

# **TOWN OF FARRAGUT**

## **TENNESSEE**



**FISCAL YEAR 2015-2016**

**ANNUAL BUDGET**

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## Town of Farragut Officials

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### TOWN OF FARRAGUT

#### TOWN OFFICIALS

##### ***Board of Mayor and Aldermen***

*Ralph McGill*

Mayor

*Ron Honken, Alderman*

*Ron Pinchok, 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*

*Mark Shipley, Community Development Director*

*Bud McKelvey, Public Works Director*

*Darryl Smith, Town Engineer*

*Allison Myers, Town Recorder/Treasurer*

*Sue Stuhl, Parks & Leisure Services Director*

The Town of Farragut was incorporated on January 16, 1980 and was named after Admiral David Glasgow Farragut, the first admiral of the United States Navy, who was born in the Farragut area.

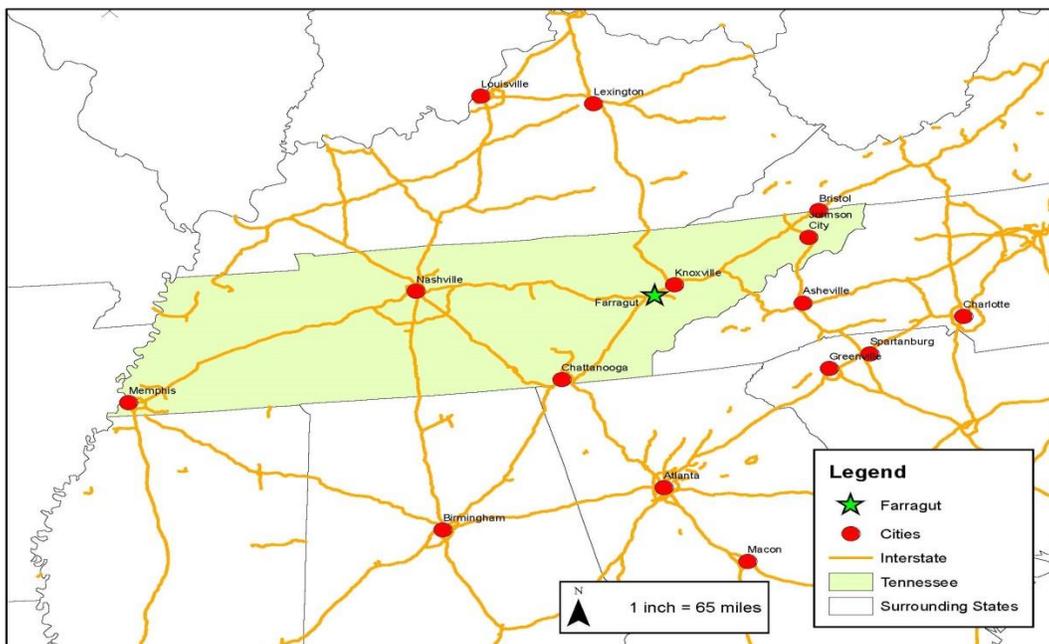
Farragut has significant historic presence, which includes the well-known Campbell Station Inn and the Battle of Campbell Station. The Campbell Station Inn, built in the early 1800s, still exists today and is located at the northeast corner of Campbell Station Road and Kingston Pike. At its height, the Inn served as a stopping place for families, hunters and stock drivers passing through Knoxville and notable guest at the Inn include former President Andrew Jackson and former Tennessee Governor John Sevier.

Civil War history includes the Battle of Campbell Station, which took place on November 16, 1863 and was fought on land surrounding the Farragut Town Hall. This decisive battle involved Burnside's Union forces defeating Longstreet's

Confederate forces as they marched toward Knoxville.

In 2010, a Civil War Trails Historical Marker was dedicated on the grounds of the Farragut Town Hall to commemorate this battle. Today, Farragut is primarily a bedroom community serving the business, educational, and industrial sectors of Knoxville, Tennessee, and the United States Government facilities located in Oak Ridge, Tennessee.

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





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Town of Farragut**

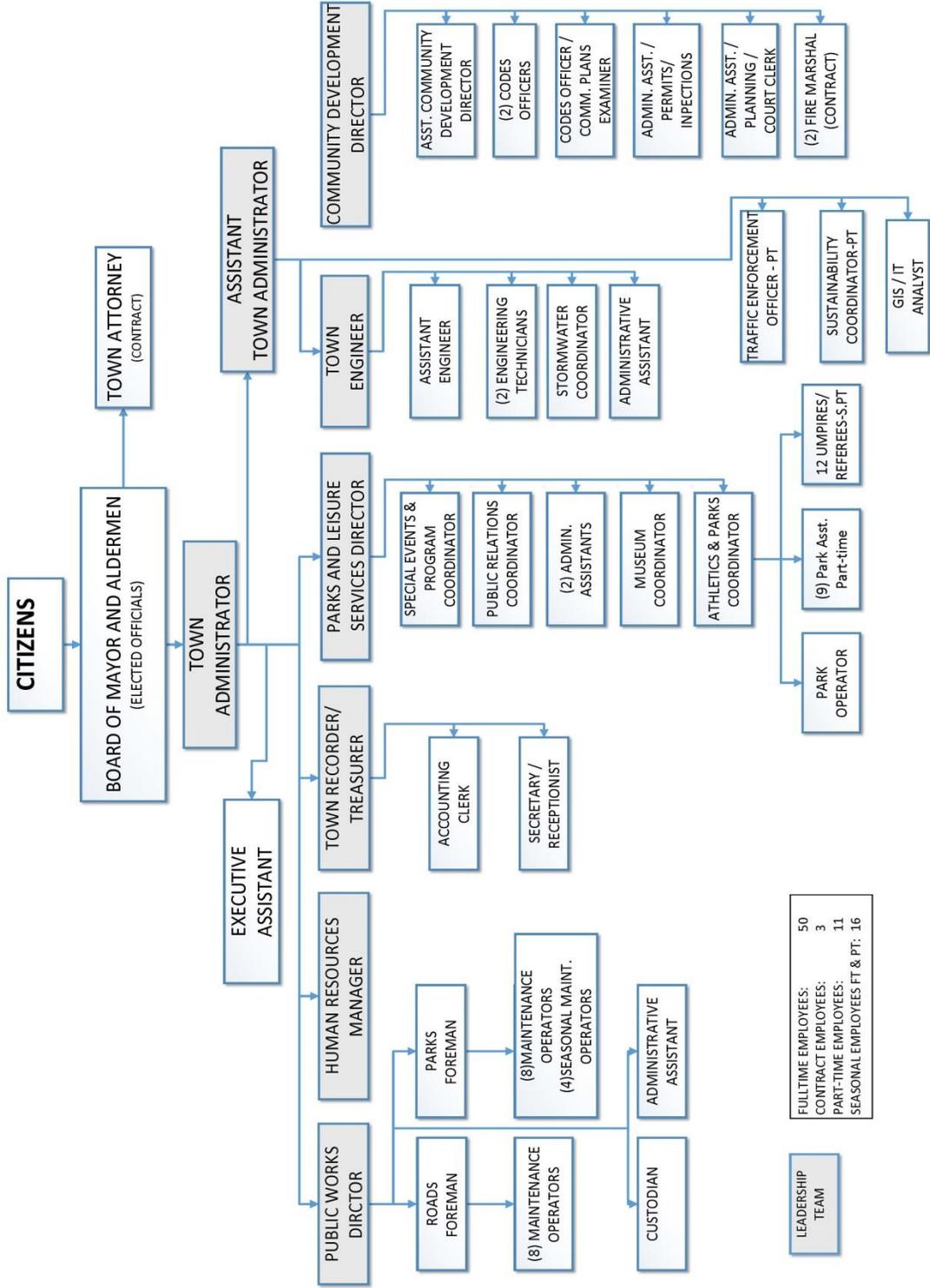
**Tennessee**

For the Fiscal Year Beginning

**July 1, 2014**

Executive Director

# TOWN OF FARRAGUT ORGANIZATIONAL CHART FY 2015-16



FULLTIME EMPLOYEES:	50
CONTRACT EMPLOYEES:	3
PART-TIME EMPLOYEES:	11
SEASONAL EMPLOYEES FT & PT:	16

LEADERSHIP TEAM

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



Ron Honken, Alderman  
Robert N Markli, Alderman  
Ron Pinchok, Alderman

Dear Farragut Citizens:

The Farragut Board of Mayor and Aldermen and the Town staff are pleased to present the 2016 Fiscal Year (FY) budget. During the budget planning and development process the elected officials and Town staff evaluated the community's needs and the local government's role in meeting them. The Town staff has prepared a fiscally conservative and balanced budget, which reflects the exceptional level of service provided to Farragut residents. Some of the Town's FY16 budget priorities include: construction of important roadway improvements, pedestrian connections, and park infrastructure enhancements.

In February, the Board of Mayor and Aldermen updated the Town's Strategic Plan 2025, outlining priorities for the current year. The Strategic Plan provides a road map for the Town's future, aligning Farragut's vision, goals and objectives for the next 10 years and beyond. Furthermore, the FY16 General Fund and Capital Investment Program (CIP) budgets were approved with the purpose of striving to meet the goals identified in the Strategic Plan.

In addition, specific and measurable objectives were created to help staff measure performance across departments and gauge success. Together, the Strategic Plan, goals, and objectives bring added focus to our work and to the direction provided in the budget process.

### **Economic Outlook**

Today the local economy continues to rebound from the most significant economic downturn since the Great Depression. The Farragut area continues to experience economic growth rates that exceed almost any other area in the region. New subdivisions are currently under development in Farragut and there continues to be strong interest from developers to initiate more residential projects. Finally, commercial development remains steady with an increase in the redevelopment and infill of vacant commercial areas.

Although the Farragut economic base is steady, there is some uncertainty about external factors that may impact our local economy heading into FY2017 and beyond.

There are growing concerns with the Tennessee state legislature and its evolving philosophy regarding the perceived need to rein in local government authority. The 2015 legislative session saw the effective elimination of annexation by Town initiative leaving much uncertainty about future growth patterns and questions about efficient extension of services in areas requesting annexation. There have also been continuing efforts to repeal the Hall Income Tax, do away with red light camera traffic enforcement, and most recently discussions of decreasing the amount of sales tax revenues that get appropriated to the community where the sales transaction takes place. All of these actions will serve to limit local

governments' ability to effectively and efficiently manage their day to day delivery of services to residents.

Such "challenges" make it imperative that we continue to position the Town of Farragut to meet the demands of an uncertain future. While it is essential to maintain a conservative approach toward financial management and expansion of services, we should never forget why our residential and corporate citizens choose to be in Farragut. The Town of Farragut is able to deliver essential community services in a cost effective manner, while investing in infrastructure and facility improvements that enhance the quality of life for our residents as well as our desirability as a community.

### **Core Principles for Preparation of this Budget**

**Long Range Planning and Direction Established** - The Capital Investment Program is an essential component of the Town's budget process and allows for broader understanding and deliberation on the essential long-term capital needs of a developing Town. The strategic planning process, approved by the Board of Mayor and Aldermen, provides direction to staff on the mutually agreed upon needs of the community.

**Capital Investments Funded** – The Town's FY16 Capital Investment Program (CIP) is \$4,310,500. The CIP budget emphasizes the continuation of investing in the design and construction of capital projects and major infrastructure. Some areas of focus are: park enhancements, road improvements and new pedestrian connections – all essential to future growth and development.

The major funding source for the FY16 CIP is the General Fund operating transfer of \$3,000,000 before June 30, 2016. The transfer is possible due to positive revenue collections over the past few fiscal years. Managing capital investments in a fiscally conservative way allows the Town to reduce the amount of long-term debt that would otherwise be needed to meet the needs of the community.

**Cost Effective Service Delivery** - The FY16 budget was formulated on the belief that, regardless of the sound financial position of the Town, Farragut must always look for ways to maintain and improve existing services, while minimizing potential long-term costs.

Municipal service delivery, by its very nature, is a labor-intensive endeavor. Roughly 60% of the total General Fund budget is allocated to personnel services. Municipal departments continue to focus on identifying equipment, technology and processes that allow existing employees to deliver community services more efficiently.

The FY16 proposed budget reflects an increase of the Public Works Administrative Assistant position from part-time to full-time. The Town also elevated a seasonal part-time park assistant position in Parks and Leisure Services to a full-time position. All other positions remain the same as FY15.

A chart reflecting the major budget changes from FY15 to FY16 follows.

<b>Budget Enhancements</b>		
<b>Enhancement</b>	<b>Department</b>	<b>Reason</b>
<b>Administrative Assistant from part-time to full-time</b>	Public Works	Increased workload
<b>Park Assistant from seasonal to full-time</b>	Parks and Leisure Services	Additional hours needed to cover park usage
<b>3% Merit Increase</b>	All departments	Employee Merit Plan
<b>Special Census</b>	General Government	To evaluate the increase in population since 2010- Increase in revenues that are based on a per capita basis
<b>Infrastructure Analysis- Professional Services</b>	Engineering	Transportation and Stormwater infrastructure analysis
<b>Budget Impacts</b>		
<b>Impact</b>	<b>Department</b>	<b>Reason</b>
<b>Mixed Drink Tax</b>	Revenues	The Town pays Knox County 50% of the Mixed Drink Tax it receives from the State of Tennessee

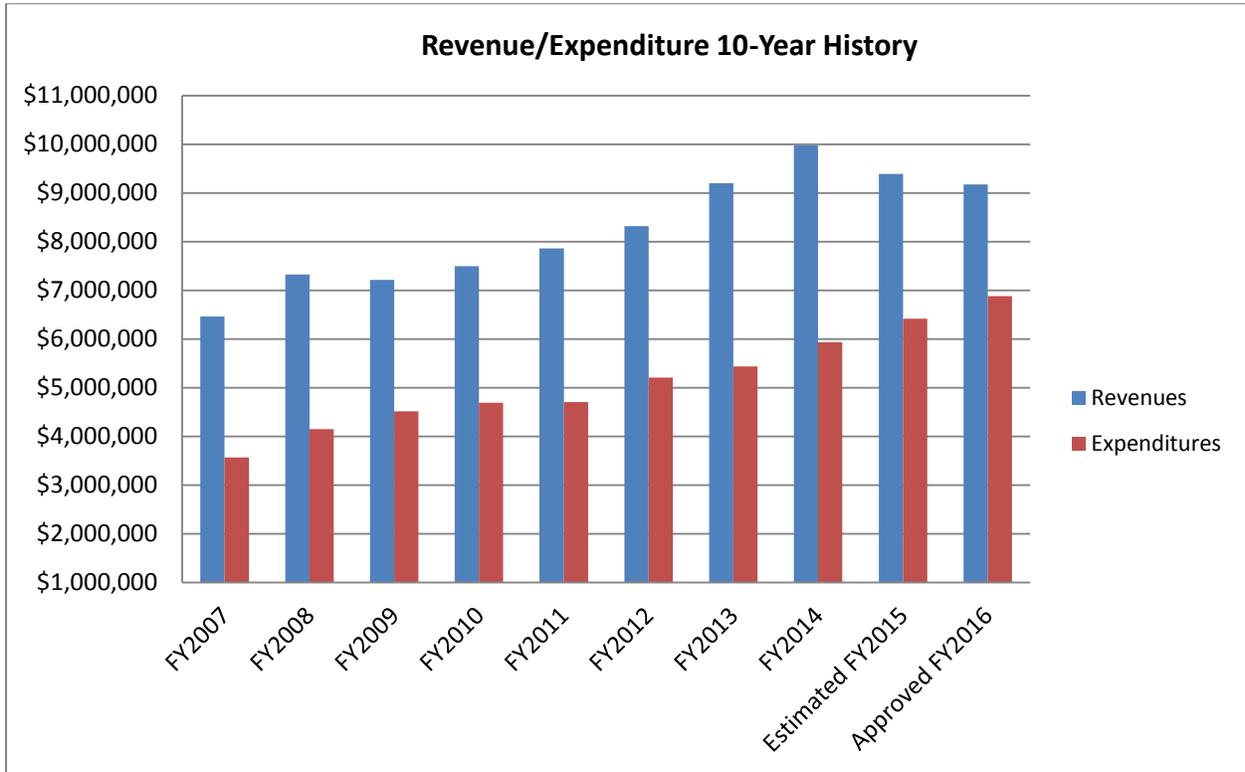
**Quality Employees** - By necessity, the provision of responsive, quality public services with a lean staff requires the very best people in our organization. The ability to deliver services efficiently and effectively to residential and corporate citizens means that Farragut is able to attract and retain the most qualified and competent employees for each position. In addition, the Town competes in a competitive labor market with surrounding jurisdictions for essential personnel. Accordingly, a competitive salary and benefits package is essential to attract, retain, and motivate outstanding employees. The proposed FY16 budget provides appropriate funding to maintain a competitive pay plan and excellent benefit programs in the areas of retirement, medical and dental coverage, annual/sick leave, etc.

