

# **TOWN OF FARRAGUT**

## **TENNESSEE**



FISCAL YEAR 2013-2014

ANNUAL BUDGET



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Dr. Ralph McGill, *Mayor*  
Mary Dorothy LaMarche, *Vice-Mayor*  
David Smoak, *Town Administrator*  
Allison M. Myers, *Town Recorder*



Jeff Elliott, *Alderman*  
Ron Honken, *Alderman*  
Robert N. Markli, *Alderman*

Dear Farragut Citizens:

In FY2014, the Farragut Board of Mayor and Aldermen are pleased to present a financially conservative budget. The budget is balanced, continues to meet the needs of the community while maintaining services, and is fiscally conservative when estimating revenues and expenditures. In FY2014 General Fund revenues are estimated to increase 8.1% from FY2013 to \$8,125,547, while FY2014 General Fund expenditures have decreased 1.0% from FY2013 to \$6,198,802. In addition, the budget remains balanced without dipping into the rainy day fund, which equals 30% of total expenditures.

The Capital Investment Program (CIP) remains a priority, and funds will be allocated this fiscal year for projects including the purchase and renovation of the historic Russell House; improvements to Everett Road; construction of the Kingston Pike Greenway at Willow Creek Golf Course; construction of an outdoor classroom; and replacement of fencing at Farragut softball fields. In FY2014, the Town is committing \$6,457,500 to the CIP and is projecting an impressive \$18,805,000 for roadway improvements and park projects through the year 2018. The Town takes the same conservative approach to the CIP as the operating budget, which is why the Town is able to pay for these projects by utilizing cash reserves.

The Town of Farragut does not collect a municipal property tax from its citizens or businesses. The single largest source of the Town's revenue comes from local sales tax, which is 54% of budgeted revenues for FY2014. This revenue base has steadily grown with the expansion of commercial property in Farragut over the last decade, particularly with the success of the Turkey Creek retail trade area and the recent addition of Costco along the Kingston Pike corridor. In addition to the local sales tax, the Town also receives a portion of the State of Tennessee sales tax based on the Town's population growth, which accounts for 18% of its total revenue.

In staying aligned with our Strategic Plan 2025, the FY2014 General Fund and CIP budgets were approved with the purpose of striving to meet the five goals identified in the plan:

- Maintain Financially Sound Town Providing Excellent Services
- Strengthen the Local Economy
- Develop the Town's Historic Assets
- Facilitate Future Growth, Development and Redevelopment
- Expand Leisure Amenities (Venues and Programs)

The Town of Farragut – it's our history, beauty of both the natural and built, high quality residential choices, multiple activity centers, convenient living, outstanding recreational opportunities and community spirit that make us distinctive.

Sincerely,

Ralph McGill  
Mayor



***FY2014 Budget Ordinance***

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ORDINANCE 13-19  
 PREPARED BY Myers  
 1<sup>ST</sup> READING June 13, 2013  
 2<sup>nd</sup> READING June 27, 2013  
 PUBLISHED IN Farragut Shopper News  
 DATE July 8, 2013

AN ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE  
 ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2013  
 AND ENDING JUNE 30, 2014.

WHEREAS, *Tennessee Code Annotated* Title 9 Chapter 1 Section 116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

WHEREAS, the governing body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the governing body will consider final passage of the budget.

NOW THEREFORE BE IT ORDAINED BY THE TOWN OF FARRAGUT, TENNESSEE AS FOLLOWS:

SECTION 1: That the governing body estimated anticipated revenues of the municipality from all sources to be as follows:

<b>General Fund</b>	<b>FY2011-12 Actual</b>	<b>FY2012-13 Estimated</b>	<b>FY2013-14 Projected</b>
Local Sales Tax	4,233,718	4,360,466	4,404,070
State of Tennessee	2,335,263	2,354,482	2,211,915
Other Revenue	1,751,935	1,644,258	1,509,562
Transfer from Other Funds	0	11,305	910
<b>Fund Balance</b>			<b>\$4,872,790</b>

<b>State Street Aid</b>	<b>FY2011-12</b>	<b>FY2012-13</b>	<b>FY2013-14</b>
	<u><b>Actual</b></u>	<u><b>Estimated</b></u>	<u><b>Projected</b></u>
State Gasoline & Motor Fuel	533,521	537,333	537,000
Other Revenue	296	500	500
Transfer from General Fund	120,000	220,000	120,000
<b>Fund Balance</b>			<b>\$511,614</b>

<b>Equipment Replacement Fund</b>	<b>FY2011-12</b>	<b>FY2012-13</b>	<b>FY2013-14</b>
	<u><b>Actual</b></u>	<u><b>Estimated</b></u>	<u><b>Projected</b></u>
Other Revenue	23,916	5,400	300
Transfer from General Fund	150,000	150,000	150,000
<b>Fund Balance</b>			<b>\$558,418</b>

<b>Insurance Fund</b>	<b>FY2011-12</b>	<b>FY2012-13</b>	<b>FY2013-14</b>
	<u><b>Actual</b></u>	<u><b>Estimated</b></u>	<u><b>Projected</b></u>
Interest	1,032	300	200
Transfer from General Fund	0	365,000	200,000
<b>Fund Balance</b>			<b>\$234,430</b>

<b>Beautification Fund</b>	<b>FY2011-12</b>	<b>FY2012-13</b>	<b>FY2013-14</b>
	<u><b>Actual</b></u>	<u><b>Estimated</b></u>	<u><b>Projected</b></u>
Interest	15	20	20
Transfer from General Fund	0	0	0
<b>Fund Balance</b>			<b>\$0</b>

SECTION 2: That the governing body appropriates from these anticipated revenues and unexpended and unencumbered funds as follows:

<b>General Fund</b>	<b>FY2011-12</b>	<b>FY2012-13</b>	<b>FY2013-14</b>
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
Personnel	3,373,746	3,673,333	3,794,019
Operating Expenditures	1,836,112	2,168,707	2,404,783
Operating Transfers	1,770,000	3,857,868	3,470,000
<b>Total Appropriations</b>	<b>6,979,858</b>	<b>9,699,908</b>	<b>9,668,802</b>

<b>State Street Aid</b>	<b>FY2011-12</b>	<b>FY2012-13</b>	<b>FY2013-14</b>
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
Road Maintenance	517,846	575,000	700,000
<b>Total Appropriations</b>	<b>517,846</b>	<b>575,000</b>	<b>700,000</b>

<b>Equipment Replacement Fund</b>	<b>FY2011-12</b>	<b>FY2012-13</b>	<b>FY2013-14</b>
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
Major Equipment	75,252	24,000	107,000
<b>Total Appropriations</b>	<b>75,252</b>	<b>24,000</b>	<b>107,000</b>

<b>Insurance Fund</b>	<b>FY2011-12</b>	<b>FY2012-13</b>	<b>FY2013-14</b>
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
Retirement Benefit	524,857	159,356	173,500
<b>Total Appropriations</b>	<b>524,857</b>	<b>159,356</b>	<b>173,500</b>

<b>Beautification Fund</b>	<b>FY2011-12</b>	<b>FY2012-13</b>	<b>FY2013-14</b>
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
Transfer to General Fund	0	11,305	910
<b>Total Appropriations</b>	<b>0</b>	<b>11,305</b>	<b>910</b>

SECTION 3: At the end of the current fiscal year the governing body estimates balances/ (deficits) as follows:

<b>General Fund</b>	<b>\$6,439,135</b>
<b>State Street Aid</b>	<b>\$554,114</b>
<b>Equipment Fund</b>	<b>\$515,118</b>
<b>Insurance Fund</b>	<b>\$207,730</b>
<b>Beautification Fund</b>	<b>\$910</b>

SECTION 4: During the coming fiscal year the governing body has planned capital investment projects and proposed funding as follows:

	<b>Proposed Amount Financed by Appropriations</b>
<b><u>Proposed Capital Projects</u></b>	
Campbell Station Road-Parkside to Jamestown	200,000
Watt Rd/Kingston Pike Intersection Improvements	35,000
Everett Rd Improvements Union Rd to Smith Rd	3,500,000
Outdoor Classroom	135,000
Traffic Signal Enhancements	160,000
KP Greenway, Willow Creek	462,500
Greenway Connectors	100,000
Land Acquisition	500,000
Russell House Principle	500,000
Russell House Improvements	750,000
I-40/Campbell Station Interchange	40,000
MBLP & Anchor Park Softball Fence Replacement	75,000
<b>Total Project Costs</b>	<b>\$6,457,500</b>
<b><u>Funding Sources</u></b>	
Interest Earnings	9,000
STP Funding	370,000
TDEC Reimbursement	250,000
Outdoor Classroom	10,000
Transfer from General Fund	3,000,000
Land Acquisition Reserves	500,000
CIP Reserves	2,318,500
<b>Total Funding Sources</b>	<b>\$6,457,500</b>

- SECTION 5: No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 T.C.A. Section 6-56-208. In addition, no appropriation may be made in excess of the available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Section 6-56-205 of the *Tennessee Code Annotated*.
- SECTION 6: Money may be transferred from one appropriation to another in the same fund only by appropriate ordinance by the governing body, subject to such limitations and procedures as it may describe as allowed by Sec. 6-56-209 of the *Tennessee Code Annotated*. Any resulting transfers shall be reported to the governing body at its regular meeting and entered into the minutes.
- SECTION 7: A detailed financial plan will be attached to this budget and become part of this budget ordinance. In addition, the published operating budget and budgetary comparisons shown by fund with beginning and ending fund balances and the number of full time equivalent employees required by Section 6-56-206, *Tennessee Code Annotated* will be attached.
- SECTION 8: If for any reason a budget ordinance is not adopted prior to the beginning of the next fiscal year, the appropriations in this budget ordinance shall become the appropriations for the next fiscal year until the adoption of the new budget ordinance in accordance with Section 6-56-210, *Tennessee Code Annotated* provided sufficient revenues are being collected to support the continuing appropriations. Approval of the Director of Local Finance in the Comptroller of the Treasury for a continuation budget will be requested if any indebtedness is outstanding.
- SECTION 9: All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.
- SECTION 10: This ordinance shall take effect July 1, 2013, the public welfare requiring it.



TOWN OF FARRAGUT  
TOWN OFFICIALS

***Board of Mayor and Aldermen***

*Ralph McGill*

Mayor

*Ron Honken, Alderman*

*Jeff Elliott, Alderman*

*Mary Dorothy LaMarche, Vice-Mayor*

*Robert "Bob" Markli, Alderman*

***Leadership Team***

*David Smoak*

Town Administrator

*Gary Palmer*

Assistant Town Administrator

*Janet Curry, Human Resources Manager*

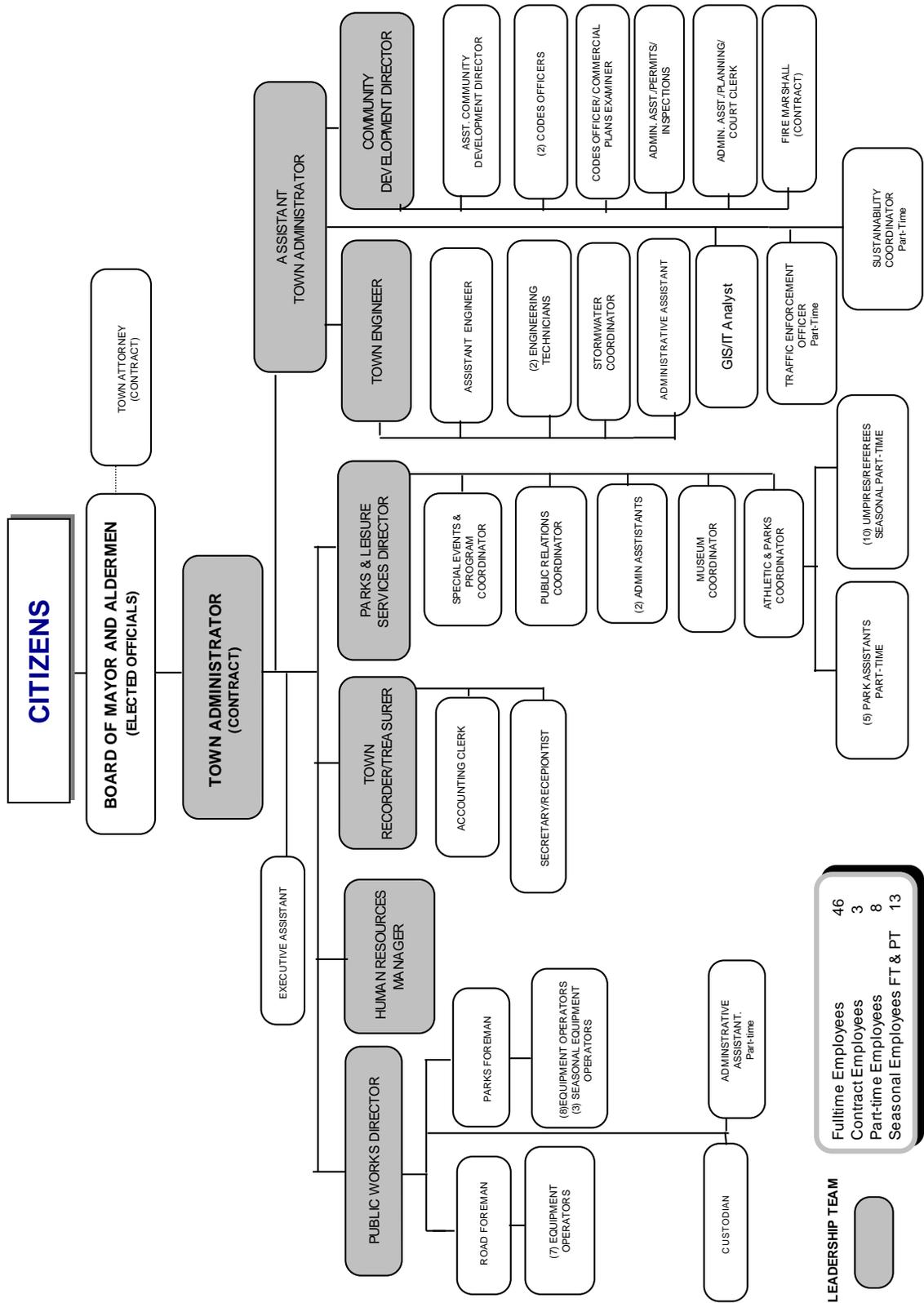
*Allison Myers, Town Recorder/Treasurer*

*Mark Shipley, Interim Community Development Director*

*Darryl Smith, Town Engineer*

*Bud McKelvey, Public Works Director*

*Sue Stuhl, Parks & Leisure Services Director*

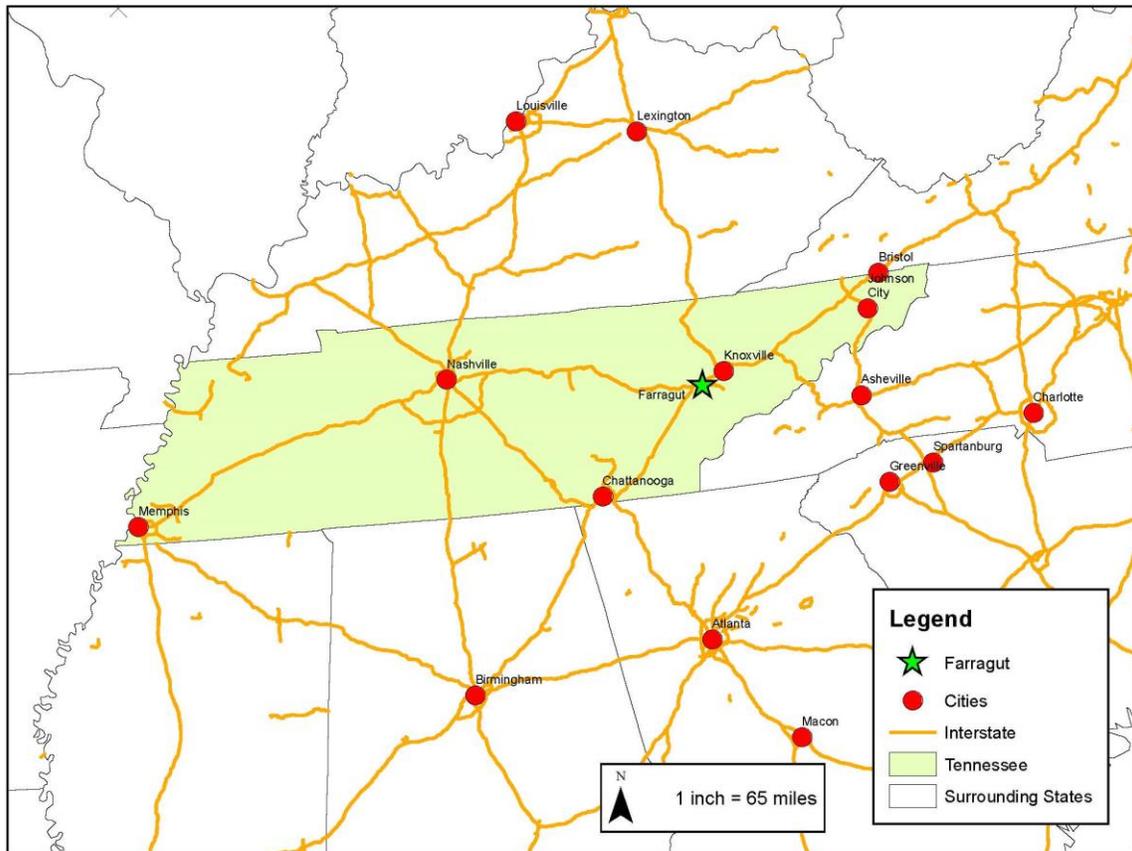


Fulltime Employees	46
Contract Employees	3
Part-time Employees	8
Seasonal Employees FT & PT	13

**LEADERSHIP TEAM**

The Town of Farragut is located in Knox County on the southwestern limits of the City of Knoxville, Tennessee, and in close proximity to the City of Oak Ridge, Tennessee. Farragut was first settled in the early 1800's and was basically an agrarian community until the early 1960's. It is now one of the most rapidly developing residential areas of Knox County.

The Town of Farragut was incorporated in 1980 as the citizens wished to have "control of their destiny" and planned orderly growth of commercial and residential areas. Farragut is primarily a bedroom community serving the business, educational, and industrial sectors of Knoxville, Tennessee, and the United States Government facilities located at Oak Ridge, Tennessee.





## *Summary of Significant Accounting Policies*

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The Town of Farragut, Tennessee (the Town) operates under a Mayor and Board of Aldermen form of government and is organized into the following departments: Administration, Engineering, Community Development, Public Works, and Leisure Services.

The accounting policies of the Town of Farragut, Tennessee, (the primary government) are in conformity with all applicable statements of the Governmental Accounting Standards Board. The following is a summary of the more significant policies:

### **(A) FINANCIAL REPORTING ENTITY:**

Governmental Accounting Standards Board (GASB) Statement No. 14 -"The Financial Reporting Entity", as amended by GASB Statement No. 39 – "Determining Whether Certain Organizations are Component Units" defines the reporting entity as the primary government and those component units for which the primary government is financially accountable. Financial accountability is defined as appointment of a voting majority of a component unit's Board, and either a) the ability to impose will by the primary government, or b) the possibility that the component unit will provide a financial benefit to or impose a financial burden on the primary government.

In evaluating how to define the government for financial reporting purposes, management has considered the primary government and all potential component units by applying the definitions and the criteria set forth by GASB Statement No. 14, as amended by GASB Statement No. 39.

The financial statements of the Town (primary government) provide an overview of the entity based on financial accountability. The primary government consists of all the organizations that make up its legal entity -all funds, departments, and offices that are not legally

separate. The Town meets all the criteria defined for a primary government in GASB No. 14, as amended by GASB Statement No. 39, as follows:

- a) Separately elected governing body
- b) Separate legal standing through legislation authorizing its creation
- c) Fiscally independent of other state and local governments

A component unit is defined as a legally separate organization for which the elected officials of the primary government are financially accountable. In addition, a component unit can be another organization for which the nature and significance of its relationship with the primary government is such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete.

Based on the criteria applicable to GASB Statement No. 14, as amended by GASB Statement No. 39, for component units, the Town has no financial accountability for any component units. Therefore, the financial reporting entity is limited to those funds, departments, and offices which comprise the Town's legally adopted jurisdictions.

### **(B) BASIC FINANCIAL STATEMENTS – GASB NO. 34:**

The basic financial statements include both government-wide (based on the Town as a whole) and fund financial statements. While the previous financial reporting model emphasized fund types (the total of all funds of a particular type), in the new model the focus is on either the Town as a whole or major individual funds (within the fund financial statements). Both the government-wide and fund financial statements categorize activities as either governmental activities or business-type activities. Governmental activities are normally supported

by taxes and intergovernmental revenues. Business-type activities rely to a significant extent, on fees and charges for support. All activities, both governmental and business-type, are reported in the government-wide financial statements using the economic resources measurement focus and the accrual basis of accounting, which includes long-term assets as well as long-term obligations. The government-wide financial statements focus more on the sustainability of the Town as an entity and the change in aggregate financial position resulting from the activities of the fiscal period.

The Town currently has no business-type activities.

The government-wide Statement of Activities demonstrates the degree to which the direct expenses, including depreciation, on the various departments of the Town are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific department. Interest on general long-term debt and depreciation expense on assets shared by multiple departments are not allocated to the various departments. Program revenues include revenues from fines and forfeitures, licenses and permit fees, special assessment taxes, certain intergovernmental grants, other entities participation and charges for services. Taxes and other items not properly included among program revenues are reported as general revenues.

Generally, the effect of interfund activity has been removed from the government-wide financial statements. However, interfund services, if any, are not eliminated. Net interfund activity is shown in the government-wide financial statements.

The fund financial statements are, in substance, very similar to the financial statements presented in the previous financial reporting model. Emphasis here is on the major funds in either the governmental or business-type

categories. Non-major funds are summarized into a single column.

#### **(C) BASIS OF PRESENTATION:**

The Town uses funds to report on its financial position and the results of its operations. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid in the Town's financial management by segregating transactions related to certain functions or activities.

The following categories are used by the Town:

#### **Governmental Fund Types**

Governmental Funds are those through which most of the governmental functions of the Town are financed. The focus of Governmental Fund measurement, in the fund financial statements, is upon determination of financial position and changes in financial position rather than upon net income.

Governmental Funds include the following fund types:

- **General Fund:** The General Fund is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund.
- **Special Revenue Funds:** Special Revenue Funds are used to account for the proceeds of specific revenue sources (other major capital projects) that are legally restricted to expenditures for specific purposes. There is one (1) special revenue fund presented as a non-major fund in the basic financial statements as follows:
  - **State Street Aid:** The State Street Aid Fund is used to account for the State gasoline tax. Proceeds of this tax must

**(C) BASIS OF PRESENTATION (Continued):**

be expended for the improvement and maintenance of Town Streets.

- **Capital Projects Funds:** Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities. There is one (1) capital projects fund presented as a major fund in the basic financial statements as follows:
  - **Capital Projects Fund:** The Capital Projects Fund is used to account for the primary capital improvement projects of the Town.

**(D) MEASUREMENT FOCUS AND BASIS OF ACCOUNTING:**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. This is the manner in which these funds are normally budgeted. This presentation is deemed most appropriate to 1) demonstrate legal and covenant compliance, 2) demonstrate the source and use of liquid resources, and 3) demonstrate how the Town’s actual experience conforms to the annual budget. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. “Measurable” means the amount of the transaction can be determined and “available” is defined as collectible within the current period or within 60 days of the end of the current fiscal period. Expenditures, other than interest on long-term debt, are recorded

when the related fund liability is incurred, if measurable. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Revenues susceptible to accrual include local sales tax, state-shared sales tax, other state-shared taxes, highway user tax, wholesale beer and liquor taxes, and interest earned on pooled investments. Licenses and permits, charges for services, fines and forfeitures and miscellaneous revenues are generally recorded as revenues when received in cash because they are not measurable until actually received. In applying the susceptible to accrual concept to intergovernmental revenues, the legal and contractual requirements of the numerous individual programs are used as guidance. There are, however, essentially two types of these revenues. In one, monies must be expended for a specific purpose or project before any amounts will be paid to the Town; therefore, revenues are based upon the expenditures recorded. In the other, monies are virtually unrestricted as to the purpose of expenditure and are usually revocable only for failure to comply with prescribed compliance requirements. These resources are reflected as revenues at the time of receipt or earlier if the susceptible to accrual criteria are met.

The Town reports deferred revenues in the governmental funds if the potential revenue does not meet both the “measurable” and “available” criteria for recognition in the current period. Deferred revenues also arise when resources are received by the Town before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the Town has a legal claim to the resources, the liability for deferred revenue is removed and revenue is recognized.

**(D) MEASUREMENT FOCUS AND BASIS OF ACCOUNTING (Continued):**

Since the governmental fund financial statements are presented on a basis different than the governmental activities column of the government-wide financial statements, a reconciliation is provided immediately following each fund statement. These reconciliations briefly explain the adjustments necessary to transform the fund financial statements into the governmental activities column of the government-wide financial statements.

As a general rule, the effect of interfund activity, except for interfund services, has been eliminated from the government-wide financial statements.

Amounts reported as program revenue include 1) charges to customers or users who purchase, use or directly benefit from goods or services provided by a particular department, 2) operating grants and contributions that are restricted to meeting the operational requirements of a particular department, and 3) capital grants and contributions that are restricted. Taxes, investment income and other revenues not identifiable with a particular department are included as general revenues. The general revenues support the net costs of the departments not covered by program revenues.

