

Memorandum



TO: Mayor Manier and City Council
FROM: Ray Forsythe, City Administrator
DATE: May 3, 2019
SUBJECT: Washington Chamber of Commerce Annual Work Agreement

As I mentioned last week in the Friday Briefing, I had the opportunity to attend the most recent Chamber Meeting which was held Thursday, April 25th. The portion of the meeting that I participated in was the discussion on the Work Agreement with the City. As I stated in the briefing, the Chamber is a strategic partner with the City and provides the private sector representation that is critical to the economic vitality of the City.

There are several items attached to the Agenda for this week. First is the May 1, 2018 – April 30, 2019 Review. This is a good document as it provides the data required on the measurables that are embedded in the Agreement. Based on the written report and the conversation that took place at the meeting, I am satisfied that the Chamber met the intention of the Agreement and the measurables. Again, I would like to continue to work with Jon and the Chamber Board on ensuring that the goals and objectives of the Chamber meet the needs of the City Council. Keeping in mind that the Chamber is funded by both the City of Washington and private businesses, I think they are providing a great balance of services which help to ensure a healthy business environment.

The second item is an Annual Work Agreement Summary of Changes. This is a one-page outline highlighting the Chamber Agenda moving forward. I like the shared information and I think they are focused on the correct priorities of the City.

The third item is the May 1, 2019 – April 30, 2020 Annual Work Agreement with the City of Washington. This item will be on the New City Council Agenda for First Reading and will be on the Committee of the Whole Agenda for May 13th. The Chamber leadership will be present at the meeting to give a presentation to the Mayor and City Council in advance of the May 20th Second Reading of the City Council. This will give the City Council an opportunity to interact with Chamber Staff and Leadership and dialogue about the upcoming year and any focus the City Council would like to reiterate.

My recommendation to the City Council is to Approve the 2019/2020 Agreement as presented. The Chamber is an important partner to the City and I look forward to working with them to move the City of Washington's Agenda forward and becoming an even more important part of the Community and Economic Development success of the City. It is a budgeted item and will be monitored by Staff with scheduled updates to the City Council throughout the year.

Please contact me if you have questions regarding this matter.

Washington Chamber of Commerce Annual Work Agreement with The City of Washington, IL

May 1, 2018-April 30, 2019
Review

“Working Together to Build a Better Washington”



WASHINGTON
CHAMBER OF COMMERCE



Washington Chamber of Commerce
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Washington, IL 61571

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Section I. Economic Development

Our success with business expansion will be measured by:

- **Maintain a minimum of 90% retention rate of Chamber Members from year to year**
- **Attend Business Retention visits with Jon Oliphant throughout the year**
- **Work to share information from these visits with City Staff and include them on visits when necessary and able.**
In 2018, we ended the year with a 97% retention rate of our existing members. In addition to this we had a record number of new businesses join the chamber. We saw a 94% increase in the number of new businesses joining the chamber in 2018, compared to 2017. We attribute this increase to having a dedicated Membership Manager on our staff. A dedicated membership person also allowed us to visit an average of 5 businesses per week to stop in and check on their businesses or remind them of services. When we learn things at these meetings that we feel should be passed on to the city, we always do, and if warranted schedule a follow-up meeting with the business and a member of the city staff, usually Jon Oliphant. We continue to strive to be a liaison between City Hall and the businesses of Washington. Including reminding of permits, revolving loan funds, TIF funds and other incentives and permits offered by the City of Washington.

Our success with addressing the general business climate will be measured by:

- **Holding a minimum of three Business Strategy Sessions.**
- **Coordinate at least nine Business After Hours events**
- **Track Washington sales tax dollars on a monthly basis**
We hosted five different Business Strategy Sessions. Each session included two or three topics. Topics included: Millennials, Disaster Preparedness, Social Media 101, Tax Reform Overview, Cross Promotions, Member to Member Discounts, Establishing a Brand, Bringing your Business Back to School with SCORE Peoria and SBDC Rural Development, and Chamber Benefits 101. Our office has been tracking sales tax dollars for the last few years. Our board and ambassadors also tracked their spending in the fourth quarter of 2018. Our group of under 30 people spent \$160,000.00 at Washington Businesses. We were excited to see the contribution that a small group can make and look forward to repeating the challenge.