## **GENERAL FUND**

The total General Fund budget is \$6,882,084, which represents an increase of \$88,683 or 1% more than last year's budget of \$6,793,401. The Town of Farragut budget maintains its current level of service and is balanced without dipping into the Rainy Day Fund, which equals 30% of total expenditures.

Since FY06, both revenues and expenditures have steadily increased. The Town has increased staff to accommodate the expansion of projects and services. Since FY06, McFee Park Phases I and II have been completed; the project includes large pavilions, soccer facilities, a playground and splash pad. The chart

below shows the historical data trend lines for both revenues and expenditures over the last several years.

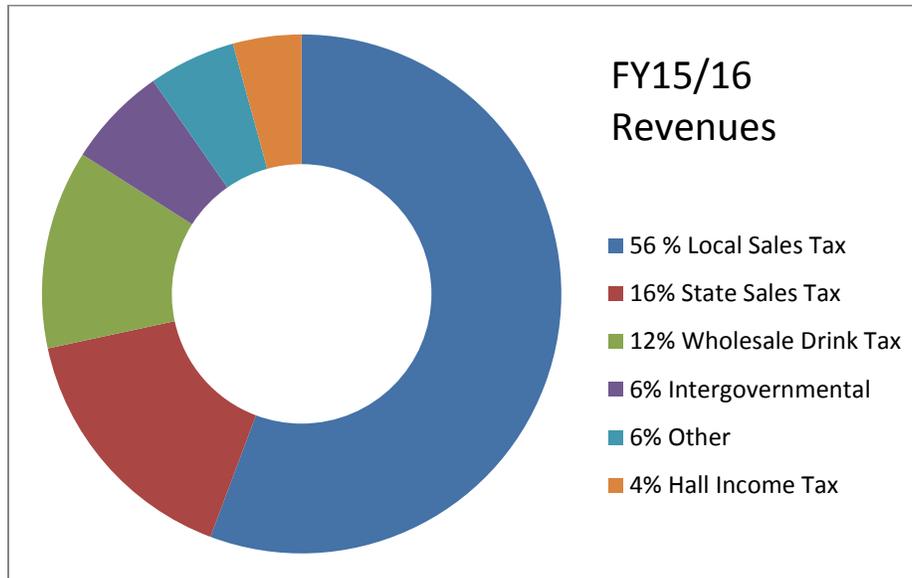


The FY16 budget was developed with a philosophy that the BMA must continually look for opportunities to maintain and improve existing services while minimizing long-term costs.

## REVENUES

The proposed FY16 General Fund budget will be balanced with projected revenue collections during the fiscal year. Projected revenue for FY16 is \$9,175,451, up \$831,950 or 9% from the FY15 budget of \$8,343,501.

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 has steadily grown with the expansion of commercial development, particularly with the success of the Turkey Creek retail area. In addition to the local sales tax, the Town also receives a portion of the State of Tennessee sales tax which accounts for 17% of its total revenue. The Town estimates and budgets the revenues for each fiscal year very conservatively. This is due to the primary source of revenue being local sales tax and state shared tax.



While the FY16 budget projects satisfactory revenue growth, there is long term challenges facing the Town that will need to be addressed in future budgets. Specifically, the actions of the state legislature over the past few years leave little doubt that the Hall Income tax is targeted for elimination in the next 5-10 years. From a budget perspective, the Hall Income tax accounts for \$350,000 in budgeted revenue.

Growth in local option sales tax has been the primary source of new revenue over the past 5 - 10 years, and the potential combination of slowing sales tax growth coupled with a reduction in Hall Income tax revenues have the potential to create financial challenges in the future.

**EXPENDITURES**

Proposed General Fund expenditures in FY16 are \$6,882,084. The budget adequately covers the operational needs of all departments and investments in equipment, technology, etc. that allow staff to delivery services effectively. Also included in the FY16 budget are transfers to other funds. This includes a \$150,000 transfer to the Equipment Replacement Fund, a \$3,000,000 transfer to the Capital Investment Fund, and a \$120,000 transfer to the State Street Aid Fund.

The Town will be implementing a branding initiative this fiscal year. Farragut’s new community brand, Live Closer. Go Further, which launched in July of 2015, identified what makes the Town unique to our residents, businesses and visitors. The marketing of this new brand will take several years to fully

integrate into the community and will involve other strategic partners, such as the Farragut Business Alliance and Farragut/West Knox Chamber of Commerce.

## **DEBT**

There is no additional debt in the Town's FY2016 budget. The current debt includes a note for the Campbell Station Inn. There are two payments remaining on the note; FY2016 CIP in the amount of \$257,500 and \$253,750 in FY2017 CIP.

## **EQUIPMENT REPLACEMENT FUND**

Pursuant to the Governmental Accounting Standards Board (GASB) Statement #54, the Equipment Replacement Fund is considered a component activity of the General Fund for reporting purposes in the Comprehensive Annual Financial Report (CAFR). However, the fund is budgeted separately to simplify the review and oversight of an important activity that provides for the annual accumulation of reserves over multiple years for the purchase of higher cost replacement vehicles and equipment. This approach ensures relative consistency in General Fund budgetary obligations over a multi-year period and avoids major fluctuations in capital purchases in a single year and the borrowing of funds to pay for the purchases. The FY16 proposed budget for the Equipment Replacement Fund has expenditures totaling \$140,500 and a transfer from the General Fund of \$150,000. The expenditures include the replacement of an existing truck (for Leisure Services), two (2) lawn mowers, and a dump truck (for Public Works).

## **STATE STREET AID FUND**

The FY16 proposed budget for the State Street Aid Fund is \$688,000. The State of Tennessee distributes a portion of the state gasoline tax collected per gallon to all cities based on population with the proceeds historically used by Farragut for the annual street-resurfacing program. The FY16 projected revenue from the state gas tax is \$540,000. The total investment for resurfacing in FY16 is projected to be \$500,000. Resurfacing decisions are made after an annual field inspection and priority ranking of roads relative to condition, use and available funding.

## **INSURANCE FUND**

This fund was created to centralize the payment of all retirement benefit related expenditures. There are no expenditures budgeted for FY15. The retirement fund used for this purpose is now closed to new participants and all future benefits are fully funded.

## **CAPITAL PROJECTS FUND**

The Capital Projects Fund is used to consolidate the acquisition, design and construction of major capital improvements of the Town. The FY16 proposed budget of \$4,310,500 provides funding for a variety of projects in program areas such as transportation, parks and recreation and general facility/equipment.

The CIP long-term budget includes expenditures of \$20,459,250 for roadway improvements and park projects through the year 2020.

There are 17 capital projects proposed for funding in FY16. Several of the largest projects include land acquisition (\$500,000); Old Stage to Everett Road Greenway Connector (\$330,000); Campbell Station Inn improvements (\$300,000); and an additional turf field at Mayor Bob Leonard Park (800,000). More information on the FY16 projects is provided in the detail budget for the Capital Projects Fund.

The major differences in fund balance from FY15 to FY16 are expenditures that have been assigned but not spent yet. Various projects, budgeted in previous fiscal years, have to be accounted for to guarantee the funds will be available when the project is complete. When the projects continue a budget amendment will be necessary to assign the expenditure in the current budget.

### **SUMMARY**

The Town of Farragut is currently in a very sound financial position. This publication summarizes our financial condition and highlights our goals and objectives for the upcoming fiscal year. I hope you will take a few minutes to read through the document to learn more.

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.

Respectfully Submitted,

David Smoak  
Town Administrator



## FY2016 Fund Summary

	General	Capital Investment Program	State Street Aid	Other Governmental Funds	Total
<b>Revenues:</b>					
Local Sales Tax	5,200,000	-	-	-	5,200,000
State Sales Tax	1,400,000	-	-	-	1,400,000
Licenses, Permits & Fees	428,900	-	-	-	428,900
Intergovernmental:					0
State Taxes	928,400	-	540,000	-	1,468,400
State Grants	-	1,205,000	-	-	1,205,000
Wholesale Beer, Liquor & Mixed Drink	1,090,000	-	-	-	1,090,000
Other Income	123,651	313,500	-	-	437,151
Interest	4,500	9,000	500	430	14,430
<b>Total Revenues</b>	<b>9,175,451</b>	<b>1,527,500</b>	<b>540,500</b>	<b>430</b>	<b>11,243,881</b>
<b>Expenditures:</b>					
General Government	5,126,948	-	-	0	5,126,948
Public Works	1,755,136	-	-	-	1,755,136
Capital Outlay	-	4,310,500	688,000	140,500	5,139,000
<b>Total Expenditures</b>	<b>6,882,084</b>	<b>4,310,500</b>	<b>688,000</b>	<b>140,500</b>	<b>12,021,084</b>
Revenue over (under) expenditures	2,293,367	-2,783,000	-147,500	-140,070	-777,203
<b>Other Financing Sources:</b>					
Total Transfers In	0	3,000,000	120,000	150,000	3,270,000
Total transfers out	-3,270,000	0	0	0	-3,270,000
<b>Total other financing sources</b>	<b>-3,270,000</b>	<b>3,000,000</b>	<b>120,000</b>	<b>150,000</b>	<b>0</b>
<b>Assigned Fund Balance</b>	<b>0</b>	<b>4,383,321</b>	<b>0</b>	<b>0</b>	<b>4,383,321</b>
<b>Fund Balance July 1</b>	<b>\$7,177,205</b>	<b>\$7,744,678</b>	<b>\$645,314</b>	<b>\$728,061</b>	<b>\$16,295,258</b>
<b>Fund Balance June 30</b>	<b>\$6,200,572</b>	<b>\$3,578,357</b>	<b>\$617,814</b>	<b>\$737,991</b>	<b>\$11,134,734</b>

**MULTI-YEAR  
FUND SUMMARY**

	General			Capital Investment Program		
	FY2013-14	FY2014-15	FY2015-16	FY2013-14	FY2014-15	FY2015-16
<b>Revenues:</b>						
Local Sales Tax	5,579,606	5,200,000	5,200,000	0	0	0
State Sales Tax	1,473,393	1,450,000	1,400,000	0	0	0
Licenses, Permits & Fees	549,912	412,050	428,900	0	0	0
Intergovernmental:						
State Taxes	1,029,777	1,046,091	928,400	0	0	
State Grants	0	0	0	250,000	314,556	1,205,000
Wholesale Beer, Liquor & Mixed Drink	1,192,129	1,137,000	1,090,000	0	0	0
Other Income	135,272	139,151	123,651	0	0	313,500
Interest	6,289	4,500	4,500	7,166	9,000	9,000
<b>Total Revenues</b>	<b>9,966,378</b>	<b>9,388,792</b>	<b>9,175,451</b>	<b>257,166</b>	<b>323,556</b>	<b>1,527,500</b>
<b>Expenditures:</b>						
General Government	4,323,013	4,699,482	5,126,948	0	0	0
Public Works	1,610,175	1,717,302	1,755,136	0	0	0
Capital Outlay	0	0	0	2,405,841	5,265,197	4,310,500
<b>Total Expenditures</b>	<b>5,933,188</b>	<b>6,416,784</b>	<b>6,882,084</b>	<b>2,405,841</b>	<b>5,265,197</b>	<b>4,310,500</b>
Revenue over (under) expenditures	4,033,190	2,972,008	2,293,367	-2,148,675	-4,941,641	-2,783,000
<b>Other Financing Sources:</b>						
Total Transfers In	903	0	0	3,000,000	3,000,000	3,000,000
Total transfers out	-3,470,000	-3,270,000	-3,270,000	0	0	0
<b>Total other financing sources</b>	<b>-3,469,097</b>	<b>-3,270,000</b>	<b>-3,270,000</b>	<b>3,000,000</b>	<b>3,000,000</b>	<b>3,000,000</b>
<b>Assigned Fund Balance</b>	<b>438,070</b>	<b>198,070</b>	<b>78,070</b>	<b>2,176,453</b>	<b>2,988,543</b>	<b>4,383,321</b>
<b>Fund Balance July 1</b>	<b>6,959,767</b>	<b>7,475,197</b>	<b>\$7,177,205</b>	<b>8,834,994</b>	<b>9,686,319</b>	<b>\$7,744,678</b>
<b>Fund Balance June 30</b>	<b>7,475,197</b>	<b>7,177,205</b>	<b>6,200,572</b>	<b>9,686,319</b>	<b>7,744,678</b>	<b>\$3,578,357</b>

State Street Aid			Other Governmental Funds			Total of All Funds		
FY2013-14	FY2014-15	FY2015-16	FY2013-14	FY2014-15	FY2015-16	FY2013-14	FY2014-15	FY2015-16
0	0	0	0	0	0	5,579,606	5,200,000	5,200,000
0	0	0	0	0	0	1,473,393	1,450,000	1,400,000
0	0	0	0	0	0	549,912	412,050	428,900
536,958	535,000	540,000	0	0	0	1,566,735	1,581,091	1,468,400
0	0	0	0	0	0	250,000	314,556	1,205,000
0	0	0	0	0	0	1,192,129	1,137,000	1,090,000
0	0	0	3101	0	0	138,373	139,151	437,151
720	500	500	587	430	430	14,762	14,430	14,430
<b>537,678</b>	<b>535,500</b>	<b>540,500</b>	<b>3,688</b>	<b>430</b>	<b>430</b>	<b>10,764,910</b>	<b>10,248,278</b>	<b>11,243,881</b>
0	0	0	173121	100000	0	4,496,134	4,799,482	5,126,948
0	0	0	0	0	0	1,610,175	1,717,302	1,755,136
603,853	1,087,402	688,000	111,864	83,000	140,500	3,121,558	6,435,599	5,139,000
<b>603,853</b>	<b>1,087,402</b>	<b>688,000</b>	<b>284,985</b>	<b>183,000</b>	<b>140,500</b>	<b>9,227,867</b>	<b>12,952,383</b>	<b>12,021,084</b>
-66,175	-551,902	-147,500	-281,297	-182,570	-140,070	1,537,043	-2,704,105	-777,203
120,000	120,000	120,000	350,000	150,000	150,000	3,470,903	3,270,000	3,270,000
0	0	0			0	-3,470,000	-3,270,000	-3,270,000
<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>350,000</b>	<b>150,000</b>	<b>150,000</b>	<b>903</b>	<b>0</b>	<b>0</b>
0	0	0	0	0	0	2,614,523	3,186,613	4,461,391
<b>\$1,023,391</b>	<b>\$1,077,216</b>	<b>\$645,314</b>	<b>\$691,928</b>	<b>\$760,631</b>	<b>\$728,061</b>	<b>\$17,510,080</b>	<b>\$18,999,363</b>	<b>\$16,295,258</b>
<b>\$1,077,216</b>	<b>\$645,314</b>	<b>\$617,814</b>	<b>\$760,631</b>	<b>\$728,061</b>	<b>\$737,991</b>	<b>\$18,999,363</b>	<b>\$16,295,258</b>	<b>\$11,134,734</b>



## 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 extensive research and analysis. The budget document is intended to provide the legislative body, as well as 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 and the total projected revenues and funding sources must be greater or equal to the total anticipated expenditures.
- The General Fund balance should be maintained at 30% of expenditures.
- The internal budgetary control is maintained at the department level by line item and is designed to provide reasonable assurance that the aforementioned objectives are met.

### **Budget Adoption**

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

### **Public Notice**

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 of Mayor and Aldermen adopts the budget by ordinance, after two required readings, on or before the last day of the current fiscal year.

### **Budget Amendments**

Once approved, the Board of Mayor and Aldermen may amend the legally adopted budget by ordinance 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 and Expenditures are budgeted by fund, which constitutes the legal level of control. Expenditures may not exceed appropriations at the legal level. All budget revisions at this level are subject to final review by the Board of Mayor and Aldermen. Within the aforementioned controls, management may transfer appropriations within the same fund. Appropriations between funds require approval from the Board of Mayor and Aldermen. 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, claims and judgments, are recorded only when payment is due.