When both restricted and unrestricted resources are available for use, it is the Town's policy to use restricted resources first, then unrestricted resources, as they are needed.

**(E) BUDGETS AND BUDGETARY ACCOUNTING:**

The Town Administrator submits an annual budget to the Board of Mayor and Aldermen. The Board of Mayor and Aldermen adopt the budget after holding public hearings. Once approved, the Board of Mayor and Aldermen may amend the legally adopted budget when unexpected modifications are required in estimated revenues and appropriations.

Each fund's appropriated budget is prepared on the following basis. Revenues are budgeted by source. Expenditures are budgeted by fund, which constitutes the legal level of control. Expenditures may not exceed appropriations at this level. All budget revisions at this level are subject to final review by the Board of Mayor and Aldermen. Within these controls, management may transfer appropriations without the Board of Mayor and Aldermen's approval.

Formal budgetary integration is employed as a management control device during the year for the General Fund, Special Revenue Fund and Capital Projects Funds.

The General Fund, Special Revenue Fund and Capital Projects Funds have legally adopted budgets.

Budgets for the governmental funds are adopted on a basis consistent with accounting principles generally accepted in the United States of America.

Budgeted amounts are as originally adopted (or as subsequently amended) by the Board of Mayor and Aldermen.

**(F) ENCUMBRANCES:**

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is utilized by the Town of Farragut, Tennessee. All encumbrances and appropriations lapse at yearend.

**(G) USE OF ESTIMATES:**

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported

amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

**(H) CASH:**

The Town considers investments with an original maturity of ninety (90) days or less to be a cash equivalent.

**(I) INVESTMENTS:**

In order to provide a safe temporary medium for investment of idle funds, municipalities are authorized by TCA 6-56-106 to invest in the following:

- 1) Bonds, notes, or treasury bills of the United States;
- 2) Non-convertible debt securities of certain issuers;
- 3) Other obligations which are guaranteed as to principal and interest by the United States or any of its agencies;
- 4) Certificates of Deposit at state and federal chartered banks and savings and loan associations;
- 5) Obligations of the United States or its agencies under a repurchase agreement if approved as an authorized investment by the State Director of Local Finance;
- 6) Money market funds whose portfolios consist of any of the foregoing investments if approved as an authorized investment by the State Director of Local Finance; and
- 7) The Local Government Investment Pool under which local monies are transferred to and invested with the State Treasurer's cash portfolio. Investments consist of amounts held in the Local Government Investment Pool and are stated at cost.

As allowed by Governmental Accounting Standards Board Statement Number 31, the town reports at amortized cost money market investments and participating interest earning investment contracts that have a remaining maturity at time of purchase of one year or less. By definition, money market investments are short-term, highly liquid debt instruments including commercial paper, bankers acceptances, and U.S. Treasury and agency obligations. All other investments are carried at fair value.

**(J) COMPENSATED ABSENCES:**

All employees on permanent full-time status shall earn annual leave for uninterrupted continuous service as follows (per month):

- Less than three (3) years.....8 hours
- Three (3) to ten (10) years..... 12 hours
- Ten (10) to twenty (20) years....16 hours
- Over twenty (20) years..... 20 hours

All employees on permanent part-time status, working twenty (20) or more hours per work week, shall earn 4 hours of annual leave per month for uninterrupted continuous service.

Annual leave shall begin to accrue at the end of the first full calendar month of employment or appointment. An employee starting to work at any time after the first day of a calendar month shall not have accumulated annual leave until the end of the following calendar month.

**(J) COMPENSATED ABSENCES (Continued):**

Annual leave may be accrued up to a maximum of two hundred forty (240) hours at the end of each calendar year. Any unused annual leave above the maximum limit on January 1st of each year shall be forfeited.

Employees resigning voluntarily and who give reasonable notice of intention to resign, or upon retirement, shall receive payment at the then current rate of compensation for such employee for all accrued annual leave earned as of the date of resignation or retirement. In the

event of the employee's death, the Town will pay the employee's estate the consideration due for the accrued annual leave.

Seasonal, temporary or emergency employees will not accrue leave.

All employees on permanent full-time status shall earn 8 hours of sick leave for each completed month of service. All employees on permanent part-time status, working twenty (20) or more hours per work week, shall earn 4 hours of sick leave for each completed month of service. Sick leave shall begin to accrue at the end of the first full calendar month of employment. An employee starting to work at any time after the first day of the calendar month shall not have accumulated sick leave until the end of the following calendar month. An employee can accrue up to ninety (90) days of sick leave. No payment will be made for accrued sick leave upon separation from the Town.

The Town of Farragut provides a disability insurance plan. The benefits would be made effective after ninety (90) days and would provide up to 60% of the employee's compensation at the time of the disability.

Those employees who had accumulated above ninety (90) sick leave days on July 1, 1993, are permitted to apply the excess sick leave days in conjunction with the disability benefits. The Town would provide the remaining 40% of the employee's compensation in return for each excess sick day used. The total compensation paid to an employee shall not exceed 100% of the employee's compensation by using any combination of sick leave and disability benefits.

The Town of Farragut, Tennessee, may provide leave with pay for the following:

- a) Jury Duty – Jury leave shall be authorized by the Town Administrator for full-time employees who are

required to serve jury duty, provided that such leave is reported in advance.

- b) Military Leave – Military leave shall be provided to members of the Tennessee National Guard or a U.S. Military Reserve component for federal annual field training with no loss of pay up to fifteen (15) working days in one calendar year. If a regular employee is ordered to active state duty by the Governor, the employee is entitled to receive full pay while on duty. Use of military leave for annual training or emergency state duty will not affect the employee's rights to regular leave or benefits, nor will it impair the employee's performance evaluation with the Town. An employee may either keep the military paycheck and not receive a Town paycheck, or may elect to sign over the military check to the town and receive his/her town paycheck.
- c) Bereavement Leave – In case of death in the immediate family, a full-time employee may be granted a leave of absence with pay of up to three (3) working days. Dependent upon the functions required of an employee regarding the death of an immediate family member, the Town Administrator may allow up to two additional leave days if he/she is convinced of its need. "Immediate family" shall include parents, step-parents, grandparents, brothers, sisters, spouse, children, step-children, father-in-law, and mother-in-law. The full-time employee may be granted a leave of absence with pay of one day in the case of the death of aunts, uncles, nieces, or nephews. The Town Administrator may

**(J) COMPENSATED ABSENCES (Continued):**

allow one additional day depending upon the functions required of the employee. After the approved bereavement leave period, additional leave may be charged to the employee’s annual leave.

- d) Leave Without Pay – A full-time employee may be granted a leave of absence without pay for sickness, disability, or other good and sufficient reasons which are considered, in the opinion of the Town Administrator, to be controlling or in the best interests of the Town. Such leave must be requested in writing and shall require the prior approval of the Town Administrator. An employee will not accrue sick leave or annual leave while on leave of absence without pay. Leave of absence without pay for maternity purposes may be granted regular employees. At the option of an employee, she may exhaust available sick leave and annual leave before taking a maternity leave without pay.

Compensated absences shown in the government-wide financial statements have been computed following Governmental Accounting Standards Board (GASB) Statement 16. The statement requires that, in addition to direct salary cost, all salary related items be accrued as well. The Town has accrued the appropriate matching payroll taxes and pension plan contributions.

**(K) CAPITAL ASSETS:**

Capital assets, including public domain infrastructure (e.g. roads) are reported in the applicable governmental or business-type activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$1,000 and an

estimated useful life greater than one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The cost of normal maintenance and repairs that do not add to the value of the asset, or materially extend its life, are not capitalized. Major improvements are capitalized and depreciated over the remaining useful lives of the related capital assets.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, equipment, and infrastructure are depreciated using the straight-line method over the following estimated useful lives (land and construction-in-progress are not depreciated):

<u>Assets</u>	<u>Useful life (years)</u>
Buildings	50
Improvements	25
Equipment and vehicles	5 – 25
Infrastructure	50

**(L) LONG-TERM OBLIGATIONS:**

In the government-wide financial statements, long-term debt (if applicable) and other long-term obligations (compensated absences) are reported as liabilities in the applicable governmental activities. Debt premiums, discounts, and issuance costs are deferred and amortized over the life of the debt. Debt payable is reported net of the applicable premium or discount.

In the fund financial statements, when applicable, governmental fund types recognize debt premiums and discounts, as well as debt issuance costs, in the period in which the debt is issued. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as

**(L) LONG-TERM OBLIGATIONS (continued):**

other financing sources, while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

**(M) FUND BALANCE:**

Governmental fund equity is classified as fund balance. The Town reports fund balances in accordance with Governmental Accounting Standards Board (GASB) Statement 54, Fund Balance and Governmental Fund Type Definitions. Under this statement fund balances are classified into the following categories:

- a) Nonspendable fund balances comprise those amounts that cannot be spent due to their form (e.g. inventory and prepaids) or funds that legally or contractually are required to be maintained intact.
- b) Restricted fund balances comprise those amounts constrained to be used for a specific purpose by external parties, constitutional provisions or enabling legislation.
- c) Committed fund balances comprise those amounts that are set aside for a specific purpose by the Town's highest level of decision making authority (Board of Major and Aldermen) through its highest level of formal action (ordinance). Formal action must be taken prior to the end of the fiscal year. The same formal action must be taken to remove or change the limitations placed on the funds.
- d) Assigned fund balances consist of amounts that are set aside with the intent to be used for a specific purpose by the Town's highest level of decision making body. Assigned fund balances may not cause a deficit in unassigned fund balance.

- e) Unassigned fund balances consist of excess funds that have not been classified in the previous four categories.

Significant aspects of the Town's fund balance policy is as follows:

The Board of Mayor and Aldermen has granted the Town Administrator the authority to assign funds for specific purposes in an amount not to exceed \$20,000 per purpose or in total not to exceed \$200,000.

When both restricted and unrestricted funds are available for expenditure, restricted funds should be spent first unless legal requirements disallow it. When committed, assigned and unassigned funds are available for expenditure, committed funds are spent first, assigned funds next, and unassigned funds last.

Maintaining a Financial Stabilization Account is a necessity for sound financial management and fiscal accountability. The Town's governing body has the authority to establish a Financial Stabilization Account that will be a committed fund balance. The Town has a stabilization arrangement under resolution 2011-05 for the purpose of providing funds for an urgent event that affects the safety of the general public. The minimum level for the Financial Stabilization Account is 5% of General Fund expenditures. The recognition of an urgent event must be established by the governing body or their designee, the Town Administrator. Amounts will be added to maintain the minimum level as established by the policy.

**(N) COMPARATIVE TOTAL DATA:**

Comparative total data for the prior year has been presented in the accompanying financial statements in order to provide an understanding of changes in the Town's financial position and operations.

## ***Budget Process***

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The Town of Farragut's budget process begins with a review of current Town finances such as sales tax revenue, wholesale beer and liquor, building permits and other intergovernmental funds; and current expenditures.

The budget document that is presented to the Board of Mayor and Alderman represents the culmination of research and analysis. The purpose of the document is to present to the legislative body and the public a comprehensive picture of proposed operations for the budget year based on the following guidelines:

- The primary objective is to provide the highest possible level of service to residents without impairing the Town's sound financial condition.
- The budget must be balanced for each fund; total projected revenues and funding sources must equal total anticipated expenditures.
- General Fund balance should be maintained at 30% of expenditures
- The internal budgetary control is maintained at the department level by line item and designed to provide reasonable assurance that these objectives are met.

### **Budget Adoption**

The Town of Farragut Administrator submits an annual budget to the Board of Mayor and Aldermen. The budget provides a complete financial plan for the upcoming fiscal year. State law requires that the budget presented must be balanced.

### **Public Notice**

The publication of the proposed budget must be in a newspaper of general circulation and must be published not less than ten (10) days prior to the meeting where the governing body will consider final passage of the budget.

### **Budget Ordinance**

The board adopts the budget by ordinance on

or before the last day of the fiscal year currently ending.

### **Budget Amendments**

Once approved, the Board of Mayor and Aldermen may amend the legally adopted budget when unexpected modifications are required in estimated revenues and appropriations.

Each fund's appropriated budget is prepared on the following basis. Revenues are budgeted by source. Expenditures are budgeted by fund, which constitutes the legal level of control. Expenditures may not exceed appropriations at this level. All budget revisions at this level are subject to final review by the Board of Mayor and Aldermen. Within these controls, management may transfer appropriations without the Board of Mayor and Aldermen's approval. Budgeted amounts are as originally adopted (or as subsequently amended) by the Board of Mayor and Aldermen.

Formal budgetary integration is employed as a management control device during the year for the General Fund, Special Revenue Fund and Capital Projects Funds.

### **BUDGET BASIS**

**Governmental Funds.** The Town's budget is prepared on a modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" is defined as collectible within the current period or within 60 days of the end of the current fiscal period. Expenditures, other than interest on long-term debt, are recorded when the related fund liability is incurred, if measurable. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

## **BUDGET CALENDAR**

The budget process began in January with the distribution of the budget calendar to department directors. In February the department directors submit their year-end estimates and requests for the coming year to the Town Recorder. Over the following weeks Capital Investment Fund, Equipment Replacement and program changes are submitted as well. After review, the base budgets are submitted to the Town Administrator. The list of important dates in the budget process is shown below.

### **FY2013-14 Budget Calendar**

**February 15, Friday** – Department Base Budgets, Expenditures/Revenue Projections Due

**February 28, Thursday** - Department Presentations – BMA Workshop

**March 1, Friday** – CIP Budget, Equipment Replacement Budget, Program Changes Due

**March 14, Thursday** – Revenue/Expenditure Projections – BMA Workshop

**March 28, Thursday** – CIP Workshop

**March 29, Friday** - Community Grant Submittal Deadline

**April 25, Thursday** – BMA Grant Workshop

**April 25 – May 23** - Town Administrator preparing draft budget

**May 9, Thursday** – Equipment Replacement Workshop

**May 23, Thursday** - Draft Budget to BMA

**May 27, Monday** – Budget Ordinance published in the paper

**June 13, Thursday** – 1<sup>st</sup> Reading of Budget Ordinance

**June 27, Thursday** – 2<sup>nd</sup> & Final reading of Budget Ordinance

## Strategic Plan/Policy & Management Agenda

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### **Legislative Policy Agenda**

#### **Top Priority**

Hotel/Motel Tax: Decision  
Russell House Acquisition: Decision  
Annexation Priorities: Decision

#### **High Priority**

Architectural Standards: Development  
Road Improvement Projects: Evaluate, Prioritize, Funding  
McFee Park, Phase III: Direction, Funding  
Road Development Requirements: Direction

#### **Moderate Priority**

Community Center: Direction

### **Management Agenda**

#### **Top Priority**

Outlet Drive Corridor: Direction  
Comprehensive Land Use Plan: Execution  
Recodification of Codes: Implementation

#### **High Priority**

Business Recruitment & Retention  
Vacant Commercial Properties: Evaluation  
Community Events Support & Promotion  
Greenway/Sidewalk Connection: Development  
Admiral Farragut Artifacts: Direction

#### **Moderate Priority**

Youth Master Plan: Development  
Recycling Plan: Development  
Wireless Field Inspections: Evaluate  
Tourism & Economic Development marketing Plan  
Creek ways/Underpass along Kingston Pike: Evaluation



## Strategic Plan/Goals & Objectives

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A written policy statement provides a standard of fiscally wise practices and governmental accountability. Recognizing the importance of such a written policy, in work sessions with the Board of Mayor and Aldermen the Town leadership has the following long-term goals and objectives for FY2014.

### **Vision**

*Town of Farragut 2025*

It's our:

History  
Beauty: Natural and Built  
High Quality Residential Choices  
Multiple Activity Centers  
Convenient Living  
Outstanding Recreational Opportunities  
Community Spirit

That makes us distinctive.

### Legislative Goals and Objectives

**Goal: Maintain Financially Sound Town Providing Excellent Services**

*Objectives:*

- Responsible use of debt by Town Government
- Town services provided in the most cost effective manner
- Adequate revenues to support defined Town services, programs and facilities
- Competitive compensation and benefits for Town employees
- High customer satisfaction rating for Town services
- Reliable delivery of Town services
- Well planned and well maintained Town facilities and infrastructure

**Goal: Strengthen the Local Economy**

*Objectives:*

- Increase number of visitors coming to Farragut
- Residents shopping local-Keeping sales tax revenues in the Town
- Increase number of retail businesses in Farragut
- Expand number of successful small businesses
- Have a reputation as positive climate for business-people want to have a business here

**Goal: Develop the Town's Historic Assets**

*Objectives:*

- Expand areas for Museum display
- Relocate and preserve the Russell House
- Annex and develop "Concord Village" as a historic area
- Develop Campbell Station Park as a historic area
- Develop architectural standards and lighting throughout the Town with a theme
- Develop a reputation as a historic destination
- Preserve historic Pleasant Forest Cemetery

**Goal: Facilitate Future Growth, Development and Redevelopment**

*Objectives:*

- Pursue modifications in the urban growth boundary
- Expand Town limits through annexation
- Develop Town infrastructure for future growth and development

- Appropriate lands uses for future development
- Future development consistent with Town's plans and standards
- More beautiful corridors and development-signs, storefronts and landscaping

**Goal: Expand Leisure Amenities (Venues and Programs)**

*Objectives:*

- Expand park development
- Extend the Greenway System
- Develop a community center
- Increase pedestrian connectivity within Farragut
- Increase sports tourism through more local and regional tournaments

**Administration Goals & Objectives**

**Goal: To maintain a financially sound Town government**

*Objectives:*

- Maintain excellent financial reporting by earning the Certificate of Achievement of Excellence in Financial Reporting
- Review and analyze budget reports and general ledger trial balance for inconsistencies
- Maximize revenue collection by auditing both sales tax and Hall income tax reports from the State of Tennessee.
- Identify and develop alternative revenue sources as part of an overall sustainability review of town services.

**Goal: Enhance workforce through employee training**

*Objectives:*

- Fulfill continuing education requirements for the Certified Municipal Finance Officer
- Participate in training for Municipal purchasing clerks
- Continued customer service training
- Attain accredited City Manager (CM) status through ICMA

**Goal: Evaluation and enhancement of the records management system**

*Objectives:*

- Update the records management policy currently in place
- Adoption of archival policies regarding information/files stored town wide
- Removal of all records eligible for purging on a bi-annual basis
- Utilize the Laserfiche document management software to build electronic data archives

**Goal: Gain recognition as a "Green Community"**

*Objectives:*

- Evaluate our current Town operations and implement sustainability practices.
- Evaluate the options available to offer/install recycling bins in the Town parks.
- Evaluate the availability of and begin offering recycling and green infrastructure incentives and certifications that can be offered to existing businesses and new construction.
- Encourage and assist all public schools within the Town to participate in the Earth Flag school program coordinated through Ijams Nature Center.

- Coordinate and/or participate in community outreach events related to sustainability.
- Re-convene the Turkey Creek working group on a regular basis to address water quality issues.
- Charter an in-house *Sustainability Team* in order to inspire innovation and propose improvements to our sustainability efforts.
- Research and apply for any viable grants to support sustainability practices and initiatives

### Human Resources Goals & Objectives

#### **Goal: Review of classification/compensation.**

##### *Objectives:*

- To compile and distribute individual employee total compensation reports that shows the monetary value of employee benefits.
- To complete a salary survey of comparable positions within Tennessee municipal governments as well as participate in the annual Thompson-Burris and City of Knoxville surveys.

#### **Goal: Review and analysis of employee benefits.**

##### *Objectives:*

- To obtain market pricing for current benefits from a minimum of three vendors.
- To analyze benefit offering levels with area local governments.
- To determine the competitive balance of cost to the Town and employee needs.

#### **Goal: Development of internal Human Resources Performance Measurements.**

##### *Objectives:*

- Research, analyze, and implement meaningful Human Resources best practices.

- Analyze Town organization culture and needs through a satisfaction survey

#### **Goal: Enhancement of employee health and wellness.**

##### *Objectives:*

- To improve employee health through education initiatives
- To provide annual flu shots
- To sustain employee health and fitness through enforcement of TOSHA safety rules
- To re-design the Wellness Incentive Plan

### Information Technology Goals & Objectives

#### **Goal: Be competitive in the realm of best practices in municipal e-government.**

- Evaluate the current best practices in e-government with the intent of executing steps to create our own practices in e-government service delivery.
- Evaluate existing internal IT services and external e-government service delivery.
- Benchmark high-performing cities' best practices in e-government.
- Provide a gap analysis between 1 and 2 focusing on specific needs of the Town.

### Engineering Goals & Objectives

#### **Goal: Maintain fiscal responsibility by minimizing the Town's costs for capital projects and continuing to remain within departmental budget allocations.**

##### *Objectives:*

- Pursue funding of new projects (as well as continued funding of existing projects in development) through the Knoxville Regional Transportation Planning Organization.
- Pursue reconstruction of the Interstate 40/75 interchange at Campbell Station Road through TDOT and KRTPO.

**Goal: Develop and maintain Town infrastructure for future growth, development and redevelopment.**

**Objectives:**

- Coordinate with TDOT for completion of the Watt Road/Old Stage Road improvements (currently under construction by McKinnon Construction).
- Continue working with TDOT for reconstruction of Concord Road from Northshore Drive to Turkey Creek Road.
- Development of intersection improvements – Kingston Pike at Campbell Station Road (additional eastbound left turn lane).
- Coordinate with TDOT’s Roadway Safety Audit Report (RSAR) project to improve Interstate 40/75 off-ramp queues.
- Coordinate the resurfacing of approximately 5.0 miles of residential streets.
- Coordinate the repairs to the failed slope on Turkey Creek Road, across from Lake Haven Road and Anchor Park.
- Complete project to install updated pedestrian signals and timing at all cross walks, according to new MUTCD requirements.
- Coordinate the Town’s annual maintenance contracts for maintenance of roadways, guardrail, roadway striping and traffic signals.
- Continue to monitor the condition of improvements made to the Farm at Willow Creek.
- Continue acquisition of right of way and easements necessary for improvements to Everett Road from Union Road to Everett Hills Subdivision, and finalize Construction Plans for bid letting in late FY2014.

- Provide guidance in developing the Town’s five-year capital investment plan (CIP).
- Ensure private developments (including residential subdivisions) are completed according to FMPC-approved documents.
- Coordinate all capital projects with local utility companies to minimize costs to all.

**Goal: Expand Leisure Amenities, including parks and greenways.**

**Objectives:**

- Coordinate installation of artificial turf field at Mayor Bob Leonard Park.
- Coordinate Environmental approval, ROW acquisition, Design and Construction of the Kingston Pike greenway project (Old Stage Road to Virtue Road).
- Coordinate construction of pedestrian bridge over Little Turkey Creek and additional trail to connect from McFee Road to Wentworth Subdivision.
- Develop projects to complete greenway connections according to the Board-approved priority list.

**Goal: Pursue goals of Environmental Protection Agency’s NPDES requirements.**

**Objectives:**

- Develop plans and construct first phase of outdoor classroom on Town’s property near High School entrance on Campbell Station Road.
- Complete our update of the Town’s Stormwater Ordinance.
- Track and update all BMP’s related to the Town of Farragut’s NPDES Municipal Stormwater Permit for submittal of report to TDEC.
- Resolve Stormwater Maintenance agreement process for commercial and residential developments.

- Begin Implementation of Special Pollution Abatement Program (SPAP) for Automotive & Food Service Industry.

**Goal: Improve our services to developers, businesses and citizens through additional staff training.**

*Objectives:*

- Pursue continuing education credits for professional staff in order to maintain professional certifications, as well as to maintain staff's knowledge regarding current engineering practices.
- Pursue additional training through local and regional seminars, webinars and Tennessee Transportation Assistance Program (TTAP) classes for the purpose of maintaining and improving all employees' technical knowledge.
- Pursue additional training with regard to customer service.

### Community Development Goals & Objectives

**Goal: Provide staff training to enhance the Community Development department's ability to support the development community, businesses and Town residents**

*Objectives:*

- Continue training of the 2012 ICC Codes for codes officials
- Provide ongoing training for codes officials to stay abreast of the latest technologies in the construction field
- Pursue training of Municipal Court for Court Clerk
- Provide continuing education for staff planners' to maintain their AICP certifications
- Pursue Disaster Inspector Certifications

**Goal: Increase pedestrian connectivity within Farragut**

*Objectives:*

- Identify and prioritize missing key greenway linkages
- Identify and prioritize missing key sidewalk linkages

- Work with property owners, homeowner associations, and businesses to obtain necessary easements for trail and sidewalk construction
- Implement the Pedestrian and Bicycle Plan

**Goal: Provide outstanding customer service to the development community, business owners, and Town residents**

*Objectives:*

- Schedule meetings as needed with developers and designers to answer questions regarding new construction and development requirements
- Conduct courtesy inspections on construction sites to answer questions
- Conduct homeowner training session on remodeling
- Conduct contractor/homeowner training session on the energy codes
- Conduct contractor training session on the 2012 International Residential Building Code
- To improve public safety, conduct fire extinguisher training for businesses and residents
- Enhance Community Development's portion of the Town's web site to make it an excellent resource for Community Development related information

**Goal: Facilitate future growth, development, and redevelopment**

*Objectives:*

- Conduct training for planning commission, Board of Zoning Appeals, and Visual Resources Review Board members to enhance their knowledge of best practices of development
- Implement the Land Use Plan
- Prepare ordinance text amendments that ensure appropriate land uses, attractive developments, and appealing and interesting gateway corridors
- Coordinate with the Town's engineering staff on the development of new

stormwater and aquatic buffer ordinance needed to implement the new NPDES requirements

- Review and amend Municipal Code to make necessary modifications that would permit and encourage the development of creative and innovative approaches to stormwater management
- Review Zoning Ordinance and make necessary modifications that would permit the development of green approaches to stormwater management in site development
- Review Subdivision Regulations and make necessary modifications that would permit the development of green approaches to stormwater management in the subdivision development process

### **Parks & Leisure Services Goals & Objectives**

***Goal: Maximize approved budget regarding use of staffing, programming and equipment and promote facility rentals.***

*Objectives:*

- Maintain a well-trained staff.
- Maximize use of alternative funding.
- Expanded scheduling of part-time seasonal employees.
- Maintain well organized files, archives and supplies.
- Partner with other area organizations to provide programs and events.
- Coordinate facility rentals.