Our success with new business development will be measured by:

- **Continue to work with the City to formulate a mission statement and 10 year plan for economic development to attract new business to Washington**
- **Assist with the creation an economic development informational packet that can be given to a target list**
- **Distribute 20 potential residents' packets**
- **Update City Maps**
Chamber staff worked with Jon Oliphant on a list of potential local and regional businesses that would be assets to Washington. Including coordinating a few meetings with some on a potential additional location in Washington. We distributed 32 potential residents' packets on Washington with the help of our area realtors. We also continued to work with Jon to update the sheets provided to those interested in Washington including new sheets to promote the Revolving Loan Fund and available spaces in Washington. The updated city maps, have hit a few road blocks. However, again working with Jon and the City's GIS contacts, a new city map will be available by fall of 2019.

Our success with the retail sales campaign will be measured by:

- **Sell \$ 26,000 in Washington Gift Certificates.**
We currently have sold just under \$25,000.00 in Chamber Checks this year, at \$24,880. However, at Christmas time we had two of our large purchasers cut back on the amount they purchased due to their own budget concerns, and have not yet had one of our large purchasers for teacher appreciation make their order as of April 20, 2019. It is interesting to note that from January - March 2018 the chamber only sold \$265.00 in gift certificates. However, with our new office location we during the same time period in 2019 we have sold \$730.00 in gift certificates. We have seen an increase in the number of people that are picking up or dropping off their children at the Park District and in need of a gift, purchase one of our gift certificates.

Our success with the city beautification project will be measured by:

- **Maintaining the Welcome to Washington signs at the entrance of town**
- **Assisting with flower planting in the spring and Christmas decorations in the winter on Washington Square**
The Welcome to Washington signs were weeded at the start of spring. They also had pumpkins added in the fall. We also did a spring garland in early spring, a summer planting, a fall switch over with pumpkins and the greenery with red berries during the holiday season in the wrought iron planters around the perimeter of the square.

Our success with a shop local campaign will be measured by:

- **Promoting our business to business initiative. Encouraging through special discounts and extra incentives for chamber members to shop chamber members.**
- **Coordination of a campaign with the other chambers in the tri-county area.**
- **Encouraging shop local events beyond Small Business Saturday**
- **As we meet with the other local chambers and mayors, and the campaign and initiative are more defined, more specific objectives will be outlined.**

We continued to promote our business to business initiative. We had a Google doc during the fall that listed special promotions that businesses were offering to chamber member businesses. That members could update as often as they liked with new incentives for their fellow business owners. Businesses also had the opportunity to get a card that they could show allowing them to take advantage of the business to business incentives offered. This program in order to be successful is still in need of some changes to allow it to be easier for members to know what discounts are offered and who is eligible to take advantage of them. The Washington Chamber of Commerce also sits on the steering committee of the Shop Local 365 Campaign. A regional coordinated effort aimed at public awareness and education of shopping locally, creating a regional identity and a collaboration of innovative ideas to combat online shopping. We coordinated a few shop Washington events including a Summer Small Business Saturday, a Peep Hunt at Easter and our Shop Local Challenge for our board and ambassadors in the fourth quarter of 2018. We are looking forward to where the Shop Local 365 campaign will take Washington and the region in 2019.