## **BUDGET CALENDAR**

The budget process begins 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 the 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.

### **FY2015-16 BUDGET CALENDAR**

**February 13, Friday** – Department Base Budgets, Expenditures/Revenue Projections, Program Changes Due

**February 26, Thursday** – Overview of the Town of Farragut Financial Plan– BMA Workshop

**February 27, Friday** – CIP Budget, Equipment Replacement Budget Due

**March 12, Thursday** – General Fund Revenue/Expenditure Projections, Program Changes – BMA Workshop

**March 26, Thursday** – CIP Workshop

**March 27, Friday** - Community Grant Submittal Deadline

**April 9, Thursday** – Equipment Fund, CIP, Other Fund – BMA Workshop

**April 23, Thursday** – BMA Grant Workshop

**April 24 – May 7** - Town Administrator preparing draft budget

**May 7, Thursday** – Draft Budget to BMA

**May 13, Wednesday** – Budget Ordinance published in the paper

**May 28, Thursday** – 1<sup>st</sup> Reading of Budget Ordinance

**June 11, Thursday** – 2<sup>nd</sup> & Final reading of Budget Ordinance

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#### **May 22, Deadline for:**

- Department goals & objectives
- Performance Measures
- Action Plan/Work program items

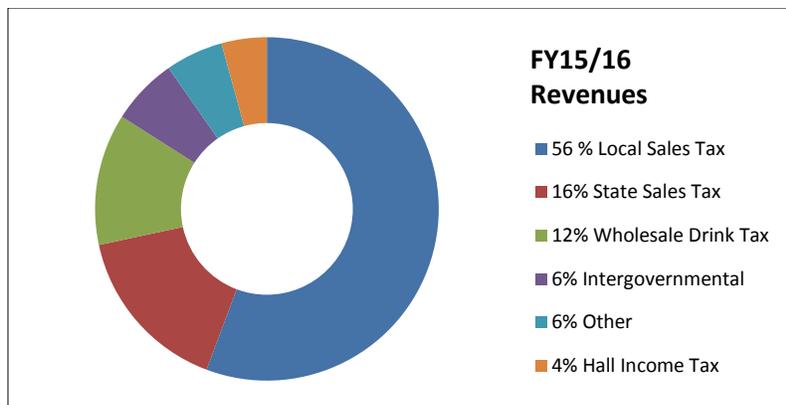


## Revenue Analysis and Projections

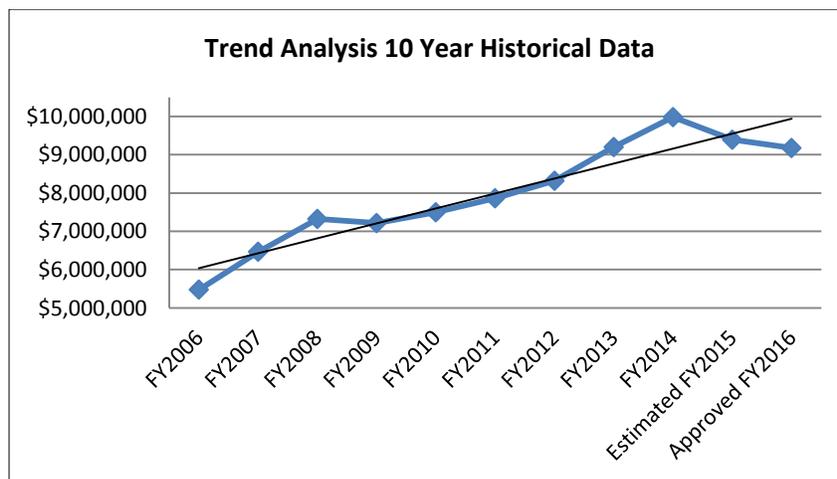
Fiscal Year 2016 projected revenue for the General Fund is \$9,175,451, up \$831,950 or 9% from the FY15 budget of \$8,343,501.

The single largest source of the Town's revenue comes from local sales tax at 56%. State sales tax is the second largest at 16% followed by Wholesale Drink Tax at 12%. The Town estimates and budgets the revenues for each fiscal year very conservatively. This is due to the primary source of revenue being local sales tax and State shared tax.

The chart below shows the percentages of total revenue each revenue source contributes.



The budgeted revenues in FY2016 are based on trend analysis over the past ten (10) years. After an analysis of businesses opening within the Town and historical data, it was concluded to budget an increase in revenues of approximately 10% more than FY15 budgeted revenues.

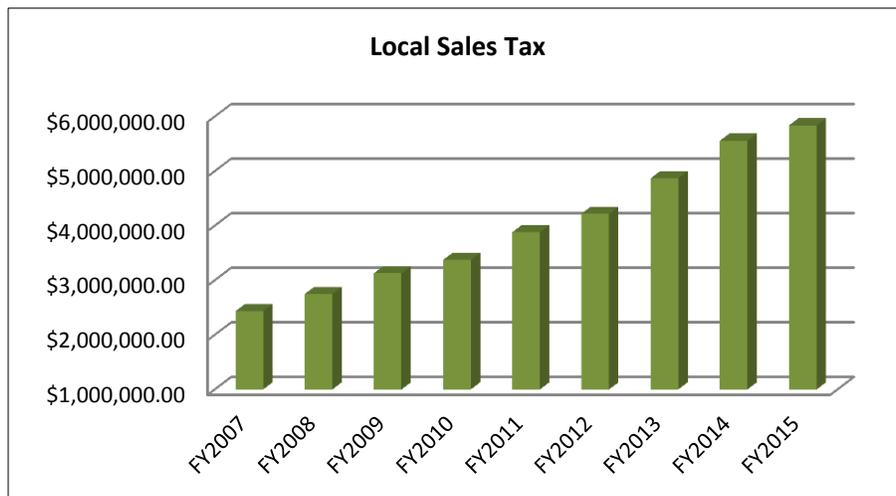


The following sections provide analysis and projections for FY16 for the General Fund revenue sources. Charts depicting the revenue history of some of the sources are also included.

**Local Option Sales Tax                    \$5,200,000**

Local option sales tax is the largest revenue stream and is a good indicator of economic growth within the Town. Sales tax is levied on the final sale of an item and remitted to the start by the retail merchants. Cities and counties may levy up to 2.75% local option sales tax in addition to the state sales tax of 7%. The Town receives 50% of 2.25% in local option sales tax. The fifty percent goes to the Knox County schools. The county remits the remainder to the Town on a monthly basis.

Local option sales tax has steadily grown with the expansion of commercial development, particularly with the success of the Turkey Creek retail area.



**State Sales Tax                                \$1,400,000**

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. The Town plans to conduct a special census in FY16 to evaluate the growing population.

**Local Wholesale Beer Tax                \$560,000**

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.

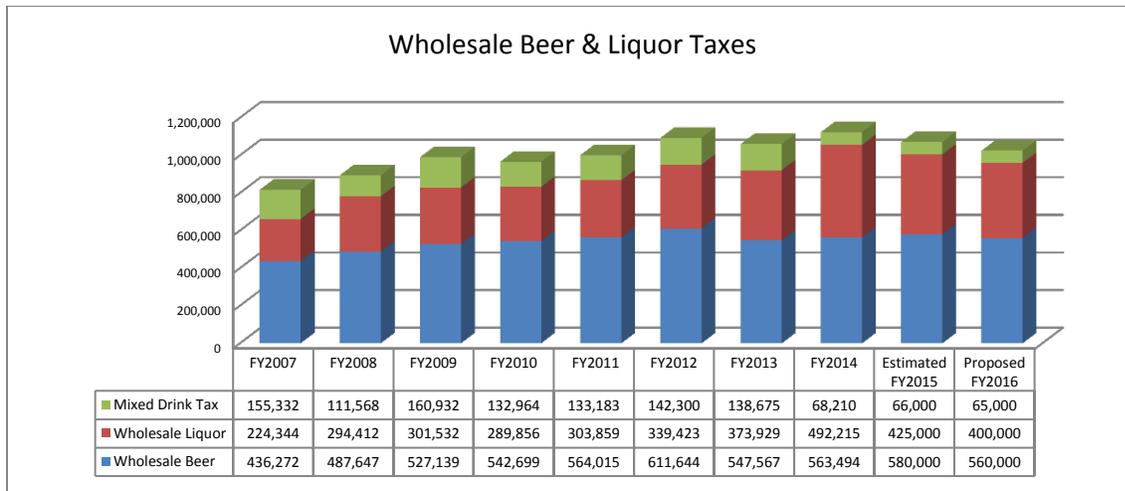
**Local Wholesale Liquor Tax            \$400,000**

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.

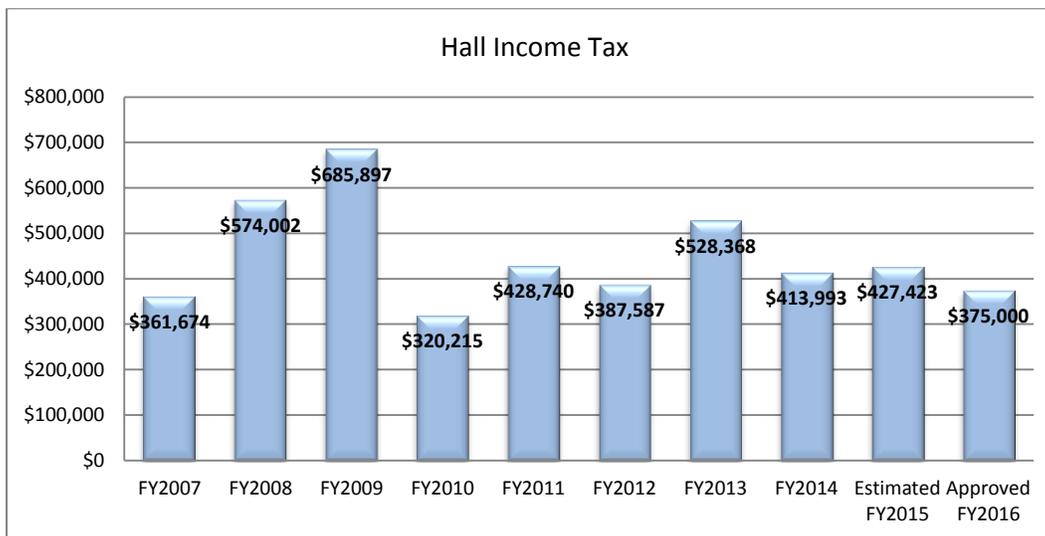
**Mixed Drink Tax                      \$130,000**

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. Of the 25%, fifty percent goes to Knox County. In the amount in the graph below is the remaining amount after remittance to Knox County.



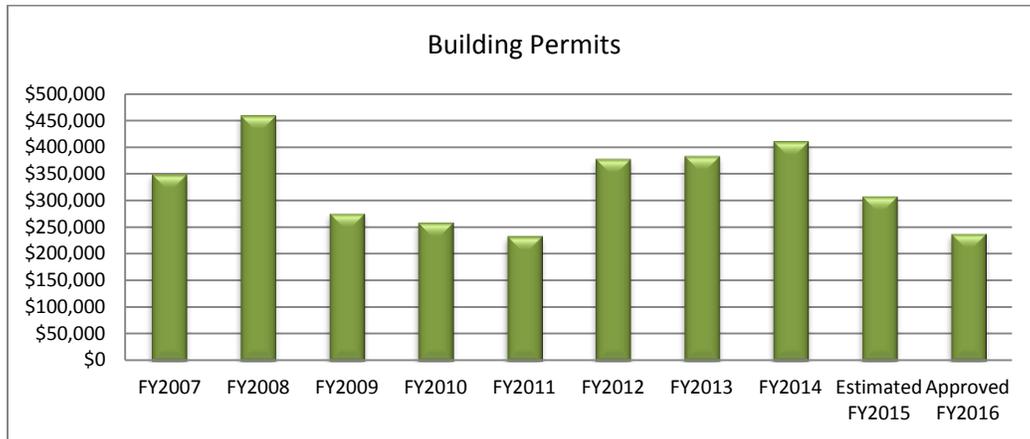
**Hall Income Tax/State Income Tax                      \$350,000**

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.



**Building Permits            \$250,000**

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.



Most all revenues in other funds originate from the General Fund. Monies are transferred each year from the General Fund to the State Street Aid, Capital Investment Program (CIP) and Equipment Funds to offset expenses. The State Gasoline and Motor Fuel Taxes collected from the State are based on the population within the Town, therefore the amounts only change as the State either increases the amount per capita or a census is performed.

## Strategic Plan/Goals & Objectives

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A written policy statement provides a standard of fiscally wise partnership 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 FY15.

### **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.

### **Long-Term Goals & Objectives for the Town of Farragut**

#### **Goal 1: 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 2: 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 3: Develop the Town's Historic Assets**

#### *Objectives:*

- Expand areas for Museum displays
- Preserve Campbell Station Inn
- Annex and develop "Concord Village" as a historic area
- Develop Founder's 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 4: 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 5: 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

### **Town Court Goals & Objectives**

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

##### *Objectives:*

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

#### **Goal: Improve Customer Service performance (Organizational Goal #1)**

##### *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

## Administration Goals & Objectives

### **Goal: To maintain a financially sound Town government while providing excellent services (Organizational Goal #1)**

#### *Objectives:*

- Review and prioritize the 5 year Capital Investment Plan (CIP)
- Maintain responsible debt practices
- Review budget reports and general trial balance and make revisions as needed
- Maximize revenue collection by auditing sales tax and Hall income tax reports and submit corrections to the State of Tennessee
- Identify alternative revenue sources for town services
- Maintain a Certificate of Achievement of Excellence in Financial Reporting from the GFOA
- Apply for the Town's first GFOA budget excellence award recognition

### **Goal: Provide employee training to enhance our workforce (Organizational Goal #1)**

#### *Objectives:*

- Complete continuing education requirements to maintain the Certified Municipal Finance Officer (CMFO) designation
- Attend training for municipal purchasing clerks
- Continue customer service training of all employees to enhance services to the public
- Provide ongoing management and supervisory training for the leadership team

### **Goal: Evaluate and enhance the records management system**

#### *Objectives:*

- Amend the records management policy to reflect current best practices
- Adopt archival policies regarding information/files stored town-wide
- Purge all eligible records on a bi-annual basis
- Utilize document management software to build electronic data archives

### **Goal: Enhance the quality of life for citizens in the Town of Farragut by utilizing sustainable best practices. (Organizational Goal #1)**

#### *Objectives:*

- Promote the development of a sustainable community
- Conduct a comprehensive inventory of sustainable practices currently being implemented in the Town of Farragut and encourage implementation of sustainability measures
- Make land use decisions consistent with adopted plans and policies
- Expand recycling across government operations

## Human Resources Goals & Objectives

### **Goal: Review of employee classification and compensation (Organizational Goal #1)**

#### *Objectives:*

- Compile and distribute individual employee total compensation reports that include the monetary value of benefits
- Complete a salary survey of comparable positions by consultant
- Participate in the Municipal Tennessee Advisory Service (MTAS) and City of Knoxville salary surveys

### **Goal: Review and analyze employee benefits (Organizational Goal #1)**

#### *Objectives:*

- Obtain market pricing for current benefits from a minimum of three vendors
- Compare benefit packages with area local governments
- Study the competitive balance of cost for benefits to the Town and identify employees' needs

### **Goal: To maintain appropriate staffing levels to deliver excellent services (Organizational Goal #1)**

#### *Objectives:*

- Recruit talented candidates
- Fill job vacancies promptly
- Participate in succession planning

### **Goal: To retain Town employees**

#### *Objectives:*

- Provide a competitive compensation and benefits plan
- Provide job-related professional development opportunities
- Provide an employee recognition program

### **Goal: Assist employees with health and wellness goals**

#### *Objectives:*

- Provide educational seminars quarterly
- Provide optional annual flu shots
- Enforce Tennessee Occupational Health and Safety (TOSHA) rules
- Promote the Wellness Incentive Plan
- Increase the number of employees participating in an annual health screening

### **Goal: Enhance risk management oversight to maintain a safe work environment for Town employees (Organizational Goal #1)**

#### *Objectives:*

- Provide employee education on risk reduction measures
- Coordinate medical treatment for worker's compensation for work-related injuries

### Information Technology Goals & Objectives

**Goal: Be competitive in the realm of best practices in municipal e-government. (Organizational Goal #1)**

*Objectives:*

- 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.

