



TOWN OF FARRAGUT
ECONOMIC DEVELOPMENT COMMITTEE MEETING
TOWN HALL BOARD ROOM
WEDNESDAY, AUGUST 3, 2016
8 AM

1. Call to order
2. Approval of Minutes
 - a. June 1, 2016
3. Review of Memorandum of Understanding between the Town of Farragut and the Farragut / West Knox Chamber of Commerce
4. Status Updates
 - a. Town of Farragut
 - b. Farragut/West Knox Chamber of Commerce
 - c. Farragut Business Alliance
5. Any other Business
 - a. Economic Development Committee Charter
 - b. Discussion of Priorities for FY2017
6. Adjournment

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It is the policy of the Town of Farragut not to discriminate on the basis of race, color, national origin, age, sex, or disability pursuant to Title VI of the Civil Rights Act of 1964, Public Law 93-112 and 101-336 in its hiring, employment practices and programs. To request accommodations due to disabilities, please call 865-966-7057 in advance of the meeting.



MINUTES
ECONOMIC DEVELOPMENT COMMITTEE MEETING
JUNE 1, 2016
8:00 AM

Committee Members Present:

Phil Dangel, Knick Myers, David Smoak, Jim Holladay, Naoko Blue, Brandon Hackett, William Britt, Pamela Milliken,

Committee Members Absent:

Alderman Ron Pinchok, Drew Carson

Staff Present:

Gary Palmer, Jenn Hatmaker

Other:

Bettye Sisco, Farragut / West Knox Chamber

Tim Williams, Farragut / West Knox Chamber

Allison Sousa, Farragut Business Alliance

Bob Hill, Farragut Citizen

Ben Pounds with the FarragutPress

Call to Order

Chair Dangel called the meeting to order. A quorum was declared.

Approval of the Minutes

Mr. Holladay moved to approve the May 4, 2016 minutes. Ms. Milliken seconded the motion. Motion passed.

Mr. Myers moved to cancel the July 2016 Economic Development Committee Meeting. Mr. Hackett seconded the motion. Motion passed.

Election of Officers

- a. Chairman: Mr. Myers nominated Mr. Hackett. Mr. Hackett accepted; no other nominations presented. Mr. Hackett is the new Economic Development Committee Chairman.
- b. Vice-Chair: Mr. Dangel nominated Ms. Milliken. Ms. Milliken accepted; no other nominations presented. Ms. Milliken is the new Economic Development Committee Vice-Chair.

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Status Updates

- a. **Town of Farragut:** Presented by Mr. Smoak
 - i. Over 36,000 people attended ICSC this year
 - ii. The Planning Commission approved the site plan for the old Silver Spoon site; Approximately 10,000 ft². Will be working through a sign text amendment with the Visual Resources Review Board and the Planning Commission over the next few months.
 - iii. Impact Fee Public Forum was held on May 5
 - iv. Approximately 56 new residential building permits so far through May 2016. On track with previous years
 - v. Rezoning request for the S-1 Zone on Grigsby Chapel

- b. **Farragut / West Knox Chamber of Commerce:** Presented by Mr. Williams
 - i. 8 new members in May
 - ii. Sending out sign-up emails for the upcoming Fourth of July Parade
 - iii. *Farragut Life* magazine is doing a full page on Farragut each quarter
 - iv. TDS Demo Day is on June 15 at 9a and 12p; will talk about new technology and all attendees will receive a \$50 American Express card and will be entered to win an iPad
 - v. Chamber 5k will be on October 22
 - vi. The Chamber will be doing a "Pocket Guide." It will be divided into sections by category and contain business cards on each page. \$75 to place business cards in the booklet, \$345 for a full page, and \$495 for the backspace. It will be available at no cost to members and passed out at networking events and placed in the new member packets.

- c. **Farragut Business Alliance:**

Ms. Sousa gave a brief overview of her Executive Summary for the month of May:

 - i. Had to move Art in the Park to Sunday this year but had record attendance; had over 1000 people
 - ii. 29 consultations, not including visits made by Board members
 - iii. 6 additions / corrections to the Business Directory
 - iv. Knoxville Track Club will be utilizing the Shop Farragut mobile app as a virtual goody bag
 - v. Added 12 deals / events to the website and mobile app
 - vi. Cross promoted 34 businesses and events in the area on social media
 - vii. Social medial followers increased over 15%
 - viii. 28 earned media stories
 - ix. The FBA will go before the Board of Mayor and Aldermen on June 9 for the MOU

Any Other Business

No other business was presented.

Mr. Britt moved to adjourn. Mr. Myers seconded the motion. All voted in favor.

Next meeting Wednesday, August 3, 2016 at 8 AM in the Town Hall Board Room.