***Goal: Encourage citizen involvement through a vibrant, well informed community.***

*Objectives:*

- Expand FUN and committee volunteer opportunities.
- Actively publicize Town events, programs, athletics, meetings, concerns and accomplishments.
- Work with E-Gov team to implement online payments/reservations.

***Goal: Keep residents local and excite visitors.***

*Objectives:*

- Re-define Town's "brand."
- Encourage visitors from the local, state, regional and national level.

***Goal: Provide cultural enrichment for residents and visitors.***

*Objectives:*

- Promote Town's historical assets.
- Preserve Town-owned historical assets.
- Increase the Farragut Collection.

***Goal: Review use and redevelop existing structures for recreational facilities.***

*Objectives:*

- Formulate plan for the rehabilitation of existing recreational facilities

***Goal: Provide citizens and visitors with well-planned and maintained facilities and a selection of programs, classes, athletics and special events.***

*Objectives:*

- Expand facilities at McFee Park.
- Expand greenways.
- Continue to coordinate established special events.
- Provide programs, classes and lifelong learning opportunities that are responsive to changing trends and needs.
- Provide athletic opportunities for areas not already served by non-profits.

### **Public Works Goals & Objectives**

***Goal: Maintain aesthetically pleasing community through maintenance of parks, buildings and greenways.***

*Objectives:*

- Inspect and repair existing sidewalks throughout the Town
- Continue to add new links for sidewalks & greenways.
- Proper use of equipment for all areas and add new, improved landscaping to beautify appearance to Anchor Park.

- Install Town entrance signs at main gateways.

**Goal: Maintain fiscal responsibility of the Public Works Dept. Budget.**

*Objectives:*

- Purchase quality equipment for long-term use and obtain quality service of vehicles and equipment to extend their useful service life.
- Provide services efficiently and effectively within budget.
- Work within core business plan to meet goals and objectives of BMA.
- Minimize salary cost by closely monitoring overtime hours.

**Goal: Improve departmental safety standards.**

*Objectives:*

- Reduce lost-time accidents by evaluating proper use of equipment and personal protective equipment.
- Engage in Safety Awareness training/discussion meetings on a monthly basis.
- Require it every employee's responsibility to maintain a safe work environment.
- Have the safety director to coordinate safety training, inventory gear and to work with TOSHA.

**Goal: Increase useful life of equipment and reduce costly repairs.**

*Objectives:*

- Maintain clear and accurate maintenance records for all equipment and vehicles.
- Perform scheduled maintenance in a timely manner.

**Goal: Maintain quality streets and improve drainage systems within the Town.**

*Objectives:*

- Respond to drainage maintenance repairs according to department protocol.
- Perform all monthly, quarterly, and annually scheduled cleanouts to provide preventive maintenance on drainage system.
- Improve communication through our customer service response.
- Implement Phase 2 of required street sign replacement throughout the town.

**Goal: Increase staff, job proficiency and knowledge through training**

*Objectives:*

- Provide educational opportunities for staff in various mechanical maintenance areas in order to obtain more dependable service from equipment & vehicles and to also repair equipment more efficiently.
- Provide proper knowledge of street maintenance, parks and ball fields.
- Meet state requirements for NPDES Municipal Stormwater Permit with staff certifications.



## General Fund

	<b>FY2010-11</b>	<b>FY2011-12</b>	<b>FY2012-13</b>	<b>FY2012-13</b>	<b>FY2013-14</b>
<b>REVENUE</b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Estimated</u></b>	<b><u>Approved</u></b>
Local Sales Tax	3,898,286	4,233,718	3,925,000	4,360,466	4,404,070
State Sales Tax	1,312,517	1,388,455	1,336,703	1,396,302	1,350,000
Hall Income Tax	428,740	387,587	380,000	411,894	329,515
Wholesale Beer, Liquor & Mixed Dri	1,001,057	1,093,367	955,000	1,129,261	1,050,000
Intergovernmental	537,063	559,221	532,740	546,286	532,400
Building Permits & Licenses	233,656	378,642	165,500	285,285	235,500
Recreation Fees	93,340	110,747	85,950	85,500	85,600
Traffic Enforcement Program & Fine	171,847	75,023	45,351	43,861	43,861
Rent	82,638	77,525	85,389	85,401	85,401
Miscellaneous	100,670	16,631	8,200	14,950	9,200
<b>Total Revenue</b>	<b>7,859,814</b>	<b>8,320,916</b>	<b>7,519,833</b>	<b>8,359,206</b>	<b>8,125,547</b>
<b>EXPENDITURES</b>					
Legislative	50,716	42,136	61,750	57,377	62,150
Town Court	59,841	51,393	66,721	62,218	66,721
Administration	543,171	593,877	671,112	645,489	680,165
Human Resources	147,343	122,885	153,918	158,068	165,721
Information Technology Ser	198,600	198,029	303,199	233,315	267,141
Engineering	534,491	564,900	648,478	625,188	706,961
Community Development	613,398	706,530	860,598	767,898	811,590
General Government	165,822	181,023	293,920	246,545	234,670
Parks & Leisure Services	678,635	740,123	929,633	894,243	914,393
Public Works	1,343,725	1,566,849	1,688,055	1,610,220	1,682,390
Non-Departmental	367,746	349,123	467,590	422,479	411,400
Economic Development	0	92,990	119,000	119,000	195,500
<b>Total Expenditures</b>	<b>4,703,488</b>	<b>5,209,858</b>	<b>6,263,974</b>	<b>5,842,040</b>	<b>6,198,802</b>
Revenue over (under) expenditures	3,156,327	3,111,058	1,255,859	2,517,166	1,926,745
Total Transfers In	931,960	0	11,305	11,305	910
Total transfers out	-2,705,000	-1,770,000	-3,857,868	-3,857,868	-3,470,000
<b>Assigned Fund Balance</b>	<b>1,640,937</b>	<b>1,345,938</b>	<b>503,070</b>	<b>503,070</b>	<b>383,070</b>
<b>Unassigned Fund Balance</b>	<b>4,786,537</b>	<b>6,422,594</b>	<b>4,674,758</b>	<b>5,936,065</b>	<b>4,513,720</b>
<b>ENDING BALANCE</b>	<b>6,427,474</b>	<b>7,768,532</b>	<b>5,177,828</b>	<b>6,439,135</b>	<b>4,896,790</b>

## Revenue Descriptions

		FY2010-11	FY2011-12	FY2012-13	FY2012-13	FY2013-14
	REVENUES DESCRIPTION	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
31610	Local Sales Tax	3,898,286	4,233,718	3,925,000	4,360,466	4,404,070
31630	Knox County Office space Leases	14,024	14,325	14,400	14,400	14,400
31631	Museum Revenue	14,917	0	0	0	0
31710	Wholesale Beer Tax	564,015	611,644	525,000	657,153	620,000
31720	Wholesale Liquor Tax	303,859	339,423	300,000	337,108	300,000
31912	Cable TV Franchise Tax	261,234	266,476	250,000	256,624	250,000
31980	Mixed Drink Tax	133,183	142,300	130,000	135,000	130,000
32210	Alcoholic Beverage License	12,950	17,640	14,000	13,500	13,000
32610	Building Permits	168,766	241,836	125,000	225,000	200,000
32620	Fire Prevention Fees	9,458	5,359	3,000	10,000	8,000
32630	Special Events Permit	0	1,950	1,200	1,200	1,200
32650	Plans Review Fees	12,263	61,416	10,000	15,000	10,000
32660	Zoning/Sign Permits	23,402	31,235	10,000	16,000	1,000
32690	Drainage/Street Cuts	1,773	15,070	1,000	3,085	1,000
32700	Contractor License Fees	3,539	4,136	1,000	800	1,000
33510	State Sales Tax	1,312,517	1,388,455	1,336,703	1,396,302	1,350,000
33511	Telecommunication Sales Tax	1,333	1,274	1,140	1,410	1,200
33520	State (Hall) Income Tax	428,740	387,587	380,000	411,894	329,515
33530	State Beer Tax	10,286	10,146	10,500	10,100	10,100
33553	State Gas Tax	42,318	42,443	42,300	42,367	42,300
33591	TVA Gross Receipts	221,892	238,882	228,800	235,785	228,800
34740	Recreation Fees-Class Registrations	6,518	11,260	6,500	9,000	9,000
34742	Recreation Fees-Softball	20,120	16,410	16,000	16,000	16,000
34744	Recreation Fees-Volleyball	17,280	17,685	18,000	11,000	11,000
34745	Recreation Fees-Picnic Shelters	12,365	20,825	12,000	13,000	13,000
34746	Recreation Fees-Community Room	2,085	950	1,000	1,000	1,000
34747	Field Usage Fees	33,428	43,618	32,000	35,000	35,000
34748	Plant a Tree Program	1,544	700	450	500	600
35100	City Court Fines	1,505	1,997	1,500	1,900	1,500
35500	Miscellaneous	75,846	9,974	2,000	6,250	2,000
35501	Traffic Enforcement Program	171,847	73,026	45,351	43,861	43,861
36190	Interest Earnings	9,907	6,640	5,000	7,500	6,000
36200	Rent-Cingular Fretz	12,994	7,529	8,208	8,214	8,214
36230	Rent-Crown Castle Virtue #802902	24,837	24,837	32,637	32,637	32,637
36240	Rent-Crown Castle Virtue #877904 L	30,783	30,150	30,144	30,150	30,150
	<b>Totals</b>	<b>7,859,814</b>	<b>8,320,916</b>	<b>7,519,833</b>	<b>8,359,206</b>	<b>8,125,547</b>

## *Revenue Explanations*

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### **Local Option Sales Tax**

The current rate is 2.25% of total sales. Of the 2.25%, fifty percent goes to the Knox County schools. The county remits the remainder to the Town on a monthly basis.

### **Knox County office Lease**

Knox Co Clerk-4 year contract beginning November 2007; November 2009-2010 \$850/month; November 2010-2011 \$875/month

Knox Co Sheriff's Office-10 year contract beginning November 2004-October 2014 \$300/month

### **Local Wholesale Beer Tax**

A 17% (minus three and one-half percent of total) Wholesale Beer Tax is authorized by the State. The tax is paid monthly by each beer wholesaler directly to the town, and monthly reports on such sales are made to the State Department of Revenue and to each town.

### **Local Wholesale Liquor Tax**

Depending on the size of the municipality's county, the municipality levies by ordinance five percent or eight percent inspection fee that is collected by the wholesalers from the retailer, within the town limits, during distribution. The wholesaler then retains five percent of the fee for performing the collection. The fee is five percent for the town since Knox County is greater than 60,000 in population.

### **Cable TV Franchise Fee**

Cable franchise fee levied by the municipality. Procedure and right to levy may be affected by federal law (Cable Communications Act of 1984). The Town's current fee is five percent.

### **Mixed Drink Tax**

A 15% tax levied by the State based on gross receipts on wine and spirit sales. The tax is earmarked for education and local government. Cities receive 25% of the portion of the tax collected from businesses within their boundaries.

### **Alcoholic Beverage Licenses**

The Town levies license fees upon each person, firm, cooperation, and general or limited partnership which is authorized to engage in the manufacture, distribution or sale at wholesale or retail, of alcoholic beverages within the Town. In addition, there is a \$100 privilege tax imposed by the Town on any business selling beer within the corporate limits of the Town. A privilege tax is also imposed on businesses selling wine and spirits at retail in the Town for on-premise consumption.

### **Building Permits**

Revenue received from the issuance of building permits. The Town is authorized and empowered to enact laws or ordinances to safeguard and protect the home owner or prospective homeowner, commercial property owner or assembly building property owner by requiring the licensing of the residential, commercial or assembly builders and contractors. Based on estimated cost of construction.

**Fire Prevention Permits**

Review of sprinkler system, alarm system, hood suppression system, fire pumps and related equipment, other suppression systems, private fire hydrants and underground fire services mains and standpipe systems. The sprinkler and alarm permits are \$0.02 per sq.ft. (\$100 minimum) and all remaining permits are \$50 per permit.

**Plans Review Fee**

Fee is one half of the calculated Building Permit Fee, which is to be paid at the time of plan submittal. One and Two family Dwellings are exempt.

**Zoning, Sign Permit**

Zoning Amendment Fees of \$250 are collected when an application is submitted to amend the written text or zoning map of the Farragut Zoning Ordinance. An additional fee of \$50 will be collected when an application is for an amendment to the zoning map to cover the public notification cost.

Municipal Code Amended Fees of \$250 are collected when an application is submitted to amend the written text of the Farragut Municipal Code.

Sign Fees of \$100 will be collected when an application is submitted for the erection of a sign. If any person commences any work or installation of a new or replacement sign before obtaining the required sign permit from the Town of Farragut, the fee is \$175.

**Drainage Permits, Street Cuts**

Drainage fee for new subdivision developments of \$30 per lot and \$0.02 per square foot of impervious area for new commercial developments.

**Contractor License Fee**

Plumbing/Mechanical licensing program

**State Sales Tax**

Cities receive a share of the state sales tax directly from the state every month based on population. It is also the largest of the state shared revenues, accounting for more than half of the population-based state shared revenues.

**Telecommunication Sales Tax**

Shared tax on phone services

**Hall Income Tax/State Income Tax**

Three-eighths of the 6 percent state tax on certain dividends and interest income paid by taxpayers is remitted by the state to the Town in which the taxpayers live. Payment is made for all such taxpayers no later than the following July 31 based on taxes collected in the Town in the preceding fiscal year.

**State Beer Tax**

The state levies a \$4.29 per barrel tax on the manufacture, sale, and transportation of beer. Cities are allocated 10.05 percent of this money on a per capita basis without regard to legal beer sales in the community. Another 10.05 percent of the revenue is allocated to counties. Payments are received by the Town on a semi-annually basis.

**State Gasoline Inspection Fee**

This represents what is referred to as the Special Privilege Tax or the Petroleum Special Products Tax/Gas Inspection Fee and the export Tax. The Special Privilege Tax establishes a local government fund created by a tax of one cent per gallon on all petroleum products. The export tax is a tax of one-twentieth of a cent per gallon of petroleum product that is stored in Tennessee and then exported. If the special privilege tax has already been paid, then nineteen-twentieths of the Special Privilege Tax can be credited on the Export Tax return. The local share is distributed to municipalities monthly based on population.

**TVA-Gross Receipts**

The Tennessee Valley Authority (TVA) pays 5 percent of gross power sales proceeds to the state in lieu of taxes. Counties and cities are allocated 48.5 percent of the increase in TVA payments made to the state above the amount received in the base year (fiscal year 1978). Counties receive 70 percent of this allocation, and cities receive 30 percent. Distribution to the city is based on population.

**Recreation Fees-Class Registration**

Income from all classes (arts, crafts, fitness and Science Day Camps). Income from this fee is highly subjective to use of the community room (where the majority of our programs are held) by outside sources such as Knox County for early voting.

**Recreation-Softball**

Income from 2 Leagues (Men and Coed) in 2 seasons (spring and fall)

**Recreation- Volleyball**

Income from 3 leagues (Rec, Intermediate and Competitive) in 3 seasons (spring, Summer & Fall)

**Recreation-Picnic Shelters**

Shelters at three parks.

**Recreation-Community Room Rental Fee**

Rental income from community room rentals to non-profit groups. Income from this fee is highly subjective to use of the community room (where the majority of our programs are held) by outside sources such as Knox County for early voting.

**Recreation-Field Usage Fee**

Usage fees for field at Mayor Bob Leonard, Anchor and McFee Park. Income from this fee is highly subjective to the weather. We returned approximately \$10,000 last year for rented fields that were closed due to rain.

**Plant-a-Tree Program**

Program for tree donations.

**City Court Revenue**

Court cost fees.

**Miscellaneous Revenue**

Copying fees, recorders request fees, mailing reimbursements.

**Traffic Enforcement Program**

Proceeds from traffic violations.

**Interest Earnings**

Interest earnings on moneys in the Town's BB&T checking account.

**Rent-Cingular Tower**

Cingular Wireless Lease, Public Works site, commenced March 1, 2001 for a 5-year period and renewed for 5 additional years March 1, 2006. Two additional 5-year extensions are available. The current lease is \$595/month

**Rent-Crown Communications #813278**

Crown Communications lease, 731 Fretz Road, current lease is \$10,904.64/year

**Rent- Crown Communications #802902**

Crown Communications lease, 521 Virtue Road. The contract extension was executed May 2006 for \$10,557 + \$5,520 for each co-located provider. In May 2011 the rate increases to \$12,141 + \$6,350 for each co-located provider.

## ***Legislative Department***

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The Board of Mayor and Aldermen, which consists of a mayor and four aldermen, serves as the governing body. The mayor is elected at-large and two aldermen are elected from each of two wards for a four-year term. Beginning in 2014, elected officials may serve no more than three terms total and no more than two terms in either office (mayor or alderman).

Ward I consists of residents on the north side of Kingston Pike while Ward II consists of residents on the south side of Kingston Pike. The Board of Mayor and Aldermen elects an alderman to the office of the vice mayor. The vice mayor serves as mayor when the mayor is absent, or there is a vacancy in the office of the mayor, until the next regular municipal election.

### **Eligibility**

To be eligible to hold the office of mayor, a person must reside within the Town of Farragut for at least one year preceding the election. To be eligible for the office of alderman, a person must reside within the desired ward for at least one year preceding the election.

### **Responsibilities**

The Board of Mayor and Aldermen adopts Town ordinances and policies, approves comprehensive planning and zoning requirements, approves annual budgets, approves Town contracts, and reviews capital improvement projects. The board is also responsible for the appointment of citizen committees, Town Administrator, Town Attorney, and Municipal Judge.

**Goal: Maintain financially sound town providing excellent servicers**

*Objectives:*

- Responsible use of debt by Town Government
- Town services provided in the most cost effective manner
- Adequate revenues to support defined Town services, programs and facilities
- Competitive compensation and benefits for Town employees
- High customer satisfaction rating for Town services
- Reliable delivery of Town services
- Well planned and well maintained Town facilities and infrastructure

**Goal: Strengthen the local economy**

*Objectives:*

- Increase number of visitors coming to Farragut
- Residents shopping local – Keeping sales tax revenues in the Town
- Increase number of retail businesses in Farragut
- Expand number of successful small businesses
- Have a reputation as positive climate for business – people want to have a business here

**Goal: Develop the town’s historic assets**

*Objectives:*

- Expand areas for Museum displays
- Relocate and preserve Russell House
- Annex and develop “Concord Village” as a historic area
- Develop Campbell Station Park as a historic area

- Develop architectural standards and lighting throughout the Town with a theme
- Develop a reputation as a historic destination
- Preserve historic Pleasant Forest Cemetery

**Goal: Facilitate future growth development and redevelopment**

*Objectives:*

- Pursue modifications in the urban growth boundary
- Expand town limits through annexation
- Develop Town infrastructure for future growth and development
- Appropriate land uses for future development
- Future development consistent with Town’s plans and standards
- More beautiful corridors and development – signs, storefronts, landscaping

**Goal: Expand leisure amenities (venues and programs)**

*Objectives:*

- Expand park development
- Extend the Greenway System
- Develop a community center
- Increase pedestrian connectivity within Farragut
- Increase sports tourism through more local and regional tournaments
- Develop water based aquatic facilities
- Develop and expand cultural arts programs and opportunities
- Increase recreation and leisure programs and service

Activity	FY12 Actual	FY13 Estimated	FY14 Projected
<b>Financially Sounds Government</b>			
% of revenues from sales tax	51%	52%	55%
% of revenues from state sales tax	17%	17%	17%
% of revenues from building permits & licenses	5%	3%	3%
% undesignated fund balance	63%	92%	92%
<b>Strengthen Local Economy</b>			
% increase in sales tax	8%	3%	1%
# of new residential permits	63	82	70
# of retail/commercial permits	23	15	5

## Legislative Department

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		FY2010-11	FY2011-12	FY2012-13	FY2012-13	FY2013-14
	LEGISLATIVE DESCRIPTION	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
41100	<b>EXPENDITURES</b>					
172	Election	18,024	0	0	0	0
221	Printing	261	137	200	97	200
230	Legal Notices	3,493	3,859	5,000	4,380	5,000
235	Dues/Subscriptions	9,000	8,899	9,350	9,350	9,750
280	Travel/Training	18,333	27,960	33,500	30,000	33,500
289	Local Travel	0	296	400	250	400
300	Supplies	0	0	300	300	300
323	Meeting Expenses	1,605	985	3,000	3,000	3,000
328	Education Program	0	0	10,000	10,000	10,000
	<b>Totals</b>	<b>50,716</b>	<b>42,136</b>	<b>61,750</b>	<b>57,377</b>	<b>62,150</b>

## ***110-41100 Legislative***

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<b>221 Printing</b>		<b>\$200</b>
Business Cards (5)		
<b>230 Legal Notices</b>		<b>\$5,000</b>
Publications in the local newspaper for Public Hearings and other notices		
<b>235 Dues, Subscriptions</b>		<b>\$9,750</b>
Town membership for TML	5,800	
Town membership for NLC	1,900	
East Tennessee Development District	2,000	
National League of Cities, Women in Municipal Government	50	
<b>280 Travel, Training</b>		<b>\$33,500</b>
TML Legislative Conference (5)	2,300	
TML Annual Conference (5)	7,200	
NLC Annual Conference (5)	14,000	
NLC Committee Conferences (6)	7,500	
ICSC Conference	2,500	
<b>289 Local Travel</b>		<b>\$400</b>
<b>300 Supplies</b>		<b>\$300</b>
<b>323 Food for Meetings</b>		<b>\$3,000</b>
Food for workshops and retreats, committee appointment reception		
<b>328 Education Program</b>		<b>\$10,000</b>
Introduction to Farragut Program		



## *Town Court Department*

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Municipal court is held at the town hall by the Municipal Judge. Municipal court is in session not less than one (1) day per month as may be determined by the Municipal Judge and may be in session more frequently if needed. The office of Municipal Judge is filled by a resolution of appointment by the Board of Mayor and Aldermen. Any person appointed to the office of Municipal Judge shall hold a baccalaureate degree from an accredited college or university, shall be at least thirty (30) years of age, and have been a resident of the town for a period of one (1) year preceding election to office.

The Town of Farragut's Traffic Enforcement Program was established in 2009 and four intersections were targeted due to the high traffic volume and number of red light violations. A part-time officer manages the enforcement program.