### Engineering Goals & Objectives

**Goal: Maintain fiscal responsibility by minimizing the Town's costs for capital projects and continuing to remain within departmental budget allocations. (Organizational Goal #1)**

*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. (Organizational Goal #2)**

*Objectives:*

- Continue working with Tennessee Department of Transportation (TDOT) for reconstruction of Concord Road from Northshore Drive to Turkey Creek Road.
- Coordinate with TDOT and consultants for feasibility study for north-south connection between Parkside Drive and Outlet Drive (across Interstate 40).
- 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 3.5 miles of residential streets.
- Coordinate the Town's annual maintenance contracts for maintenance of roadways, guardrail, roadway striping and traffic signals.
- Coordinate the construction of Everett Road Improvements, from Union Road to Split Rail Farm.
- 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.

**Goal: Expand Leisure Amenities, including parks and greenways. (Organizational Goal #5)**

*Objectives:*

- Coordinate Design, ROW and Construction phases of the Kingston Pike greenway project (Old Stage Road to Virtue Road).
- Coordinate Design, ROW and Construction phases of a greenway extension from Old Stage Road to Kingston Pike (through western barrel of box bridge over Little Turkey Creek)
- Coordinate Design, ROW and Construction phases of a greenway connection from Everett Road to Berkeley Park Subdivision.
- Develop projects to complete greenway connections according to the Board-approved priority list.

**Goal: Pursue goals of Environmental Protection Agency's NPDES requirements. (Organizational Goal #1)**

*Objectives:*

- Coordinate completion of the 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 best management practices 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.

**Goal: Improve our services to developers, businesses and citizens through additional staff training. (Organizational Goal #2)**

*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. (Organizational Goal #2)**

*Objectives:*

- Continue training of the 2012 International Code Council (ICC) Codes for codes officials
- Provide ongoing training for codes officials to stay abreast of the latest technologies in the construction field
- Continue to advance as leaders in the area of enforcing the 2012 ICC Energy Code

- Ensure that new building inspector obtains additional certifications needed to conduct greater scope of plans review and inspections
- Pursue the goal of at least two inspectors being certified for commercial plans review
- Pursue training of Municipal Court for Court Clerk
- Provide Assistant Community Development Director with opportunity to become a member of American Institute of Certified Planners (AICP)
- Provide Assistant Community Development Director with opportunity to maintain Floodplain Manager Certification
- Provide continuing education for staff planners' to maintain their AICP certifications
- Attend national American Planning Association conference
- Foster a program for cross training

**Goal: Promote and increase pedestrian connectivity within Farragut (Organizational Goal #5)**

*Objectives:*

- Identify and prioritize missing key greenway linkages
- Identify and prioritize missing key sidewalk linkages
- As opportunities arise, work with property owners, homeowner associations, and businesses to obtain necessary easements for trail and sidewalk construction
- Continue to implement the Pedestrian and Bicycle Plan
- Update the Pedestrian and Bicycle Plan and tie this to overlapping provisions in the zoning ordinance and subdivision regulations

**Goal: Provide outstanding customer service to the development community, business owners, and Town residents (Organizational Goal #2)**

*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 at least one (1) homeowner training session on a topic(s) which receives frequent inquiries
- Conduct at least one (1) contractor/homeowner training session on a topic(s) of interest
- Conduct a planning related workshop for homeowners and homeowners associations
- Continue to build information base (handouts, diagrams, checklists, You Tube videos, etc.,) to aid those involved in development and construction in the Town
- 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
- Explore the possibility of transitioning to a paperless process from the plans review stage to the issuance of a Certificate of Occupancy (part of IT Strategic Planning Process)

**Goal: Facilitate future growth, development, and redevelopment. (Organizational Goal #4)**

*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
- Work to implement the Comprehensive Land Use Plan Update
- 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, innovative, and sustainable approaches to stormwater management and site and building design
- 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
- Help to administer the recently adopted architectural design standards
- Explore the possibility of the Town joining the Community Rating System (CRS) Program through FEMA
- Initiate outreach efforts to residents that hold flood insurance policies
- Participate in efforts to create an Infrastructure Concurrency Fee System for the Town
- Update the Development Manual and the Major Road Plan

**Parks & Leisure Services Goals & Objectives**

**Goal: Maximize approved budget regarding use of staffing, programming and equipment and promote facility rentals. (Organizational Goal #5)**

*Objectives:*

- Provide professional development opportunities for departmental staff to enhance the delivery of recreational services
- Maximize use of alternative funding to expand community programs
- Maintain well organized files, archives and supplies
- Partner with other area organizations to provide programs and events
- Coordinate facility rentals
- Maintain level of current service

**Goal: Encourage citizen involvement through a vibrant, well informed community. (Organizational Goal #5)**

*Objectives:*

- Coordinate FUN and committee volunteer opportunities
- Assist with Special Census

- Actively publicize Town events, programs, athletics, meetings, concerns and accomplishments
- Facilitate online facility rental & program registration software

**Goal: Keep residents local and excite visitors. (Organizational Goal #2)**

*Objectives:*

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

**Goal: Provide cultural enrichment for residents and visitors. (Organizational Goal #3)**

*Objectives:*

- Promote Town's historical assets
- Preserve Town-owned historical assets

**Goal: Review use and redevelop existing structures for recreational facilities. (Organizational Goal #5)**

*Objectives:*

- Formulate plan for the rehabilitation of existing recreational facilities
- Create more user friendly parks and greenways

**Goal: Provide citizens and visitors with well-planned and maintained facilities and a selection of programs, classes, athletics and special events. (Organizational Goal #5)**

*Objectives:*

- Expand park facilities
- Expand greenways
- Continue to coordinate established special events
- 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. (Organizational Goal #2 & 5)**

*Objectives:*

- Inspect and repair existing sidewalks throughout the Town
- Continue to add new links for sidewalks & greenways
- Proper use of equipment for all areas. Add new and improve landscaping, where needed, at all Town owned facilities
- Install Town entrance signs at main gateways
- Assist in implementing the new Town branding.

**Goal: Maintain fiscal responsibility of the Public Works Dept. Budget. (Organizational Goal #1)**

*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. (Organizational Goal #4)**

*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 coordinate safety training, inventory gear and to work with TOSHA

**Goal: Increase useful life of equipment and reduce costly repairs. (Organizational Goal #1)**

*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. (Organizational Goal #4)**

*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 3 of required street sign replacement throughout the town

**Goal: Increase staff, job proficiency and knowledge through training. (Organizational Goal #1 & 5)**

*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 more proper knowledge of street maintenance, parks and ball fields
- Meet state requirements for NPDES Municipal Stormwater Permit with staff certifications
- Redevelop yearly evaluations for Equipment Operators

## General Fund

	<b>FY2012-13</b>	<b>FY2013-14</b>	<b>FY2014-15</b>	<b>FY2014-15</b>	<b>FY2015-16</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>
<b>BEGINNING FUND BALANCE</b>	<b>7,768,532</b>	<b>6,959,767</b>	<b>7,475,197</b>	<b>7,475,197</b>	<b>7,177,205</b>
	<b>FY2012-13</b>	<b>FY2013-14</b>	<b>FY2014-15</b>	<b>FY2014-15</b>	<b>FY2015-16</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	4,884,105	5,579,606	4,500,000	5,200,000	5,200,000
State Sales Tax	1,423,582	1,473,393	1,400,000	1,450,000	1,400,000
Hall Income Tax	528,368	413,993	350,000	427,000	375,000
Wholesale Beer, Liquor & Mixed Drink	1,163,201	1,192,129	1,090,000	1,137,000	1,090,000
Intergovernmental	563,983	615,784	531,200	619,091	553,400
Building Permits & Licenses	383,507	411,501	237,900	308,250	288,300
Recreation Fees	112,665	138,411	98,600	103,800	100,600
Traffic Enforcement Program & Fines	43,464	44,728	40,000	45,000	40,000
Rent	77,750	82,544	86,601	90,451	90,451
Miscellaneous	18,100	14,289	9,200	8,200	37,700
<b>Total Revenue</b>	<b>9,198,725</b>	<b>9,966,378</b>	<b>8,343,501</b>	<b>9,388,792</b>	<b>9,175,451</b>
<b>EXPENDITURES</b>					
Legislative	54,404	38,647	66,150	54,400	61,150
Town Court	52,299	50,764	66,721	66,365	66,435
Administration	621,196	638,028	695,238	672,122	761,419
Human Resources	156,455	149,185	168,648	159,326	175,618
Information Technology	222,336	210,496	354,814	304,941	291,001
Engineering	598,607	592,280	744,691	610,935	753,837
Community Development	759,075	686,594	777,287	689,671	765,907
General Government	200,081	161,687	214,550	202,549	266,100
Parks & Leisure Services	786,646	813,677	960,120	956,630	1,017,037
Public Works	1,491,062	1,610,175	1,730,239	1,717,302	1,755,136
Non-Departmental	399,820	834,730	854,943	830,543	855,943
Economic Development	95,283	146,925	160,000	152,000	112,500
<b>Total Expenditures</b>	<b>5,437,264</b>	<b>5,933,188</b>	<b>6,793,401</b>	<b>6,416,784</b>	<b>6,882,084</b>
Revenue over (under) expenditures	3,761,462	4,033,190	1,550,100	2,972,008	2,293,367
Total Transfers In	11,305	903	0	0	0
	-	-	-	-	-
Total transfers out	3,857,868	3,470,000	3,270,000	3,270,000	3,270,000
<b>Assigned Fund Balance</b>	<b>558,070</b>	<b>438,070</b>	<b>318,070</b>	<b>198,070</b>	<b>78,070</b>
<b>Unassigned Fund Balance</b>	<b>6,401,697</b>	<b>7,037,127</b>	<b>5,437,227</b>	<b>6,979,135</b>	<b>6,122,502</b>
<b>ENDING BALANCE</b>	<b>6,959,767</b>	<b>7,475,197</b>	<b>5,755,297</b>	<b>7,177,205</b>	<b>6,200,572</b>



		<b>FY2012-13</b>	<b>FY2013-14</b>	<b>FY2014-15</b>	<b>FY2014-15</b>	<b>FY2015-16</b>
	<b>REVENUES DESCRIPTION</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Estimated</b>	<b>Approved</b>
31610	Local Sales Tax	4,884,105	5,579,606	4,500,000	5,200,000	5,200,000
31630	Knox County Office Leases	14,850	15,450	15,600	15,600	15,600
31633	Solar Panel Rebate	352	1,663	0	0	0
31710	Wholesale Beer Tax	601,452	563,494	560,000	580,000	560,000
31720	Wholesale Liquor Tax	408,630	492,215	400,000	425,000	400,000
31912	Cable TV Franchise Tax	273,845	332,818	250,000	325,000	275,000
31980	Mixed Drink Tax	153,119	136,420	130,000	132,000	130,000
32210	Alcoholic Beverage License	17,090	15,570	13,000	13,990	13,000
32300	Business License	1,341	1,805	300	450	200
32610	Building Permits	294,491	320,509	200,000	262,000	250,000
32620	Fire Prevention Fees	10,521	4,266	6,100	6,235	6,100
32630	Special Events Permit	2,300	3,700	1,200	1,700	1,200
32650	Plans Review Fees	24,874	35,641	10,000	9,000	9,000
32660	Zoning/Sign Permits	23,275	22,475	5,000	14,875	8,000
32690	Drainage/Street Cuts	6,257	5,920	1,000	200	500
32700	Contractor License Fees	3,300	3,675	1,000	1,000	1,000
33510	State Sales Tax	1,423,582	1,473,393	1,400,000	1,450,000	1,400,000
33511	Telecommunication Sales Tax	1,763	2,107	1,200	2,103	1,400
33520	State (Hall) Income Tax	528,368	413,993	350,000	427,000	375,000
33530	State Beer Tax	10,222	9,784	10,000	10,200	10,000
33553	State Gas Tax	42,368	42,324	42,000	42,188	42,000
33591	TVA Gross Receipts	235,785	228,751	228,000	239,600	225,000
34740	Recreation Fees-Class Reg	12,276	10,481	11,000	6,000	6,000
34742	Recreation Fees-Softball	17,805	15,455	15,000	15,000	15,000
34744	Recreation Fees-Volleyball	16,610	17,155	13,000	13,000	13,000
34745	Recreation Fees-Picnic Shelters	24,048	26,380	18,000	15,000	15,000
34746	Recreation Fee-Community Rm	1,635	2,475	1,000	2,000	1,000
34747	Field Usage Fees	39,191	64,615	40,000	50,000	50,000
34748	Plant a Tree Program	1,100	1,850	600	2,800	600
35100	City Court Fines	2,358	1,640	1,500	500	500
35500	Miscellaneous	8,184	2,637	2,000	2,000	2,000
35501	Traffic Enforcement Program	43,464	44,728	40,000	45,000	40,000
36190	Interest Earnings	7,264	6,289	6,000	4,500	4,500
36200	Rent-Cingular Fretz	7,529	8,213	8,214	8,214	8,214
36230	Rent-Crown Castle #802902	24,537	24,841	32,637	32,637	32,637
	Rent-Crown Castle Virtue					
36240	#877904 Little Turkey	30,150	34,040	30,150	34,000	34,000
36250	Rent-Dog Days	0	11,650	0	0	0
	Grant Reimbursement	0	0	0	0	30,000
	<b>Totals</b>	<b>9,198,725</b>	<b>9,978,028</b>	<b>8,343,501</b>	<b>9,388,792</b>	<b>9,175,451</b>



## Revenue Descriptions

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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 \$200/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. Of the 25%, fifty percent goes to Knox County.

### **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 is 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 is 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 the field at Mayor Bob Leonard, Anchor and McFee Park. Income from this fee is highly subjective to the weather.