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REPORT TO THE ECONOMIC DEVELOPMENT COMMITTEE

PREPARED BY: David Smoak, Town Administrator

SUBJECT: Consideration of a Memorandum of Understanding between the Town of Farragut and the Farragut West Knox Chamber of Commerce

INTRODUCTION: The purpose of this agenda item is to consider recommending approval of a memorandum of understanding (MOU) between the Town of Farragut and the Farragut West Knox Chamber of Commerce.

DISCUSSION: The Town of Farragut has supported the Chamber since it started over 25 years ago. Most recently, we agreed to 5 year MOU that is set to expire this year. The attached MOU is virtually the same as the prior agreement and has been updated to reflect new dates and timeframes moving forward. The Chamber is requesting the same monetary commitment from the Town of \$15,000/year, which would make the Town an Admiral Elite sponsor of the Chamber.

The Economic Development Committee is being asked to give a recommendation to the Board of Mayor and Aldermen regarding the attached MOU.

RECOMMENDATION BY: Town Administrator David Smoak recommends approval of the attached MOU between the Town of Farragut and the Farragut Chamber.

PROPOSED MOTION: To recommend approval of a Memorandum of Understanding between the Town of Farragut and the Farragut West Knox Chamber of Commerce.

BOARD ACTION:

MOTION BY: _____ **SECONDED BY:** _____

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding entered into as of the _____ day of _____, 2016 by and between Farragut West Knox Chamber of Commerce ("Chamber") and The Town of Farragut, a municipal corporation created under the laws of the state of Tennessee (the "Town").

WHEREAS, the Town seeks to further economic development for the benefit of its citizens and business to enhance awareness of local businesses and increase marketing through the use of publications and special events;

WHEREAS, the Town desires to further these economic development objectives of promoting local business by coordinating with the Chamber to better serve their needs and to provide support and services designed to attract the citizens of the Greater Knoxville Area to patronize the Town's businesses; and

WHEREAS, the Chamber possesses the qualifications and desire to assist with events to enhance economic development within the Town and the awareness of the Town's businesses and community; and

WHEREAS, the parties desire to memorialize herein the terms and conditions of an agreement whereby the Town commissions the Chamber to undertake services and provide support to the Town in these efforts.

NOW, THEREFORE, in consideration for the terms, conditions and agreements provided for hereinafter, the sufficiency of which are hereby acknowledged by the parties, the parties do hereby agree as follows:

1. Engagement. The Town hereby engages the Chamber to perform the following services and to provide the following support to the Town and its businesses located with the Town's boundaries:
 - (a) Continue to provide the Town all benefits that are included as being an "Admiral Elite" Enterprise Club Member, which benefits are described on Exhibit A attached hereto and incorporated herein by reference;
 - (b) The Town shall be recognized as a sponsor at all Chamber events and functions;
 - (c) Provide the Town with a complimentary table at all events and functions;
 - (d) Display the Town logo prominently on the Chamber's website with linked capabilities to the Town website
 - (e) Conduct business development activities generally as follows;
 - (i) Promote local business through events and marketing strategies to enhance retail revenues;

- (ii) Communicate and coordinate economic development activities between the Farragut Business Alliance and the Knoxville Chamber Partnership;
- (iii) Continue to partner with the Tennessee Small Business Development Center to provide assistance to small business;
- (iv) Assist prospective business owners on how to open a business in Farragut and provide informational packets to the public;
- (v) Assist the Town in the retention and recruitment of retail and office business;
- (vi) Increase the Chamber membership base of businesses located in the Town of Farragut.

The Chamber accepts such engagement and will provide services necessary to accomplish the foregoing with reasonable assistance of representatives of the Town in providing the Chamber with relevant information possessed by the Town.

2. Term. The Chamber shall commence work effective July 1, 2011, and shall devote the time and attention it deems appropriate and required in order to comply with the goals hereunder. The term of this agreement shall be five years from July 1, 2016, except as otherwise provided in paragraph 8 below.

3. Compensation. In full compensation for the Chamber's performance hereunder and conditioned on approval and adoption of the Town's budget by the Board of Mayor and Alderman during the applicable fiscal years, the Chamber shall receive the sum of \$75,000.00 paid by the Town, to be paid to the Chamber in the manner provided in paragraph 4.

