

A Memorandum of Understanding between the Elizabethtown Area Chamber of Commerce and Elizabethtown Borough.

Purpose

Create a part-time position within the Elizabethtown Area Chamber of Commerce to assist with the implementation of a developing Borough initiative focusing on Downtown Elizabethtown.

Proposed Responsibilities

Create and maintain a comprehensive and up to date registry of commercial spaces within the Central Business District and Mixed-Use zoning districts as defined on the Borough's Zoning Map. The registry is to include spaces occupied, spaces available for lease or rent, and properties (buildings and lots) available for purchase that could be marketed to prospective business development organizations. Details within the registry should include zoning, existing use, available square footage, length of frontage, listing price per square foot, contact information, and other special features of interest. Consider a GIS format for inventory and utilizing Lancaster County assessment data. Communicate with the Real Estate Task Force of the Lancaster County Economic Development Corporation for opportunities of available resources.

Prepare a questionnaire to owners of businesses and buildings downtown to acquire data such as business longevity and location plans, feedback on the health of the commercial sector, and suggestions for new types of businesses to enhance and compliment the downtown.

Maintain office hours rotating through downtown businesses to interact with and document suggestions, concerns, and successes of downtown businesses, property owners, citizens, and other interested parties. Compile results of these interactions and provide to Borough and the EACOC at regular quarterly intervals. Assist the Borough and EACOC to recognize, promote, and celebrate a portfolio of business and downtown Elizabethtown successes in the community.

Monthly written reports to Elizabethtown Borough and quarterly attendance & updates at Borough Council meetings.

Pledge by EACC

A part-time downtown manager to serve under the supervision of the EACC Executive Director and specifically for the components of this agreement.

A downtown merchant subcommittee to support downtown merchants and serve as a direct resource for part-time downtown manager to meet the components of this agreement.

Fulfill a high level of expectation for recruiting and placement of sustainable businesses in the downtown Elizabethtown Central Business District.

Office space for a downtown manager in the EACC main office and administrative support from the EACC part-time Administrative Assistant.

Pledge by Elizabethtown Borough

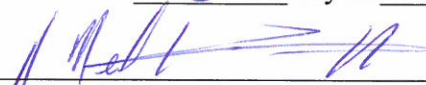
Start-up costs to the EACC for implementation of responsibilities up to \$40,000, with 50% (approximate \$20,000) contribution in 2015 and 50% (approximately \$20,000) contribution in 2016. Strong consideration of a multi-year agreement.

Staff liaisons for communication and to serve as a resource for correspondence, research, and promotion when appropriate.


Terms of Agreement

July 1, 2015 – June 30, 2016. Strong possibility of extension to a multi-year agreement with review and modification of the terms annually as appropriate.

Agreed to this 3 day of June, 2015.



J. Neil Ketchum, Borough Council President



Robert Enck, EACC President