Traffic enforcement is active at the following intersections:

- Kingston Pike eastbound at Concord Road and Concord Road northbound at Kingston Pike
- Kingston Pike eastbound at Campbell Station Road and Campbell Station Road southbound at Kingston Park
- Kingston Pike westbound at Smith Road and Smith Road southbound at Kingston Pike
- Campbell Station Road northbound and southbound at Parkside Drive / Grigsby Chapel Road

## *FY2014 Goals & Objectives*

### **Goal: Improve efficiency of court functions**

*Objectives:*

- Monitor court payments through receipting system
- Attend MTAS training seminars

### **Goal: Improve Customer Service performance**

*Objectives:*

- Provide docket reports five (5) business days prior to court date
- Complete and submit monthly financial reports and disbursements to the state and county agencies by the 15<sup>th</sup> of each month

**Town Court Department****Performance Measures**

Activity	FY12 Actual	FY13 Estimated	FY14 Projected
<b>Court docket</b>			
Sessions	10	7	8
Code/zoning enforcement cases	15	14	10
Property maintenance cases	12	3	5
Traffic enforcement cases	3	0	2
Dismissed	12	6	7
Guilty	14	10	7
Withdrawn	4	1	3
<b>Traffic Enforcement Program</b>			
Citations issued	4,336	4,174	4,000

*Town Court Department*

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		<b>FY2010-11</b>	<b>FY2011-12</b>	<b>FY2012-13</b>	<b>FY2012-13</b>	<b>FY2013-14</b>
<b>TOWN COURT DESCRIPTION</b>		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Approved</b>
41210	<b>EXPENDITURES</b>					
110	Salaries	1,000	1,050	2,400	2,000	2,400
111	Regular Employee Wages	1,749	1,575	5,000	1,687	5,000
119	Traffic Enforcement Program	53,060	42,857	51,480	50,914	51,480
141	Social Security & Medicare Tax	1,812	3,470	4,321	4,321	4,321
146	Workers Comp Insurance	0	1,960	2,020	2,020	2,020
152	Merit Increase	1,511	0	0	0	0
	<b>Total Personnel</b>	<b>59,132</b>	<b>50,912</b>	<b>65,221</b>	<b>60,942</b>	<b>65,221</b>
235	Dues & Subscriptions	0	481	1,000	907	1,000
300	Supplies	709	0	500	369	500
	<b>Total Operating Expenditures</b>	<b>709</b>	<b>481</b>	<b>1,500</b>	<b>1,276</b>	<b>1,500</b>
	<b>Total Court Expenditures</b>	<b>59,841</b>	<b>51,393</b>	<b>66,721</b>	<b>62,218</b>	<b>66,721</b>

**110-41210 Town Court**

**Personnel Detail**

<b>Acct Code</b>	<b>Description</b>	<b><u>Current</u></b>		<b><u>Estimated</u></b>		<b><u>Approved</u></b>	
		<b>FY2012-13</b>		<b>FY2012-13</b>		<b>FY2013-14</b>	
110	<b>Salaries</b>						
	Municipal Judge	1.0	2,400	1.0	2,000	1.0	2,400
	<b>Total Salaries</b>	<b>1.0</b>	<b>2,400</b>	<b>1.0</b>	<b>2,000</b>	<b>1.0</b>	<b>2,400</b>
121	<b>Regular Wages</b>						
	Court Officer	1.0	5,000	1.0	1,687	1.0	5,000
	Traffic Enforcement Program	1.0	51,480	1.0	50,914	1.0	51,480
	<b>Total Regular Wages</b>	<b>2.0</b>	<b>56,480</b>	<b>2.0</b>	<b>52,601</b>	<b>2.0</b>	<b>56,480</b>
	<b>Benefits</b>						
141	Social Security & Medicare Tax		4,321		4,321		4,321
146	Workers Comp Insurance		2,020		2,020		2,020
	<b>Total Benefits</b>		<b>6,341</b>		<b>6,341</b>		<b>6,341</b>
152	Merit Adjustment		0		0		0
<b>Total Personnel</b>		<b>3.0</b>	<b>65,221</b>	<b>3.0</b>	<b>60,942</b>	<b>3.0</b>	<b>65,221</b>

***110-41210 Town Court***

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**235 Dues & Subscriptions**

**\$1,000**

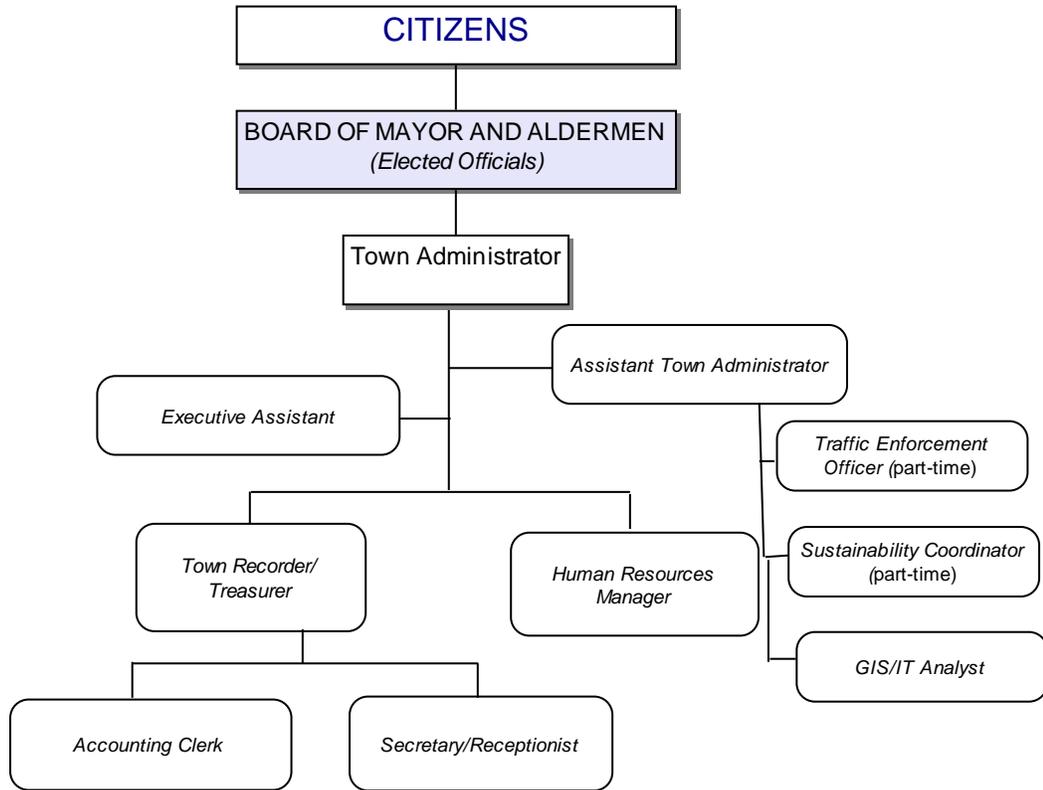
**300 Supplies**

**\$500**



## Administration Department

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## Administration Department

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The Town Administrator is appointed by the Board of Mayor and Aldermen as the chief administrative officer and is responsible for the supervision and coordination of all Town services and projects. This includes the preparation of annual budgets; financial management of Town revenues and expenditures; recommendations and updates to the board on Town services and projects; implementation of board policies; and enforcement of Town ordinances.

The Assistant Town Administrator duties include general support in executing the day-to-day operations of the Town, fulfilling the duties of the Town administrator in his absence, implementing special projects, the management of the capital investment plan and the operational oversight of the engineering and community development departments.

The Administration Department is responsible for serving as staff support for the Board of Mayor and Aldermen, Economic Development Committee, Knox County Schools Education Relations Committee and the Personnel Committee. Services provided by the department include:

- Budget Administration and Financial Management - The fiscal year cycle is July 1 through June 30.
- E-Government – The Town currently provides many services electronically through the website.
- Citizen Request Program - The Town offers Farragut citizens a unique program that encourages suggestions or requests about all Town services, from streets to parks. Citizen requests can be made online through the Town’s website 24 hours/day, by phone or in person between 8 a.m. and 5 p.m.
- Personnel - Openings are filled as needed and are often advertised in the Sunday employment section of the *Knoxville News Sentinel* and on the Town’s website.
- Town Ordinances – The *Farragut Municipal Code* is updated annually and can be accessed and downloaded through the Town’s website.
- Alcoholic Beverages Retailer’s License – A license is required for the sale of beer and/or liquor in the State of Tennessee and within the Town limits.
- Public Records - All public records are stored, maintained and distributed in accordance with state law. Public records requests can be made by submitting a request using the forms provided on the Town’s website.
- Traffic Enforcement Program – In 2009, the Town implemented a Traffic Enforcement Program (red light violations) at four Town intersections. Information about violation payment and appeal is available on the Town’s website

**Goal: To maintain a financially sound Town government**

*Objectives:*

- Maintain excellent financial reporting by earning the Certificate of Achievement of Excellence in Financial Reporting
- Review and analyze budget reports and general ledger trial balance for inconsistencies
- Maximize revenue collection by auditing both sales tax and Hall income tax reports from the State of Tennessee.
- Identify and develop alternative revenue sources as part of an overall sustainability review of town services.

**Goal: Enhance workforce through employee training**

*Objectives:*

- Fulfill continuing education requirements for the Certified Municipal Finance Officer
- Participate in training for Municipal purchasing clerks
- Continued customer service training
- Attain accredited City Manager (CM) status through ICMA

**Goal: Evaluation and enhancement of the records management system**

*Objectives:*

- Update the records management policy currently in place
- Adoption of archival policies regarding information/files stored town wide

- Removal of all records eligible for purging on a bi-annual basis
- Utilize the Laserfiche document management software to build electronic data archives

**Goal: Gain recognition as a “Green Community”**

- Evaluate our current Town operations and implement sustainability practices.
- Evaluate the options available to offer/install recycling bins in the Town parks.
- Evaluate the availability of and begin offering recycling and green infrastructure incentives and certifications that can be offered to existing businesses and new construction.
- Encourage and assist all public schools within the Town to participate in the Earth Flag school program coordinated through Ijams Nature Center.
- Coordinate and/or participate in community outreach events related to sustainability.
- Re-convene the Turkey Creek working group on a regular basis to address water quality issues.
- Charter an in-house *Sustainability Team* in order to inspire innovation and propose improvements to our sustainability efforts.
- Research and apply for any viable grants to support sustainability practices and initiatives

Activity	FY12 Actual	FY13 Estimated	FY14 Projected
<b>Finance</b>			
Number of adjusting entries for audit purposes	9	6	8
Percentage of unassigned fund balance to expenditures	123%	101%	73%
Percentage of monthly financial reports delivered by the 15 <sup>th</sup> of the month	92%	95%	96%
Situs reports audited	100%	100%	100%
<b>Payroll, Deposits and Payables</b>			
% of W-2's and 1099's are completed by January 25	100%	100%	100%
Percentage of the time deposits are made within two (2) days of receipt of funds.	95%	97%	93%
% of vendor invoices processed and paid within one week of receipt in the administration department	92%	94%	95%
Less than 10 errors in charging to department lines annually	8	7	10>
<b>Administration and Services</b>			
Percentage of BMA minutes completed prior to the following meeting	100%	100%	100%
% of agenda packets are delivered to Aldermen within 7 days of a scheduled meeting	98%	99%	95%
Percentage of request for records fulfilled within 2 days	95%	98%	98%
Number of documents notarized	697	756	750
<b>Sustainability</b>			
Organize Town meetings	N/A	2	4
Submission of grant applications	N/A	1	3
Organization of internal events	N/A	1	1
Organization of external events	N/A	2	3
Completion of sustainability projects	N/A	1	2
Prepare sustainability report within 2 months after fiscal year end	N/A	100%	100%
<b>Citizens Requests</b>			
Total number of citizen requests	565	513	525
Average number of days to close request	6	7	6
Total number of internal work orders	N/A	302	280

## Administration Department

		FY2010-11	FY2011-12	FY2012-13	FY2012-13	FY2013-14
ADMINISTRATION DESCRIPTION		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
41340						
110	Salaries	264,366	278,781	284,887	284,887	294,044
111	Regular Employee Wages	91,342	99,826	120,347	110,000	125,298
123	Overtime Wages	4,720	4,574	5,500	5,500	5,500
129	Temporary Employee Wages	2,418	112	5,000	5,000	5,000
141	FICA Tax	4,888	10,176	18,904	18,904	19,606
142	Health Insurance	75,579	85,116	84,576	84,576	79,091
143	Retirement	28,717	30,760	34,269	34,269	35,327
145	Life Insurance	1,706	1,488	1,488	1,488	2,076
146	Workers Comp Insurance	2,017	2,380	2,530	2,530	2,790
148	Long Term Disability Insurance	755	1,010	1,010	1,010	1,682
150	Benefit Disbursement	0	0	1,500	1,446	1,500
152	Merit Adjustment	12,332	15,043	13,061	13,061	13,475
	<b>Total Personnel</b>	<b>488,840</b>	<b>529,266</b>	<b>573,072</b>	<b>562,671</b>	<b>585,390</b>
221	Advertising/Printing	579	2,116	8,200	7,500	8,200
235	Dues/Subscriptions	2,166	4,010	6,065	6,065	5,600
253	Auditing Services	11,950	12,670	13,500	12,600	13,000
254	Professional Services	11,271	13,413	20,000	5,000	15,000
280	Travel, Training	11,074	13,289	23,395	23,395	23,395
282	Auto Allowance	5,248	5,158	7,200	7,200	7,200
289	Local Travel	200	399	480	480	480
300	Office Supplies	0	1,953	2,300	2,000	2,300
311	Books and Education Material	597	957	2,100	2,100	2,000
326	Clothing & Uniforms	0	0	0	0	500
514	Surety Bonds	1,269	1,269	1,600	1,600	1,600
555	Bank Service Charge	7,909	7,359	11,000	11,800	12,000
557	Credit Card Process Fee	2,068	2,018	2,200	3,078	3,500
	<b>Total Operating Expenditures</b>	<b>54,331</b>	<b>64,611</b>	<b>98,040</b>	<b>82,818</b>	<b>94,775</b>
	<b>Total Administration Expenditures</b>	<b>543,171</b>	<b>593,877</b>	<b>671,112</b>	<b>645,489</b>	<b>680,165</b>

<b>Acct Code</b>	<b>Description</b>		<b><u>Current</u></b>		<b><u>Estimated</u></b>		<b><u>Approved</u></b>
			<b><u>FY2012-13</u></b>		<b><u>FY2012-13</u></b>		<b><u>FY2013-14</u></b>
<b>110</b>	<b>Salaries</b>						
	Town Administrator	1.0	113,006	1.0	113,006	1.0	117,007
	Assistant Town Administrator	1.0	100,920	1.0	100,920	1.0	103,947
	Town Recorder	1.0	70,961	1.0	70,961	1.0	73,090
	<b>Total Salaries</b>	<b>3.0</b>	<b>284,887</b>	<b>3.0</b>	<b>284,887</b>	<b>3.0</b>	<b>294,044</b>
<b>121</b>	<b>Regular Wages</b>						
	Administrative Assistant	3.0	99,347	3.0	99,000	3.0	102,379
	Sustainability Coordinator	1.0	21,000	1.0	11,000	1.0	22,919
	<b>Total</b>	<b>4.0</b>	<b>120,347</b>	<b>4.0</b>	<b>110,000</b>	<b>4.0</b>	<b>125,298</b>
	<b>Benefits</b>						
141	Medicare Tax		18,904		18,904		19,606
142	Health Insurance		84,576		84,576		79,091
143	Retirement		34,269		34,269		35,327
145	Life Insurance		1,488		1,488		2,076
146	Workers Comp Insurance		2,530		2,530		2,790
148	Long Term Disability Insurance		1,010		1,010		1,682
	<b>Total Benefits</b>		<b>142,777</b>		<b>142,777</b>		<b>140,573</b>
152	Merit Adjustment		13,061		13,061		13,475
	<b>Other Compensation</b>						
	Benefit Adjustment		1,500		1,446		1,500
123	Overtime		5,500		5,500		5,500
129	Temporary Employee Wages		5,000		5,000		5,000
	<b>Total Other Compensation</b>		<b>12,000</b>		<b>11,946</b>		<b>12,000</b>
<b>Total Personnel</b>		<b>7.0</b>	<b>573,072</b>	<b>7.0</b>	<b>562,671</b>	<b>7.0</b>	<b>585,390</b>

## ***110-41340 Administration***

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<b>221 Printing</b>		<b>\$8,200</b>
Business Cards	200	
Budget/CAFR	3,000	
Advertising	5,000	
<b>235 Dues/Subscriptions</b>		<b>\$5,600</b>
International City Managers Association (2)	1,800	
Tennessee Government Finance Officers Association	25	
International Institute of Municipal Clerks	145	
TN Association of Municipal Clerks & Recorders	45	
Government Finance Officers Association	190	
Sam's Club	70	
ASCAP (Music License)	490	
TN City Managers Association (2)	600	
Government Finance Officers Association-CAFR	520	
Survey Monkey	200	
ICSC Dues (5)	300	
Rotary	1,000	
Urban Sustainability Directors Association	115	
Tennessee Renewable Energy and Economic Development Council	100	
<b>253 Auditing Services</b>		<b>\$13,000</b>
Audit Contract		
<b>254 Professional Services</b>		<b>\$15,000</b>
Strategic Planning	15,000	
<b>280 Travel/Training</b>		<b>\$23,395</b>
ICMA (2)	6,000	
TN Municipal League Conference (Annual & Legislative)	2,420	
International Institute of Municipal Clerks	2,200	
Certified Municipal Finance Officer Program	1,200	
TN Association of Municipal Clerks & Recorders (2)	1,850	
Kramer Rayson Legal Issues Seminar	150	
National League of Cities	2,800	
ICSC Conference	2,500	
TCMA	3,200	
Sustainability Coordinator	1,075	
<b>282 Employee Automobile Allowance</b>		<b>\$7,200</b>
Town Administrator and Assistant Town Administrator automobile allowance.		
<b>289 Local Travel</b>		<b>\$480</b>
Mileage for local travel		

<b>300 Supplies</b>		<b>\$2,300</b>
Supplies for committees		
<b>311 Books/Educational Materials</b>		<b>\$2,000</b>
Miscellaneous books, TCA publications	1,000	
Public Education and Outreach	1,000	
Earthfest & School/Outdoor Classroom		
<b>326 Clothing &amp; Uniforms</b>		<b>\$500</b>
Town Shirts for Administration & BMA Members		
<b>520 Surety Bonds</b>		<b>\$1,600</b>
Town Administrator and Recorder bonds; notary fees		
<b>555 Bank Services Charges</b>		<b>\$12,000</b>
Safe deposit boxes (5); check printing; bank admin fees		
<b>557 Credit Card Processing Fee</b>		<b>\$3,500</b>

**Goal: Review of classification/compensation.**

*Objectives:*

- To compile and distribute individual employee total compensation reports that shows the monetary value of employee benefits.
- To complete a salary survey of comparable positions within Tennessee municipal governments as well as participate in the annual Thompson-Burris and City of Knoxville surveys.

**Goal: Review and analysis of employee benefits.**

*Objectives:*

- To obtain market pricing for current benefits from a minimum of three vendors.
- To analyze benefit offering levels with area local governments.

- To determine the competitive balance of cost to the Town and employee needs.

**Goal: Development of internal Human Resources Performance Measurements.**

*Objectives:*

- Research, analyze, and implement meaningful Human Resources best practices.

**Goal: Enhancement of employee health and wellness.**

*Objectives:*

- To improve employee health through education initiatives
- To provide annual flu shots
- To sustain employee health and fitness through enforcement of TOSHA safety rules
- To re-design the Wellness Incentive Plan

*Performance Measures*

Activity	FY12 Actual	FY13 Estimated	FY14 Projected
<b>Classification/Compensation</b>			
Percent of employee salary + benefits of the annual budget	62%	64%	64%
Total Turnover	N/A	6.39%	4%
<b>Review &amp; Analysis of employee benefits</b>			
Percentage change in health insurance cost for covered employees	6%	8%	0%
Employee Wellness Participation (%)	N/A	N/A	64%

## *Human Resources Department*

		FY2010-11	FY2011-12	FY2012-13	FY2012-13	FY2013-14
HUMAN RESOURCES DESCRIPTION		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
41990	<b>EXPENDITURES</b>					
110	Salaries	57,575	60,744	61,103	61,103	62,936
141	Medicare Tax	821	2,118	4,674	4,674	4,815
142	Health Insurance	8,621	9,877	12,313	12,313	12,347
143	Retirement	4,831	3,829	2,444	2,444	2,517
145	Life Insurance	194	245	245	245	348
146	Workers Comp Insurance	1,271	-175	474	474	522
148	Long Term Disability Insurance	70	168	168	168	278
152	Merit Adjustment	1,873	2,624	2,047	2,047	2,108
	<b>Total Personnel</b>	<b>75,256</b>	<b>79,430</b>	<b>83,468</b>	<b>83,468</b>	<b>85,871</b>
133	Employee Recognition	11,663	17,408	18,000	16,500	18,000
134	HRA Benefit	0	0	15,000	25,000	25,000
214	Employee Services	901	1,759	3,150	3,150	3,150
221	Advertising/Printing	1,888	776	4,000	3,800	4,000
235	Dues & Subscriptions	468	330	550	550	550
254	Professional Services	41,855	17,705	15,000	15,000	8,600
280	Travel, Training	2,202	2,466	2,950	2,500	3,750
283	Wellness & Employee Training	13,110	2,915	11,500	8,000	16,500
289	Local Travel	0	96	300	100	300
	<b>Total Operating Expenditures</b>	<b>72,087</b>	<b>43,455</b>	<b>70,450</b>	<b>74,600</b>	<b>79,850</b>
	<b>Total Human Resources</b>	<b>147,343</b>	<b>122,885</b>	<b>153,918</b>	<b>158,068</b>	<b>165,721</b>

**110-41990 Human Resources**

**Personnel Detail**

<b>Acct Code</b>	<b>Description</b>		<b><u>Current</u></b> <b><u>FY2012-13</u></b>		<b><u>Estimated</u></b> <b><u>FY2012-13</u></b>		<b><u>Approved</u></b> <b><u>FY2013-14</u></b>
110	<b>Salaries</b>						
	Human Resource Manager	1.0	61,103	1.0	61,103	1.0	62,936
	<b>Total Salaries</b>	<b>1.0</b>	<b>61,103</b>	<b>1.0</b>	<b>61,103</b>	<b>1.0</b>	<b>62,936</b>
	<b>Benefits</b>						
141	Medicare Tax		4,674		4,674		4,815
142	Health Insurance		12,313		12,313		12,347
143	Retirement		2,444		2,444		2,517
145	Life Insurance		245		245		348
146	Workers Comp Insurance		474		474		522
148	Long Term Disability Insurance		168		168		278
	<b>Total Benefits</b>		<b>20,318</b>		<b>20,318</b>		<b>20,827</b>
152	Merit Adjustment		2,047		2,047		2,108
	<b>Other Compensation</b>						
123	Overtime		0		0		0
	<b>Total Other Compensation</b>		<b>0</b>		<b>0</b>		<b>0</b>
<b>Total Personnel</b>		<b>1.0</b>	<b>83,468</b>	<b>1.0</b>	<b>83,468</b>	<b>1.0</b>	<b>85,871</b>

## ***110-41990 Human Resources***

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<b>133 Employee Recognition</b>		<b>\$18,000</b>
Service and performance awards, appreciation luncheon, Christmas Luncheon, etc.		
<b>134 HRA Benefit</b>		<b>\$25,000</b>
<b>214 Employee Services</b>		<b>\$3,150</b>
Employee Assistance Program	1,350	
Probenefits (FSA Card Administration)	1,800	
<b>221 Advertising/Printing</b>		<b>\$4,000</b>
Advertising of position openings	3,950	
Business Cards	50	
<b>235 Dues &amp; Subscriptions</b>		<b>\$550</b>
American Society of Training & Development	90	
TN Public Risk Management Association	50	
TN Personnel Management Association	60	
TN Valley Human Resources Association	45	
Society of Human Resources Management	160	
International Personnel Management Association	145	
<b>254 Professional Services</b>		<b>\$8,600</b>
Pre-employment background checks & medical screening	3,000	
Drug Screen Program	600	
Retirement Trust Service	5,000	
<b>280 Travel/Training</b>		<b>\$3,750</b>
State Risk Management Conference	1,000	
Society of Human Resources Conference	1,800	
Kramer Rayson Legal Issues Seminar	150	
SHRM Conference	800	
<b>283 Wellness &amp; Training Program</b>		<b>\$16,500</b>
Wellness Program	10,000	
Employee Training	5,000	
Employee Physicals	1,500	
<b>289 Local Travel</b>		<b>\$300</b>
Mileage for local travel		

## Information Technology Services

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Performs intermediate technical work managing the Town's geographical information system and configuring, installing and maintaining networks, providing technical support and training users, troubleshooting, repairing and maintaining computer software, hardware and office equipment, installing and upgrading information systems, and related work as apparent or assigned.

**Goal: Be competitive in the realm of best practices in municipal e-government.**

- Evaluate the current best practices in e-government with the intent of executing steps to create our own practices in e-government service delivery.
- Evaluate existing internal IT services and external e-government service delivery.
- Benchmark high-performing cities' best practices in e-government.