Section II. Community Promotion

Our Good Neighbor Days success will be measured by:

- **\$85,000.00 in Revenue for Good Neighbor Days**
- **250 people in attendance at Community Night Dinner**
- **500 Participants in all Good Neighbor Days Events**
- **Collect 100 response cards**

We had \$82,210.00 in revenue collected for the 2018 Good Neighbor Days. This was almost a \$10,000.00 decrease from 2017, and \$3,000.00 short of our goal. Areas of the festival that saw lower attendance based on income were the Carnival itself, the festival garden and the merchant's tent. We attribute it to a variety of factors. A lot of our marketing for the event outlined a difference in parking due to not having the old Tractor Supply lot as it was serving as Uprising's temporary location. This left many people concerned that parking would be a problem and then did not come on some of our busiest nights. School was also out almost a week before the festival. Anytime school is out we see a decrease in attendance for the event. Finally, there were several other large events and tournaments taking place during the same time as our festival. However, at Community Night Dinner we had an estimated 350 people in attendance before we ran out of brisket. Because of the remarkable weather, our participants in our events were also clearly above expectations. Many of our events were unable to track the number of people that participated, but with over 275 riders in the Family Bike Ride alone we are certain we had an additional 250 in our other events. We collected 110 response cards during the week long festival with 85 new e-mail addresses to expand our database.

Our success in Tourism will be measured by:

- **Have 40 members at a two star or above level with at least 50% of these members taking advantage of one or more of the co-op opportunities.**
- **4 tabloid articles**
- **2 print advertisements**
- **30 Stories promoting local businesses**
- **Distribute 75 Welcome to Washington Packets**
- **Increase weekly e-blast list to 2,300 recipients**

We ended 2018 with 38 members at our two star or above level, just shy of our 40 goal. All of these members took advantage of at least one of our co-op opportunities, as several were no additional cost opportunities available to this level. We had 12 that took advantage of the paid opportunities we offer. We had six print advertisements we purchased throughout the year. For promoting our gift certificates in the local paper. Two were promoting the importance of shopping with your small businesses and the difference you can make supporting those that support your community. We had 35 different stories published in the local papers including our ribbon cuttings, plaque presentations and different articles we submitted or were consulted on. We distributed 82 Welcome to Washington Packets. We increased our weekly e-blast list to 2,315 recipients.

Our success in an event listing will be measured by:

- **Sending out 10 different event listings from March—December 2018.**

We sent out an event listing each month from February 2018-April 2019. There was not an event listing sent in January 2019, as no events were submitted.

Our success in additional events will be measured by:

- **Assisting the Washington Park District with the Washington Arts Festival and Other events, like Washington Night at the Chiefs and Take Pride in Washington Day as requested**
- **Working with the City to establish criteria for the tourism grant for organizations hosting events in the community to offset costs**

We helped the Washington Park District with the Arts Festival by helping to create maps, posters and press releases. We have also expanded our relationship with the Washington Park District to have additional assistance from them during Good Neighbor Days. We worked with the Park District staff to include the Washingtonian and the Good Neighbor Award winner to be at the Washington Night with the Chiefs Game. We also worked with city staff to get the criteria established for tourism grant for organizations hosting events to apply for. Finally, in July of 2018, we worked with Tom Berlett, and the Washington Park District to coordinate the Budweiser Clydesdales coming to town to celebrate 5 years of recovery in Washington. The day marked a parade through Washington and a Thank-You meal provided to the first responders and participants in the parade. The Chamber also coordinated two Meet the Candidates nights one in October and one in late March to give the citizens of Washington the opportunity to be more informed voters.

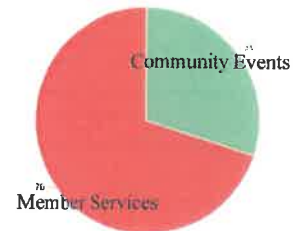
Washington Chamber of Commerce Annual Work Agreement Summary of Changes

May 1, 2019—April 30, 2020

Submitted to the CITY OF WASHINGTON, IL

Prepared by WASHINGTON CHAMBER OF COMMERCE (WCOC)

A shift to 70/30. For the past two years, the WCOC has worked hard to shift our focus to be on the businesses of Washington. We wanted to ensure that a majority of our resources were spent on member businesses. This shift has allowed for more members to better understand and make use of their benefits instead of being one more event someone needs to attend. We hope to continue our 70/30 shift and maintain our dedication to the businesses of Washington.