4. Manner of Payment. (a) Subject to the provisions of this Agreement, the sum of \$75,000.00 shall be paid to the Chamber as follows:

- (i) The sum of \$15,000 for the fiscal year from July 1, 2016 through June 30, 2017 payable in two semiannual installments in the amount of \$7,500, the first due on January 1, 2017 conditioned upon the due submission of progress reports referred to in paragraph 5 below and pending the approval and adoption of the Town's budget by the Board of Mayor and Alderman in the 2016-2017 fiscal year;
- (ii) The sum of \$15,000 for the fiscal year from July 1, 2017 through June 30, 2018 payable in two semiannual installments in the amount of \$7,500, the first due on January 1, 2018 conditioned upon the due submission of progress reports referred to in paragraph 5 below and pending the approval and adoption of the Town's budget by the Board of Mayor and Alderman in the 2017-2018 fiscal year;
- (iii) The sum of \$15,000 for the fiscal year from July 1, 2018 through June 30, 2019 payable in two semiannual installments in the amount of \$7,500, the first due on January 1, 2019 and conditioned upon the due submission of

the progress reports referred to in paragraph 5 below and pending the approval and adoption of the Town's budget by the Board of Mayor and Alderman in the 2018-2019 fiscal year;

- (iv) The sum of \$15,000 for the fiscal year from July 1, 2019 through June 30, 2020 payable in two semiannual installments in the amount of \$7,500, the first due on January 1, 2020 and conditioned upon the due submission of the progress reports referred to in paragraph 5 below and pending the approval and adoption of the Town's budget by the Board of Mayor and Alderman in the 2019-2020 fiscal year;
- (v) The sum of \$15,000 for the fiscal year from July 1, 2020 through June 30, 2021 payable in two semiannual installments in the amount of \$7,500, the first due on January 1, 2021 and conditioned upon the due submission of the progress reports referred to in paragraph 5 below and pending the approval and adoption of the Town's budget by the Board, Mayor and Alderman in the 2020-2021 fiscal year.

(b) In addition, the Town shall provide the following in-kind benefits:

- (i) All fees for authorization and/or permits will be waived for the Chamber 5k and Holiday Open House;
- (ii) Town of Farragut shall provide staff support in order to assist with the Chamber 5k;
- (iii) Complimentary use of Farragut Town Hall for Chamber new member orientation meetings.

5. Progress Reports. The Chamber shall furnish Town with written progress reports at the end of each six month period from and after January 1, 2017. The content of the Progress Report should include a summary of the actions taken by the Chamber, during the subject six month period, in furtherance of the services and support hereunder. If the Chamber fails to furnish a Progress Report, or if it appears from the report that no progress has been made in the advancement and achievements since the last Progress Report, the Town shall have the right to withhold payment until the Chamber resumes progress on the work. In addition, the Chamber shall, if the Town so requests, confer with representatives of the Town from time to time on matters of substance concerning the efforts that have been and will be taken to advance the goals hereunder.

6. Delays in Completion. In the event contingencies arise that hinder the ability of the Chamber from moving forward with its services and support through no fault of the Chamber, the Chamber shall inform the Town Administrator of such circumstances as soon as possible. The Town will take steps within its control to assist the Chamber with overcoming said contingencies.

7. Independent Contractor. It is the mutual understanding of the parties that the Chamber is an independent contractor. The Chamber shall be solely responsible for reporting for tax purposes the amount received hereunder and for the payment of any taxes of every kind that

may be payable on account of the payments provided for herein. The Chamber specifically agrees to indemnify, defend and hold the Town harmless from any such taxes and related penalties, and other costs incurred by the Town including, but not limited to, attorneys' fees and costs incurred thereby.

8. Termination on Convenience of Municipality. For any reason the sufficiency of which the Town shall be the sole judge, the Town may terminate this Agreement, including, but not limited to, the non-approval of the Town's budget by the Board of Mayor and Alderman in the applicable fiscal year, refusal of the Chamber to comply with any of the provisions of this Agreement or for the convenience of the Town.

In such event, the payments the Chamber has theretofore received, plus a pro rata amount of payment as compensation for the work performed during the six month period in which the determination to terminate is made, shall constitute the Chamber's full and final compensation, and the Chamber shall have no further claim with respect thereto.

9. Waiver. The failure of any party hereto at any time to require performance of any of the provisions hereof shall in no manner affect the right to enforce same.

10. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee, without regard to rules concerning conflicts of law.

11. Further Assurances. The provisions of this Agreement are intended to be self-operative and shall not require further agreement by the parties except as otherwise specifically provided herein. Nevertheless, all parties agree to cooperate fully to execute any and all supplementary documents, and to take all additional actions that are consistent with and which may be necessary or appropriate to give full force and effect to the basic terms and intentions of this Agreement.

12. Severability. Any provision of this Agreement which is prohibited or unenforceable in any jurisdiction shall not invalidate the remaining provisions hereof, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction.

13. Assignment. The Chamber shall not assign, transfer or otherwise dispose of any of its rights, duties or obligations hereunder without the prior written consent of the Town. Any attempted assignment without such prior written consent shall be void *ab initio*.

14. Binding Effect. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto, their respective personal representatives, successors and assigns.