### Performance Measures

Activity	FY12 Actual	FY13 Estimated	FY14 Projected
<b>GIS-Maps</b>			
• Maps created for the public returned within 48 hours of request	N/A	100%	97%
• Maps completed within 5 business days	N/A	99%	95%
• Retro-Reflectivity Mapping	N/A	100%	100%
• GIS layer updates	N/A	100%	80%
• ArcReader published within 5 business days after KGIS update	N/A	97%	95%
<b>Information Technology</b>			
• Tickets submitted to Claris within 30 minutes of request	N/A	100%	95%
• Setup of new computers within 1 day of delivery	N/A	100%	95%
• Install hardware/software on workstations within 2 days of request/delivery	N/A	100%	95%

## Information Technology Services

		FY2010-11	FY2011-12	FY2012-13	FY2012-13	FY2013-14
	INFORMATION TECHNOLOGY SERVICES	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
41640	<b>EXPENDITURES</b>					
111	Regular Employee Wages	0	0	41,884	32,864	33,507
123	Overtime Wages	0	0	0	0	0
141	Medicare	0	0	3,204	3,204	2,563
142	Health Insurance	0	0	18,192	5,909	6,184
143	Retirement	0	0	1,675	1,675	1,340
145	Life Insurance	0	0	150	150	192
146	Workers Comp Insurance	0	0	474	474	522
148	Long Term Disability Insurance	0	0	100	42	42
152	Merit Adjustment	0	0	0	0	1,122
	<b>Total Personnel</b>	<b>0</b>	<b>0</b>	<b>65,679</b>	<b>44,318</b>	<b>45,473</b>
237	Audio/Visual Maintenance	1,065	16,844	11,500	5,000	10,000
239	GIS System	43,618	49,062	25,000	25,000	15,000
255	Data Processing Service	91,382	84,546	103,020	103,020	94,456
258	TOF Website Maintenance	16,370	14,058	15,000	12,557	12,557
267	Tyler (Incode software) Maintenance	11,600	11,100	12,000	12,000	12,000
268	Laserfiche Maintenance	3,675	4,800	5,000	6,420	9,155
269	Municode	5,546	5,755	6,000	5,000	23,000
280	Travel/Training	0	0	0	0	5,500
943	A/V Equipment	0	0	35,000	10,000	15,000
945	Park WiFi	0	0	15,000	0	15,000
947	Computer Equip/Software	25,344	11,864	10,000	10,000	10,000
	<b>Total Operating Expenditures</b>	<b>198,600</b>	<b>198,029</b>	<b>237,520</b>	<b>188,997</b>	<b>221,668</b>
	<b>Total Information Technology Services</b>	<b>198,600</b>	<b>198,029</b>	<b>303,199</b>	<b>233,315</b>	<b>267,141</b>

<b>Acct Code</b>	<b>Description</b>		<b><u>Current</u></b> <b><u>FY2012-13</u></b>	<b><u>Estimated</u></b> <b><u>FY2012-13</u></b>	<b><u>Approved</u></b> <b><u>FY2013-14</u></b>
<b>111</b>	<b>Regular Employee Wages</b>				
	GIS Analyst	1.0	41,884	1.0	32,864
	<b>Total Salaries</b>	<b>1.0</b>	<b>41,884</b>	<b>1.0</b>	<b>32,864</b>
	<b>Benefits</b>				
141	Medicare Tax		3,204	3,204	2,563
142	Health Insurance		18,192	5,909	6,184
143	Retirement		1,675	1,675	1,340
145	Life Insurance		150	150	348
146	Workers Comp Insurance		474	474	522
148	Long Term Disability Insurance		100	42	278
	<b>Total Benefits</b>		<b>23,795</b>	<b>11,454</b>	<b>11,236</b>
152	Merit Adjustment		0	0	1,122
	<b>Other Compensation</b>				
123	Overtime		0	0	0
	<b>Total Other Compensation</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Personnel</b>		<b>1.0</b>	<b>65,679</b>	<b>1.0</b>	<b>44,318</b>
				<b>1.0</b>	<b>45,865</b>

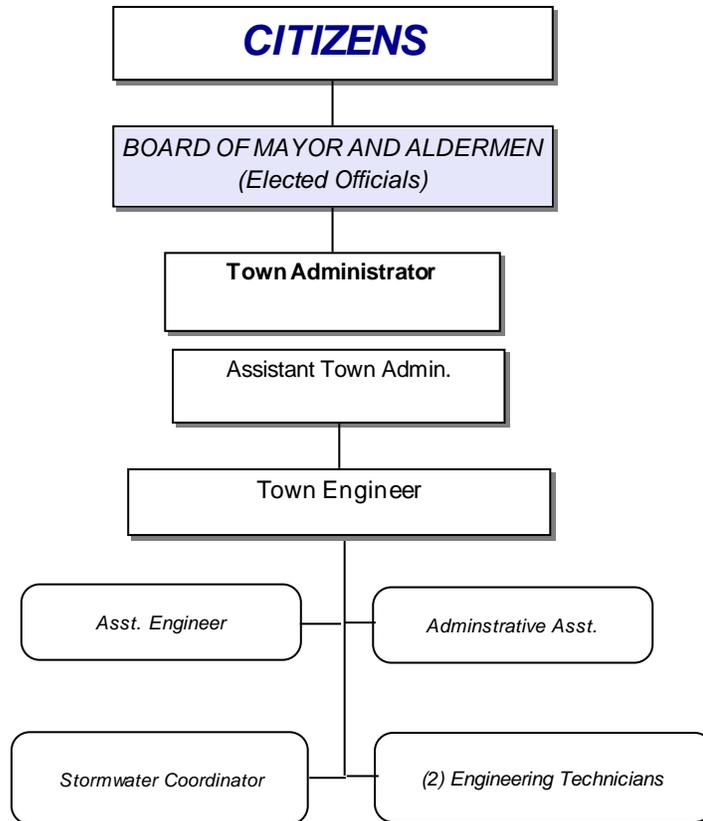
## ***110-41640 Information Technology Services***

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<b>237 Audio/Visual Maintenance</b>		<b>\$10,000</b>
Annual Maintenance contract for the Board room AV system	3,500	
Equipment Replacement	6,500	
<b>239 Geographic Information System (GIS)</b>		<b>\$15,000</b>
ARCADIS Contract	5,000	
Arc/GIS Maintenance/User license renewal	7,000	
KGIS Licensing	3,000	
<b>255 Data Processing Services</b>		<b>\$94,456</b>
Clarix Networks-Secure Cloud Platinum	86,880	
Public Works to Main Site	3,576	
Clarix Third Party Assistance	4,000	
<b>258 TOF Website Maintenance</b>		<b>\$12,557</b>
Website contract and maintenance		
<b>267 Tyler-(Incode Software) Maintenance</b>		<b>\$12,000</b>
Unlimited telephone, email, and online support; upgrade and product enhancement releases, W-2 printing		
<b>268 Laserfiche Maintenance</b>		<b>\$9,155</b>
Support/Maintenance	9,155	
<b>269 Municode</b>		<b>\$23,000</b>
Hosting of Municipal Code online and quarterly updates	6,000	
Recodification	17,000	
<b>280 Travel/Training</b>		<b>\$5,500</b>
<b>943 A/V Capital Equipment</b>		<b>\$15,000</b>
Equipment Replacement		
<b>945 Park WiFi</b>		<b>\$15,000</b>
<b>947 Computer Equipment/Software</b>		<b>\$10,000</b>
PC Replacement (9)	8,500	
Printers (2)	1,500	

## Engineering Department

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## *Engineering Department*

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The Engineering Department provides supervision and technical assistance to the Town on various projects and services relating to public facilities and serves as staff support to the Stormwater Advisory Committee. Services provided by the department include:

- Road Construction Projects – Supervision of consultants and contractors in the design and construction of roads, including right of way acquisition and utility coordination. Through the Technical Committee of the Knoxville Regional Transportation Planning Organization, the Town has received extensive federal funding for our major roadway projects, as well as many of our sidewalk and greenway projects.
- Park/Greenway Construction Projects – In cooperation with the Parks and Leisure Services Department, performs oversight of park and greenway improvements.
- Pavement Management – Supervision of resurfacing contracts, which includes the recommendation of streets to be resurfaced based upon thorough inspections. A resurfacing schedule is approved annually by the Board of Mayor and Aldermen.
- Review of Commercial Developments and Subdivision Plats – Review of site plans, subdivision plats and construction of public infrastructure such as subdivision streets and drainage systems to ensure compliance with the Town’s engineering regulations.
- Stormwater Program - As an NPDES Phase II community, the Town is dedicated to improving water quality in our creeks.
- Traffic Management Program - Recommendations about safety improvements (i.e. traffic calming) within Farragut subdivisions upon request.

**Goal: Maintain fiscal responsibility by minimizing the Town's costs for capital projects and continuing to remain within departmental budget allocations.**

*Objectives:*

- Pursue funding of new projects (as well as continued funding of existing projects in development) through the Knoxville Regional Transportation Planning Organization.
- Pursue reconstruction of the Interstate 40/75 interchange at Campbell Station Road through TDOT and KRTPO.

**Goal: Develop and maintain Town infrastructure for future growth, development and redevelopment.**

*Objectives:*

- Coordinate with TDOT for completion of the Watt Road/Old Stage Road improvements (currently under construction by McKinnon Construction).
- Continue working with TDOT for reconstruction of Concord Road from Northshore Drive to Turkey Creek Road.
- Development of intersection improvements – Kingston Pike at Campbell Station Road (additional eastbound left turn lane).
- Coordinate with TDOT's Roadway Safety Audit Report (RSAR) project to improve Interstate 40/75 off-ramp queues.
- Coordinate the resurfacing of approximately 5.0 miles of residential streets.
- Coordinate the repairs to the failed slope on Turkey Creek Road, across from Lake Haven Road and Anchor Park.
- Complete project to install updated pedestrian signals and timing at all cross walks, according to new MUTCD requirements.

- Coordinate the Town's annual maintenance contracts for maintenance of roadways, guardrail, roadway striping and traffic signals.
- Continue to monitor the condition of improvements made to the Farm at Willow Creek.
- Continue acquisition of right of way and easements necessary for improvements to Everett Road from Union Road to Everett Hills Subdivision, and finalize Construction Plans for bid letting in late FY2014.
- Provide guidance in developing the Town's five-year capital investment plan (CIP).
- Ensure private developments (including residential subdivisions) are completed according to FMPC-approved documents.
- Coordinate all capital projects with local utility companies to minimize costs to all.

**Goal: Expand Leisure Amenities, including parks and greenways.**

*Objectives:*

- Coordinate installation of artificial turf field at Mayor Bob Leonard Park.
- Coordinate Environmental approval, ROW acquisition, Design and Construction of the Kingston Pike greenway project (Old Stage Road to Virtue Road).
- Coordinate construction of pedestrian bridge over Little Turkey Creek and additional trail to connect from McFee Road to Wentworth Subdivision.
- Develop projects to complete greenway connections according to the Board-approved priority list.

**Goal: Pursue goals of Environmental Protection Agency's NPDES requirements.**

*Objectives:*

- Develop plans and construct first phase of outdoor classroom on Town's property near High School entrance on Campbell Station Road.
- Complete our update of the Town's Stormwater Ordinance.
- Track and update all BMP's related to the Town of Farragut's NPDES Municipal Stormwater Permit for submittal of report to TDEC.
- Resolve Stormwater Maintenance agreement process for commercial and residential developments.
- Begin Implementation of Special Pollution Abatement Program (SPAP) for Automotive & Food Service Industry.

**Goal: Improve our services to developers, businesses and citizens through additional staff training.**

*Objectives:*

- Pursue continuing education credits for professional staff in order to maintain professional certifications, as well as to maintain staff's knowledge regarding current engineering practices.
- Pursue additional training through local and regional seminars, webinars and Tennessee Transportation Assistance Program (TTAP) classes for the purpose of maintaining and improving all employees' technical knowledge.
- Pursue additional training with regard to customer service.

## Engineering Department

## Performance Measures

Activity	FY12 Actual	FY13 Estimated	FY14 Projected
<b>Information Inquires:</b>			
• Telephone calls returned within 24 hours	100%	96%	100%
• Non-staff emails returned within 48 hours	90%	98%	90%
<b>Citizen Request:</b>			
• Investigate/respond within 10 business days excluding those requiring traffic/speed study and/or construction	95%	96%	95%
<b>Plans Review for Planning Commission-site plans, preliminary plats, final plats, subdivisions:</b>			
• Initial review completed within 10 business days	100%	100%	100%
• Second review within 8 business days	100%	100%	100%
<b>Non-Planning Commission-amendments to site plans, preliminary plats, finals plans, resubdivisions, etc.</b>			
• Completed within 15 business days	100%	100%	100%
<b>Erosion Control Inspections:</b>			
• Each site inspected every two weeks, and after major storms	95%	95%	95%
<b>Illicit Discharge Inspections</b>			
• Inspect within 2 days of receipt of complaint	100%	100%	100%

## Engineering Department

		FY2010-11	FY2011-12	FY2012-13	FY2012-13	FY2013-14
	ENGINEERING DESCRIPTION	Actual	Actual	Budget	Estimated	Approved
41670	<b>EXPENDITURES</b>					
110	Salaries	157,748	166,078	168,316	168,316	173,367
111	Regular Employee Wages	170,884	169,102	175,430	175,430	180,379
123	Overtime Wages	3,723	4,075	5,000	5,000	5,000
141	Medicare	4,483	11,869	24,219	24,219	24,909
142	Health Insurance	72,829	85,982	85,347	85,347	85,255
143	Retirement	26,606	26,218	24,946	24,946	28,984
145	Life Insurance	1,233	1,364	1,364	1,364	1,941
146	Workers Comp Insurance	6,692	5,950	6,325	6,325	7,000
148	Long Term Disability Insurance	614	935	935	935	1,549
150	Benefit Disbursement	0	3,806	5,000	6,730	6,800
152	Merit Adjustment	10,623	13,057	11,776	11,776	12,218
	<b>Total Personnel</b>	<b>455,435</b>	<b>488,436</b>	<b>508,658</b>	<b>510,388</b>	<b>527,401</b>
221	Printing	107	196	200	200	200
234	Education Reimbursement Program	0	0	800	800	1,000
235	Dues/subscriptions	2,088	1,324	2,380	1,900	2,380
254	Professional Services	0	525	0	0	50,000
264	Traffic Signal Maintenance	19,395	31,946	28,000	35,000	35,000
271	Traffic Calming	0	0	25,000	18,000	18,000
272	Traffic Signal Timing	21,511	520	25,000	6,000	8,000
280	Travel/Training	5,695	5,229	7,500	7,000	7,500
282	Auto Allowance	3,309	3,476	3,600	3,600	3,600
289	Local Travel	200	408	1,500	1,000	1,500
300	Supplies	1,645	1,059	2,200	1,200	2,200
312	Small Tools and Equipment	180	289	1,000	800	1,000
313	Computer Equip/Software	309	0	500	0	1,400
326	Clothing/Uniforms	1,331	694	2,080	2,500	3,580
331	Gasoline	3,414	3,595	4,500	4,000	4,500
490	Storm Water Program/NPDES	19,672	27,203	34,560	32,000	34,200
947	Equipment	200	0	1,000	800	5,500
	<b>Total Operating Expenditures</b>	<b>79,056</b>	<b>76,464</b>	<b>139,820</b>	<b>114,800</b>	<b>179,560</b>
	<b>Total Engineering</b>	<b>534,491</b>	<b>564,900</b>	<b>648,478</b>	<b>625,188</b>	<b>706,961</b>

Acct Code	Description		<u>Current</u> FY2012-13		<u>Estimated</u> FY2012-13		<u>Approved</u> FY2013-14
<b>110 Salaries</b>							
	Town Engineer	1.0	96,377	1.0	96,377	1.0	99,269
	Assistant Town Engineer	1.0	71,940	1.0	71,940	1.0	74,098
	<b>Total Salaries</b>	<b>2.0</b>	<b>168,317</b>	<b>2.0</b>	<b>168,317</b>	<b>2.0</b>	<b>173,367</b>
<b>121 Regular Wages</b>							
	Engineering Technicians	3.0	138,893	3.0	138,893	3.0	142,731
	Administrative Assistant	1.0	36,537	1.0	36,537	1.0	37,648
	<b>Total</b>	<b>4.0</b>	<b>175,430</b>	<b>4.0</b>	<b>175,430</b>	<b>4.0</b>	<b>180,379</b>
<b>Benefits</b>							
141	Medicare Tax		24,219		24,219		24,909
142	Health Insurance		85,347		85,347		85,255
143	Retirement		24,946		24,946		28,984
145	Life Insurance		1,364		1,364		1,941
146	Workers Comp Insurance		6,325		6,325		7,000
148	Long Term Disability Insurance		935		935		1,549
	<b>Total Benefits</b>		<b>143,136</b>		<b>143,136</b>		<b>149,638</b>
152	Merit Adjustment		11,776		11,776		12,218
<b>Other Compensation</b>							
123	Overtime		5,000		5,000		5,000
	Benefit Adjustment		5,000		6,730		6,800
	<b>Total Other Compensation</b>		<b>10,000</b>		<b>11,730</b>		<b>11,800</b>
<b>Total Personnel</b>		<b>6.0</b>	<b>508,659</b>	<b>6.0</b>	<b>510,389</b>	<b>6.0</b>	<b>527,401</b>

## ***110-41670 Engineering***

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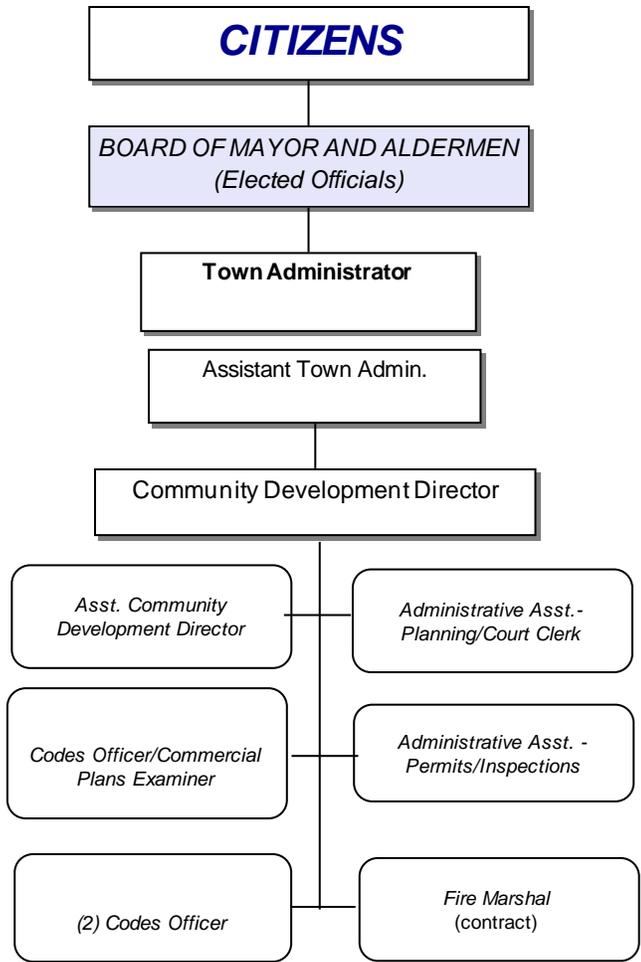
<b>221 Printing/Forms</b>		<b>\$200</b>
Business Cards		
<b>234 Education Reimbursement Program</b>		<b>\$1,000</b>
<b>235 Dues, Subscriptions</b>		<b>\$2,380</b>
American Society of Civil Engineers (2)	460	
Institute of Traffic Engineers (2)	440	
Engineering News Record and Civil Engineering	400	
Professional Privilege Tax	800	
P.E. License registration (2)	280	
<b>254 Professional Services</b>		<b>\$50,000</b>
Transportation & Infrastructure Development Consultant		
<b>264 Traffic Signal – Maintenance</b>		<b>\$35,000</b>
21 signals & 6 school & traffic flashers; contract and other repairs		
<b>271 Traffic Calming</b>		<b>\$18,000</b>
Neighborhood traffic calming within subdivisions, according to the Town’s Traffic Calming Policy.		
<b>272 Traffic Signal Timing</b>		<b>\$8,000</b>
Coordination of traffic signals based on changing needs within the Town.		
<b>280 Travel/Training</b>		<b>\$7,500</b>
Tennessee Chapter American Public Works Association	1,000	
ASCE Conference	3,200	
Engineering Seminars/Classes (15)	3,300	
<b>282 Employee Automobile Allowance</b>		<b>\$3,600</b>
Town Engineer		
<b>289 Local Travel</b>		<b>\$1,500</b>
Mileage for local travel		
<b>300 Supplies</b>		<b>\$2,200</b>
Miscellaneous office, survey and plotter supplies.		
<b>312 Small Tools/Equipment</b>		<b>\$1,000</b>
Misc. field and survey tools		
<b>313 Computer Equipment/Software</b>		<b>\$1,400</b>
Microstation select	800	
Engineering software	600	

<b>326 Clothing/Uniforms</b>		<b>\$3,580</b>
Uniforms	2,700	
Town Shirts	200	
Boots (4 employees)	680	
<b>331 Gasoline</b>		<b>\$4,500</b>
Four vehicles		
<b>490 Storm Water Program, NPDES</b>		<b>\$34,200</b>
Annual Small MS4 Fee/TDEC	3,500	
Water Quality Forum membership/ IJAMS	2,600	
TNSA Membership	350	
Event Sponsorship	1,500	
General Supplies and Tools	750	
Educational Materials, Printing & Ad	2,250	
Adopt a Stream Program	500	
Water Quality Testing by FLLA	10,500	
Hotspot Education	500	
Updated Training Materials	250	
AmeriCorps Service Membership	7,000	
AmeriCorps Program Support	1,000	
AmeriCorps Relocation Allowance	1,500	
General Projects	2,000	
<b>947 Equipment</b>		<b>\$5,500</b>
Handheld GPS unit	5,500	



# Community Development Department

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## *Community Development Department*

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The Community Development Department is the combination of the planning and codes enforcement divisions with comprehensive services within both of these divisions provided to citizens, businesses, builders and developers. The department evaluates issues relative to development occurring within the Town. The planning staff is primarily responsible for administering the Zoning Ordinance, Subdivision Regulations and applicable sections of the Municipal Code. The Community Development staff also provides support to the Farragut Municipal Planning Commission (FMPC), Farragut Board of Zoning Appeals (BZA), Visual Resources Review Board (VRRB), Board of Plumbing and Gas/Mechanical Examiners and Municipal Court. Services provided by the department include:

### **Planning Division**

Requests are reviewed, background and supporting information is compiled, and recommendations are made as these requests are forwarded to the appropriate board or committee except where noted below:

- Review of Requests for Rezoning and Text Amendments to Land Use Related Documents - Recommendations are forwarded to FMPC and the Board of Mayor and Aldermen.
- Review of Text Amendments to the Sign Ordinance – Recommendations are forwarded to VRRB, FMPC and the Board of Mayor and Aldermen.
- Review of Requests for the Subdivision of Property - Concept plans, preliminary plats, final plats, resubdivision plats and plats of correction are reviewed for compliance with the Zoning Ordinance, Sign Ordinance, Tree Protection Ordinance, Aquatic Buffer Ordinance, Sinkhole Ordinance and Subdivision Regulations.
- Review of Site Plans for all Non-Single Family or Two-Family Residential Uses Such as Commercial, Office, Public, Semi-Public, Other Non-Residential Uses and Multi-Family Developments - Site plans are reviewed to ensure they are in compliance with Town requirements such as setbacks, open space, maximum lot coverage, parking requirements,

tree protection, fire protection, access and other Town requirements and recommendations are forwarded to FMPC.

- Review of Residential Site Plans - Site plans are reviewed to ensure they are in compliance with Town setback requirements, maximum lot coverage requirements, access requirements and to ensure that easements are not violated.
- Review of Requests for Special Exceptions, Variances, Zoning Ordinance, Sign Ordinance and Sinkhole Ordinance Interpretations and Appeals - Requests are reviewed, background and supporting information is compiled, and recommendations are made to the BZA.
- Review of Sign Applications and Landscape Plans - Applications and plans are reviewed to ensure compliance with all Town requirements. Recommendations are made on applications for ground signs and landscape plans to the VRRB. The staff reviews and approves applications and plans for all wall signs.
- Preparation of Community Plans - Includes such plans as the pedestrian and bicycle plan, land use plan, community facilities plan, utility arboretum plan and other related documents.
- Enforcement of Sign Ordinance

### **Codes Enforcement Division**

- Review of All Commercial, Office and Residential Construction Plans - All commercial, office and residential construction plans are reviewed to ensure they meet minimum code requirements (International Construction Codes – 2006 Edition).
- Permits - Various permits are required for all new construction and the vast majority of remodeling, both commercial and residential.
- Inspections - Codes officers conduct the following inspections, by appointment, with a one-day turnaround: footers, slab/energy, plumbing slab, preliminary gas/mechanical and plumbing, framing, energy/insulation, final gas/mechanical and final building for

occupancy. Electrical inspections are performed by Lenoir City Utilities Board and must be scheduled by calling (865) 986-6591.

- Fire and Safety Inspections - Annual inspections of commercial buildings for fire and safety codes are conducted through a joint agreement between the Town and Rural/Metro Inc. New commercial plans are reviewed, and construction is inspected to ensure compliance with fire codes.
- Licensing for Plumbing and Gas/Mechanical Contractors - Application packets are available from the Farragut Codes Enforcement Division and require a review by the Board of Plumbing and Gas/Mechanical Examiners.