Improve the relationship with the City of Washington. The WCOC Board of Directors has made it a priority to improve the relationship with the City of Washington. We aim to have a board member or Chamber representative at each of the Committee of the Whole meetings for the City Council. We have also added members of the Council to our e-blasts and ribbon cutting notifications.

Tell our local businesses' stories. In the past year we have filmed four member stories videos showing the heart behind businesses in Washington. Each of these videos are around two minutes in length and can be found on the WCOC's social media platforms. We also started social media posts on Monday's called #MemberMonday where each Monday a different business is highlighted. We also have #FrontDoorFridays where on Friday the front door of a business is featured. This is just another touch point we provide to our followers reminding them of the stories behind small business.



Regional Local Sales Campaign. The Shop Local 365 Regional Campaign started in 2018 and is off to a strong start in 2019. The campaign tagline of "Every Season. Many Reasons." is there to show people in Washington and the Greater Peoria Area that while shopping small feels like a necessity during the holidays, it really needs to happen all year long and is a part of the Greater Peoria's regional identity. Part of the campaign included direct mail pieces and digital advertising in Washington explaining why it matters to spend more money locally.

New Office Location. In late 2018, the Washington Chamber of Commerce Office moved our location to the second floor of the Park District Building on Spruce Street. The change while we knew would benefit us financially, has also benefited the WCOC in many ways. We have seen an increase in foot traffic. In what has historically been our slower months of January-March, we have almost tripled the amount of gift certificates we have sold in 2019 compared to the same months in 2018. (2019 total is \$730, where as 2018 total was \$265) We also have a new brochure rack that has people stopping in to pick up menus, flyers and information on Washington Businesses that was severely under utilized at our previous location. We used to have 3-4 walk-ins a week, and now are seeing 3-4 walk-ins a day. We are eager to see how the new location impacts our advanced armband sales for Good Neighbor Days 2019.

ORDINANCE NO. _____

Synopsis: The following ordinance will approve an agreement between the City of Washington, IL and the Washington Chamber of Commerce regarding tourism and economic development services for a one-year period ending on April 30, 2020. Among other things, the agreement provides for the payment of \$30,000 to the Washington Chamber of Commerce for services rendered.

**AN ORDINANCE AUTHORIZING THE MAYOR AND CITY CLERK
OF THE CITY OF WASHINGTON, TAZEWELL COUNTY, ILLINOIS, TO
ENTER INTO AN AGREEMENT BETWEEN THE CITY OF WASHINGTON
AND THE WASHINGTON CHAMBER OF COMMERCE FOR THE
PROVISION OF TOURISM AND ECONOMIC DEVELOPMENT SERVICES**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WASHINGTON,
TAZEWEELL COUNTY, ILLINOIS, as follows:**

Section 1. That the agreement between the City of Washington and the Washington Chamber of Commerce for the provision of tourism and economic development services, a copy of which is attached hereto as Exhibit 1, and by reference expressly made a part hereof, be, and the same is hereby approved.

Section 2. That the Mayor and the City Clerk of the City of Washington be, and hereby are, authorized, empowered, and directed, pursuant to the City's home rule powers, to enter into and execute said Agreement on behalf of the City of Washington in substantially the form of the document attached hereto as Exhibit 1, and by reference expressly made a part hereof, and to make, execute, and deliver any and all documents necessary for the effectiveness thereof.

Section 3. That this ordinance shall be in full force and effect from and after its passage, approval, and publication as provided by law.

Section 4. That all ordinances or parts thereof in conflict herewith are hereby expressly repealed.

PASSED AND APPROVED this _____ day of _____, 2019.