**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 monies in the Town's BB&T bank 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

Five year term beginning December 2015 with two automatic 10 year renewals; Expires 2040

Term 1: base rent of \$15,000 with a 3% annual escalator

Term 2 and 3: Beginning in 2020: base rent of \$30,000 with a 3% annual escalator

Additional: 20% revenue share for any future tenants not already on the tower

**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 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 displays
- Preserve the Campbell Station Inn
- Annex and develop “Concord Village” as a historic area

- Develop Founder’s Park as a historic area
- Develop architectural standards and lighting throughout the Town with a them
- 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

## Legislative Department

## Performance Measures

Activity	FY14 Actual	FY15 Estimated	FY16 Projected
<b>Financially Sounds Government (Organizational Goal #1)</b>			
Percentage of revenues from sales tax	55%	54%	56%
Percentage of revenues from state sales tax	17%	17%	16%
Percentage of revenues from building permits & licenses	3%	3%	3%
<b>Strengthen Local Economy (Organizational Goal #2)</b>			
Percentage increase in sales tax	12%	7%	1%
Number of new residential permits	109	116	90
Number of retail/commercial permits	24	36	35

## Legislative Department

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		FY2012-13	FY2013-14	FY2014-15	FY2014-15	FY2015-16
	LEGISLATIVE DESCRIPTION	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
41100	<b>EXPENDITURES</b>					
172	Election		0	5,000	2,000	0
221	Printing	22	200	200	100	200
230	Legal Notices	4,923	5,101	5,000	6,100	5,500
235	Dues/Subscriptions	9,340	11,690	9,750	9,750	9,750
280	Travel/Training	32,994	16,960	38,500	31,000	38,500
289	Local Travel	59	120	400	200	400
300	Supplies	1,173	228	300	250	300
323	Meeting Expenses	2,066	465	2,000	1,500	2,000
328	Education Program	3,827	3,883	5,000	3,500	4,500
	<b>Totals</b>	<b>54,404</b>	<b>38,647</b>	<b>66,150</b>	<b>54,400</b>	<b>61,150</b>

## Legislative 110-41100

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<b>221 Printing</b>		<b>\$200</b>
Business Cards (5)		
<b>230 Legal Notices</b>		<b>\$5,500</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>\$38,500</b>
TML Legislative Conference (5)	2,300	
TML Annual Conference (5)	7,200	
NLC Annual Conference (5)	14,000	
NLC Committee Conferences (5)	6,250	
NLC Board Meeting (2)	3,250	
WIMG Conference	1,500	
Small Cities Council	1,500	
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>\$2,000</b>
Food for workshops and retreats, committee appointment reception		
<b>328 Education Program</b>		<b>\$5,000</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

## FY16 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

## Performance Measures

Activity	FY14 Actual	FY15 Estimated	FY16 Projected
<b>Court Docket</b>			
Sessions	7	7	8
Code/zoning enforcement cases	6	7	10
Property maintenance cases	17	6	12
Traffic enforcement cases	1	0	2
Dismissed	3	4	3
Guilty	15	5	4
Withdrawn	5	1	1
<b>Traffic Enforcement Program</b>			
Citations issued	4,274	3,874	4,000

## Town Court Department

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		FY2012-13	FY2013-14	FY2014-15	FY2014-15	FY2015-16
TOWN COURT DESCRIPTION		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
41210	<b>EXPENDITURES</b>					
110	Salaries	800	500	2,400	2,400	2,400
111	Regular Employee Wages Traffic Enforcement	1,650	1,875	5,000	5,000	5,000
119	Program	43,470	44,190	51,480	51,480	51,480
	Social Security & Medicare Tax	3,512	3,553	4,321	4,321	4,321
141	Workers Comp Insurance	2,020	0	2,020	1,889	1,734
152	Merit Increase	0		0	0	0
	<b>Total Personnel</b>	51,452	50,118	65,221	65,090	64,935
235	Dues & Subscriptions	478	646	1,000	1,000	1,000
300	Supplies	369	0	500	275	500
	<b>Total Operating Expenditures</b>	847	646	1,500	1,275	1,500
	<b>Total Court Expenditures</b>	<b>52,299</b>	<b>50,764</b>	<b>66,721</b>	<b>66,365</b>	<b>66,435</b>

Town Court

Personnel Detail

Acct Code	Description		<u>Budget</u> <u>FY2014-15</u>		<u>Estimated</u> <u>FY2014-15</u>		<u>Approved</u> <u>FY2015-16</u>
110	<b>Salaries</b>						
	Municipal Judge	1.0	2,400	1.0	2,400	1.0	2,400
	<b>Total Salaries</b>	<b>1.0</b>	<b>2,400</b>	<b>1.0</b>	<b>2,400</b>	<b>1.0</b>	<b>2,400</b>
121	<b>Regular Wages</b>						
	Court Officer	1.0	5,000	1.0	5,000	1.0	5,000
	Traffic Enforcement						
	Program	1.0	51,480	1.0	51,480	1.0	51,480
	<b>Total Regular Wages</b>	<b>2.0</b>	<b>56,480</b>	<b>2.0</b>	<b>56,480</b>	<b>2.0</b>	<b>56,480</b>
	<b>Benefits</b>						
	Social Security &						
141	Medicare Tax		4,321		4,321		4,321
	Workers Comp						
146	Insurance		2,020		1,889		1,734
	<b>Total Benefits</b>		<b>6,341</b>		<b>6,210</b>		<b>6,055</b>
152	Merit Adjustment		0		0		0
<b>Total Personnel</b>		<b>3.0</b>	<b>65,221</b>	<b>3.0</b>	<b>65,090</b>	<b>3.0</b>	<b>64,935</b>

**Town Court 110-41210**

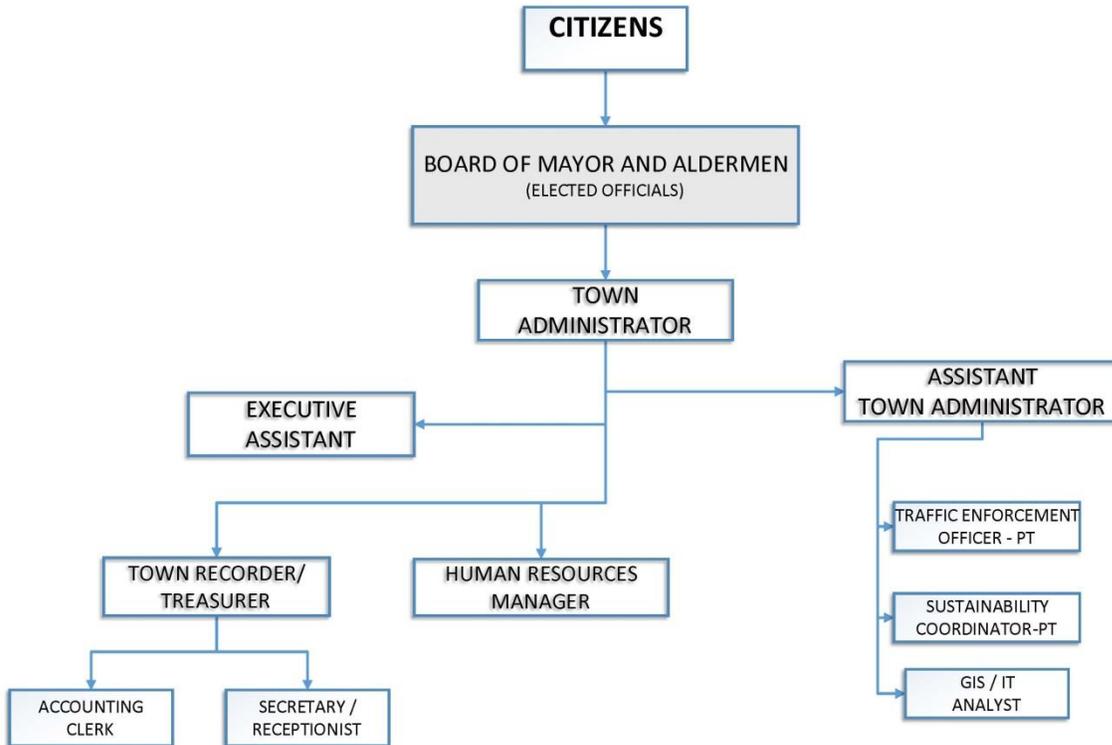
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<b>235 Dues &amp; Subscriptions</b>	<b>\$1,000</b>
<b>300 Supplies</b>	<b>\$500</b>



# 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.

**Goal: To maintain a financially sound Town government while providing excellent services**

*Objectives:*

- Review and prioritize the 5 year Capital Investment Plan (CIP)
- Maintain responsible debt practices
- Review budget reports and general trial balance and make revisions as needed
- Maximize revenue collection by auditing sales tax and Hall income tax reports and submit corrections to the State of Tennessee
- Identify alternative revenue sources for town services
- Maintain a Certificate of Achievement of Excellence in Financial Reporting from the GFOA
- Apply for the Town's first GFOA budget excellence award recognition

**Goal: Provide employee training to enhance our workforce**

*Objectives:*

- Complete continuing education requirements to maintain the Certified Municipal Finance Officer (CMFO) designation
- Attend training for municipal purchasing clerks
- Continue customer service training of all employees to enhance services to the public

- Provide ongoing management and supervisory training for the leadership team

**Goal: Evaluate and enhance the records management system**

*Objectives:*

- Amend the records management policy to reflect current best practices
- Adopt archival policies regarding information/files stored town wide
- Purge all eligible records on a bi-annual basis
- Utilize document management software to build electronic data archives

**Goal: Enhance the quality of life for citizens in the Town of Farragut by utilizing sustainable best practices**

*Objectives:*

- Promote the development of a sustainable community
- Conduct a comprehensive inventory of sustainable practices currently being implemented in the Town of Farragut and encourage implementation of sustainability measures
- Make land use decisions consistent with adopted plans and policies
- Expand recycling across government operations

	Activity	FY14 Actual	FY15 Estimated	FY16 Projected
<b>Finance</b>	<b>(Organizational Goal #1)</b>			
	Percentage of ending cash to operating expenditures (The General Fund’s unreserved fund balance divided by the General Fund’s operating expenditures (excluding transfers)	119%	105%	89%
	Issuance of monthly financial reports delivered by the 15 <sup>th</sup> of the month	82%	89%	95%
	Percentage of town funds financing the CIP to the operating budget (the amount of town funds used to finance the five-year Capital Investment Program divided by the current General Fund Operating Budget and the total town funds financing the CIP)	31%	31%	31%
	Debt Service as a percentage of total government expenditures	8%	8%	6%
	Completion of audit and release of CAFR within 5 months of the end of the fiscal year	90%	90%	95%
<b>Payroll, Deposits and Payables</b>	Percentage of bank deposits made within two (2) days of receipt of funds.	96%	98%	99%
	Percentage of accounts payable invoices processed within two (2) days.	97%	95%	98%
	Percentage of accounts payable checks issued without error.	98%	97%	97%
<b>Sustainability (Organizational Goal #1)</b>	Number of seminars/public meetings held on sustainability-related topics	2	2	4
	Average energy reduction in public facilities	0%	1%	3%
	Pounds of recycling diverted from the landfill	950	1,250	1,450
<b>Citizens Requests (Organizational Goal #1)</b>	Percentage of requests initially responded to within 48 hours in Citizen Request Tracker	98%	99%	99%
	Average time to close a request in the Citizens Tracker	1	3	1
	Average number of days to fill an information request	4	2	3

## Administration Department

		FY2012-13	FY2013-14	FY2014-15	FY2014-15	FY2015-16
ADMINISTRATION DESCRIPTION		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
41340						
110	Salaries	294,431	293,015	304,035	304,035	310,116
111	Regular Employee Wages	121,689	123,130	129,810	129,050	132,425
123	Overtime Wages	4,351	4,610	5,500	5,500	5,500
	Temporary Employee					
129	Wages	1,579	560	16,500	16,500	16,500
141	FICA Tax	19,320	19,450	20,329	20,329	20,728
142	Health Insurance	68,942	79,736	67,359	67,359	66,707
143	Retirement	34,418	36,592	38,893	38,893	39,674
145	Life Insurance	1,771	2,221	2,186	2,186	2,199
146	Workers Comp Insurance	2,530	1,590	2,790	1,674	1,873
	Long Term Disability					
148	Insurance	1,419	1,789	1,703	1,703	1,703
150	Benefit Disbursement	1,446		1,500	760	1,500
152	Merit Adjustment	13,061	13,475	9,853	9,853	15,076
	<b>Total Personnel</b>	<b>564,957</b>	<b>576,168</b>	<b>600,458</b>	<b>597,842</b>	<b>613,999</b>
221	Advertising/Printing	2,913	3,153	8,600	7,500	8,600
235	Dues/Subscriptions	5,850	4,315	6,530	6,530	7,170
253	Auditing Services	12,600	12,900	13,000	13,200	13,200
254	Professional Services	2,348	0	15,000	0	15,000
	Census	0	0	0	0	50,000
280	Travel, Training	22,009	15,950	21,570	19,100	21,520
282	Auto Allowance	5,400	7,062	7,200	7,200	7,200
289	Local Travel	452	462	480	480	480
300	Office Supplies	994	77	2,300	1,920	2,300
	Books and Education					
311	Material	1,108	1,229	2,000	2,000	2,250
326	Clothing & Uniforms	0	64	500	250	500
514	Surety Bonds	763	1,925	1,600	1,600	1,600
555	Bank Service Charge	11,299	10,662	12,000	8,900	12,000
557	Credit Card Process Fee	3,564	4,061	4,000	5,600	5,600
	<b>Total Operating Expenditures</b>	<b>69,300</b>	<b>61,860</b>	<b>94,780</b>	<b>74,280</b>	<b>147,420</b>
	<b>Total Administration Expenditures</b>	<b>621,196</b>	<b>638,028</b>	<b>695,238</b>	<b>672,122</b>	<b>761,419</b>

## Administration Department

## Personnel Detail

Acct Code	Description		<u>Budget</u> <u>FY2014-15</u>		<u>Estimated</u> <u>FY2014-15</u>		<u>Approved</u> <u>FY2015-16</u>
110	<b>Salaries</b>						
	Town Administrator	1.0	121,687	1.0	121,687	1.0	124,121
	Assistant Town Administrator	1.0	107,065	1.0	107,065	1.0	109,207
	Town Recorder	1.0	75,283	1.0	75,283	1.0	76,788
	<b>Total Salaries</b>	<b>3.0</b>	<b>304,035</b>	<b>3.0</b>	<b>304,035</b>	<b>3.0</b>	<b>310,116</b>
121	<b>Regular Wages</b>						
	Administrative Assistant	3.0	106,891	3.0	106,131	3.0	108,243
	Sustainability Coordinator	1.0	22,919	1.0	22,919	1.0	24,181
	<b>Total</b>	<b>4.0</b>	<b>129,810</b>	<b>4.0</b>	<b>129,050</b>	<b>4.0</b>	<b>132,424</b>
	<b>Benefits</b>						
141	Medicare Tax		20,329		20,329		20,728
142	Health Insurance		67,359		67,359		66,707
143	Retirement		38,893		38,893		39,674
145	Life Insurance		2,186		2,186		2,199
146	Workers Comp Insurance		2,790		1,674		1,873
148	Long Term Disability Insurance		1,703		1,703		1,703
	<b>Total Benefits</b>		<b>133,260</b>		<b>132,144</b>		<b>132,884</b>
152	Merit Adjustment		9,853		9,853		15,076
	<b>Other Compensation</b>						
	Benefit Adjustment		1,500		760		1,500
123	Overtime		5,500		5,500		5,500
129	Temporary Employee Wages		16,500		16,500		16,500
	<b>Total Other Compensation</b>		<b>23,500</b>		<b>22,760</b>		<b>23,500</b>
<b>Total Personnel</b>		<b>7.0</b>	<b>600,458</b>	<b>7.0</b>	<b>597,842</b>	<b>7.0</b>	<b>613,999</b>

## Administration 110-41340

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<b>221 Printing</b>		<b>\$8,600</b>
Business Cards	200	
Budget/CAFR	3,000	
Advertising	5,000	
Sustainability Advertising	400	
<b>235 Dues/Subscriptions</b>		<b>\$7,170</b>
International City Managers Association (2)	1,800	
Tennessee Government Finance Officers Association	25	
International Institute of Municipal Clerks	185	
American Planning Association & AICP	525	
TN Association of Municipal Clerks & Records (2)	70	
Government Finance Officers Association	190	
Costco	70	
ASCAP (Music License)	665	
TN City Managers Association (2)	600	
Government Finance Officers Association-CAFR	370	
Survey Monkey	200	
ICSC Dues (5)	300	
Rotary	1,000	
Southeast Sustainability Directors Association	300	
Tennessee Renewable Energy and Economic Development Council	100	
U.S. Green Building Council-National Level	300	
U.S Green Building Council-East TN Chapter	70	
Urban Sustainability Directors Network (USDN)-Associate Level	400	
<b>253 Auditing Services</b>		<b>\$13,200</b>
Audit Contract		
<b>254 Professional Services</b>		<b>\$15,000</b>
Strategic Planning		
<b>Census</b>		<b>\$50,000</b>
<b>280 Travel/Training</b>		<b>\$23,220</b>
ICMA (2)	4,000	
TN Municipal League Conference (Annual & Legislative)	2,420	
International Institute of Municipal Clerks	2,200	
Certified Municipal Finance Officer Program Training	1,200	
TN Association of Municipal Clerks & Records (4)	3,500	
Kramer Rayson Legal Issues Seminar	150	
National League of Cities	2,000	
ICSC Conference	2,500	
TCMA	2,800	
TN Environmental Conference	250	

TREEDC Annual Conference	250	
Sustainability Training	250	
<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>\$2,250</b>
Miscellaneous books, TCA publications	1,000	
Public Education and Outreach	1,250	
<b>326 Clothing &amp; Uniforms</b>		<b>\$500</b>
Town Shirts for Administration & BMA Members		
<b>514 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>\$5,600</b>

### **Goal: Review of employee classification and compensation**

#### *Objectives:*

- Compile and distribute individual employee total compensation reports that include the monetary value of benefits
- Complete a salary survey of comparable positions by a consultant
- Participate in the Municipal Tennessee Advisory Service (MTAS) and City of Knoxville salary surveys

### **Goal: Review and analyze employee benefits**

#### *Objectives:*

- Obtain market pricing for current benefits from a minimum of three vendors
- Compare benefit packages with area local governments
- Study the competitive balance of cost for benefits to the Town and identify employees' needs

### **Goal: To maintain appropriate staffing levels to deliver excellent services**

#### *Objectives:*

- Recruit talented candidates
- Fill job vacancies promptly
- Participate in succession planning