**Goal: Provide staff training to enhance the Community Development department's ability to support the development community, businesses and Town residents**

*Objectives:*

- Continue training of the 2012 ICC Codes for codes officials
- Provide ongoing training for codes officials to stay abreast of the latest technologies in the construction field
- Pursue training of Municipal Court for Court Clerk
- Provide continuing education for staff planners' to maintain their AICP certifications
- Pursue Disaster Inspector Certifications

**Goal: Increase pedestrian connectivity within Farragut**

*Objectives:*

- Identify and prioritize missing key greenway linkages
- Identify and prioritize missing key sidewalk linkages
- Work with property owners, homeowner associations, and businesses to obtain necessary easements for trail and sidewalk construction
- Implement the Pedestrian and Bicycle Plan

**Goal: Provide outstanding customer service to the development community, business owners, and Town residents**

*Objectives:*

- Schedule meetings as needed with developers and designers to answer questions regarding new construction and development requirements
- Conduct courtesy inspections on construction sites to answer questions
- Conduct homeowner training session on remodeling
- Conduct contractor/homeowner training session on the energy codes

- Conduct contractor training session on the 2012 International Residential Building Code
- To improve public safety, conduct fire extinguisher training for businesses and residents
- Enhance Community Development's portion of the Town's web site to make it an excellent resource for Community Development related information

**Goal: Facilitate future growth, development, and redevelopment**

*Objectives:*

- Conduct training for planning commission, Board of Zoning Appeals, and Visual Resources Review Board members to enhance their knowledge of best practices of development
- Implement the Land Use Plan
- Prepare ordinance text amendments that ensure appropriate land uses, attractive developments, and appealing and interesting gateway corridors
- Coordinate with the Town's engineering staff on the development of new stormwater and aquatic buffer ordinance needed to implement the new NPDES requirements
- Review and amend Municipal Code to make necessary modifications that would permit and encourage the development of creative and innovative approaches to stormwater management
- Review Zoning Ordinance and make necessary modifications that would permit the development of green approaches to stormwater management in site development
- Review Subdivision Regulations and make necessary modifications that would permit the development of green approaches to stormwater management in the subdivision development process



*Community Development Department*

*Performance Measures*

Activity	FY12 Actual	FY13 Estimated	FY14 Projected
<b>Residential Building Plans Review</b>			
Initial Review within 8 business days	N/A	96%	95%
<b>Commercial Building Plans review</b>			
Initial Review within 15 business days	N/A	91%	90%
Second Review within 10 business days	N/A	92%	90%
<b>Fire Prevention Plans Review</b>			
Initial Review within 10 business days	N/A	82%	80%
Second Review within 10 business days	N/A	94%	95%
<b>Commercial Building Inspections</b>			
Conducted within 48 hours of request	N/A	78%	80%
<b>Residential Building Inspections</b>			
Conducted within 48 hours of request	N/A	97%	95%
<b>Other Permit Inspections (Plumbing, Gas/Mechanical, etc.)</b>			
Residential inspections within 24 hours of request	N/A	83%	85%
Residential inspections within 24 hours of request	N/A	68%	80%
<b>Planning Commission-site plans, preliminary plats, final plats, resubdivision</b>			
Initial Review within 10 business days	N/A	96%	100%
Second Review within 8 business days	N/A	100%	100%
<b>Non-Planning Commission-amendments to site plans, preliminary plats, final plats, resubdivision</b>			
Initial Review within 15 business days	N/A	92%	90%
<b>Landscape Design Plans</b>			
Initial Review within 10 business days	N/A	94%	90%
<b>Sign Permits (VRRB)</b>			
Initial Review within 10 business days	N/A	94%	90%
<b>Sign Permits (Non-VRRB)</b>			
Initial Review within 15 business days	N/A	100%	100%

**Zoning Ordinance Special Events**

Initial Review within 5 business days

N/A

91%

90%

**Home Occupation Permits**

Initial Review within 10 business days

N/A

97%

95%

**Customer Service**

Telephone calls returned within 24 hours

N/A

96%

95%

Non-staff emails responded to within 24 hours

N/A

78%

90%

**Citizen Request for Service**

Investigated/response within 10 business days

N/A

96%

95%

## Community Development Department

		FY2010-11	FY2011-12	FY2012-13	FY2012-13	FY2013-14
	CD DESCRIPTION	Actual	Actual	Budget	Estimated	Approved
41700	<b>EXPEDITURES</b>					
110	Salaries	121,310	137,762	141,277	141,277	145,516
111	Regular Employee Wages	254,947	249,569	254,925	254,925	260,886
123	Overtime Wages	0	0	0	0	0
141	Medicare	4,555	13,509	27,544	27,544	30,076
142	Health Insurance	93,804	98,940	97,948	97,948	109,182
143	Retirement	30,891	32,731	34,172	34,172	35,064
145	Life Insurance	1,554	1,627	1,627	1,627	2,268
146	Workers Comp Insurance	7,443	9,402	9,995	9,995	11,000
148	Long Term Disability Insurance	874	1,123	1,172	1,172	1,807
150	Benefit Disbursement	0	0	3,000	0	20,500
152	Merit Adjustment	13,419	14,626	13,738	13,738	14,091
	<b>Total Personnel</b>	<b>528,797</b>	<b>559,289</b>	<b>585,398</b>	<b>582,398</b>	<b>630,390</b>
221	Advertising/Printing	731	2,354	3,000	2,500	3,000
230	Legal Notices	800	2,040	2,000	1,500	2,000
235	Dues/Subscriptions	1,725	1,825	2,000	1,900	2,000
254	Professional Services	66,461	121,837	232,200	150,000	143,000
280	Travel/Training	5,742	5,390	15,000	10,000	10,000
282	Employee Auto Allowance	3,586	3,337	3,600	3,600	3,600
289	Local Travel	0	108	200	100	200
300	Supplies	192	997	1,000	500	1,000
311	Books and Education Material	487	5,181	9,000	9,000	5,000
312	Small Tools/Equipment	276	0	1,000	900	2,200
326	Clothing/Uniforms	1,231	315	2,000	1,500	5,000
331	Gasoline	3,370	3,857	4,200	4,000	4,200
	<b>Total Operating Expenditures</b>	<b>84,601</b>	<b>147,241</b>	<b>275,200</b>	<b>185,500</b>	<b>181,200</b>
	<b>Total Community Development</b>	<b>613,398</b>	<b>706,530</b>	<b>860,598</b>	<b>767,898</b>	<b>811,590</b>

**110-41700 Community Development**

**Personnel Detail**

<b>Acct Code</b>	<b>Description</b>		<b><u>Current</u></b>		<b><u>Estimated</u></b>		<b><u>Approved</u></b>
			<b><u>FY2012-13</u></b>		<b><u>FY2012-13</u></b>		<b><u>FY2013-14</u></b>
110	<b>Salaries</b>						
	Community Development Director	1.0	78,676	1.0	78,676	1.0	81,037
	Assistant Development Director	1.0	62,601	1.0	62,601	1.0	64,479
	<b>Total Salaries</b>	<b>2.0</b>	<b>141,277</b>	<b>2.0</b>	<b>141,277</b>	<b>2.0</b>	<b>145,516</b>
121	<b>Regular Wages</b>						
	Codes Officers	3.0	171,685	3.0	171,685	3.0	175,127
	Administrative Assistant	2.0	83,240	2.0	83,240	2.0	85,759
	<b>Total</b>	<b>5.0</b>	<b>254,925</b>	<b>5.0</b>	<b>254,925</b>	<b>5.0</b>	<b>260,886</b>
	<b>Benefits</b>						
141	Medicare Tax		27,544		27,544		30,076
142	Health Insurance		97,948		97,948		109,182
143	Retirement		34,172		34,172		35,064
145	Life Insurance		1,627		1,627		2,268
146	Workers Comp Insurance		9,995		9,995		11,000
148	Long Term Disability Insurance		1,172		1,172		1,807
	<b>Total Benefits</b>		<b>172,458</b>		<b>172,458</b>		<b>189,397</b>
152	Merit Adjustment		13,738		13,738		14,091
	<b>Other Compensation</b>						
123	Overtime		0		0		0
	Benefit Adjustment		3,000		0		20,500
	<b>Total Other Compensation</b>		<b>3,000</b>		<b>0</b>		<b>20,500</b>
<b>Total Personnel</b>		<b>7.0</b>	<b>585,398</b>	<b>7.0</b>	<b>582,398</b>	<b>7.0</b>	<b>630,390</b>

## ***110-41700 Community Development***

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<b>221 Advertising/Printing</b>		<b>\$3,000</b>
Inspection and permit forms, business cards, license, etc.		
<b>230 Legal Notices</b>		<b>\$2,000</b>
Meeting notices in newspaper		
<b>235 Dues/Subscriptions</b>		<b>\$2,000</b>
Tennessee Building Officials Association	25	
National Fire Protection Associations	150	
East Tennessee Building Officials Association	180	
International Code Council	125	
American Planning Association	670	
Tennessee Chapter American Planning Association	100	
American Institute of Certified Planners	450	
Smoky Mountain Regional Greenway Council	300	
<b>254 Professional Services</b>		<b>\$143,000</b>
Engineering-mapping and platting projects	50,000	
Snyder Road Plat		
Everett Road/ Kingston Pike Plat		
Old Stage Road/ Watt Road Plat		
Fire Codes-Contract with Rural/Metro for Fire Marshal	65,000	
Liens	200	
Engineering Services (Todd Duncan)	4,000	
Monumenting (replacement, repair, identification)	8,800	
Design Guidelines Consultant	15,000	
<b>280 Travel/Training</b>		<b>\$10,000</b>
TAPA conference	1,500	
ICC (codes training – code hearings)	3,000	
TBOA conference	1,500	
Planning Commission and BZA Training	1,000	
Planning - Winter Training Retreat	600	
Building Officials – Annual David Sprowl Education Days	1,600	
Quarterly KAPA Meetings	100	
Monthly ETBOA Meetings	150	
Miscellaneous Training (Computer, Customer Service, etc.)	250	
Court Clerk Training	300	
<b>282 Employee Auto Allowance</b>		<b>\$3,600</b>
Director		
<b>289 Local Travel</b>		<b>\$200</b>
Mileage for local travel		

<b>300 Supplies</b>		<b>\$1,000</b>
	Miscellaneous supplies, Calendars, Board members name blocks	
<b>311 Books and Educational Material</b>		<b>\$5,000</b>
	WindoWare support services, Permit LV annual contract fee, training materials, tablet support	
<b>312 Small Tools/Equipment</b>		<b>\$2,200</b>
	Grand Opening signs	
	Equipment for inspectors, rezoning signs, digital camera, truck storage units, flashlights, tape measures, infrared camera	
	Plans storage, chairs, filing cabinet	
<b>326 Clothing/Uniforms</b>		<b>\$5,000</b>
	Weather gear for inspectors	300
	Employee Uniforms	4,000
	Shirts for employees	200
	Boots for three inspectors	500
<b>331 Gasoline</b>		<b>\$4,200</b>
	Inspector vehicles (3), pool vehicle	

## ***General Government Department***

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The General Government Department consists of resources used by the whole organization and the operation/maintenance of Town Hall. There are no personnel cost allocated to this department. The department budget includes items such as telephone, utilities, building maintenance and office supply expenditures for all Town operations.

### **Goal: Operate within budget**

#### *Objectives:*

- Perform department services efficiently and effectively working within means of departmental budgets
- Monitor town provided services to ensure the highest level of service at the lowest cost for our customer

### **Goal: Maintain the Town Hall building**

#### *Objectives:*

- Conduct annual maintenance for Town Hall accessories
- Evaluate ways to improve the efficiency of utilities within the building

## General Government Department

		FY2010-11	FY2011-12	FY2012-13	FY2012-13	FY2013-14
GENERAL GOVERNMENT		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
41800	<b>EXPENDITURES</b>					
132	First Aid Services	468	510	1,000	525	1,000
211	Postage	5,491	6,466	6,500	4,992	6,500
216	Radio Communications	2,172	2,438	0	1,086	5,300
219	Security System	255	765	2,000	2,000	3,000
221	Book Printing	0	0	15,000	0	0
235	Dues/Subscriptions	0	0	0	0	750
240	Utilities	59,698	65,690	65,000	68,002	68,000
245	Telephone	32,689	30,739	40,720	34,481	40,720
260	Office Equip. Maintenance	154	1,297	5,200	3,036	5,000
266	Building Maintenance	31,734	41,313	60,000	52,000	65,900
294	Equipment Rental	13,315	14,883	18,000	16,423	18,000
310	Office Supplies	17,908	16,477	18,000	18,000	18,000
312	Small Tools/Equip	1,938	445	2,500	1,000	2,500
945	Telephone Equipment	0	0	60,000	45,000	0
	<b>Total</b>	<b>165,822</b>	<b>181,023</b>	<b>293,920</b>	<b>246,545</b>	<b>234,670</b>

## *General Government Department*

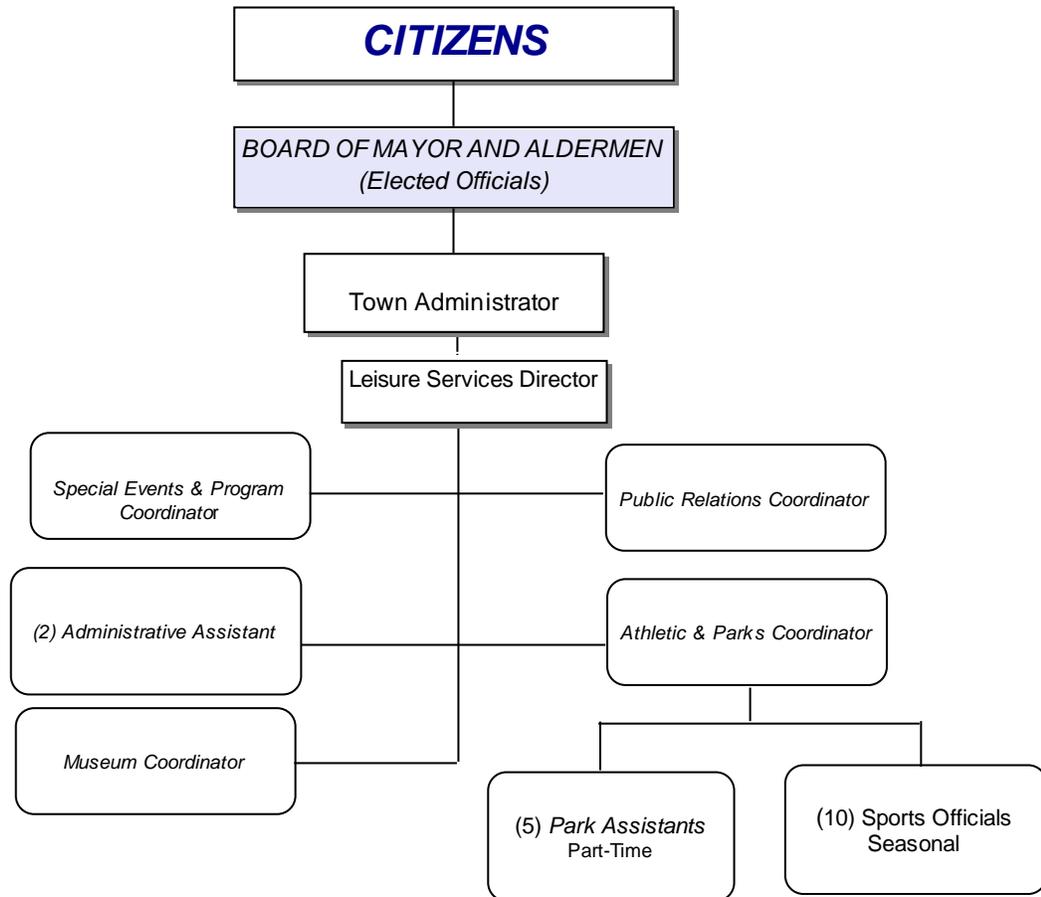
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<b>132 First Aid</b>		<b>\$1,000</b>
Supplies for all departments		
<b>211 Postage</b>		<b>\$6,500</b>
All mailings for the Town		
<b>216 Radio Communications</b>		<b>\$5,300</b>
KCSO/TEMA radio system link user fee	3,000	
Public Works narrow band radio user fee	2,300	
<b>219 Security System</b>		<b>\$3,000</b>
Repairs and monitoring for the museum, town hall and Dimmick house security system		
<b>235 Dues/Subscriptions</b>		<b>\$750</b>
Shredding Services		
<b>240 Utilities</b>		<b>\$68,000</b>
Electric, gas, water/sewer for the Town Hall		
<b>245 Telephone</b>		<b>\$40,720</b>
Phone service/maintenance at Town Hall and services for all	40,000	
Town owned cell phones		
Data package for iPad (2)	720	
<b>260 Office Equipment Maintenance</b>		<b>\$5,000</b>
<b>266 Building Maintenance</b>		<b>\$65,900</b>
HVAC Maintenance	8,700	
Town Hall Supplies	20,000	
Irrigation System	800	
Landscaping	3,500	
Rural/Metro subscription	1,700	
Elevator Maintenance	1,500	
Building Repairs	24,000	
Kitchen equipment replacement	2,000	
Town Hall Water Meter & Labor	3,700	
<b>294 Equipment Rentals</b>		<b>\$18,000</b>
Pitney Bowes Postage Machine (\$302 Month)	3,700	
Oce Copier Rentals & Maintenance (2)	14,300	
<b>310 Office Supplies</b>		<b>\$18,000</b>
General supplies for all employees		
<b>312 Small Tools/Equipment</b>		<b>\$2,500</b>



## *Parks & Leisure Services Department*

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## *Parks & Leisure Services Department*

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The Parks and Leisure Services Department provides a variety of programs and services, which were established to enhance the quality of life and increase community involvement for Farragut's citizens. Staff also serves as support for the Arts Council, Beautification Committee, Folklife Museum Committee, Parks and Athletics Council and other ad-hoc committees. Services provided by the department include:

- Park and Greenway Management – Supervision of parks and greenways including facility planning, grant preparation, inspections, equipment orders and evening/weekend oversight and maintenance.
- Farragut Folklife Museum is a treasure chest of artifacts and photographs, which tell the history of the Farragut and Concord communities. One of the highlights of the museum is the Admiral David Glasgow Farragut collection.
- Athletics Including Adult Sand Volleyball and Softball (Coed and Men)
- Programs, Classes and Special Events
  - Adult Dance
  - Shamrock Ball
  - Book Fest for Children
  - Youth Fishing Rodeo
  - Art and Flower Show
  - Farragut Movers and Shakers Club (part of the national “Let’s Move” Initiative)
  - Independence Day Parade
  - Fun with Farragut’s Fleet
  - Kids Day at the Museum
  - Annual Free Putt Putt Day
  - Picnic on the Pike
  - Freaky Friday Fright Nite
  - Celebrate the Season
  - Array of fitness, art and adult educational classes, and lectures
- Facility Reservations
  - Farragut Park shelters, community room and athletic fields
- Citizen Involvement/Volunteer Coordination
- Public Relations

**Goal: Maximize approved budget regarding use of staffing, programming and equipment and promote facility rentals.**

*Objectives:*

- Maintain a well-trained staff.
- Maximize use of alternative funding.
- Expanded scheduling of part-time seasonal employees.
- Maintain well organized files, archives and supplies.
- Partner with other area organizations to provide programs and events.
- Coordinate facility rentals.

**Goal: Encourage citizen involvement through a vibrant, well informed community.**

*Objectives:*

- Expand FUN and committee volunteer opportunities.
- Actively publicize Town events, programs, athletics, meetings, concerns and accomplishments.
- Work with E-Gov team to implement online payments/reservations.

**Goal: Keep residents local and excite visitors.**

*Objectives:*

- Re-define Town's "brand."
- Encourage visitors from the local, state, regional and national level.

**Goal: Provide cultural enrichment for residents and visitors.**

*Objectives:*

- Promote Town's historical assets.
- Preserve Town-owned historical assets.
- Increase the Farragut Collection.

**Goal: Review use and redevelop existing structures for recreational facilities.**

*Objectives:*

- Formulate plan for the rehabilitation of existing recreational facilities

**Goal: Provide citizens and visitors with well-planned and maintained facilities and a selection of programs, classes, athletics and special events.**

*Objectives:*

- Expand facilities at McFee Park.
- Expand greenways.
- Continue to coordinate established special events.
- Provide programs, classes and lifelong learning opportunities that are responsive to changing trends and needs.
- Provide athletic opportunities for areas not already served by non-profits.

Activity	FY12 Actual	FY13 Estimated	FY14 Projected
<b>Rentals</b>			
• Number of Pavilion Reservations	218	225	230
• Number of Community Room Reservations	27	30	25*
• Return rental requests the same working day	N/A	93%	93%
<b>Public Relations</b>			
• Number of Media Contacts (from all sources)	229	415	400
• Number of Media Releases	117	118	120
• Number of Social Media Posts	248	760	760
<b>Athletics &amp; Field Use</b>			
• Number of Field Use Groups	38	42	35
• Number of Field Use Hours Scheduled	3,309	2,780	3,500
• Number of Field Use Group Participants (as reported by Field Use Group)	N/A	3,641	3,200
• Number of Softball Teams	58	57	60
• Number of Softball Participants (estimate)	870	855	900
• Number of Volleyball Teams	140	102	112
• Number of Volleyball Participants (estimate)	980	612	784
<b>Volunteers</b>			
• Number of Active FUN Volunteers	118	99	Increase by 2%
• Number of Volunteer Hours	4,436	3,392	Hold steady
• Number of Adopt A Mile/Greenway Pickups	46	29	30
<b>Programs &amp; Events</b>			
• Number of Special Events	15	17	18
• Number of Participants Estimated at Special Events	N/A	14,410	15,000
• Number of Program Hours Offered	107	371	275
• Number of Program Participants	278	2,517	1,900
<b>Museum</b>			
• Total Number of Visitors	3,539	4,000	4,000
• Total Number of Visitors Out of State	355	360	Increase by 3%
• Total Number of Visitors Out of Country	19	22	Increase by 1%
• Total Number of Accessions on Record	N/A	3,299	3,480
• Number of Total Accessions on Record But Not Complete (item not photographed or numbered)	N/A	1,421	1,450
• Percent of New Artifacts Accessioned	N/A	159	250

## *Parks & Leisure Services Department*

		<b>FY2010-11</b>	<b>FY2011-12</b>	<b>FY2012-13</b>	<b>FY2012-13</b>	<b>FY2013-14</b>
	<b>PARKS &amp; LEISURE SERVICES</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Approved</b>
41900	<b>EXPENDITURES</b>					
110	Salaries	74,259	78,280	81,762	81,762	84,216
111	Regular Employee Wages	220,279	193,685	214,970	214,970	221,480
122	Seasonal Employee wages	40,918	75,523	86,795	86,795	91,450
123	Overtime Wages	4,727	4,543	9,400	9,400	9,400
141	FICA/Medicare	6,019	15,679	30,059	30,059	31,101
142	Health Insurance	87,666	115,159	115,652	115,652	114,772
143	Retirement	23,375	20,131	18,174	18,174	18,722
145	Life Insurance	1,157	1,124	1,220	1,220	1,670
146	Workers Comp Insurance	2,168	3,520	3,760	3,760	4,140
148	Long Term Disability Insurance	662	796	838	838	1,290
150	Benefit Disbursement	0	0	2,500	0	2,500
152	Merit Adjustment	11,607	12,611	10,763	10,763	11,141
	<b>Total Personnel</b>	<b>472,837</b>	<b>521,051</b>	<b>575,893</b>	<b>573,393</b>	<b>591,883</b>
221	Advertisement/Printing	15,145	15,222	22,000	22,000	22,000
231	Volunteer Program	8,458	7,627	13,000	13,000	12,000
232	Annual Report	19,237	18,755	20,000	19,500	20,000
234	Education Reimbursement Program	0	800	800	1,000	1,000
235	Dues/Subscriptions	1,697	1,780	2,440	3,000	2,910
236	Community Relations	16,296	2,571	6,250	6,000	6,000
240	Utilities	48,389	58,753	80,000	80,000	85,000
254	Professional Services	0	0	40,000	10,000	10,000
263	Event Decorations	4,460	18,334	19,000	19,000	19,000
280	Travel/Training	5,349	8,011	10,000	8,000	10,000
282	Automobile Allowance	3,586	3,199	3,600	3,600	3,600
300	Supplies	2,546	3,377	12,500	12,000	12,000
311	Books and Educ. Material	52	25	250	250	250
312	Small tools/equipment	3,554	2,749	6,000	6,000	9,000
319	Park Equipment	7,518	16,070	18,000	18,000	16,500
326	Clothing/Uniforms	1,986	876	2,000	2,000	2,000
331	Gasoline	4,585	5,840	6,000	6,500	6,500
362	Programs	34,239	23,984	30,150	30,000	30,000
722	Farragut Folklife Museum Committe	24,735	26,000	26,000	26,000	6,850
723	General Museum	0	0	0	0	19,150
728	Arts Council	3,886	4,899	5,000	5,000	10,000
937	Park Capital Equipment	0	0	17,000	17,000	17,000
939	Beautification Equipment	0	0	12,000	12,000	0
947	Computer Equipment/Software	80	200	1,750	1,000	1,750
	<b>Total Operating Expenditures</b>	<b>205,798</b>	<b>219,072</b>	<b>353,740</b>	<b>320,850</b>	<b>322,510</b>
	<b>Total Leisure Services</b>	<b>678,635</b>	<b>740,123</b>	<b>929,633</b>	<b>894,243</b>	<b>914,393</b>

**110-41900 Parks & Leisure Services Department**

**Personnel Detail**

<b>Acct Code</b>	<b>Description</b>		<b><u>Current</u></b>		<b><u>Estimated</u></b>		<b><u>Approved</u></b>
			<b><u>FY2012-13</u></b>		<b><u>FY2012-13</u></b>		<b><u>FY2013-14</u></b>
<b>110</b>	<b>Salaries</b>						
	Parks & Leisure Services Director	1.0	81,762	1.0	81,762	1.0	84,216
	<b>Total Salaries</b>	<b>1.0</b>	<b>81,762</b>	<b>1.0</b>	<b>81,762</b>	<b>1.0</b>	<b>84,216</b>
<b>121</b>	<b>Regular Wages</b>						
	Athletic & Park Coordinator	1.0	41,922	1.0	41,922	1.0	43,202
	Public Relations Coordinator	1.0	38,549	1.0	38,549	1.0	39,707
	Special Event & Program Coordinator	1.0	34,985	1.0	34,985	1.0	36,047
	Museum Coordinator	1.0	34,986	1.0	34,986	1.0	36,047
	Administrative Assistant	2.0	64,528	2.0	64,528	2.0	66,477
	<b>Total</b>	<b>6.0</b>	<b>214,970</b>	<b>6.0</b>	<b>214,970</b>	<b>6.0</b>	<b>221,480</b>
<b>122</b>	<b>Seasonal Employee Wages</b>						
	Park Assistants	7.0	86,795	7.0	86,795	8.0	91,450
	<b>Total</b>	<b>7.0</b>	<b>86,795</b>	<b>7.0</b>	<b>86,795</b>	<b>8.0</b>	<b>91,450</b>
	<b>Benefits</b>						
141	Social Security & Medicare Tax		30,059		30,059		31,101
142	Health Insurance		115,652		115,652		114,772
143	Retirement		18,174		18,174		18,722
145	Life Insurance		1,220		1,220		1,670
146	Workers Comp Insurance		3,760		3,760		4,140
148	Long Term Disability Insurance		838		838		1,290
	<b>Total Benefits</b>		<b>169,703</b>		<b>169,703</b>		<b>171,695</b>
152	Merit Adjustment		10,763		10,763		11,141
	<b>Other Compensation</b>						
123	Overtime		9,400		9,400		9,400
	Benefit Adjustment		2,500		0		2,500
	<b>Total Other Compensation</b>		<b>11,900</b>		<b>9,400</b>		<b>11,900</b>
<b>Total Personnel</b>		<b>15.0</b>	<b>575,893</b>	<b>15.0</b>	<b>573,393</b>	<b>15.0</b>	<b>591,883</b>