15. Entire Agreement. This Agreement constitutes the entire agreement of the parties hereto with respect to the transaction contemplated, and supersedes all prior agreements, understandings, negotiations, both written and oral, among the parties with respect thereto.

16. Amendments. This Agreement may be amended only by a written instrument duly executed by all parties or their respective successors, assigns or legal representatives.

This Agreement entered into as of the day and year first above written.

Farragut West Knox Chamber of Commerce:

TOWN:

Dr. Ralph McGill, Mayor

As to form:

Thomas M. Hale
Town Attorney



Enterprise Club
Our thanks to those who generously contribute to the Chamber and its Continuing Education Scholarship Program.

Admiral Elite

Town of Farragut

Admiral

First Tennessee Bank
 Lenoir City Utilities Board

Captain

AppDriven Marketing
 Business Machines Company of East Tennessee
 FSG Bank
 Fairfield Inn & Suites Knoxville West
 farragutpress
 Parkwest Medical Center
 Pinnacle Financial Partners
 TDS Telecom
 Tennova Healthcare: Turkey Creek Medical Center

ANCHOR

Charter Business
 Costco Wholesale
 East Tennessee Children's Hospital
 Enrichment Federal Credit Union
 The Eye Group
 Home Federal Bank
 HomeTrust Bank
 Junk Bee Gone
 Knoxville News Sentinel
 Knoxville TVA Employees Credit Union
 NHC Place Assisted Living
 Paychex
 Regions Bank
 Retail Leasing Trac
 Tennessee State Bank
 United Community Bank
 Volunteer Pharmacy

ENTERPRISE CLUB BENEFITS

Our mission is to strengthen and support our community by promoting business growth, education and economic development.

ADMIRAL ELITE- \$10,000+

- **Admiral, Captain & Anchor Benefits plus...**
- Specially designed plaque declaring you as an "Admiral Elite Pillar of the Community"
- Custom benefits package!
- Unlimited Advertising/Written/Social Media/Radio

ADMIRAL - \$5,000

- **Captain & Anchor Benefits plus...**
- "Admiral Pillar of the Community" for Business Display
- One complimentary Newsletter article
- Six (6) complimentary entries in 5K Run/Walk
- First right of refusal for sponsorships and networking booking
- Logo & Admiral Enterprise recognition on the Mobile App

CAPTAIN - \$2,500

- **Anchor Benefits plus...**
- Logo recognition on Website with link to your Website
- "Captain Pillar of the Community" for Business Display
- Four (4) complimentary entries in 5K Run/Walk
- Priority sponsorship and networking booking

ANCHOR - \$1,000

- Monthly Recognition in "Chamber Life" (27,000 +distribution)
- Special recognition in the Online Directory
- Name recognition on Website with link to your Website
- Name recognition on Chamber letterhead
- Logo recognition at the Annual Auction and Dinner
- Logo recognition at Speaker Series Breakfasts
- Logo recognition at weekly networking
- Logo recognition at New Member Orientations
- "Anchor Pillar of the Community" statue for display
- Breakfast/Luncheon with President and Board Chair
- Two (2) complimentary entries in 5K run/walk
- Consistent recognition in all print.



EVENTS & ACCOMPLISHMENTS for 2015/16

TOTAL NETWORKINGS (41) / Farragut (15) (37%)

07/02/15 – Hampton Inn Cedar Bluff
07/09/15 – Big Kahuna Wings
07/16/15 – The Casual Pint Farragut
07/23/15 – Brothers Bedding at N. Peters Rd.
07/30/15 – Tennessee State Bank
08/06/15 – Hurricane Grill & Wings
08/13/15 – Potbelly Sandwich Shop
08/20/15 – Activize Chiropractic
08/27/15 – The Travel Authority
09/03/15 – Knoxville Exec. Suites w/ Smoky Mtn Service Dogs
09/10/15 – Holy Cross Anglican Church
09/17/15 – King University
09/24/15 – Tennessee Strategies @ We're Cooking Cedar Bluff
10/01/15 – Springhill Suites Turkey Creek
10/15/15 – Slamdot
10/22/15 – Superior Carpet & Rug Cleaning
10/29/15 – K Town Specialty
11/05/15 – Farragut High School Education Foundation
11/19/15 – Cranberry Hollow
12/03/15 – The Lantern @ Morning Pointe
01/14/16 – Jet's Pizza Farragut
01/28/16 – Anytime Fitness Farragut
02/04/16 – Berry Highland Memorial West
02/11/16 – Oasis Day Spa
02/18/16 – Salon Biyoshi
02/25/16 – Fairfield Inn & Suites Knoxville West
03/03/16 – Express Employment Professionals & Rothchild's
03/10/16 – Home2Suites
03/17/16 – Volunteer Ministry Center
03/24/16 – Rural Metro Choto Fire Station
04/07/16 – Kids 1st Advocacy Center
04/14/16 – Casual Pint Northshore
04/28/16 – Michael Brady, Inc.
05/05/16 – Hampton Inn Cedar Bluff
05/12/16 – Knox Area Rescue Ministries (KARM)
05/19/16 – Hilton Knoxville
05/26/16 – Activize Chiropractic
06/02/16 – Beltone Hearing Aid Center @ Renaissance
06/09/16 – AT&T at Parkside
06/16/16 – ITT Technical Institute (snow reschedule)
06/23/16 – Event Rentals by Rothchild