AYES: _____

NAYS: _____

Mayor

ATTEST:

City Clerk

Washington Chamber of Commerce Annual Work Agreement with The City of Washington, IL

May 1, 2019 - April 30, 2020

“Working Together to Build a Better Washington”



WASHINGTON
CHAMBER OF COMMERCE



**Washington Chamber of Commerce
105 S. Spruce Street
Washington, IL 61571**

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Mailing: PO Box 262**

Washington Chamber of Commerce Annual Work Agreement

May 1, 2019 — April 30, 2020

Submitted to the CITY OF WASHINGTON, IL

Prepared by WASHINGTON CHAMBER OF COMMERCE (WCOC)

This agreement is presented to the City of Washington (the City) on behalf of the Washington Chamber of Commerce (WCOC). It lays forth the guidelines and requirements of the WCOC in order to receive compensation from the city.

The Chamber will focus on maintaining programs and activities designed to promote, attract and inform visitors to Washington, Illinois. It will also develop, implement and maintain programs and activities designed to promote and expand economic development in and around the City of Washington. The following pages will outline how the chamber expects to accomplish this goal from May 1, 2019 until April 30, 2020.

In return the Chamber will be provided reimbursement for the proposed services from the City of Washington. The proposed compensation is outlined in section III of this agreement.

If the City has any questions about this agreement, please contact Chevie Kriete, Director at (309) 444-9921 or info@washingtoncoc.com.

Section I. Economic Development

Develop, implement and maintain programs and activities designed to promote and expand economic development in and around the City of Washington.

A. BUSINESS RETENTION AND EXPANSION

The Board of Directors, Ambassadors and Staff will survey the local business community for concerns, recommendations and opportunities related to the Chamber. The Chamber will identify businesses that have a desire or need to expand.

Our success with business expansion will be measured by:

- **Maintain a minimum of 90% retention rate of Chamber Members from year to year**
- **Attend Business Retention visits with Jon Oliphant throughout the year**
- **Work to share information from these visits with City Staff and include them on visits when necessary and able.**

B. ADDRESS THE GENERAL BUSINESS CLIMATE

The Washington Chamber of Commerce recognizes the need in the City for the business community to communicate regularly with local and state governments about issues relating to the success and profitability of their enterprise. The Chamber remains committed to improving the City's business climate not only for Chamber members but for any business that chooses to locate and operate in and around the City of Washington. The Chamber strongly believes that this partnership is crucial to the success of the Chamber in its efforts and ultimately is in the best interest of the citizens of Washington.

Our success with addressing the general business climate will be measured by:

- **Holding a minimum of 3 Business Strategy Sessions.**
- **Coordinate at least nine Business After Hours events**
- **Track Washington sales tax dollars on a monthly basis**

C. BUSINESS DEVELOPMENT ASSISTANCE

The Chamber will continue to be a "Welcome Station" for any parties wishing to do business in the City by providing information and initial contact. The Chamber will keep current city maps and Economic Development literature including information on Small Business Loans available.

Our success with new business development will be measured by:

- **Distribute potential residents' packets upon request by people relocating to Washington**
- **Distribute "Welcome to Washington" bags with information, coupons and promotional items to the list of new residents provided by the City of Washington**
- **Update City Maps**

D. RETAIL SALES CAMPAIGNS

The Chamber will continue to evaluate, develop and promote periodic retail sales campaigns such as "Washington is Where..." and Washington Gift Certificates. Such campaigns will continue to be targeted at keeping sales dollars in the City of Washington and toward attracting consumers from outside of the Washington area. The campaigns will encompass citywide promotions, but may also include assistance with neighborhood or localized business communities. Such campaigns will generally be conducted during opportune periods of the year.

Our success with the retail sales campaign will be measured by:

- **Sell \$ 26,000 in Washington Gift Certificates.**
- **Spend a dedicated \$4,000 on marketing in Washington**



E. CITY BEAUTIFICATION PROJECT

When possible, the chamber's Beautification Committee will coordinate and help fund projects to beautify the City of Washington. Such projects include: the Welcome to Washington signs, landscaping of the welcome signs, square furnishings and banners.