### **Goal: To retain Town employees**

#### *Objectives:*

- Provide a competitive compensation and benefits plan
- Provide job-related professional development opportunities
- Provide an employee recognition program

### **Goal: Assist employees with health and wellness goals**

#### *Objectives:*

- Provide educational seminars quarterly
- Provide optional annual flu shots
- Enforce Tennessee Occupational Health and Safety (TOSHA) rules
- Promote the Wellness Incentive Plan
- Increase the number of employees participating in an annual health screening

### **Goal: Enhance risk management oversight to maintain a safe work environment for Town employees**

#### *Objectives:*

- Provide employee education on risk reduction measures
- Coordinate medical treatment for worker's compensation for work-related injuries

## Human Resources

## Performance Measures

Activity	FY14 Actual	FY15 Estimated	FY16 Projected
<b>Classification/Compensation (Organizational Goal #1)</b>			
Total employee cost as a percentage of the operating budget.	64%	60%	60%
<b>Review &amp; Analysis of employee benefits</b>			
Percentage change in health insurance cost for covered employees	8%	0%	0%
Percentage of employee participation in the Employee Wellness program	62%	64%	62%
Percentage of sick leave hours as a percentage of total hours	3%	2%	3%
<b>Staffing Levels</b>			
Average number of days to fill a position	60	56	45
Average number of applications received per recruitment	51	35	40
Percentage of appointments filled by promotion	22.2%	0%	0%
<b>Health and Wellness</b>			
Number of employees receiving an annual flu shot	23	28	28
<b>Risk Management</b>			
Number of employees receiving TOSHA training annually	21	22	22

## Human Resources

		FY2012-13	FY2013-14	FY2014-15	FY2014-15	FY2015-16
HUMAN RESOURCES						
DESCRIPTION		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
41990	<b>EXPENDITURES</b>					
110	Salaries	62,755	62,716	64,824	64,824	66,121
141	Medicare Tax	5,260	5,370	4,959	4,959	5,058
142	Health Insurance	7,485	10,444	13,589	13,589	6,118
143	Retirement	3,863	3,889	3,889	3,889	3,967
145	Life Insurance	864	373	348	348	359
146	Workers Comp Insurance	474	322	522	350	348
	Long Term Disability					
148	Insurance	220	297	279	279	278
152	Merit Adjustment	0	2,108	1,473	1,473	2,254
	<b>Total Personnel</b>	<b>80,921</b>	<b>85,519</b>	<b>89,883</b>	<b>89,711</b>	<b>84,503</b>
133	Employee Recognition	14,865	17,221	18,000	18,000	18,000
134	HRA Benefit	27,177	18,339	25,000	20,000	20,000
214	Employee Services	2,862	2,182	3,150	3,150	1,800
221	Advertising/Printing	3,999	4,335	5,000	6,000	6,000
235	Dues & Subscriptions	460	385	565	565	565
254	Professional Services	16,190	9,307	8,600	9,000	33,600
280	Travel, Training	2,911	2,764	3,750	2,500	3,500
	Wellness & Employee					
283	Training	6,996	9,070	14,500	10,250	7,500
289	Local Travel	74	63	200	150	150
	<b>Total Operating Expenditures</b>	<b>75,534</b>	<b>63,666</b>	<b>78,765</b>	<b>69,615</b>	<b>91,115</b>
	<b>Total Human Resources</b>	<b>156,455</b>	<b>149,185</b>	<b>168,648</b>	<b>159,326</b>	<b>175,618</b>

## Human Resources

## Personnel Detail

<b>Acct Code</b>	<b>Description</b>		<b><u>Budget</u></b> <b><u>FY2014-15</u></b>		<b><u>Estimated</u></b> <b><u>FY2014-15</u></b>		<b><u>Approved</u></b> <b><u>FY2015-16</u></b>
110	<b>Salaries</b>						
	Human Resource Manager	1.0	64,824	1.0	64,824	1.0	66,121
	<b>Total Salaries</b>	<b>1.0</b>	<b>64,824</b>	<b>1.0</b>	<b>64,824</b>	<b>1.0</b>	<b>66,121</b>
	<b>Benefits</b>						
141	Medicare Tax		4,959		4,959		5,058
142	Health Insurance		13,589		13,589		6,118
143	Retirement		3,889		3,889		3,967
145	Life Insurance		348		348		359
146	Workers Comp Insurance Long Term Disability		522		350		348
148	Insurance		279		279		278
	<b>Total Benefits</b>		<b>23,586</b>		<b>23,414</b>		<b>16,128</b>
152	Merit Adjustment		1,473		1,473		2,254
	<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>89,883</b>	<b>1.0</b>	<b>89,711</b>	<b>1.0</b>	<b>84,503</b>

## Human Resources 110-41990

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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>\$20,000</b>
<b>214 Employee Services</b>		<b>\$1,800</b>
Employee Assistance Program		
<b>221 Advertising/Printing</b>		<b>\$6,000</b>
Advertising of position openings	5,950	
Business Cards	50	
<b>235 Dues &amp; Subscriptions</b>		<b>\$565</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	165	
International Personnel Management Association	155	
<b>254 Professional Services</b>		<b>\$33,600</b>
Pre-employment background checks & medical screening	3,000	
Drug Screen Program	600	
Salary Survey	30,000	
<b>280 Travel/Training</b>		<b>\$3,550</b>
State Risk Management Conference	1,000	
Society of Human Resources Conference	1,600	
Kramer Rayson Legal Issues Seminar	150	
SHRM Conference	800	
<b>283 Wellness &amp; Training Program</b>		<b>\$7,500</b>
Employee Training	3,000	
Employee Wellness Program	4,500	
<b>289 Local Travel</b>		<b>\$150</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	FY14 Actual	FY15 Estimated	FY16 Projected
<b>GIS-Maps (Organizational Goal #2)</b>			
Maps created for the public returned within 48 hours of request	97%	97%	100%
Maps completed within 5 business days	95%	98%	98%
Retro-Reflectivity Mapping	100%	100%	100%
GIS layer updates	80%	85%	90%
ArcReader published within 5 business days after KGIS update	95%	95%	95%
<b>Information Technology (Organizational Goal #1)</b>			
Tickets submitted to Claris within 30 minutes of request	98%	95%	98%
Setup of new computers within 1 day of delivery	96%	95%	96%
Install hardware/software on workstations within 2 days of request/delivery	95%	95%	95%



## Information Technology Services

		FY2012-13	FY2013-14	FY2014-15	FY2014-15	FY2015-16
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	24,268	33,237	34,493	34,493	35,194
123	Overtime Wages	0	223	0	0	0
141	Medicare	1,822	2,646	2,639	2,639	2,692
142	Health Insurance	15,656	5,716	6,194	6,194	18,050
143	Retirement	953	1,375	1,380	1,380	1,408
145	Life Insurance	142	190	194	194	200
146	Workers Comp Insurance	474	322	522	73	64
	Long Term Disability					
148	Insurance	13	54	154	154	154
152	Merit Adjustment	0	1,122	770	770	1,179
	<b>Total Personnel</b>	<b>43,328</b>	<b>44,885</b>	<b>46,346</b>	<b>45,897</b>	<b>58,940</b>
235	Dues & Subscriptions	0	0	0	0	50
237	Audio/Visual Maintenance	4,098	9,010	8,000	8,000	7,500
239	GIS System	17,482	10,841	13,000	13,000	10,000
254	Professional Services	0	0	0	0	50,000
255	Data Processing Service	108,272	91,061	96,456	96,456	96,456
258	TOF Website Maintenance	12,956	9,791	12,557	12,557	8,200
	Tyler (Incode software)					
267	Maintenance	12,000	13,004	12,000	12,651	13,000
268	Laserfiche	6,420	6,555	59,155	9,155	9,155
269	Municode	3,541	5,583	23,000	23,000	16,000
280	Travel/Training	0	3,028	1,500	1,500	1,500
289	Local Travel	175	45	200	125	200
943	A/V Equipment	2,488		50,000	50,000	0
945	Park WiFi	0	8,662	1,000	1,000	1,000
947	Computer Equip/Software	11,576	8,031	31,600	31,600	19,000
	<b>Total Operating Expenditures</b>	<b>179,008</b>	<b>165,611</b>	<b>308,468</b>	<b>259,044</b>	<b>232,061</b>
	<b>Total Information Technology Services</b>	<b>222,336</b>	<b>210,496</b>	<b>354,814</b>	<b>304,941</b>	<b>291,001</b>

Information Technology Services

Personnel Detail

Acct Code	Description		<u>Budget</u> <u>FY2014-15</u>		<u>Estimated</u> <u>FY2014-15</u>		<u>Approved</u> <u>FY2015-16</u>
	<b>Regular Employee</b>						
111	<b>Wages</b>						
	GIS Analyst	1.0	34,493	1.0	34,493	1.0	35,194
	<b>Total Salaries</b>	<b>1.0</b>	<b>34,493</b>	<b>1.0</b>	<b>34,493</b>	<b>1.0</b>	<b>35,194</b>
	<b>Benefits</b>						
141	Medicare Tax		2,639		2,639		2,692
142	Health Insurance		6,194		6,194		18,050
143	Retirement		1,380		1,380		1,408
145	Life Insurance		194		194		200
	Workers Comp						
146	Insurance		522		73		64
	Long Term Disability						
148	Insurance		154		154		154
	<b>Total Benefits</b>		<b>11,083</b>		<b>10,634</b>		<b>22,568</b>
152	Merit Adjustment		770		770		1,179
	<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>46,346</b>	<b>1.0</b>	<b>45,897</b>	<b>1.0</b>	<b>58,940</b>

## Information Technology Services 110-41640

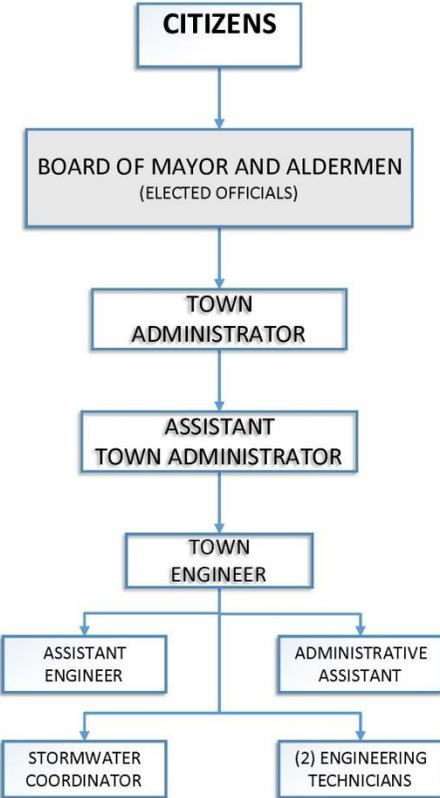
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<b>235 Dues &amp; Subscriptions</b>		<b>\$50</b>
TNGIC Membership	20	
ELGL Membership	30	
<b>237 Audio/Visual Maintenance</b>		<b>\$7,500</b>
Retrofit Used Equipment for the Community Room	5,000	
Annual Maintenance contract for the Board room AV system	2,500	
<b>239 Geographic Information System (GIS)</b>		<b>\$10,000</b>
ARCADIS Contract	2,500	
KGIS Licensing	3,000	
ESRI Licensing (2)	4,000	
ArcGIS Online Credits	500	
<b>254 Professional Services</b>		<b>\$50,000</b>
IT Strategic Plan		
<b>255 Data Processing Services</b>		<b>\$96,456</b>
Claris Networks-Secure Cloud Platinum	86,880	
Public Works to Main Site	3,576	
Claris Third Party Assistance	6,000	
<b>258 TOF Website Maintenance</b>		<b>\$8,200</b>
Website contract and maintenance		
<b>267 Tyler-(Incode Software) Maintenance</b>		<b>\$13,000</b>
Unlimited telephone, email, and online support; upgrade and product enhancement releases, W-2 printing		
<b>268 Laserfiche Maintenance</b>		<b>\$59,155</b>
Batch scanning services, software upgrades, additional user license, training	50,000	
Maintenance	9,155	
<b>269 Municode</b>		<b>\$16,000</b>
Hosting of Municipal Code online and quarterly updates	6,000	
Recodification	10,000	
<b>280 Travel/Training</b>		<b>\$1,500</b>
<b>289 Local Travel</b>		<b>\$200</b>
<b>945 Park WiFi</b>		<b>\$1,000</b>

<b>947 Computer Equipment/Software</b>		<b>\$19,000</b>
PC Replacement (8)	8,500	
Printers (2)	1,500	
Upgrade Crestron Control Panels	4,000	
Online reservation payment system	5,000	

# 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:*

- Continue working with TDOT for reconstruction of Concord Road from Northshore Drive to Turkey Creek Road.
- Coordinate with TDOT and consultants for feasibility study for north-south connection between Parkside Drive and Outlet Drive (across Interstate 40).
- 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 3.5 miles of residential streets.
- Coordinate the Town's annual maintenance contracts for maintenance

of roadways, guardrail, roadway striping and traffic signals.

- Coordinate the construction of Everett Road Improvements, from Union Road to Split Rail Farm.
- 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 Design, ROW and Construction phases of the Kingston Pike greenway project (Old Stage Road to Virtue Road).
- Coordinate Design, ROW and Construction phases of a greenway extension from Old Stage Road to Kingston Pike (through western barrel of box bridge over Little Turkey Creek)
- Coordinate Design, ROW and Construction phases of a greenway connection from Everett Road to Berkeley Park 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:*

- Coordinate completion of the 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.

**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	FY14 Actual	FY15 Estimated	FY16 Projected
<b>Review of Plans (Organizational Goal #2)</b>			
Percentage of construction plans reviewed within 10 working days	97%	97%	98%
Percentage of final plats reviewed within 10 working days	96%	97%	97%
<b>Project Management (Organizational Goal #2)</b>			
Percentage of projects completed by the contracted completion date	96%	100%	96%
<b>Inspections (Organizational Goal #2)</b>			
Percentage of sites inspected for erosion control Every two weeks and after major storms	95%	95%	95%
Average number of days to inspect a site for illicit Discharge after receipt of a complaint	2	2	2
<b>Citizens Request (Organizational Goal #1)</b>			
Percentage of requests completed within 7 business Days excluding those requiring traffic/speed study And/or construction	96%	96%	96%
Percentage of requests initially responded to within 48 hours in Citizen Request Tracker	96%	95%	95%
Average time to close a request in Citizen Request Tracker	7 days	6 days	6 days



## Engineering Department

		FY2012-13	FY2013-14	FY2014-15	FY2014-15	FY2015-16
	ENGINEERING DESCRIPTION	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
41670	<b>EXPENDITURES</b>					
110	Salaries	173,505	160,945	166,248	166,248	169,571
111	Regular Employee Wages	182,114	182,375	185,282	185,282	188,968
123	Overtime Wages	1,433	6,421	10,000	3,100	10,000
141	Medicare	25,544	25,092	25,046	25,046	25,529
142	Health Insurance	84,698	78,657	73,533	73,533	72,844
143	Retirement	27,708	28,747	28,559	28,559	29,129
145	Life Insurance	1,650	1,798	2,136	2,136	1,987
146	Workers Comp Insurance	6,325	4,500	7,000	5,500	4,848
	Long Term Disability					
148	Insurance	1,302	1,427	1,619	1,619	1,619
150	Benefit Disbursement	6,730	0	6,800	8,224	8,000
152	Merit Adjustment	11,776	12,217	8,088	8,088	12,373
	<b>Total Personnel</b>	<b>522,785</b>	<b>502,179</b>	<b>514,311</b>	<b>507,335</b>	<b>524,867</b>
221	Printing	197	86	200	0	200
	Education					
234	Reimbursement Program	800	1,000	1,000	1,000	1,000
235	Dues/subscriptions	1,435	1,721	2,380	1,800	2,380
254	Professional Services		290	100,000	0	110,000
	Traffic Signal					
264	Maintenance	36,548	14,529	45,000	44,000	45,000
271	Traffic Calming	1,258	13,800	18,000	0	0
272	Traffic Signal Timing	7,305	2,025	8,000	8,000	8,000
280	Travel/Training	6,011	3,740	7,500	3,500	7,500
282	Auto Allowance	3,462	3,462	3,600	3,600	3,600
289	Local Travel	174	535	500	500	1,100
300	Supplies	1,144	705	1,000	1,150	1,000
	Small Tools and					
312	Equipment	667	648	1,000	500	1,000
313	Computer Equip/Software	40	2,117	2,100	1,000	1,450
326	Clothing/Uniforms	2,172	3,362	3,700	3,700	3,900
331	Gasoline	3,058	3,438	4,500	3,450	4,500
	Storm Water					
490	Program/NPDES	23,027	33,768	30,900	30,900	37,340
947	Equipment	300	4,875	1,000	500	1,000
	<b>Total Operating Expenditures</b>	<b>87,598</b>	<b>90,101</b>	<b>230,380</b>	<b>103,600</b>	<b>228,970</b>
	<b>Total Engineering</b>	<b>598,607</b>	<b>592,280</b>	<b>744,691</b>	<b>610,935</b>	<b>753,837</b>

