners, provide advice and recommendations to applicants regarding site plans and land usage requirements, and direct other planning staff in the review and approval processes related to applicants' projects.

Fifth, Joe Mendiola, Assistant Planner, will dedicate 10% of his time to the project at an annual value of \$6,425 in salary and benefits. His tasks to be completed in support of the Zone will also be to conduct the review and approval activities related to Zone applicants' projects.

Sixth, Gloria Hobbs, Assistant Planner, will dedicate 10% of her time to the project at an annual value of \$5,720 in salary and benefits. Her tasks to be completed in support of the Zone will be to conduct the review and approval activities related to Zone applicants' projects.

Seventh, Rachael Bridges, Planning Clerk (part-time), will dedicate 10% of her time to the project at an annual value of \$3,467 in salary and benefits. Her tasks to be completed in support of the Zone will be to provide clerical support for Zone affairs.

Eighth, Janie Venegas, Redevelopment Office Assistant II, will dedicate 70% of her time to the project at an annual value of \$30,125 in salary and benefits. Her tasks to be completed in support of the Zone will be to provide clerical support for Zone affairs.

Ninth, Frank Rivera, Construction Superintendent, will dedicate 10% of his time to the project at an annual value of \$9,298 in salary and benefits. Frank's tasks in support of the Zone will be to provide public works review and inspection on zone projects.

Tenth, R.T. Henson, Senior Building Inspector, will dedicate 10% of his time to the project at an annual value of \$7,933 in salary and benefits. As Inspector, R.T. will provide building review and inspection for Zone projects.

II. Commitments of Other Services and Supplies

The City also commits the following to the Zone program:

Office Equipment & Maintenance: The City commits an annual value of \$3,500 to office equipment and maintenance. Such value represents a portion of numerous computers, laser printers, and high-speed copiers in furtherance of Zone activities.

Office Supplies: The City commits an annual value of \$3,000 to office supplies. Such value represents the cost of paper, envelopes, mailing labels and other supplies consumed for Zone affairs.

Vehicle Allowance: The City commits an annual value of \$1,800 to cover vehicle expenses related to Zone affairs.

Telecommunications: The City commits an annual value of \$1,400 to cover telephone, facsimile, and internet expenses related to Zone affairs.
In addition, the City of Lemoore Redevelopment Agency contributes the following to the Zone program:

Economic Development Corporation Dues: The City of Lemoore Redevelopment Agency historically contributes at least \$10,000 per year to the Kings County Economic Development Corporation for Zone marketing and vouchering support.

Dues & Subscriptions: The City of Lemoore Redevelopment Agency historically contributes \$2,810 per year as dues to the California Redevelopment Association (CRA), and \$465 per year as dues to the California Association for Local Economic Development (CALED).

Trainings, Trade Shows, & Meetings: The City of Lemoore Redevelopment Agency historically contributes \$15,000 per year for trainings, trade shows, and meetings, including the annual CALED Conference, the annual CRA Conference and Expo, training courses, and at least one business attraction, retention, and/or expansion type trade show. However, we cannot identify with certainty the amount of annual contribution that will be able to be allocated to these activities in the following years.

Professional Consultant Services: The City of Lemoore Redevelopment Agency has budgeted a one time expense of \$70,000 for professional consultant services which should occur in Year 1. A consulting firm will be hired to prepare a retail attraction study to identify retail businesses in which to target that are compatible with Lemoore for Zone attraction purposes.

Other Advertising & Marketing: The City of Lemoore Redevelopment Agency historically contributes an annual value of \$9,000 to other advertising and marketing activities for the Zone. Such funds shall be used on marketing brochure, direct mailings, postage, advertisements, and in-kind contribution from our Webmaster for the construction and maintenance of a webpage devoted to the Zone.

III. Total Contributions

The total annual value of the contributions of the City of Lemoore to the Zone shall be \$268,545. The City of Lemoore acknowledges that its commitment is an annual commitment for the life of the Zone. In addition, in Year 1, the City of Lemoore Redevelopment Agency shall contribute to the Zone \$107,275 due to the one-time contribution. The total annual value of the City of Lemoore Redevelopment Agency following Year 1 is \$37,275.

The City Council of the City of Lemoore has approved this Letter of Commitment as a minute order as to the commitments of the City. The City Manager is directed to transmit this Letter of Commitment with the Enterprise Zone application.

Sincerely,

Mayor, City of Lemoore