Our success with the city beautification project will be measured by:

- **Maintaining the Welcome to Washington signs at the entrance of town**
- **Assisting with flower planting in the spring and Christmas decorations in the winter on Washington Square**

F. CHAMBER OFFICE

The Chamber will provide an office and resource center open to the public with normal business hours of 9:00 am to 4:30 pm, Monday through Friday. Chamber staff will be available during office hours to field requests and to provide information to current and potential businesses, with the exception of special events.

G. SHOP LOCAL CAMPAIGN

Online sales have drastically changed the way people shop, affecting both big box chain stores and small mom and pop shops. The Chamber will continue to work with the City and the region on the Shop Local 365 campaign, creating anti-cyber shopping buzz in the Central Illinois region, encouraging people to shop locally, especially in Washington

Our success with a shop local campaign will be measured by:

- **Encouraging shop local events beyond Small Business Saturday, like Shop Local 365 day August 2-4, 2019**
- **Create monthly marketing themes for Washington Businesses to rally behind**
- **Recruit a team to participate in the Loyal to Local Challenge**
- **Form a team of digital ambassadors whose role it is to promote the Shop Local 365 initiative**

Section II. Community Promotion

Implement and maintain programs and activities designed to promote, attract and inform visitors to Washington and Central Illinois.

A. GOOD NEIGHBOR DAYS

The Chamber will host the 2019 Good Neighbor Days May 29 - June 2, 2019. The 2019 Festival will incorporate recommendations and decisions made by the Festival Committee in consideration of increasing exposure and attendance at the Festival and to the City of Washington. Primary attractions planned for the 2019 Festival include:

- Wednesday, May 29 – Carnival and Food Concessions
- Thursday, May 30 – Carnival, Christian Concert, Community Night Dinner, Non-Profit Exhibit, Food Concessions, Carnival, and Family Movie
- Friday, May 31 – Carnival, Food Concessions, Merchant's Displays, Fireworks, Main Stage Band, Toddler Town, Family Night, Senior Day and Special Kids Day.
- Saturday, June 1 – Pancake Breakfast, Food Concessions, Carnival, Family Bike Ride, Kiddie Tractor Pull, Merchant's Displays, Pie Eating Contest, Petting Zoo, Children's Events, Main Stage Band, Kidz Got Talent, Teen Night and 5K Run
- Sunday, June 2 – Carnival

**Subject to change.*

Marketing the Good Neighbor Days plays an important part in marketing Washington as a tourism destination. The 2019 Good Neighbor Days Marketing Plan includes radio spots and live remotes, as well as print advertising in the Washington Courier and Washington Times-Reporter. There will also be a strong social media component in the 2019 marketing plan, including targeted display ads on mobile devices in and around Washington.

The Chamber takes full responsibility for administering the Festival. This is accomplished through an organization of volunteers, staff, ambassadors and board members who chair events and volunteer at the festival. The Chamber provides financing, clerical support, resources, recommendations and assistance in organizing, scheduling, promoting and implementing the Festival. The development of a permanent festival organizational structure that will provide training and continuity for volunteers, promotion and development of greater community involvement and volunteerism in the festival and in the City of Washington has been accomplished. Establishment of a permanent site for the festival is still a primary goal for the chamber. The festival serves as an opportunity to "showcase" Washington to surrounding communities, thus fostering an avenue to promote economic development.