## Engineering

## Personnel Detail

<b>Acct Code</b>	<b>Description</b>		<b><u>Budget</u></b> <b><u>FY2014-15</u></b>		<b><u>Estimated</u></b> <b><u>FY2014-15</u></b>		<b><u>Approved</u></b> <b><u>FY2015-16</u></b>
110	<b>Salaries</b>						
	Town Engineer	1.0	102,247	1.0	102,247	1.0	104,291
	Assistant Town Engineer	1.0	64,001	1.0	64,001	1.0	65,280
	<b>Total Salaries</b>	<b>2.0</b>	<b>166,248</b>	<b>2.0</b>	<b>166,248</b>	<b>2.0</b>	<b>169,571</b>
121	<b>Regular Wages</b>						
	Engineering Technicians	3.0	146,504	3.0	146,504	3.0	149,415
	Administrative Assistant	1.0	38,778	1.0	38,778	1.0	39,553
	<b>Total</b>	<b>4.0</b>	<b>185,282</b>	<b>4.0</b>	<b>185,282</b>	<b>4.0</b>	<b>188,968</b>
	<b>Benefits</b>						
141	Medicare Tax		25,046		25,046		25,529
142	Health Insurance		73,533		73,533		72,844
143	Retirement		28,559		28,559		29,129
145	Life Insurance		2,136		2,136		1,987
	Workers Comp						
146	Insurance		7,000		5,500		4,848
	Long Term Disability						
148	Insurance		1,619		1,619		1,619
	<b>Total Benefits</b>		<b>137,893</b>		<b>136,393</b>		<b>135,956</b>
152	Merit Adjustment		8,088		8,088		12,373
	<b>Other Compensation</b>						
123	Overtime		10,000		3,100		10,000
	Benefit Adjustment		6,800		8,224		8,000
	<b>Total Other Compensation</b>		<b>16,800</b>		<b>11,324</b>		<b>18,000</b>
<b>Total Personnel</b>		<b>6.0</b>	<b>514,311</b>	<b>6.0</b>	<b>507,335</b>	<b>6.0</b>	<b>524,867</b>

## Engineering 110-41670

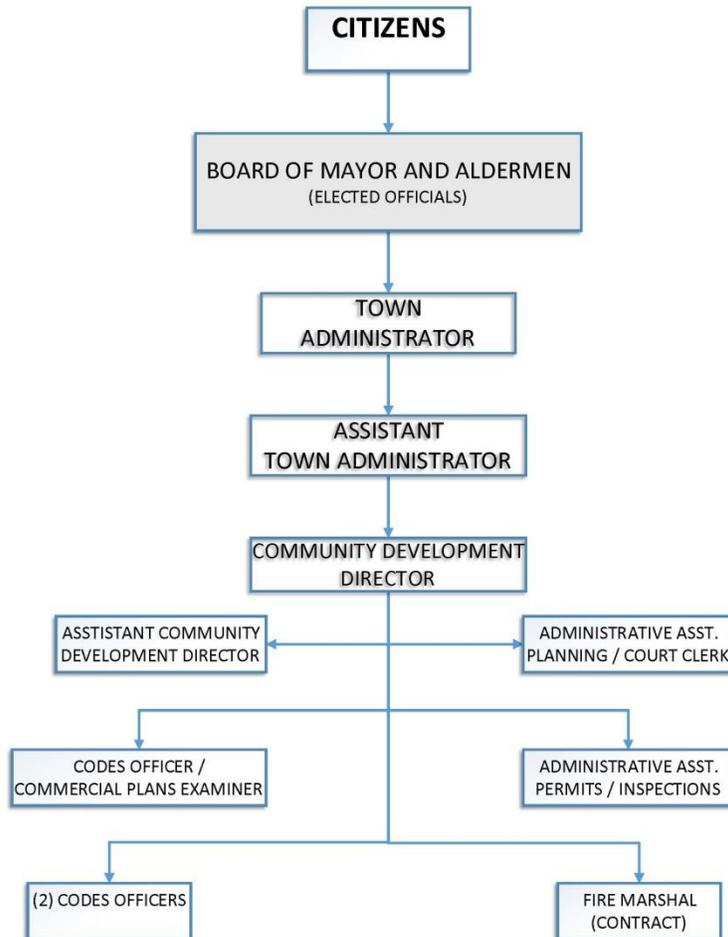
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<b>221 Printing/Forms</b>		<b>\$200</b>
Business Cards		
<b>234 Education Reimbursement Program</b>		<b>\$1,000</b>
<b>235 Dues, Subscriptions</b>		<b>\$2,380</b>
American Society of Civil Engineers (2)	460	
Institute of Traffic Engineers (2)	440	
Engineering News Record and Civil Engineering	400	
Professional Privilege Tax	800	
P.E. License registration (2)	280	
<b>254 Professional Services</b>		<b>\$110,000</b>
Transportation & Infrastructure Development Consultant	60,000	
Stormwater Infrastructure Analysis	50,000	
<b>264 Traffic Signal – Maintenance</b>		<b>\$45,000</b>
21 signals & 6 school & traffic flashers; contract and other repairs		
<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>\$1,100</b>
Mileage for local travel	500	
AmeriCorps Mileage	600	
<b>300 Supplies</b>		<b>\$1,000</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>\$1,450</b>
Microstation select	850	
IPad data package	600	

<b>326 Clothing/Uniforms</b>		<b>\$3,900</b>
Uniforms	3,020	
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>\$37,590</b>
Annual Small MS4 Fee/TDEC	3,460	
Water Quality Forum membership/ IJAMS	3,000	
TNSA Membership	300	
Event Sponsorship	1,500	
General Supplies	2,000	
Educational Materials, Printing & Ad	2,750	
Adopt a Stream Program	500	
Water Quality Testing	5,000	
Updated Training Materials	250	
AmeriCorps Service Membership	8,000	
AmeriCorps Program Support	1,250	
AmeriCorps Relocation Allowance	500	
Outdoor Classroom Projects	2,000	
General Projects	1,500	
American Public Works Association (APWA)	350	
Tennessee Stormwater Association Annual Conference	590	
TN American Water Resources Association (AWRA) Conference	590	
East TN Development Symposium	175	
Miscellaneous Seminars	400	
Outdoor Classroom Monument Sign	2,000	
Outdoor Classroom-Dog Waste Collection Station	475	
Outdoor Classroom Interpretive Signs	1,000	
<b>947 Equipment</b>		<b>\$1,000</b>
Misc. Survey Equipment		

# 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
- Continue to advance as leaders in the area of enforcing the 2012 ICC Energy Code
- Ensure that new building inspector obtains additional certifications needed to conduct greater scope of plans review and inspections
- Pursue the goal of at least two inspectors being certified for commercial plans review
- Pursue training of Municipal Court for Court Clerk
- Provide Assistant Community Development Director with opportunity to become a member of AICP
- Provide Assistant Community Development Director with opportunity to maintain Floodplain Manager Certification
- Provide continuing education for staff planners' to maintain their AICP certifications
- Attend national American Planning Association conference
- Foster a program for cross training

**Goal: Promote and increase pedestrian connectivity within Farragut**

*Objectives:*

- Identify and prioritize missing key greenway linkages
- Identify and prioritize missing key sidewalk linkages
- As opportunities arise, work with property owners, homeowner associations, and businesses to obtain necessary easements for trail and sidewalk construction
- Continue to implement the Pedestrian and Bicycle Plan
- Update the Pedestrian and Bicycle Plan and tie this to overlapping provisions in the zoning ordinance and subdivision regulations

**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 at least one (1) homeowner training session on a topic(s) which receives frequent inquiries
- Conduct at least one (1) contractor/homeowner training session on a topic(s) of interest
- Conduct a planning related workshop for homeowners and HOA's
- Continue to build information base (handouts, diagrams, checklists, You Tube videos, etc.,) to aid those involved

in development and construction in the Town

- 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
- Explore the possibility of transitioning to a paperless process from the plans review stage to the issuance of a Certificate of Occupancy (part of IT Strategic Planning Process)

**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
- Work to implement the Comprehensive Land Use Plan Update
- 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, innovative, and sustainable approaches to stormwater management and site and building design
- 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
- Help to administer the recently adopted architectural design standards
- Explore the possibility of the Town joining the CRS Program through FEMA
- Initiate outreach efforts to residents that hold flood insurance policies
- Participate in efforts to create an Infrastructure Concurrency Fee System for the Town
- Update the Development Manual and the Major Road Plan

## Community Development

## Performance Measures

Activity	FY14 Actual	FY15 Estimated	FY16 Projected
<b>Residential Building Plans Review (Organizational Goal #4)</b>			
Initial Review within 8 business days	95%	93%	95%
<b>Commercial Building Plans review (Organizational Goal #4)</b>			
Initial Review within 15 business days	90%	90%	90%
Second Review within 10 business days	90%	90%	90%
<b>Fire Prevention Plans Review (Organizational Goal #4)</b>			
Initial Review within 10 business days	80%	80%	80%
Second Review within 10 business days	95%	95%	95%
<b>Commercial Building Inspections (Organizational Goal #4)</b>			
Conducted within 48 hours of request	80%	80%	80%
<b>Residential Building Inspections (Organizational Goal #4)</b>			
Conducted within 48 hours of request	95%	95%	97%
<b>Other Permit Inspections (Plumbing, Gas/Mechanical, etc.)</b>			
Residential inspections within 24 hours of request	85%	85%	80%
<b>Planning Commission-site plans, preliminary plats, final plats, resubdivision (Organizational Goal #4)</b>			
Initial Review within 10 business days	100%	100%	100%
Second Review within 8 business days	100%	100%	100%
Final review of plans and plats within 10 business days after they've been resubmitted for final approval	98%	98%	95%
<b>Non-Planning Commission-amendments to site plans, preliminary plats, final plats, resubdivision (Organizational Goal #4)</b>			
Initial Review within 15 business days	90%	90%	90%
<b>Landscape Design Plans (Organizational Goal #4)</b>			
Initial Review within 10 business days	90%	90%	90%
<b>Sign Permits (VRRB) (Organizational Goal #4)</b>			
Initial Review within 10 business days	90%	90%	90%
<b>Sign Permits (Non-VRRB) (Organizational Goal #4)</b>			
Initial Review within 15 business days	100%	100%	100%

<b>Activity</b>	<b>FY14 Actual</b>	<b>FY15 Estimated</b>	<b>FY16 Projected</b>
<b>Zoning Ordinance Special Events (Organizational Goal #2)</b>			
Initial Review within 5 business days	90%	90%	90%
<b>Home Occupation Permits (Organizational Goal #2)</b>			
Initial Review within 10 business days	95%	95%	95%
<b>Customer Service (Organizational Goal #1)</b>			
Telephone calls returned within 24 hours	95%	95%	95%
Non-staff emails responded to within 24 hours	90%	90%	85%
<b>Citizen Request for Service (Organizational Goal #1)</b>			
Percentage of requests initially responded to within 48 hours in Citizen Request Tracker	95%	95%	95%
Average time to close a request in Citizen Request Tracker	14 days	16 days	18 days

## Community Development Descriptions

		FY2012-13	FY2013-14	FY2014-15	FY2014-15	FY2015-16
	CD DESCRIPTION	Actual	Actual	Budget	Estimated	Approved
41700	<b>EXPEDITURES</b>					
110	Salaries	146,685	141,684	128,054	128,054	130,615
111	Regular Employee Wages	264,502	261,098	254,297	254,297	259,397
123	Overtime Wages	679	720	1,000	1,000	3,000
129	Temporary Wages	0	0	0	0	10,200
141	Medicare	28,824	29,185	26,391	26,391	27,071
142	Health Insurance	97,371	100,202	110,524	110,524	103,167
143	Retirement	35,818	31,889	31,455	31,455	32,085
145	Life Insurance	1,895	2,072	2,098	2,098	2,154
146	Workers Comp Insurance	9,995	9,500	11,000	9,324	7,724
	Long Term Disability					
148	Insurance	1,531	1,652	1,701	1,701	1,701
150	Benefit Disbursement	0	0	0	0	0
152	Merit Adjustment	13,738	14,090	8,802	8,802	13,468
	<b>Total Personnel</b>	<b>601,038</b>	<b>592,092</b>	<b>575,322</b>	<b>573,646</b>	<b>590,582</b>
221	Advertising/Printing	2,468	1,228	3,000	2,700	5,500
230	Legal Notices	394	1,866	2,000	2,000	2,580
235	Dues/Subscriptions	1,835	2,097	2,315	2,000	2,315
254	Professional Services	143,649	62,842	155,250	75 ,000	124,950
280	Travel/Training	6,416	7,840	15,500	15,000	15,780
282	Employee Auto Allowance	3,462	3,738	3,600	3,600	3,600
289	Local Travel	54	30	200	100	200
300	Supplies	222	351	1,000	625	1,000
	Books and Education					
311	Material	8,232	3,698	6,700	4,500	6,700
312	Small Tools/Equipment	894	2,000	3,200	1,500	3,500
326	Clothing/Uniforms	528	4,976	5,000	5,000	5,000
331	Gasoline	3,621	3,836	4,200	4,000	4,200
	<b>Total Operating Expenditures</b>	<b>171,775</b>	<b>94,502</b>	<b>201,965</b>	<b>116,025</b>	<b>175,325</b>
	<b>Total Community Development</b>	<b>759,075</b>	<b>686,594</b>	<b>777,287</b>	<b>689,671</b>	<b>765,907</b>

**Community Development**

**Personnel Detail**

<b>Acct Code</b>	<b>Description</b>		<b><u>Budget</u></b>		<b><u>Estimated</u></b>		<b><u>Approved</u></b>
			<b><u>FY2014-15</u></b>		<b><u>FY2014-15</u></b>		<b><u>FY2015-16</u></b>
110	<b>Salaries</b>						
	Community Development						
	Director	1.0	73,054	1.0	73,054	1.0	74,515
	Assistant Development						
	Director	1.0	55,000	1.0	55,000	1.0	56,100
	<b>Total Salaries</b>	<b>2.0</b>	<b>128,054</b>	<b>2.0</b>	<b>128,054</b>	<b>2.0</b>	<b>130,615</b>
121	<b>Regular Wages</b>						
	Codes Officers	3.0	163,902	3.0	163,902	3.0	167,190
	Administrative Assistant	2.0	90,395	2.0	90,395	2.0	92,206
	<b>Total</b>	<b>5.0</b>	<b>254,297</b>	<b>5.0</b>	<b>254,297</b>	<b>5.0</b>	<b>259,397</b>
	<b>Benefits</b>						
141	Medicare Tax		26,391		26,391		27,071
142	Health Insurance		110,524		110,524		103,167
143	Retirement		31,455		31,455		32,085
145	Life Insurance		2,098		2,098		2,154
146	Workers Comp Insurance		11,000		9,324		7,724
	Long Term Disability						
148	Insurance		1,701		1,701		1,701
	<b>Total Benefits</b>		<b>183,169</b>		<b>181,493</b>		<b>173,902</b>
152	Merit Adjustment		8,802		8,802		13,468
	<b>Other Compensation</b>						
123	Overtime		1,000		1,000		3,000
	Benefit Adjustment		0		0		0
129	Temporary Wages		0		0		10,200
	<b>Total Other Compensation</b>		<b>1,000</b>	<b>0 0</b>	<b>1,000</b>		<b>13,200</b>
<b>Total Personnel</b>		<b>7.0</b>	<b>575,322</b>	<b>7.0</b>	<b>573,646</b>	<b>7.0</b>	<b>590,582</b>

