

## SCOPE OF WORK

### **1. DMG shall create, build and maintain relationships with:**

Economic Development Committee/Commission

Chamber of Commerce

City Council

Community Development/Planning

Public Works/Engineering

Finance

City Manager's Office

Film Commission (Inland Empire)

City Attorney's Office

Other professional service consultants under contract

Real Estate Developers / Commercial and Residential Real Estate Brokers

Lending Sources (Banks and other Lending Institutions)

Retailers, Office and Industrial Development Users

Renewable Energy Developers and Users

Residential Developers

Additional Potential Businesses that may add to the Employment or Economic Base of the City of Needles

### **2. Point of Contact**

DMG shall serve as the initial point of contact for developers and businesses that seek to locate in the City of Needles. DMG shall use office and mobile phone contact along with email for use by said businesses to communicate with DMG.

### **3. Ombudsperson**

DMG shall serve as an economic ombudsman to the City of Needles and those parties interested in making economic investments. In the role of ombudsman, DMG shall assist in shepherding projects through the entitlement and permit process. DMG shall be furnished with office, mobile phone and email contact information for all department heads in the City of Needles and authorized alternate contacts. The City of Needles shall

endeavor to return all communication from DMG, Inc. regarding projects and clients (usually status-type or technical communication) four (4) business hours.

#### **4. Sales & Marketing**

DMG shall work in concert with City of Needles staff and any other consultants/professionals under contract relative to the sales & marketing of the City of Needles to target businesses, industries and professionals that could lead to economic investment in the City. This shall include, but not limited to industry groups (such as the International Council of Shopping Centers (and their members).

#### **5. Regional Economic Development Summit**

Working with City of Needles staff, Tribal leadership and neighboring cities and counties (including in Nevada and Arizona), plan a regional economic development summit that highlights economic opportunities in the Colorado River Tri-State Region for which to encourage investment in the community. Said summit would focus on retail, industrial, office and residential uses.

#### **6. Technical Assistance**

On an as-needed basis, DMG shall work with identified persons and companies seeking to make economic investments in the City of Needles and provide them with the names and contact information for persons and entities within the region that can assist them with their endeavors (such referrals could include architects, financial sources, accountants and other professional services). Referrals shall be made to those persons/entities in which there is no financial or business conflict between that entity and DMG. Additionally, where possible, DMG shall provide multiple referrals so that there is no preference shown.

#### **7. Economic Impact Briefs**

As projects move through the entitlement or permitting process, DMG shall produce an economic impact analysis (brief version) for said projects at the request of the City Manager and/or Community Development Director. From time to time as a project is being considered by a Planning Commission and/or City Council, the body will desire an Economic Impact Brief. This is usually a one-to-two-page memorandum with a page of general calculations (in Excel). Economic Impact Briefs are included in the retainer agreement.

## **8. Demographics/Economic Updates**

DMG shall complete and a demographic analysis to the City Council, Chamber of Commerce and other business/community organizations in the City of Needles on an annual basis. Further, DMG shall produce an annual economic brief for the City, Chamber and community utilizing available and generally respected third-party data.

## **9. Calculation of Economic Activity**

On an annual basis, DMG shall work with the City Manager and the staff to calculate the overall economic impact of the previous years' activity including economic investment and job creation in order to put a figure on the value of overall economic, entitlement and permitting efforts.

## **10. Reporting/Invoicing**

DMG shall provide the City of Needles with project updates either verbally (in the case of certain projects that may need additional confidentiality) or in writing on not less than a monthly basis. Further, DMG shall meet with the City Manager of the City of Needles (by conference call or in person) at a minimum of once a month to discuss projects and updates.

## **11. Other Duties as Requested/Mutually Agreed**

It is understood that Michael Bracken, as an individual and managing partner of Development Management Group, Inc. has extensive experience in both municipal management and economic development and as such he will avail himself to other duties that may be requested by the City Manager for the City of Needles in which are mutually agreeable.

## **12. Training**

DMG, Inc. shall take on responsibilities to assist the City in long-term development of key staff members and departments by helping introduce designated persons to economic development, guide and mentor them by offering specific training and inclusion in the development process. Further, DMG, Inc. shall offer the City "full staff" economic development training via a 3-hour workshop that DMG, Inc. has produced and utilized in other communities.

### **13. Known Events/Opportunities**

- A. ICSC Western (Palm Springs) September 2024
- B. ICSC Las Vegas May 2025
- C. Regional Economic Summit, TBA Winter/Spring 2025

### **14. Financial Arrangement:**

DMG, Inc. is requesting consideration of a two (2) year contract whereby during year one (1) (Fiscal Year 2024-25) that the monthly retainer amount is \$5,000. During year two (2) (Fiscal Year 2025-26) that the monthly retainer amount is \$5,500. The second year of the contract would be a mutual option.

The Retainer Agreement shall include travel to Needles, CA on an as needed basis. Expenses related to travel on behalf of the City of Needles (outside the City) shall be subject to reimbursement at the Internal Revenue Service stated rate for the corresponding time period. All expenses shall be approved in advance by the City of Needles and reimbursed as approved.

Economy of Scale: As DMG, Inc. does represent other communities, where there are opportunities for shared expenses, DMG, Inc. shall identify those and take appropriate action as well as providing written documentation where said cost sharing is able to or did occur.