TOTAL RIBBON CUTTINGS (35) / Farragut (16) (46%)

07/08/15 – Maxim Healthcare
07/29/15 – Staybridge Suites
08/05/15 – Home2Suites
08/06/15 – Farragut Wine & Spirits Remodel
08/10/15 – Take Shape for Life
08/11/15 – OrangeTheory Fitness

08/12/15 – Mountain Commerce Bank Bearden
08/18/15 – Blue Ridge Yoga
08/31/15 – HUSHH Magazine
09/24/15 – Rural Metro at Choto
10/07/15 – American Family Care
10/14/15 – Freedom Chiropractic
10/16/15 – Tennessee National Marina
10/20/15 – Hardin Valley Wealth Management
10/28/15 – School of Rock
11/02/15 – College Hunks Hauling Junk
11/10/15 – Treasures Jewelers
11/11/15 – Beltone Hearing Center
11/12/15 – Campbell Station Wine & Spirits Remodel
11/17/15 – Choices in Senior Care
03/29/16 – PT Solutions
04/05/16 – Little Nest Portraits
04/08/16 – First Community Mortgage
04/29/16 – Amish Excellence
05/05/16 – KARM Thrift Store West (w/ Knox Partnership)
05/09/16 – Quaker Steak & Lube (w/ Knox Partnership)
05/10/16 – SouthEast Bank Hardin Valley
05/12/16 – ABRA Auto Body & Glass West
05/18/16 – Crye Leike REALTORS Regional HQ
05/25/16 – Anne Bernot Allstate
05/31/16 – Water Into Wine
06/03/16 – Tennessee Yacht Charters & Services
06/07/16 – HISecurity
06/24/16 – Shae Design Studios
06/28/16 – Courtley Chiropractic

TOTAL NEW Members: 77 / Farragut: 24 (31%)

AGM – Anatolia Granite & Marble (37919)
Allgood Pest Solutions (37912)
Amish Excellence (37934)
Anne Bernot – Allstate (37909)
Aubrey's Cedar Bluff (37931)
Balanced Wellness Solutions – Dr. Scott Davis (37922)
Beautique Medical Anti-Aging Studio (37934)
Beltone Hearing Aid Center (37934)
Beth Yobe – Coldwell Banker (37934)
C3 Industrial (37934)
C&J Wealth Advisors (37830)
Cartridge World of Knoxville (37922)
College Hunks Hauling Junk (37934)
Comfort Inn & Suites Knoxville West (37919)
Cornerstone – IRM Insurance Group (37934)
Courtley Chiropractic (37934)
Cruise Planners – Burt Burgett (37923)
Dex Media (75261)
Direct Mail Services (37909)



EVENTS & ACCOMPLISHMENTS for 2015/16

Econodge (37932)
Edward Jones Investments – Betsy Herzog (37934)
Elite Fitness (37934)
First Bank (37902)
First Community Mortgage (37923)
Floor & Décor (37922)
Freedom Chiropractic (37919)
Greystone Vista (37932)
Hilton Knoxville Airport (37701)
Honey Do Service (37922)
Iron Tribe Fitness – Farragut (37934)
Jeremiah Webb, Attorney at Law (37934)
Julia Hurley – Keller Williams Realty (37919)
Justin Fee, Realtor – Coldwell Banker (37919)
K Town Tavern (37922)
Knoxville Concrete (37950)
LC Fence (37771)
Liberty Mutual Insurance (37922)
Lighthouse Outdoor Lighting (37934)
Little Nest Portraits (37934)
McLain's Painting, Inc. (37919)
Melrose Title Company (37919)
Michael Kilby / Yvonne Murray Mortgage Investors Grp Parkside (37922)
Mortgage Investors Group – Farragut (37934)
Mother Earth Meats (37934)
Mountain Commerce Bank Bearden (37919)
Mowery Insurance (37923)
N-Hance Wood Renewal (37922)
New Horizons Computer Learning Center (37932)
Nored Telecom (37920)
One Community Services (37919)
Paul Davis Emergency Services of West Knoxville (37919)
The Pour Guys (37803)
Preferred Care at Home of East Tennessee (37934)
PromoLogo USA (37909)
PT Solutions (37934)
Pure Romance by Corrine (37922)
Quaker Steak & Lube (37919)
Redfin (37922)
School of Rock Knoxville (37922)
Shae Design Studio (37922)
ShredPro Secure (37923)
Site1 Corporation (37830)
Smith & Hammaker (37917)
Snootie Patootie (37934)
Sola Salon Studios (37934)
SouthEast Bank – Hardin Valley (37932)
Southeastern Automation (37933)
Summit View of Farragut (37934)
Tennessee Yacht Charters & Services (37774)