## ***110-41900 Parks & Leisure Services Department***

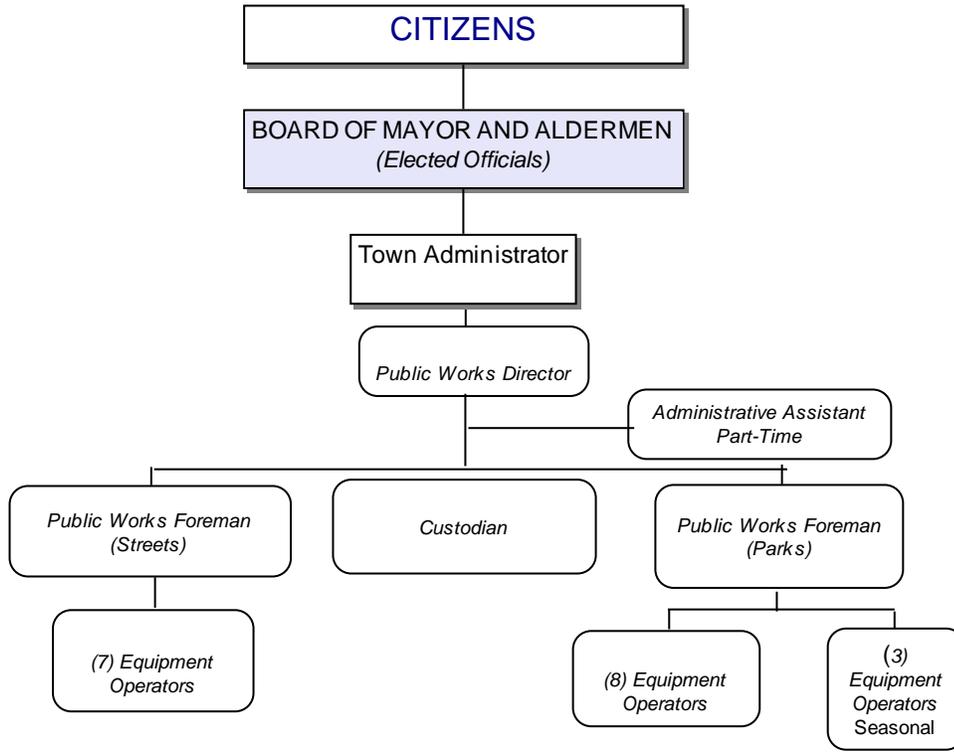
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<b>221 Advertisement/Printing</b>		<b>\$22,000</b>
Business Cards, Advertisements, Talk of the Town, Budget publication, Design Costs, Printing, General Signs, E-Newsletter annual contract		
<b>231 Volunteer Program</b>		<b>\$12,000</b>
Banquet, holiday breakfast, volunteer recognition, volunteer supplies, flowers, cards		
<b>232 Annual Report</b>		<b>\$20,000</b>
28 pages, full color magazine; graphic artist and distribution cost. Non-profit groups are paid to deliver to each house in Farragut.		
<b>234 Education Reimbursement Program</b>		<b>\$1,000</b>
<b>235 Dues/Subscriptions</b>		<b>\$2,910</b>
National Recreation and Parks Association-Dues & Certifications	490	
Tennessee Recreation Parks Association	710	
Public Relations Society of America	540	
Southeast Festival and Events Association	150	
Costco Membership	220	
Kiwanis	450	
Splash Pad License	350	
<b>236 Community Relations</b>		<b>\$6,000</b>
Gifts, receptions and committee food, flowers, coffee, cards, holiday cards, framing		
<b>240 Utilities</b>		<b>\$85,000</b>
Water, electric, irrigation, restrooms– all parks & Dimmick House		
<b>254 Professional Services</b>		<b>\$10,000</b>
Marketing & Advertising	10,000	
<b>263 Event Decorations</b>		<b>\$19,000</b>
Holiday decorations, Celebrate the season event, CSP lighting, beautification awards		
<b>280 Travel, Training</b>		<b>\$10,000</b>
American Red Cross (CPR, First Aid, AED)	500	
National Recreation and Parks Association National Conference	2,900	
Tennessee Recreation and Parks Association State Conference/District	4,350	
Public Relations Society of America-Social Slam Training	100	
Southeastern Museum Conference	850	
One Day Training (Management, Customer Service, Etc.)	1,300	

<b>282 Auto Allowance</b>		<b>\$3,600</b>
Parks & Leisure Services Director		
<b>300 Supplies</b>		<b>\$12,000</b>
Specialty papers, linen service, general use supplies, boots		
Splash pad chemicals, pet waste bags, first aid supplies (Parks)		
<b>311 Books/Education Materials</b>		<b>\$250</b>
<b>312 Small Tools &amp; Equipment</b>		<b>\$9,000</b>
Athletic tools & equipment; park, greenway and Adopt-a-Mile signs, kiosks		
and pet waste stations, splashpad parts, office & program equipment,		
AED batteries & new AED for McFee Park		
<b>319 Park Equipment</b>		<b>\$16,500</b>
Park Equipment (table tops, trash cans, grills, fence capping, etc.),		
playground replacement parts, playground surface repair	11,500	
Park/Greenway Sign Replacement (from wood to recycled material)	5,000	
<b>326 Clothing/Uniforms</b>		<b>\$2,000</b>
Town shirts		
<b>331 Gasoline</b>		<b>\$6,500</b>
3 vehicles		
<b>362 Programs</b>		<b>\$30,000</b>
Special Events- Programs and classes	20,375	
Softball & Volleyball Leagues	1,625	
Plant-a-Tree Program & Trees/Shrubs on Public Land	8,000	
<b>722 Farragut Folklife Museum Committee</b>		<b>\$6,850</b>
Events, membership (event & newsletter) and flowers		
<b>723 General Museum</b>		<b>\$19,150</b>
Archival supplies, exhibit and office supplies, advertising, membership		
dues and small tools and equipment		
<b>728 Arts Council</b>		<b>\$10,000</b>
BookFest, art shows (prizes & Food), art classes, Art & Flower show		
<b>937 Park &amp; Recreation Facilities Equipment</b>		<b>\$17,000</b>
Soccer goal and Anchor replacements	6,500	
Town Benches (2)	2,000	
Digital Scoreboards for MBLP Softball fields	8,500	
<b>947 Computer Equipment/Software</b>		<b>\$1,750</b>
Specialty software & hardware		

# Public Works Department

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## *Public Works Department*

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The Public Works Department provides various services relating to public facilities within the Town of Farragut. Services provided by the department include:

- Street Maintenance - Maintenance of designated street lights, street signs, traffic signs and signals plus litter control, emergency patching, repair and reconstruction of curbing, string trimming and response to emergency situations.
- Park and Public Facility Maintenance - Includes maintenance of the Town's four parks, miles of greenways, Town Hall, public works facility and all other Town-owned properties.
- Seasonal Decorations – Includes holiday decorations and installation of street banners (five seasons).
- Snow Removal – Priority list of streets to be plowed is approved each year by the Board of Mayor and Aldermen.
- Rights of Way Mowing
- Drainage Projects - Public drainage projects which improve the capital investments and infrastructure of the Town. This is in addition to the drainage improvement program – a joint program in which citizens and the Town share in costs.

**Goal: Maintain aesthetically pleasing community through maintenance of parks, buildings and greenways.**

*Objectives:*

- Inspect and repair existing sidewalks throughout the Town
- Continue to add new links for sidewalks & greenways.
- Proper use of equipment for all areas and add new, improved landscaping to beautify appearance to Anchor Park.
- Install Town entrance signs at main gateways.

**Goal: Maintain fiscal responsibility of the Public Works Dept. Budget.**

*Objectives:*

- Purchase quality equipment for long-term use and obtain quality service of vehicles and equipment to extend their useful service life.
- Provide services efficiently and effectively within budget.
- Work within core business plan to meet goals and objectives of BMA.
- Minimize salary cost by closely monitoring overtime hours.

**Goal: Improve departmental safety standards.**

*Objectives:*

- Reduce lost-time accidents by evaluating proper use of equipment and personal protective equipment.
- Engage in Safety Awareness training/discussion meetings on a monthly basis.
- Require it every employee's responsibility to maintain a safe work environment.
- Have the safety director to coordinate safety training, inventory gear and to work with TOSHA.

**Goal: Increase useful life of equipment and reduce costly repairs.**

*Objectives:*

- Maintain clear and accurate maintenance records for all equipment and vehicles.
- Perform scheduled maintenance in a timely manner.

**Goal: Maintain quality streets and improve drainage systems within the Town.**

*Objectives:*

- Respond to drainage maintenance repairs according to department protocol.
- Perform all monthly, quarterly, and annually scheduled cleanouts to provide preventive maintenance on drainage system.
- Improve communication through our customer service response.
- Implement Phase 2 of required street sign replacement throughout the town.

**Goal: Increase staff, job proficiency and knowledge through training**

*Objectives:*

- Provide educational opportunities for staff in various mechanical maintenance areas in order to obtain more dependable service from equipment & vehicles and to also repair equipment more efficiently.
- Provide proper knowledge of street maintenance, parks and ball fields.
- Meet state requirements for NPDES Municipal Stormwater Permit with staff certifications.

**Public Works Department**

**Performance Measures**

Activity	FY12 Actual	FY13 Estimated	FY14 Projected
<b>OSHA Log</b>			
• Light Duty	14 days	0	0
• Total Number of Recordable Cases	3	1	0
<b>Overtime Cost</b>			
• Yearly Cost	9,888	10,583	15,500
• % of overall Public Works personnel cost	0.90%	0.80%	1.00%
<b>Job Proficiency/Training</b>			
• # of Employees in training classes	4	6	6
• # of safety classes	6	10	8
<b>Maintenance of Drainage Facilities</b>			
• Monthly	92%	94%	93%
• Quarterly	89%	92%	91%
• Annually	92%	95%	94%
<b>Mowing Cycles completed per year</b>			
• Cycles completed	13	5	12
• Cycles mowed 10 days or less	2	2	2
• % of cycles mowed	20%	40%	30%
• Average days to complete a cycle	11.6	11.2	11.0
<b>Citizen Requests</b>			
• # of calls	166	162	160
• Responded within 24 hours	94%	100%	100%
• Avg # days to close a request	8.05	8.39	8.00
<b>Citizen Request Avg. # of days to close</b>			
	Calls/Days to close	Calls/Days to close	Average days to close
• Sidewalk Concerns	5/6	5/10	8
• Tree Limbs in ROW	15/4	24/7	5
• Drainage Concerns	25/60	13/32	30
• Graffiti	10/4	5/5	4
<b>Maintenance of Town vehicles &amp; equipment</b>			
• Monthly check	100%	100%	100%
• Maintenance performed per schedule	100%	100%	100%
<b>Sidewalks</b>			
• Sidewalks added in feet	760	0	100
• Sidewalks repaired in feet	420	325	300

## Public Works Department

	PUBLIC WORKS DESCRIPTION	FY2010-11	FY2011-12	FY2012-13	FY2012-13	FY2013-14
43000	<b>EXPENDITURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Approved</b>
110	Salaries	75,787	76,718	79,518	79,518	81,905
111	Regular Employee Wages	546,813	609,435	647,658	647,658	649,995
122	Seasonal Employee Wages	133	6,134	21,420	21,420	21,420
123	Overtime Wages	17,978	9,889	15,500	15,500	15,500
141	FICA/Medicare	7,036	22,635	48,411	48,411	48,412
142	Health Insurance	243,045	309,972	315,961	315,961	309,892
143	Retirement	49,102	52,441	61,468	61,468	61,976
145	Life Insurance	2,466	2,914	2,948	2,948	3,623
146	Workers Comp Insurance	23,102	28,507	34,100	34,100	37,510
148	Long Term Disability Insurance	1,372	1,816	2,013	2,013	2,956
150	Benefit Disbursement	0	0	4,500	2,340	4,500
152	Merit Adjustment	20,679	24,901	24,418	24,418	24,702
	<b>Total Personnel</b>	<b>987,513</b>	<b>1,145,362</b>	<b>1,257,915</b>	<b>1,255,755</b>	<b>1,262,390</b>
234	Education Reimbursement Program		354	1,000	1,000	1,000
235	Dues/Subscriptions	1,114	578	750	915	1,200
240	Utilities	7,257	7,329	9,800	9,800	9,800
241	Traffic Signal-Electric	5,395	5,565	6,000	5,000	6,000
247	Street Lights-Electric	68,943	68,112	74,000	74,000	74,000
261	Vehicle Maintenance	30,241	107,616	38,000	38,000	38,000
265	Boundary Entrance Signs	1,392	7,875	20,000	4,000	5,000
266	Bldg. Maint./Improvements	23,500	7,903	8,450	8,450	7,000
280	Travel/Training	7,035	10,349	10,500	4,000	10,500
290	Street sweeping	20,900	19,475	23,000	23,000	25,000
294	Equipment Rental	1,475	2,748	3,000	2,500	3,000
295	Dumpster Service	6,696	6,255	10,000	10,000	10,000
312	Small tools & Equipment	0	4,896	5,000	5,000	5,000
320	Operating Supplies	2,640	4,360	8,640	6,000	5,000
321	General Town Maintenance	981	2,962	3,000	1,500	13,000
326	Clothing/Uniforms	14,602	17,621	18,500	18,000	19,000
329	Park & Landscape Maintenance	15,122	48,700	50,000	40,000	45,000
331	Gasoline, Oil	46,807	54,130	50,000	50,000	50,000
342	Signs	6,193	5,000	17,000	17,000	17,000
416	Concrete, Brick Products	692	667	2,000	1,800	2,000
451	Crushed Stone, Sand	1,165	481	2,500	1,500	2,500
452	Snow Removal Supplies	31,031	3,909	15,000	6,000	10,000
470	Sidewalk Construction	299	16,953	20,000	8,000	15,000
482	Drainage Projects	35,350	14,044	20,000	12,000	20,000
939	Park Maintenance	23,410	0	0	0	0
949	Major Equipment/Machinery	3,972	3,605	14,000	7,000	26,000
	<b>Total Operating Expenditures</b>	<b>356,212</b>	<b>421,487</b>	<b>430,140</b>	<b>354,465</b>	<b>420,000</b>
	<b>Total Public Works</b>	<b>1,343,725</b>	<b>1,566,849</b>	<b>1,688,055</b>	<b>1,610,220</b>	<b>1,682,390</b>

Acct Code	Description		<u>Current</u> FY2012-13	<u>Estimated</u> FY2012-13	<u>Approved</u> FY2013-14
110	<b>Salaries</b>				
	Public Works Director	1.0	79,518	1.0 79,518	1.0 81,905
	<b>Total Salaries</b>	<b>1.0</b>	<b>79,518</b>	<b>1.0 79,518</b>	<b>1.0 81,905</b>
121	<b>Regular Wages</b>				
	Public Works Foreman	2.0	90,461	2.0 90,461	2.0 93,185
	Equipment Operator	16.0	557,198	16.0 557,198	16.0 556,810
	<b>Total</b>	<b>18.0</b>	<b>647,659</b>	<b>18.0 647,659</b>	<b>18.0 649,995</b>
122	<b>Seasonal</b>	3.0	21,420	3.0 21,420	3.0 21,420
	<b>Total</b>	<b>3.0</b>	<b>21,420</b>	<b>3.0 21,420</b>	<b>3.0 21,420</b>
	<b>Benefits</b>				
141	Social Security & Medicare Tax		48,411	48,411	48,412
142	Health Insurance		315,961	315,961	309,892
143	Retirement		61,468	61,468	61,976
145	Life Insurance		2,948	2,948	3,623
146	Workers Comp Insurance		34,100	34,100	37,510
148	Long Term Disability Insurance		2,013	2,013	2,956
	<b>Total Benefits</b>		<b>464,901</b>	<b>464,901</b>	<b>464,368</b>
152	Merit Adjustment		24,418	24,418	24,702
	<b>Other Compensation</b>				
123	Overtime		15,500	15,500	15,500
	Benefit Adjustment		4,500	2,340	4,500
	<b>Total Other Compensation</b>		<b>20,000</b>	<b>17,840</b>	<b>20,000</b>
<b>Total Personnel</b>		<b>22.0</b>	<b>1,257,916</b>	<b>22.0 1,255,756</b>	<b>22.0 1,262,390</b>

## ***110-43000 Public Works***

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<b>234 Education Reimbursement Program</b>		<b>\$1,000</b>
<b>235 Dues, Subscriptions</b>		<b>\$1,200</b>
APWA Membership	600	
Optimist Club (Director)	600	
<b>240 Utilities</b>		<b>\$9,800</b>
Public Works building gas, water/sewer, electric		
<b>241 Traffic Signal–Electric</b>		<b>\$6,000</b>
21 signals & 6 school & traffic flashers		
<b>247 Street Lighting – Electric</b>		<b>\$74,000</b>
Electricity for town-owned street lights		
<b>261 Vehicle Maintenance</b>		<b>\$38,000</b>
Maintenance of all vehicles and equipment:		
Engineering	2,000	
Community Development	1,500	
Leisure Services	1,500	
Public Works	33,000	
<b>265 Boundary Entrance Signs</b>		<b>\$5,000</b>
<b>266 Building Maintenance</b>		<b>\$7,000</b>
Building maintenance	3,275	
Dimmick House Maintenance	3,275	
Dimmick House-Rural Metro	450	
<b>280 Travel/Training</b>		<b>\$10,500</b>
American Public Works Association	2,400	
State Chapter of American Public Works Association (3)	3,000	
Employee Training	3,000	
Stormwater Certifications	2,100	
<b>290 Street Sweeping</b>		<b>\$25,000</b>
Monthly sweeping of major roads and parking lots at the Parks and Town Hall		
<b>294 Equipment Rental</b>		<b>\$3,000</b>
Rentals of special equipment		
<b>295 Dumpster Services</b>		<b>\$10,000</b>
Contract for all buildings and parks and an additional dumpster at Public Works		
<b>312 Small Tools &amp; Equipment</b>		<b>\$5,000</b>
Hand tools, weed eaters, chainsaws, wrenches, etc.		

<b>320 Operating Supplies</b>		<b>\$5,000</b>
Safety equipment, janitorial supplies and business cards		
<b>321 General Town Maintenance</b>		<b>\$13,000</b>
Services that are contracted out for maintenance	3,000	
ADA Maintenance	10,000	
<b>326 Clothing and Uniforms</b>		<b>\$19,000</b>
Uniforms and boots for employees		
<b>329 Landscape Maintenance</b>		<b>\$45,000</b>
Town Parks and Building Landscape Maintenance		
Anchor Park-General repairs, mulch, sand, rip rap for pond, flowers		
Campbell Station Park-General repairs, mulch, flowers		
Mayor Bob Leonard Park-General repairs, mulch, sand, lights, irrigation system		
McFee Park-General repairs, mulch, sand, lights, irrigation systems		
<b>331 Gasoline</b>		<b>\$50,000</b>
Public Works vehicles and equipment		
<b>342 Signs</b>		<b>\$17,000</b>
Street signage, regulatory and informational signs		
<b>416 Concrete, Brick Products</b>		<b>\$2,000</b>
Curb and sidewalk repairs		
<b>451 Crushed stone, sand</b>		<b>\$2,500</b>
Mortar, sand, playground sand, stone backfill		
<b>452 Snow Removal Supplies</b>		<b>\$10,000</b>
Salt, sand, calcium for snow removal		
<b>470 Sidewalk Constructions</b>		<b>\$15,000</b>
Various sidewalk connections throughout the Town		
<b>482 Draining Projects</b>		<b>\$20,000</b>
Various drainage projects throughout the Town		
<b>949 Major Equipment/Machinery</b>		<b>\$26,000</b>
Mortar mixers, pumps, curb machines	4,000	
Public Works Building Air Handler	4,000	
Narrow band two-way radios	18,000	

## Non-Departmental

		<b>FY2010-11</b>	<b>FY2011-12</b>	<b>FY2012-13</b>	<b>FY2012-13</b>	<b>FY2013-14</b>
	<b>NON-DEPARTMENTAL DESCRIPTION</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Approved</b>
44000	252 Legal Services	140,371	150,016	160,000	150,000	160,000
	253 Legal-Farm @ Willow Creek	15,077	11,481	15,000	5,000	0
	510 Property Insurance	8,685	9,859	37,890	38,779	40,000
	513 Liability Insurance	27,332	50,847	54,000	54,000	56,000
	514 Insurance Claims	1,916	3,760	8,000	2,000	8,000
	720 Community Grants	60,000				
	Farragut High School Foundation		10,000	10,000	10,000	10,000
	Hardin Valley Academy Foundation		0	10,000	10,000	10,000
	CADES-Community Grant		2,000	2,000	2,000	3,000
	East Tennessee Concert Band		1,500	1,500	1,500	2,000
	Keep Knoxville Beautiful			1,000	1,000	1,000
	Sunshine Ambassadors			1,000	1,000	1,000
	Knoxville Opera			2,000	2,000	2,000
	Knox County Fire Prevention					2,000
	721 Park-n-Ride Lot	14,000	14,160	15,200	15,200	6,400
	KAT	40,104	40,000	40,000	20,000	0
	722 Community School Grants					
	Farragut Primary School	10,000	10,000	22,000	22,000	22,000
	Farragut Intermediate School	10,000	10,000	22,000	22,000	22,000
	Farragut Middle School	10,000	10,000	22,000	22,000	22,000
	Farragut High School	10,000	10,000	22,000	22,000	22,000
	Hardin Valley Academy	10,000	10,000	22,000	22,000	22,000
	723 Economic Development Committee	8,261	0	0	0	0
	<b>Total</b>	<b>367,746</b>	<b>349,123</b>	<b>467,590</b>	<b>422,479</b>	<b>411,400</b>

## ***110-44000 Non-Departmental***

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<b>252 Legal Services</b>		<b>\$160,000</b>
<b>510 Property Insurance</b>		<b>\$40,000</b>
<b>513 Liability Insurance</b>		<b>\$56,000</b>
<b>514 Insurance Claims</b>		<b>\$8,000</b>
<b>720 Community Grants</b>		<b>\$31,000</b>
Farragut High School Education Foundation	10,000	
Hardin Valley Academy Education Foundation	10,000	
CADES	3,000	
East Tennessee Concert Band	2,000	
Keep Knoxville Beautiful	1,000	
Sunshine Ambassadors	1,000	
Knoxville Opera	2,000	
Knox County Fire Prevention	2,000	
<b>721 Park-n-Ride</b>		<b>\$6,400</b>
Park-n-Ride Lot July-November 2013		
<b>722 Community School Grants</b>		<b>\$110,000</b>
Farragut Primary School	22,000	
Farragut Intermediate School	22,000	
Farragut Middle School	22,000	
Farragut High School	22,000	
Hardin Valley Academy	22,000	

## *Economic Development*

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		<b>FY2010-11</b>	<b>FY2011-12</b>	<b>FY2012-13</b>	<b>FY2012-13</b>	<b>FY2013-14</b>
	<b>ECONOMIC DEVELOPMENT</b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Budget</u></b>	<b><u>Estimated</u></b>	<b><u>Approved</u></b>
47200						
221	Advertisement/Printing	0	12,129	8,000	8,000	9,000
254	Professional Services	0	59,000	84,000	84,000	147,000
259	Economic Development Partnership	0	18,000	23,000	23,000	36,500
280	Travel/Training	0	3,861	4,000	4,000	3,000
	<b>Total</b>	<b>0</b>	<b>92,990</b>	<b>119,000</b>	<b>119,000</b>	<b>195,500</b>

## ***110-47200 Economic Development***

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<b>221 Advertising/Printing</b>		<b>\$9,000</b>
<b>254 Professional Services</b>		<b>\$147,000</b>
Farragut West Knox Chamber of Commerce	15,000	
Farragut Business Alliance	37,000	
Retail Marketing Consultant	20,000	
Tourism/Economic Development Branding & Marketing Consultant	75,000	
<b>259 Economic Development Partnerships</b>		<b>\$36,500</b>
Dogwood Arts Festival	10,000	
News Sentinel Golf Tournament	16,500	
Innovation Valley	10,000	
<b>280 Travel/Training</b>		<b>\$3,000</b>
ICSC Conference (1)		

## Other Financing Sources

		FY2010-11	FY2011-12	FY2012-13	FY2012-13	FY2013-14
<b>Other Financing Sources</b>		<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Approved</b>
<b>51500</b>						
600	<b>Assigned Fund Balance</b>					
	Road Fund	204,254	738,253	618,253	618,253	398,253
	Land Acquisition Fund	622,867	622,868	0	0	0
	Building Fund	104,816	104,817	104,817	104,817	104,817
		<u>931,937</u>	<u>1,345,938</u>	<u>503,070</u>	<u>503,070</u>	<u>383,070</u>
	<b>Unassigned to General Fund</b>					
	Beautification Fund	23	0	11,305	11,305	910
		<u>23</u>	<u>0</u>	<u>11,305</u>	<u>11,305</u>	<u>910</u>
<b>51600</b>	<b>Transfer to other funds</b>					
761	Insurance Fund	0	0	365,000	365,000	200,000
765	Equipment Fund	200,000	150,000	150,000	150,000	150,000
767	State Street Aid	100,000	120,000	220,000	220,000	120,000
	Capital Fund-Land Acquisition	0	0	622,868	622,868	0
771	Capital Fund	2,405,000	1,500,000	2,500,000	2,500,000	3,000,000
		<u>2,705,000</u>	<u>1,770,000</u>	<u>3,857,868</u>	<u>3,857,868</u>	<u>3,470,000</u>



