

**Exhibit “A”  
Scope of Work**

In its 2021-2022 budget, the City of Mercer Island (“the City”) included a goal to “establish a citywide economic development program.” The City and the Chamber enter into this agreement to document assistance that the Chamber will provide in support of this goal as set forth below in 2021. Under this Agreement, the Chamber shall perform the following services on behalf of the City:

**A. Continue COVID-19 Pandemic Support (CPD Work Plan Goal 4.2)**

1. Collaborate with the City’s Economic Development Coordinator (“Coordinator”) to facilitate the economic recovery of Mercer Island businesses, including:
  - i. Meeting with Coordinator weekly to share business support needs, Chamber efforts and communications, and other COVID-19 related issues as they arise; and,
  - ii. Communicating City recovery efforts and assistance to Mercer Island businesses by means of the Chamber website, e-newsletters, events, and meetings using contact information for such entities provided and updated by the City (900+ business email contacts).
2. Serve on the MInext Steering Committee and assist in developing, implementing, and connecting Mercer Island businesses with marketing support.
3. Maintain a virtual forum for engaging Mercer Island businesses and Mercer Island residents during COVID-19 restrictions on business and community activities, including:
  - i. Organizing and hosting one business education session per quarter for Mercer Island businesses on topics relevant to Island businesses presented by subject-matter experts, provided that any business that is not a member of the Chamber may be required to pay a fee for such events;
  - ii. Co-hosting quarterly networking breakfasts with the Six-Chamber Networking Group;
  - iii. Hosting a non-partisan virtual candidate forum prior to the 2021 Primary and General elections for Mercer Island City Council candidates, provided that the Chamber shall not be permitted to endorse any such candidates; and,
  - iv. Sharing pandemic-related information, including reopening guidelines, vaccination updates, and other pertinent information with Mercer Island businesses.
4. Such other or alternative services as may be agreed to by Coordinator and Chamber.

**B. Contribute to Long-Range Economic Development Planning Efforts (CPD Work Plan Goals 4.3, 4.4, and 4.5)**

1. Represent Mercer Island businesses with respect to City economic development planning, Town Center code updates, and other related topics and initiatives as requested. Projects slated for the 2021 calendar year include:
  - i. Town Center Commercial Feasibility Study
  - ii. Town Center Parking Study
2. Represent the City and Mercer Island businesses in the Chamber’s capacity as a member of the East King Chambers Coalition, which voices and advocates for the interests of the Eastside business community with the State Legislature and creates a variety of opportunities to connect lawmakers and business leaders, including:
  - i. Virtual Legislative Breakfast
  - ii. Virtual Chamber Day(s)

- iii. Virtual Legislative Wrap-Up
- 3. As requested, work with the Coordinator to collect specific input from and distribute information to Mercer Island businesses to facilitate the City's future year planning efforts, including but not limited to:
  - i. Designing and conducting no more than two surveys of Mercer Island businesses on issues relevant to the City's proposed or established economic development plans; and,
  - ii. Acting as a resource for businesses considering locating or expanding on Mercer Island by offering guidance on the Mercer Island business climate, regulations, and opportunities.

**C. Strengthen Relationships Between the City and Local Business Community (CPD Work Plan Goals 4.6 and 4.7)**

- 1. Provide Mercer Island businesses access to City information and resources through the Chamber's digital platforms, including:
  - i. Linking to City website via Chamber website (City links to Chamber website via City site);
  - ii. Promoting business-relevant City-sponsored events, activities, and other projects by means of Chamber e-mail (167 Chamber members; distribution list includes 380+ contacts; City will provide additional business contact list for 900+ email contacts);
  - iii. Promoting business-relevant City-sponsored events, activities, and other projects by means of Chamber digital calendar of events; and
  - iv. Promoting business-relevant City-sponsored events, activities, and other projects by means of Chamber social media platforms as requested.
- 2. Host and promote two opportunities for City staff to communicate directly with Mercer Island businesses and Mercer Island residents at monthly Chamber luncheons (by virtual means until COVID-19 restrictions permit in-person meetings).
- 3. Provide quarterly written reports via the established quarterly report template to the Coordinator as to the services provided by the Chamber under this agreement, including:
  - i. Updates on Mercer Island business openings/closings and other pertinent activities at Mercer Island business district locations;
  - ii. Calendar of Chamber events for the prior and next calendar quarter; and,
  - iii. Any interactions with the Mayor's appointed City Council liaison to the Chamber Board of Directors.