Treasures Jewelers (37922)
Unique Construction Services (37922)
Water Into Wine (37934)
Winchester, Sellers, Foster & Steele, P.C. (37929)
WindRiver (37772)
Woodmen Life – Angie Baker (37922)
Woodmen Life – Logan Whitman (37934)
Work Space Solutions (37921)

Community EVENTS/Meetings (21) / Farragut (15) / (71%)

07/25/15– Chamber Board Meeting (Staybridge Suites)
08/18/15 – BREAKFAST Series: Sen. Bob Corker (150 attend)
08/25/15 – Chamber Board Meeting (Home2Suites)
10/13/15 – BREAKFAST Series: Congressman Duncan @ Fox Den
10/21/15 – Powerpoint prepared/delivered at Intro to Farragut Class
10/24/15 – 21st Farragut Fall 5K @ Mayor Bob Leonard Park
10/27/15 – Chamber Board Meeting (Farragutpress)
10/30/15 – Freaky Friday @ Mayor Bob Leonard Park
12/08/15 – Holiday Open House @ Chamber
01/19/16 – Cookie CEO Presentation to Girl Scouts
01/26/16 – Chamber Board Meeting (Calhoun's Pellissippi)
01/28/16 – Louise Povlin, Alderman Swearing In (Attended, promoted in ChamberLife newsletter)
02/23/16 – Chamber Board Meeting (TDS Telecom)
03/08/16 – New Member Orientation (80 @ TOF)
03/22/16 – BREAKFAST Series: Criminal Court Panel
03/22/16 – Friends of the Museum Meeting (Bettye worked with Farragut Folklife Museum re Donors Program)
03/29/16 – Chamber Board Meeting (Homewood Suites)
04/22/16 – 29th Annual Auction: Road to Rio
*250 Businesses represented
*225 Attendance
04/26/16 – Chamber Board Meeting (BB&T Farragut)
05/24/16 – Chamber Board Meeting (The Bingham Group)
06/21/16 – Chamber Board Meeting (FSGBank Campbell Station)

DONATIONS/SCHOLARSHIPS

08/18/15 – Community Foundation of Chattanooga (\$300)
10/24/15– Smoky Mtn Service Dogs (\$435, Fall 5K)
12/08/15 – Adam Schulze, FHS Intern (\$250, Scholarship)
12/08/15 – YWCA Victims Advocacy (Holiday Open House)
04/15/16 – Tucker Scott, FHS Intern (\$350, Scholarship)
04/22/16 – KARM (\$2000 / Item donations)



EVENTS & ACCOMPLISHMENTS for 2015/16

Community Support/Marketing:

- Town of Farragut Sponsorships – As the 1st committed sponsor for each Chamber event, the Town of Farragut enjoys maximum promotion leading to/after the event:
 - Presenting Sponsor (\$1500) – Breakfast: Senator Bob Corker
 - Presenting Sponsor (\$1500) – Breakfast: Congressman John J. Duncan, Jr.
 - Presenting Sponsor (\$2500) – Farragut Fall 5K, Fun Walk & Pet Parade
 - Presenting Sponsor (\$1500) – Breakfast: Criminal Court Panel Discussion
 - Event Sponsor (\$2500) – Annual Auction
- Town of Farragut Municipal services recognition via ChamberLife newsletter (27,000 distribution) and weekly email (1300 distribution)
- Shop Farragut Promotions: print, web, social media, email, weekly announcements, calls to businesses (delivery of bags/materials)
- Taste of Farragut Promotions: print, web, social media, email, Weekly Announcements
- Town of Farragut Independence Day Parade Promotions: print, web, social media, email, Weekly announcements, invitations to walk with the Chamber
- Town of Farragut awards recognitions via ChamberLife newsletter in Farragutpress
- NEW: Pocket Guide Directory in Farragutpress (print in July) with advertising available all members.
 - Inserted in Farragutpress in July 2016
 - Will be in all new member packets and at events
- NEW: Farragut Life Magazine – Quarterly Page/Article featuring Chamber Info/News
- Ongoing: Monthly ChamberLife Newsletter in Farragutpress reaching 27,000 distribution
 - Mentions of 125+ (avg) member businesses per monthly issue
 - Who's Who Article spotlighting a different business monthly
 - Member Briefs available to all members at no added cost to highlight their events, awards, new hires & more.
- Ongoing: Weekly email to 1300 contacts
 - Highlights the weekly networking host
 - Promotion of sponsors as soon as they commit to events leading to and beyond the event (Town of Farragut is always first)
- Ongoing: Mobile App with 325 users
 - Ability to RSVP to events
 - Area Map of Farragut Municipal services & links
 - Map of Farragut Parks
- Ongoing: Membership in Farragut Rotary Club
- Ongoing: Membership at Fox Den Country Club
- Ongoing: 10 Board Meetings hosted at different member business locations
- Ongoing: Distribution of Farragut MAPS
- Ongoing: Distribution of Town of Farragut Annual Reports
- Ongoing: Relocation packets including area & member information to prospective residents nationwide