Our Good Neighbor Days success will be measured by:

- **\$85,000.00 in Revenue for Good Neighbor Days**
- **250 people in attendance at Community Night Dinner**
- **500 Participants in all Good Neighbor Days Events**
- **Collect 100 response cards**

B. Tourism Promotion

The Chamber will promote the City of Washington, its merchants and citizens by publishing articles and contracting advertisement in local publications. Included are special tabloids published by local newspapers specifically dedicated to the Washington Day Banquet and Good Neighbor Days. The "Washington is Where..." campaign will continue to promote the business community as not only a place to shop, but as a place that has something for everyone. The campaign has been able to expand in recent years with the addition of the Cooperative Marketing Opportunities provided to our members at a two star and above level. These marketing opportunities included radio spots, billboard advertising, and direct mail pieces. The Chamber is able to combine resources with our small businesses and add some extra dollars to the media buy to put our small businesses on a more level playing field with big box stores. Many of our members have found that the additional cost of membership at this level has more than made up for with the cost savings in the co-op plan. The Chamber will also continue its gift certificate program, news releases and Internet sites. The Marketing Committee will maintain and distribute promotional literature for the Washington area highlighting services, events, maps, points of interest, entertainment and dining. The Chamber will continue to maintain a website and email link for inquiries and promotion of activities and local services.

Our success in Tourism will be measured by:

- **Have 30 members at a two star or above level with at least 50% of these members taking advantage of one or more of the co-op opportunities.**
- **4 tabloid articles**
- **2 print advertisements**
- **30 Stories promoting local businesses**
- **Increase weekly e-blast list to 2,700 recipients**

B. Event Listing

The monthly event listing will include events that are being held in Washington with a regional draw. The purpose of this piece is to let our businesses know of different sponsorship opportunities in town, as well as when large events are coming so they can be prepared for additional crowds. These will be provided at our Business After Hours each month for members to pick up, and then e-mailed out after Business After Hours.

Our success in this will be measured by:

- **Sending out 10 different event listings throughout the duration of this contract.**

C. Additional Events

The chamber will strive to ensure events such as Summer Small Business Saturday continue to show case opportunity for Washington, in hopes that those who attend the events, become regular customers of Washington after experiencing Washington through one of the events.

Our success in additional events will be measured by:

- **Assisting the Washington Park District with the Washington Arts Festival and Other events, like Washington Night at the Chiefs and Take Pride in Washington as requested**
- **We would also assist with other events as they arise as we have with the Budweiser Clydesdales when they come to town**

Section III. Compensation

In return of the proposed services listed above, the Chamber will be provided reimbursement for the proposed services from the City of Washington.

A. PROPOSED COMPENSATION

Recognizing the value, synergy and advantages of a strong working relationship between the City of Washington and the Washington Chamber of Commerce, the preceding schedule of work and services are proposed to be provided by the Washington Chamber of Commerce (Chamber) to the City of Washington (City) in return for just compensation. The Chamber has evaluated costs associated with implementation of the proposal, has considered the direct and indirect value of the projects and services to be provided, and is proposing \$30,000.00 in compensation.

B. SCHEDULE OF PAYMENT

Reimbursement for the proposed schedule of work would be as mutually and contractually agreed upon by the City and Chamber. Compensation would also require that the primary intentions of the Chamber as outlined in the schedule of work has been carried out and completed, allowing for changing conditions such as unanticipated changes in staff, economic conditions, and arising opportunities or developments that are determined to require significant and immediate attention. Progress against the schedule will be reported to the City on a quarterly basis. Such reports will include fair warning or explanation where possible for items that may not be completed as anticipated. The City may call upon the chamber for additional information if necessary.

C. TERM OF CONTRACT

The Chamber proposes a contract term of one year at which time it will be revisited for appropriateness for both parties. The schedule of work would be resubmitted annually to allow adjustment as necessary to address evolving situations and changing economic climates.

D. QUARTERLY REPORTS

The Chamber will provide quarterly reports with updates on the progress of these items and information on how they are fulfilling the mission of the Washington Chamber of Commerce, which is to advocate, promote and provide for our membership to collectively accomplish what we can't do individually. These reports will be e-mailed to the Mayor and City Administrator. After they have reviewed the report, they can request to have a representative present them at a council or committee meeting.