*Capital Investment Fund*

		<b>PROJECTS BY DEPARTMENT</b>						
	Beginning Balance	<b>4,919,505</b>	<b>2,601,005</b>	<b>3,180,005</b>	<b>3,285,005</b>	<b>85,255</b>		
	<b>Engineering</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>Total 2014-2018</b>	
43960-900	Old Stage/Watt Rd. Extension	0	50,000	0	0	0	<b>50,000</b>	
43400	Campbell Station Road-Parkside to Jamestown	200,000	0	0	0	0	<b>200,000</b>	
43961	Watt Road/KP Intersection Improvements	35,000	100,000	0	0	0	<b>135,000</b>	
43983	Union Road Improvements	0	0	0	0	350,000	<b>350,000</b>	
43710	Everett Road Improvements Union Road to Split Rail Farm	3,500,000	0	0	0	0	<b>3,500,000</b>	
43956-901	Outdoor Classroom	135,000	0	0	0	0	<b>135,000</b>	
43984	Kingston Pike/CSR Intersection Improvements	0	0	60,000	80,000	180,000	<b>320,000</b>	
43820	CSR North of I-40 Road Widening	0	10,000	0	80,000	0	<b>90,000</b>	
43100-273	Traffic Signal Enhancements	160,000	0	0	0	0	<b>160,000</b>	
43941-900	KP Greenway, Willow Creek	462,500	140,000	0	0	0	<b>602,500</b>	
43910-280	Pedestrian/Greenway Connectors	100,000	100,000	100,000	100,000	100,000	<b>500,000</b>	
43500-931	Concord Road Lighting	0	0	500,000	0	0	<b>500,000</b>	
43990	Land Acquisition	500,000	500,000	500,000	500,000	500,000	<b>2,500,000</b>	
49120	Russell House	500,000	261,250	257,500	253,750	0	<b>1,272,500</b>	
46230-920	Russell Site Improvements	750,000	300,000	300,000	0	0	<b>1,350,000</b>	
43800	I-40/Campbell Station Interchange	40,000	0	0	0	0	<b>40,000</b>	

	<b>Parks</b>	<b>FY 2014</b>	<b>FY 2015</b>	<b>FY 2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>Total</b>
43935-910	McFee Park Splash Pad Replacement	0	0	250,000	0	0	<b>250,000</b>
43934	McFee Park Phase III Construction	0	0	250,000	6,000,000	0	<b>6,250,000</b>
43939-911	MBLP Parking Lot Expansion	0	150,000	0	0	0	<b>150,000</b>
43939-904	MBLP & Anchor Park Softball Fence Replacement	75,000	0	0	0	0	<b>75,000</b>
43939-902	MBLP Playground Replacement	0	80,000	0	0	0	<b>80,000</b>
43939-903	MBLP Sand Volleyball Court Expansion	0	0	0	175,000	0	<b>175,000</b>
43989-914	Public Art: Bronze Statues at CSR Park	0	0	0	120,000	0	<b>120,000</b>
	<b>CIP Expenditure Total</b>	<b>6,457,500</b>	<b>1,691,250</b>	<b>2,217,500</b>	<b>7,308,750</b>	<b>1,130,000</b>	<b>18,805,000</b>

## Capital Investment Fund

Funding Sources	FY 2014	FY 2015	FY 2016	FY2017	FY2018	Total
Splash Pad Reimbursement	0	0	56,000	0	0	56,000
STP Funding	370,000	0	0	0	0	370,000
TDEC Reimbursement	250,000	0	0	0	0	250,000
Outdoor Classroom Grant	10,000	0	0	0	0	10,000
Interest Earnings	9,000	9,000	9,000	9,000	9,000	45,000
Transfer from General Fund	3,000,000	2,000,000	2,000,000	2,000,000	2,000,000	11,000,000
Land Acquisition Reserves	500,000	261,250	257,500	2,100,000	0	3,118,750
Everett Road Reimbursement	0	0	0	0	160,518	160,518
General Fund Land Acquisition	0					0
CIP Reserves	2,318,500	0	0	3,199,750	0	5,518,250
<b>Funding Total</b>	<b>6,457,500</b>	<b>2,270,250</b>	<b>2,322,500</b>	<b>7,308,750</b>	<b>2,169,518</b>	<b>20,528,518</b>
						0
Total CIP Funding Sources	6,457,500	2,270,250	2,322,500	7,308,750	2,169,518	20,528,518
Total CIP Expenditures	6,457,500	1,691,250	2,217,500	7,308,750	1,130,000	18,805,000
<b>Revenue over (under) expenditures</b>	<b>0</b>	<b>579,000</b>	<b>105,000</b>	<b>0</b>	<b>1,039,518</b>	
<b>Available Ending Balance</b>	<b>2,601,005</b>	<b>3,180,005</b>	<b>3,285,005</b>	<b>85,255</b>	<b>1,124,773</b>	
<b>Designated Fund Balance</b>						
Greenway Connectors	471,230	571,230	671,230	771,230	871,230	
Land Acquisition	1,922,315	2,161,065	2,403,565	803,565	1,303,565	
<b>Total Designated</b>	<b>2,393,545</b>	<b>2,732,295</b>	<b>3,074,795</b>	<b>1,574,795</b>	<b>2,174,795</b>	



**Campbell Station Road Widening \$200,000 :**

**Strategic Plan Goal 4: Facilitate Future Growth, Development and Redevelopment**

This project involves the widening of Campbell Station Road from Jamestown to Parkside Drive.



The entire project was led by TDOT with financial participation by the Town through an agreement with the State of Tennessee. The agreement with the State stipulated the Town would be responsible for 20% of the total cost of the project and the State would be responsible for 80% of the total cost of the project. The project construction was completed in 2010; however, the Tennessee Department of Transportation (TDOT) is still in the process of rectifying final project costs. The normal closeout process by TDOT is two to four years after construction is complete so this is not abnormal.

Since TDOT is still rectifying accounts; which may result in the Town being responsible for additional funds, the Town is programming \$200,000 to cover any legitimate project cost overruns.

**Watt Road Intersection at Kingston Pike \$35,000 (Project Design):**

**Strategic Plan Goal 4: Facilitate Future Growth, Development and Redevelopment**

This project involves the reconfiguration of the Watt Road and Kingston Pike intersection in order to realign the existing Watt Road with the Watt Road Extension to Old Stage Road (under construction).

The current configuration of the intersection was designed in 1980, with re-construction of Watt Road by the Tennessee Department of Transportation (TDOT) in 1981. The existing traffic signal was installed in 1999, with no significant revisions to the existing intersection. At the time the intersection was designed, Watt Road ended at the Kingston Pike intersection. Thus, southbound motorists approached Kingston Pike with the intention of turning left or right, but with no thru movement available. With the extension of Watt Road to Old Stage Road, the southbound thru movement will likely grow considerably. Currently, this movement occurs from the center left-turn bay, requiring southbound motorists to change lanes (to the center lane) as they approach Kingston Pike. The project will require removing the existing island and reassigning the lanes to include a thru lane and a left turn lane. Right turns will continue to occur from the outside thru lane. Additionally, this project will include signal modifications, pedestrian signals and sidewalk connection to Mayor Bob Leonard Park.

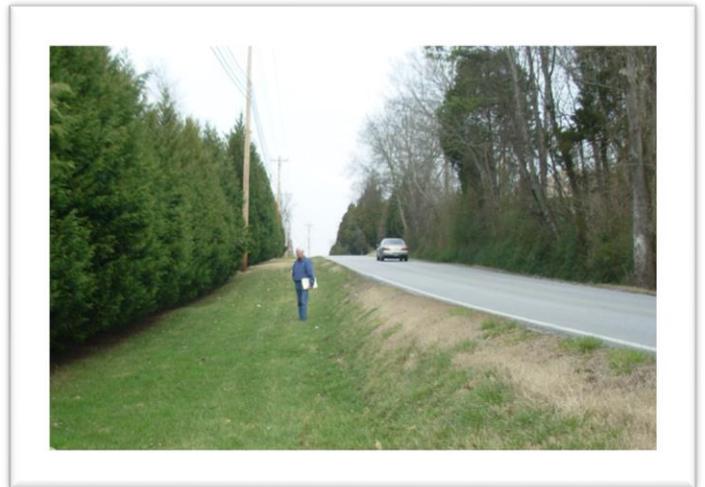
The Town is programming \$35,000 for Fiscal Year 2014 for design and any easement acquisition. Subsequently, the Town will program \$100,000 for Fiscal Year 2015 for construction.

## **Everett Road Improvements from Union Road to Split Rail Farms \$3,500,000:**

### **Strategic Plan Goal 4: Facilitate Future Growth, Development and Redevelopment**

This project involves the widening of Everett Road from Smith Road going north to the Split Rail Farms subdivision (formerly Everett Hills).

This project was originally planned as a cost share agreement between the Town and developers of Everett Hills subdivision. The agreement stipulated the developers would contribute approximately 2/3<sup>rd</sup> of the total cost and the Town would contribute 1/3<sup>rd</sup> of the total cost. The Everett Hills development subsequently failed and the cost share agreement expired.



The development was purchased by another developer and is currently being developed as a single-family subdivision known as Split Rail Farms. Since the development has been revived, the Town and developer will widen and improve Everett Road to accommodate the existing and future traffic. The project includes two 12' vehicular travel lanes with 4' bike lanes, curb & gutter and 8' walking trails on each side of the roadway.



### **Outdoor Classroom \$135,000 :**

This project involves the construction of an outdoor classroom environment at the Campbell Station Road and Farragut High School entrance.

The outdoor classroom and water quality demonstration area will provide an educational opportunity for the Town's residents as well as students of Farragut schools. The site will be used to demonstrate a variety of best management practices relevant to stormwater management.

Additionally, federal regulations require the Town provide educational outreach to our residents that will encourage the use of best management practices for improvements to water quality.

## **Traffic Signal Enhancements \$160,000:**

### **Strategic Plan Goal 4: Facilitate Future Growth, Development and Redevelopment**

This project involves the installation of emergency vehicle pre-emption equipment, crosswalk countdown devices, and crosswalk striping at the following intersections:

The recently-adopted 2009 MUTCD now requires that pedestrian crossing signals use “count-down” type displays that show the number of seconds remaining in the pedestrian crossing interval. Several of our newer signal locations already use this equipment, but many of our signalized intersections need to be updated. Additionally, we will add pedestrian signals (and crosswalk striping) at 10 locations, using this equipment.

The Town’s contract with Rural/Metro requires that we provide and maintain pre-emption equipment at all signalized intersections. When this equipment detects the approach of an emergency vehicle, the signal’s cycle is interrupted to stop vehicles in all opposing directions, allowing the emergency vehicle safer and quicker passage through the intersection. While many of the Town’s signalized intersections include this equipment, several of the signals do not.

## **Kingston Pike Greenway \$462,500:**

### **Strategic Plan Goal 4: Facilitate Future Growth, Development and Redevelopment**

### **Strategic Plan Goal 5: Expand Leisure Amenities**

This project involves the construction of a new greenway connection between the existing Kingston Pike sidewalk (in front of the Townhomes at Wentworth) and Virtue Road.



Construction of this project will provide a vital pedestrian link between the western portions of the Town (in the Old Stage/McFee Road areas) with the existing pedestrian facilities that extend from Virtue Road through to Concord Road along Kingston Pike. This project will be led by the Tennessee Department of Transportation (TDOT) with the Town contributing financially to the total cost. The agreement with the State stipulates the Town is responsible for 20% of the total cost of the project and the State is responsible for 80% of the total cost of the project

Total cost of the project is \$602,500. The Town will be required to program the total amount with subsequent reimbursement of 80% by the State. Thus, the Town is programming \$462,500 for Fiscal

Year 2014 for design and any property acquisition. The Town will program \$140,000 for Fiscal Year 2015 for construction.

## **Pedestrian Connectors \$100,000 :**

### **Strategic Plan Goal 5: Expand Leisure Amenities**

This project involves the installation of key pedestrian connectors within the Town.

The Town has identified the top three future connections as annual budget funding will allow (prioritized in descending order):

- Kingston Pike Greenway Underpass
  - from north side of Kingston Pike at Everett Road along the creek to Old Stage Road
- Costco Greenway Connector
  - Greenway location to be determined
- McFee Road Sidewalk Connector
  - In front of the McFee Farmhouse 50' west of Bridgemore Blvd



The Town intends to allocate \$100,000 per fiscal year for pedestrian connectors.

## **Land Acquisition \$500,000:**

This allocation will be utilized for the unanticipated purchase of property for Town use.

## **Interchange Beautification \$40,000:**

### **Strategic Plan Goal 4: Facilitate Future Growth, Development and Redevelopment**

This project involves the beautification of portions of the green-space at the I-40 and Campbell Station Road on/off ramps.

The Town desires to improve the aesthetic appeal of this key Town gateway through low-maintenance planting and landscaping. This is entirely within the State right-of-way and will require Tennessee Department of Transportation (TDOT) approval.



## **Softball Fence Replacement \$75,000 :**



### **Strategic Plan Goal 1: Maintain Financially Sound Town Providing Excellent Services**

This project involves the replacement of the chain link fencing, dugouts and backstop at the lower and upper softball fields at MBLP and softball field at Anchor Park.

The fencing at Anchor Park is approximately 29 years old while the fencing at Mayor Bob Leonard Park is approximately 25 years old. The fencing at both these locations are rusted, curled, a maintenance problem, and potential safety issue.

## **Russell House Acquisition**

On June 27, 2013 the Board of Mayor and Aldermen approved a letter of intent to purchase the Russell property at 11401 Kingston Pike in the amount of \$1,250,000. The property consists of approximately 2.16 acres located in the northwest quadrant of the intersection of Kingston Pike and Campbell Station Road in Farragut. The Russell House was built in 1835, is listed on the National Register of Historic Places and played a role as a hospital during the Civil War Battle of Campbell Station fought in 1863.

## **Russell Property Site Improvements**

The Russell home is in need of extensive renovations in order to allow a safe environment for citizens to be able to visit and enjoy the home. These renovations include structural modifications, electrical, mechanical, plumbing, etc. Significant site modifications will also be undertaken to make access to the site easier and a beautification plan implemented to enhance the experience for visitors to the property. Projected three year cost of \$1,350,000.





## State Street Aid

		FY2010-11	FY2011-12	FY2012-13	FY2012-13	FY2013-14
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
	<b>Beginning Balance</b>	<b>187,561</b>	<b>235,310</b>	<b>371,281</b>	<b>371,281</b>	<b>554,114</b>
<b>121</b>	<b>Revenues</b>					
33551	State Gasoline & Motor Fuel	537,377	533,521	551,000	537,333	537,000
36190	Interest Earnings	457	296	500	500	500
	<b>Revenue Total</b>	<b>537,834</b>	<b>533,817</b>	<b>551,500</b>	<b>537,833</b>	<b>537,500</b>
<b>43100</b>	<b>Expenditures</b>					
268	Street Maintenance	35,219	44,730	65,000	65,000	65,000
269	Resurfacing	513,719	448,358	500,000	375,000	500,000
291	Street Striping	11,847	11,096	30,000	30,000	30,000
423	Guardrails	13,025	12,100	55,000	55,000	55,000
<b>43267</b>						
254	Engineering	0	0	0	0	0
267	Sidewalks/Greenways	16,275	1,562	50,000	50,000	50,000
800	Right-of-Way Acquisition	0	0	0	0	0
900	Construction	0	0	0	0	0
	<b>Expenditure Total</b>	<b>590,085</b>	<b>517,846</b>	<b>700,000</b>	<b>575,000</b>	<b>700,000</b>
	<b>Other Funding Sources</b>					
24500	Transfer from General Fund	100,000	120,000	220,000	220,000	120,000
	<b>Total Transfers in</b>	<b>100,000</b>	<b>120,000</b>	<b>220,000</b>	<b>220,000</b>	<b>120,000</b>
	Revenue over (under) expenditures	-52,251	135,971	71,500	182,833	-42,500
	<b>Ending Balance</b>	<b>235,310</b>	<b>371,281</b>	<b>442,781</b>	<b>554,114</b>	<b>511,614</b>

## ***State Street Aid Descriptions-121***

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### **Gasoline and Motor Fuel State Shared Taxes**

Local share of state gasoline and motor fuel taxes comprising the Gasoline Tax, Diesel Tax, and Liquefied Tax on vehicles. Compresses Natural Gas Tax, and the Prepaid User Diesel Tax. The Town receives \$26.65 per capita, monthly.

### **Street Maintenance**

Maintenance of local street potholes, failures and patches.

**\$65,000**

### **Resurfacing**

Resurfacing of Town of Farragut streets not maintained by the Tennessee Department of Transportation.

**\$500,000**

### **Street Striping**

Re-striping of local streets as needed.

**\$30,000**

### **Guardrails**

Replacement and addition of guardrails where needed.

**\$55,000**

### **Sidewalk/Greenways**

Sidewalk and greenway maintenance and repair.

**\$50,000**

## *Equipment Replacement Fund*

		<b>FY2010-11</b>	<b>FY2011-12</b>	<b>FY2012-13</b>	<b>FY2012-13</b>	<b>FY2013-14</b>
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
	<b>Beginning Balance</b>	<b>94,699</b>	<b>285,054</b>	<b>383,718</b>	<b>383,718</b>	<b>515,118</b>
<b>314</b>	<b>Revenues</b>					
36190	Interest	321	359	300	300	300
	Sale of equipment Proceeds		23,557	0	5,100	0
	<b>Total Revenues</b>	<b>321</b>	<b>23,916</b>	<b>300</b>	<b>5,400</b>	<b>300</b>
	<b>Other Funding Sources</b>					
37940	Transfer from General Fund	200,000	150,000	150,000	150,000	150,000
	<b>Total Other Funding Sources</b>	<b>200,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
	<b>Expenditures</b>					
43949						
949	Major Equipment	9,966	75,252	24,000	24,000	107,000
	<b>Total Expenditures</b>	<b>9,966</b>	<b>75,252</b>	<b>24,000</b>	<b>24,000</b>	<b>107,000</b>
	Revenue over (under) expenditures	190,355	98,664	126,300	131,400	43,300
	<b>Ending Balance</b>	<b>285,054</b>	<b>383,718</b>	<b>510,018</b>	<b>515,118</b>	<b>558,418</b>

## Equipment Replacement Fund Schedule-314

Description	VIN	Purchase Date	Original Cost	fy 13-14	fy 14-15	fy 15-16	fy 16-17	fy 17-18	fy 18-19
<b>Community Development</b>									
2003 Ford Ranger	3151	2/13/2003	15,681		25,000				
2007 Chevy Colorado Ext Cab	1810	12/5/2006	14,280			25,000			
2008 Ford Escape Hybrid	5479	9/15/2008	20,014					35,000	
2010 Ford Escape Hybrid	3952	2/23/2010	27,744						
<b>Leisure Services</b>									
2005 Ford Freestar Van	7001	11/8/2004	19,380				28,000		
2006 Chevy Colorado	8167	11/8/2005	11,587		15,000				
2007 Chevy Colorado 4WD	956	11/1/2006	18,221				18,000		
<b>Engineering</b>									
2003 Chevy Blazer	9136	11/15/2002	21,570		32,000				
2005 Ford 4-wd w/ plow	5420	9/8/2004	22,998			34,000			
2008 Ford Escape Hybrid	5485	8/15/2008	26,081					34,000	
2008 Ford Escape Hybrid	8937	9/1/2009	20,014					34,000	
<b>Public Works Equipment</b>									
Aerator/plugger		8/31/1992	2,750			5,000			
2004 Brush chipper/mulcher		7/12/1993	21,216			26,000			
2003 Kubota Tractor		9/20/2002	15,277		20,000				
2003 Backhoe Super M		9/20/2003	56,136			65,000			
Hotsy pressure washer		8/20/2004	4,900			7,500			
2004 New Holland Tractor/b	4313	12/9/2004	68,663	100,000					
2005 X-Mark lawn mower		7/23/2005	4,870		6,000				
Kubota 2011 F3080 Mower		9/1/2011	16,685				17,000		
Kubota 2011 F3080 Mower		9/1/2011	16,685				17,000		

## Equipment Replacement Fund Schedule

Description	VIN	Purchase Date	Original Cost	fy 13-14	fy 14-15	fy 15-16	fy 16-17	fy 17-18	fy 18-19
John Deere Gator		7/1/2006	5,860	7,000					
John Deere Gator 2011		7/1/2011	6,168					7,000	
Skid Steer Loader		10/1/2006	26,711			35,000			
GW880 trailer, 10 ton	958	1/1/2007	9,970						14,000
2008 Jacobson Mower	535	9/8/2008	20,963		28,000				
2008 Leon Mower Trailer	4190	9/15/2008	2,600						4,000
2009 Aluminum Trailer Aluc	2841	11/8/2009	2,626						4,000
Backhoe Super L		12/5/2008	57,385						75,000
2010 John Deere 997 Mid Z Trak Mow		8/13/2010	9,967			15,000			
John Deere 997 2011		9/1/2011	12,840				15,000		
<b>Vehicles</b>									
2000 Ford Bucket Truck	2378	10/1/2006	31,000		60,000				
2013 Ford 2-wd pickup	1470	1/10/2013	20,098						
06 Chevy Dump Truck #2	1183	11/1/2005	68,342		75,000				
06 Chevy Dump Truck #1	817	11/1/2005	68,342		75,000				
2008 FordnF250	649	11/1/2007	18,998			30,000			
2009 Ford F250 4-wd w/ plo	3864	11/7/2008	18,992				35,000		
2009 Ford F150	1456	11/8/2008	18,444				26,000		
2009 Ford F150	1457	11/8/2008	18,444				26,000		
2010 Ford F250	6861	1/13/2010	28,852					33,000	
2010 Ford F150	5522	3/8/2010	24,100					33,000	
2012 Ford F150 Pick-up 2wh	6671	12/1/2011	22,875						25,000
<b>TOTALS</b>			<b>918,329</b>	<b>107,000</b>	<b>336,000</b>	<b>242,500</b>	<b>182,000</b>	<b>176,000</b>	<b>122,000</b>
				<b>fy 13-14</b>	<b>fy 14-15</b>	<b>fy 15-16</b>	<b>fy 16-17</b>	<b>fy 17-18</b>	<b>fy 18-19</b>
Beginning Balance				515,118	558,418	372,718	280,218	248,218	222,218
Transfers in				150,000	150,000	150,000	150,000	150,000	150,000
Interest Earnings & Sale Proceeds				300	300	0	0	0	0
Expenditures				107,000	336,000	242,500	182,000	176,000	122,000
<b>Ending Balance</b>				<b>558,418</b>	<b>372,718</b>	<b>280,218</b>	<b>248,218</b>	<b>222,218</b>	<b>250,218</b>



## *Beautification Fund*

		<b>FY2009-10</b>	<b>FY2010-11</b>	<b>FY2011-12</b>	<b>FY2012-13</b>	<b>FY2013-14</b>
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Approved</u>
	Beginning Balance	291,233	32,305	12,182	12,197	910
<b>315</b>	<b>Revenues</b>					
36190	Interest	731	0	15	18	0
	<b>Total Revenues</b>	<b>731</b>	<b>0</b>	<b>15</b>	<b>18</b>	<b>0</b>
	<b>Other Funding Sources</b>					
37940	Transfer from General Fund	40,000	0	0	0	0
41000-100	Transfer to General Fund	0	0	0	11,305	910
	<b>Total Other Funding Sources</b>	<b>40,000</b>	<b>0</b>	<b>0</b>	<b>-11,305</b>	<b>-910</b>
	<b>Expenditures</b>					
44550						
272	Anniversary Clock/Sculpture	0	0	0	0	0
274	Leisure Service Projects	299,659	21,000	0	0	0
275	Arts Council	0	0	0	0	0
	<b>Total Expenditures</b>	<b>299,659</b>	<b>21,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Ending Balance	32,305	11,305	12,197	910	0



## *Insurance Fund*

		FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Approved</u>
	<b>Beginning Balance</b>	<b>522,669</b>	<b>524,530</b>	<b>525,611</b>	<b>1,786</b>	<b>207,730</b>
<b>611</b>	<b>Revenues</b>					
36190	Interest	1,861	1,081	1,032	300	200
	<b>Total Revenues</b>	<b>1,861</b>	<b>1,081</b>	<b>1,032</b>	<b>300</b>	<b>200</b>
	<b>Other Funding Sources</b>					
37940	Transfer from General Fund	0	0	0	365,000	200,000
41000-100	Transfer to General Fund	0	0	0	0	0
	<b>Total Other Funding Sources</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>365,000</b>	<b>200,000</b>
	<b>Expenditures</b>					
43935						
600	Retirement Benefit	0	0	524,857	159,356	173,500
	<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>524,857</b>	<b>159,356</b>	<b>173,500</b>
	<b>Ending Balance</b>	<b>524,530</b>	<b>525,611</b>	<b>1,786</b>	<b>207,730</b>	<b>234,430</b>