OTHER ACCOMPLISHMENTS

- FALL 2015 – FHS INTERN: Adam Schulze
- SPRING 2016 – FHS INTERN: Tucker Scott
- NOVEMBER 2015 – 4th Annual Farragut West Knox Chamber of Commerce Day November 9th (since 2012)
- JANUARY 2016 – Complimentary Ribbon Cutting Cakes courtesy of COSTCO Wholesale
- APRIL 2016 – Captain Enterprise Pillar awarded to Fairfield Inn & Suites Knoxville West and Anchor Pillar to First Utility District
- APRIL 2016 – NEW Ambassador Recognition System (points/email/newsletter)
- May 2016: AWARD to Bettye Sisco – Paul Harris Award from Farragut Rotary
- June 2016 – Union Co. Chamber of Commerce (Bettye referred to them by Ed Medford-KUB re guidance on how to direct a small chamber. Union Co. COC currently has approx. 100 members & no director. Meeting TBD.)
- June 2016 – Julie Blaylock, Institute for Organizational Management Program (3rd Year of 4 completed)



FARRAGUT ECONOMIC DEVELOPMENT COMMITTEE CHARTER

ARTICLE I: NAME

The name of this body shall be the **Farragut Economic Development Committee** (hereafter called the “committee”).

ARTICLE II: PURPOSE

The purpose of the committee shall be to unilaterally, by majority vote of the committee, undertake economic development initiatives within the allocated funding provided through the Annual Budget; and provide the Town Staff and Board of Mayor and Aldermen with recommendations related to economic development activities, policies, and procedures within the corporate boundaries of the Town of Farragut.

ARTICLE III: COMMITTEE

Section I. Number, Terms, Qualifications

The committee shall consist of one (1) member of the Board of Mayor and Aldermen appointed annually on or around July 01 by the Board of Mayor and Aldermen, and up to eight (8) at-large voting members appointed by the Board of Mayor and Aldermen. Additionally, the committee may appoint one (1) non-voting youth member by majority vote of the committee.

- Exclusive of the requirements of this section, the Town Administrator or his/her designee shall serve as a non-voting ex-officio member of this committee and be responsible for providing Town Staff support to the committee as the Town Administrator deems appropriate.
- The at-large voting members of the committee shall be appointed for a term of four (4) years. At-large voting members shall be limited to two (2) terms on this committee.

- The non-voting youth member's term may be for one calendar year or less depending on the youth member's availability. The non-voting youth member may be removed from the committee at any time by majority vote of the committee

At-large voting members should hold committee membership until a successor is appointed. The main intent of this committee is to provide diverse review and recommendation of economic development initiatives for the Town of Farragut. To that end, the make-up and qualifications of the at-large membership shall be diverse in background, education, and profession when possible. The at-large members shall be a resident of the Town of Farragut and/or have business interests (business interests are to be defined by the Committee) within the Town of Farragut.

Section II. Appointment

All at-large voting members of the committee shall be appointed by majority vote of the Board of Mayor and Aldermen.

Section III. Committee Responsibilities: The Committee shall:

- a) Be subordinate to the Board of Mayor and Aldermen.
- b) Annually establish committee goals and objectives and requested annual funding to the Board of Mayor and Aldermen, through the Town Administrator, for inclusion into the annual budget. The goals and objectives and funding request shall be formally submitted in writing by the Chairman of the committee to the Town Administrator not later than April 1 of each year for inclusion into the upcoming annual budget.
- c) Unilaterally authorize and oversee economic development initiatives, by majority vote of the committee, within the annually allocated committee budget as authorized by the adopted Town Budget. Expenditures shall be authorized by the committee in accordance with the Town Purchasing Regulations.
- d) Expenditures should be related to the responsibilities listed in this Charter.
- e) Recommend policy and procedures to the Board of Mayor and Aldermen related to economic development.
- f) Develop a strategic plan for economic development for the town in keeping with the residential and historical character of the town.
- g) Review the zoning ordinance and municipal code as it relates to existing and future retail business and provide recommendations as to where those businesses should be located through proposed "use" changes in the Zoning Ordinance if necessary.
- h) Develop a process to recruit quality retail businesses that will complement our existing business community.
- i) Provide a verbal annual report to the Board of Mayor and Aldermen at the end of the fiscal year.
- j) Provide recommendations on appointments to the committee to the Board of Mayor and Aldermen.
- k) Annually review this charter and provide recommendations on changes to the Board of Mayor and Aldermen as appropriate.

Section IV. Attendance at Meetings

At-large voting committee members serve at the pleasure of the Board of Mayor and Aldermen and are expected to attend 75% of scheduled meetings. The term of any at-large voting member

shall expire on the third absence from committee meetings during the fiscal year. At-large voting members may seek reappointment by the Board of Mayor and Aldermen.

Section V. Disclosure of Interests

A committee member who has any interest in any matter before the committee, that member shall disclose said interest in accordance with the adopted Town Ethics Ordinance. The Chairman shall make the determination on whether that member shall have a vote in said matter. In addition, because the Town of Farragut provides grant funding from time to time to organizations such as the Farragut West Knox Chamber of Commerce and the Farragut Business Alliance, among others, in order to avoid a conflict of interest or the appearance of impropriety, any member of the Economic Development Committee who is also (i) employed by, or (ii) serves as a board member of any organization which has received or will receive funding from the Town of Farragut in the current fiscal year shall not vote on matters involving any such organization which comes before the Economic Development Committee for consideration.

ARTICLE IV. OFFICERS

Section I. Officers

The officers of the committee shall be a chairman, vice-chairman, and secretary/treasurer.

Section II. Nomination and Election of Officers

Any voting member may nominate any other voting member of the committee (other than the Board of Mayor and Aldermen committee member and Town Administrator) to serve as an officer of the committee. Officers of the committee shall be elected by majority vote of the committee.

Section III. Terms of Officers

Officers of the committee shall be for a term of one (1) year commencing on July 1.

Section IV. Vacancies

A vacancy in office because of resignation, removal, or otherwise may be filled by majority vote of the committee for the unexpired portion of the term.

Section V. Chairman

The Chairman shall prepare agendas in collaboration with the Town Administrator or his/her designee, preside at all meetings of the committee in accordance with Roberts Rules of Order, call special meetings of the committee, have the authority to cancel called meetings of the committee, provide the annual report to the Board of Mayor and Aldermen, report as requested by the Board of Mayor and Aldermen, and appoint a subcommittee of the committee as needed.

Section VI. Vice Chairman

In the absence of the Chairman, the Vice Chairman shall perform the duties of the Chairman.

Section VII. Secretary/Treasurer

The Secretary/Treasurer shall record and maintain accurate records and minutes of the proceedings of the committee. The Secretary/Treasurer shall be responsible for the accounting of all expenditures as authorized by the committee in collaboration with the Town Administrator or his/her designee.

ARTICLE V. MEETINGS

Section I. Regular Meetings

The committee shall meet once a month at Town Hall with the time and date to be determined by the committee. The committee shall determine and publish the upcoming year's schedule on or around July 1.

Section II. Quorum

A quorum shall consist of a majority of the voting committee members present upon calling of the roll at any meeting.

Section III. Special Meetings

Special meetings may be called by the Chairperson or by simple majority of the committee. Notice of a special meeting may be served by delivering it to the committee

Town of Farragut Economic Development Committee

Work Program FY2014

Top Priority

-
- Marketing & Development* i. Ongoing group meeting and determining the message to each of these groups
- a. Developers
 - b. Retailers
 - c. Realtors
-
- ii. Tourism Master Plan and expansion of Economic Development, branding and efforts
-
- Recruitment & Retention* iii. Implement a plan to fill vacant buildings and empty commercial space
-

High Priority

-
- Recruitment & Retention* i. Direction of future development of Outlet Drive Corridor
-
- Marketing & Development* ii. Conduct Survey on Town of Farragut business/economic development climate
-
- Recruitment & Retention* iii. Prepare for ICSC Recon tradeshow and recruit business to Farragut
-

Moderate Priority

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- i. Determine metrics for investment partners and fund qualified groups
- a. Review goals and objectives of each organization at least quarterly
-
- Marketing & Development* ii. Economic Development Committee Members monthly visits/feedback with develop retailers, and realtors
-
- Marketing & Development* iii. "Doing Business in the Town of Farragut" guide
- a. Inputs from Farragut Economic Development, Farragut/West Knox Chamber of Commerce, Farragut Business Alliance, Municipal Planning Commission, staff, etc
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