## Community Development 110-41700

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<b>221 Advertising/Printing</b>		<b>\$5,500</b>
Inspection and permit forms, business cards, license, ADG Copies, etc.		
<b>230 Legal Notices</b>		<b>\$2,000</b>
Meeting notices in newspaper		
<b>235 Dues/Subscriptions</b>		<b>\$2,580</b>
Tennessee Building Officials Association	25	
National Fire Protection Associations	165	
East Tennessee Building Officials Association	180	
International Code Council	125	
American Planning Association	740	
Tennessee Chapter American Planning Association	100	
American Institute of Certified Planners	695	
Smoky Mountain Regional Greenway Council	550	
<b>254 Professional Services</b>		<b>\$124,950</b>
Engineering-mapping and platting projects	40,000	
Snyder Road Plat		
Everett Road/ Kingston Pike Plat		
Old Stage Road/ Watt Road Plat		
Fire Codes-Contract with Rural/Metro for Fire Marshal	66,250	
Liens	200	
Monumenting (replacement, repair, identification)	12,000	
Design Guidelines Consultant	6,500	
<b>280 Travel/Training</b>		<b>\$15,780</b>
TAPA conference	1,500	
American Planning Association National Conference	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.)	500	
Court Clerk Training	300	
Building Official-Energy Code Continuing Ed, Certifications for		
Commercial Plumbing, Gas/Mechanical, Commercial Plans review	5,000	
Certified Floodplain Manger	530	
<b>282 Employee Auto Allowance</b>		<b>\$3,600</b>
Director		
<b>289 Local Travel</b>		<b>\$200</b>

<b>300 Supplies</b>		<b>\$1,000</b>
Miscellaneous supplies, Calendars, Board members name blocks		
<b>311 Books and Educational Material</b>		<b>\$6,700</b>
WindoWare support services, Permit LV annual contract fee, training materials	5,000	
IPad Service	1,700	
<b>312 Small Tools/Equipment</b>		<b>\$3,500</b>
Equipment for inspectors, rezoning signs, flashlights, tape measures, plans storage, chairs, filing cabinet	2,500	
Monitor Upgrades	1,000	
<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

## Performance Measures

Activity	FY14 Actual	FY15 Estimated	FY16 Projected
<b>Town Hall Maintenance (Organizational Goal #1)</b>			
Percentage change in Town Hall Energy Cost	0%	1%	4%



## General Government

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		FY2012-13	FY2013-14	FY2014-15	FY2014-15	FY2015-16
	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	258	530	1,000	600	1,000
211	Postage	5,362	4,079	6,500	6,500	6,500
216	Radio Communications	0	2,653	5,800	5,800	6,250
219	Security System	825	1,343	3,500	3,500	3,500
235	Dues/Subscriptions	0	192	750	650	750
240	Utilities	62,795	53,105	68,000	65,600	68,000
245	Telephone	27,179	29,261	33,000	29,000	33,000
260	Office Equip. Maintenance	2,164	0	2,500	2,500	2,500
266	Building Maintenance	28,983	40,659	56,500	54,500	44,600
294	Equipment Rental	13,596	14,614	18,000	18,149	18,000
310	Office Supplies	17,741	15,089	18,000	15,400	18,000
312	Small Tools/Equip	417	162	1,000	350	4,000
	LED Lighting	0	0	0	0	60,000
945	Telephone Equipment	40,761	0	0	0	0
	<b>Total</b>	<b>200,081</b>	<b>161,687</b>	<b>214,550</b>	<b>202,549</b>	<b>266,100</b>

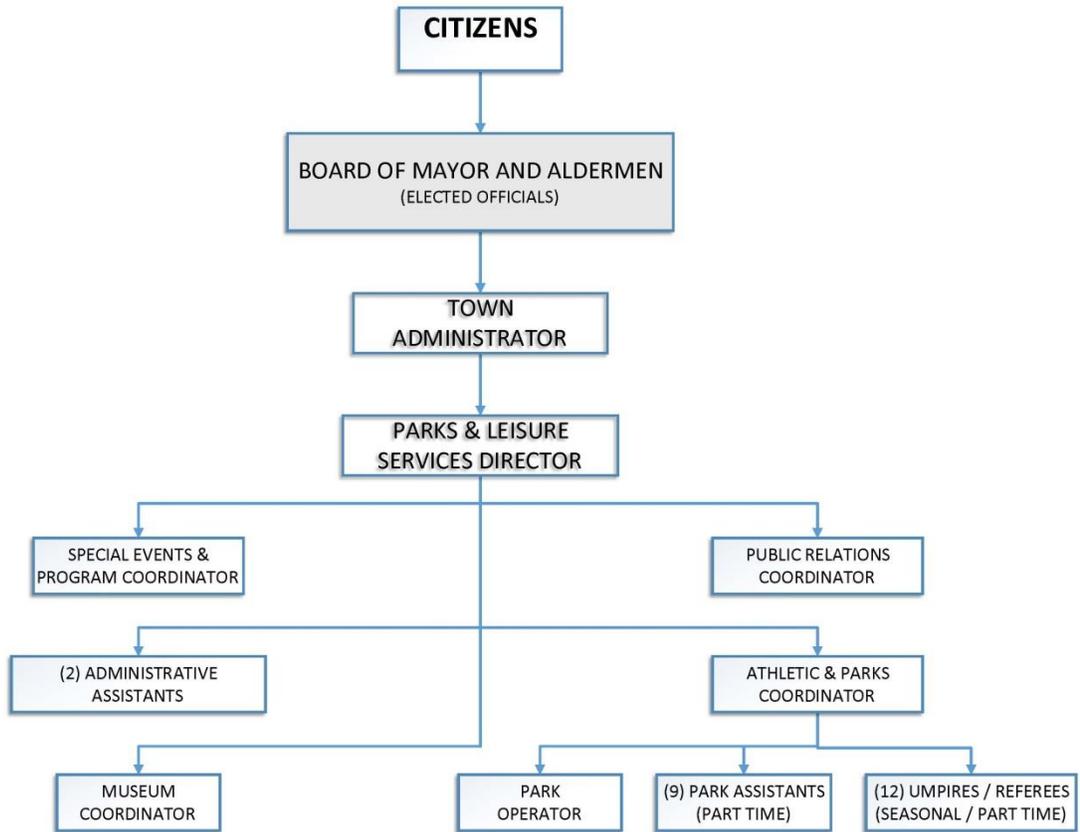
## General Government 110-41800

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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>\$6,250</b>
KCSO/TEMA radio system link user fee	3,500	
Public Works narrow band radio maintenance user fee	2,750	
<b>219 Security System</b>		<b>\$3,500</b>
Repairs and monitoring for the museum, town hall and Dimmick and Russell house security system		
<b>235 Dues/Subscriptions</b>		<b>\$750</b>
Cintas Shredding Services		
<b>240 Utilities</b>		<b>\$68,000</b>
Electric, gas, water/sewer for the Town Hall		
<b>245 Telephone</b>		<b>\$33,000</b>
Phone service/maintenance at Town Hall and services for all Town owned cell phones		
<b>260 Office Equipment Maintenance</b>		<b>\$2,500</b>
<b>266 Building Maintenance</b>		<b>\$44,600</b>
HVAC Maintenance	8,700	
Town Hall Supplies	15,500	
Irrigation System	800	
Rural/Metro subscription	4,700	
Elevator Maintenance	3,000	
Pest Control, Campbell Station Inn	1,900	
Town Hall Entrance Sign	10,000	
<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>\$4,000</b>
Misc. Equipment	1,000	
Replacement Chairs	3,000	
<b>LED Lighting</b>		<b>\$60,000</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:*

- Provide professional development opportunities for departmental staff to enhance the delivery of recreational services
- Maximize use of alternative funding to expand community programs
- Maintain well organized files, archives and supplies
- Partner with other area organizations to provide programs and events
- Coordinate facility rentals
- Maintain level of current service

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

*Objectives:*

- Coordinate FUN and committee volunteer opportunities
- Assist with Special Census
- Actively publicize Town events, programs, athletics, meetings, concerns and accomplishments
- Facilitate online facility rental & program registration software

**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

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

*Objectives:*

- Formulate plan for the rehabilitation of existing recreational facilities
- Create more user friendly parks and greenways

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

*Objectives:*

- Expand park facilities
- Expand greenways
- Continue to coordinate established special events
- Provide athletic opportunities for areas not already served by non-profits

## Parks & Leisure Services

## Performance Measures

Activity	FY14 Actual	FY15 Projected	FY16 Estimated
<b>Rentals</b>			
Number of Pavilion Reservations	503	480	500
Number of Community Room Reservations	28	26	25
<b>Online Activity (Organizational Goal #5)</b>			
Number of Pavilion, Class, Athletic League or Special Event Registrations Completed Online	NA	200*	500
<b>Public Relations (Organizational Goal #5)</b>			
Average Number of Media Releases, Ads, Social Media Posts and Media Contacts Per Month	162	162	160
<b>Athletics &amp; Field Use (Organizational Goal #5)</b>			
Number of Field Use Groups	40	35	35
Number of Field Use Hours Scheduled	5008	5200	5200
Percentage of Time Fields Scheduled During Prime Time Hours	NA	35%	40%
<b>Volunteers (Organizational Goal #2)</b>			
Total number of FUN Volunteers	105	109	105
Number of Volunteer Hours	5026.75	3750	4000
<b>Programs &amp; Events (Organizational Goal #5)</b>			
Number of Special Events (Includes Museum)	22	21	22
Estimate of Special Event Attendance (includes Museum)	10,725	18,000	18,000
Number of Program Hours**	372	251	300
Number of Program Participants**	1814	1527	1600
<b>Museum (Organizational Goal #3)</b>			
Total Number of Visitors	4657	4204	4450
Percentage of Visitors From Out of State	11%	11%	12%
Percentage of Visitors From Out of Country	<1%	<1%	<1%
Number of New Accessions Completed	86	72	20
Number of Old Accessions Completed (Photo)	18	33	50
<b>Customer Service (Organizational Goal #1)</b>			
Average Time to Close A Request In Citizen Request Tracker	1.04 Days	5 Days	5 Days
Percentage of Requests Initially Responded To Within 48 Hours in Citizen Request Tracker	88%	95%	95%
Number of Communications Regarding Parks & Recreation (Not Counting Facility Rentals and Field Use)	931	1079	1100
Number of Communications Regarding Facility Rentals	718	668	500
Number of Communications Regarding Field Use	1098	753	650

\* Data for 6 months

\*\*Decrease largely due to early voting in community room

## Parks and Leisure Services

		FY2012-13	FY2013-14	FY2014-15	FY2014-15	FY2015-16
	PARKS & LEISURE SERVICES	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
41900	<b>EXPENDITURES</b>					
110	Salaries	85,182	84,269	86,743	86,743	88,477
111	Regular Employee Wages	220,955	219,807	228,127	228,127	255,004
122	Seasonal Employee wages	64,923	65,094	91,450	91,450	75,650
123	Overtime Wages	6,110	7,123	9,700	9,700	9,000
141	FICA/Medicare	28,605	29,000	31,826	31,826	32,752
142	Health Insurance	111,528	120,094	115,151	115,151	125,459
143	Retirement	11,868	19,024	21,619	21,619	23,577
145	Life Insurance	1,574	1,814	1,735	1,735	1,917
146	Workers Comp Insurance	3,760	3,040	4,140	2,914	2,621
	Long Term Disability					
148	Insurance	1,033	1,405	1,384	1,384	1,532
150	Benefit Disbursement	0	0	2,500	4,851	2,500
152	Merit Adjustment	10,763	11,141	9,180	9,180	14,243
	<b>Total Personnel</b>	<b>546,301</b>	<b>561,811</b>	<b>603,555</b>	<b>604,680</b>	<b>632,732</b>
221	Advertisement/Printing	19,871	18,757	22,000	22,000	25,000
231	Volunteer Program	12,028	8,708	12,500	12,500	14,000
232	Annual Report	18,070	18,899	19,000	17,600	17,600
234	Education Reimburse	1,000	1,000	0	0	0
235	Dues/Subscriptions	2,442	2,729	3,510	3,500	3,000
236	Community Relations	1,493	1,631	3,000	4,000	4,500
240	Utilities	61,940	69,969	85,000	85,000	85,000
254	Professional Services	3,300	1,335	55,000	55,000	55,000
263	Event Decorations	14,779	19,263	19,000	19,000	20,500
280	Travel/Training	5,115	6,700	10,555	7,000	10,555
282	Automobile Allowance	3,462	3,462	3,600	3,600	3,600
300	Supplies	5,974	6,133	8,000	8,000	8,000
311	Books and Educ. Material	0		250	250	250
312	Small tools/equipment	4,967	6,685	7,000	7,000	7,000
319	Park Equipment	16,686	14,170	18,500	18,500	18,500
326	Clothing/Uniforms	1,178	318	2,000	2,000	2,000
331	Gasoline	5,453	5,910	6,500	6,000	6,500
362	Programs	26,874	25,033	30,000	30,000	30,000
	Folklife Museum					
722	Committee	24,604	3,925	8,000	8,000	7,000
723	General Museum	0	12,504	19,150	19,000	19,000
724	FFM Gift Shop	0	0	0	0	0
728	Arts Council	4,606	7,961	5,500	5,500	6,300
937	Park Capital Equipment	6,211	16,734	18,500	18,500	41,000
	<b>Total Operating</b>	<b>251,108</b>	<b>251,866</b>	<b>356,565</b>	<b>351,950</b>	<b>384,305</b>
	<b>Total Leisure Services</b>	<b>786,646</b>	<b>813,677</b>	<b>960,120</b>	<b>956,630</b>	<b>1,017,037</b>

Parks and Leisure Services

Personnel Detail

Acct Code	Description		<u>Budget</u> <u>FY2014-15</u>		<u>Estimated</u> <u>FY2014-15</u>		<u>Approved</u> <u>FY2015-16</u>
110	<b>Salaries</b>						
	Parks & Leisure						
	Services Director	1.0	86,743	1.0	86,743	1.0	88,477
	<b>Total Salaries</b>	<b>1.0</b>	<b>86,743</b>	<b>1.0</b>	<b>86,743</b>	<b>1.0</b>	<b>88,477</b>
121	<b>Regular Wages</b>						
	Athletic & Park						
	Coordinator	1.0	44,500	1.0	44,500	1.0	39,125
	Public Relations						
	Coordinator	1.0	40,900	1.0	40,900	1.0	41,725
	Special Event &						
	Program Coordinator	1.0	37,128	1.0	37,128	1.0	37,877
	Museum Coordinator	1.0	37,128	1.0	37,128	1.0	37,877
	Administrative						
	Assistant	2.0	68,471	2.0	68,471	2.0	69,846
	Park Operator	1.0	0	1.0	0	1.0	28,554
	<b>Total</b>	<b>7.0</b>	<b>228,127</b>	<b>0</b>	<b>7.0</b>	<b>228,127</b>	<b>7.0</b>
	<b>Seasonal Employee</b>						
122	<b>Wages</b>						
	Park Assistants	7.0	91,450	7.0	91,450	8.0	75,650
	<b>Total</b>	<b>7.0</b>	<b>91,450</b>	<b>7.0</b>	<b>91,450</b>	<b>8.0</b>	<b>75,650</b>
	<b>Benefits</b>						
	Social Security &						
141	Medicare Tax		31,826		31,826		32,752
142	Health Insurance		115,151		115,151		125,459
143	Retirement		21,619		21,619		23,577
145	Life Insurance		1,735		1,735		1,917
	Workers Comp						
146	Insurance		4,140		2,914		2,621
	Long Term Disability						
148	Insurance		1,384		1,384		1,532
	<b>Total Benefits</b>		<b>175,855</b>		<b>174,629</b>		<b>187,858</b>
152	Merit Adjustment		9,180		9,180		14,243
	<b>Other Compensation</b>						
123	Overtime		9,700		9,700		9,000
	Benefit Adjustment		2,500		4,851		2,500
	<b>Total Other</b>		<b>12,200</b>		<b>14,551</b>		<b>11,500</b>
	<b>Compensation</b>						
<b>Total Personnel</b>		<b>15.0</b>	<b>603,555</b>	<b>15.0</b>	<b>604,680</b>	<b>15.0</b>	<b>632,732</b>

## Parks and Leisure Services 110-41900

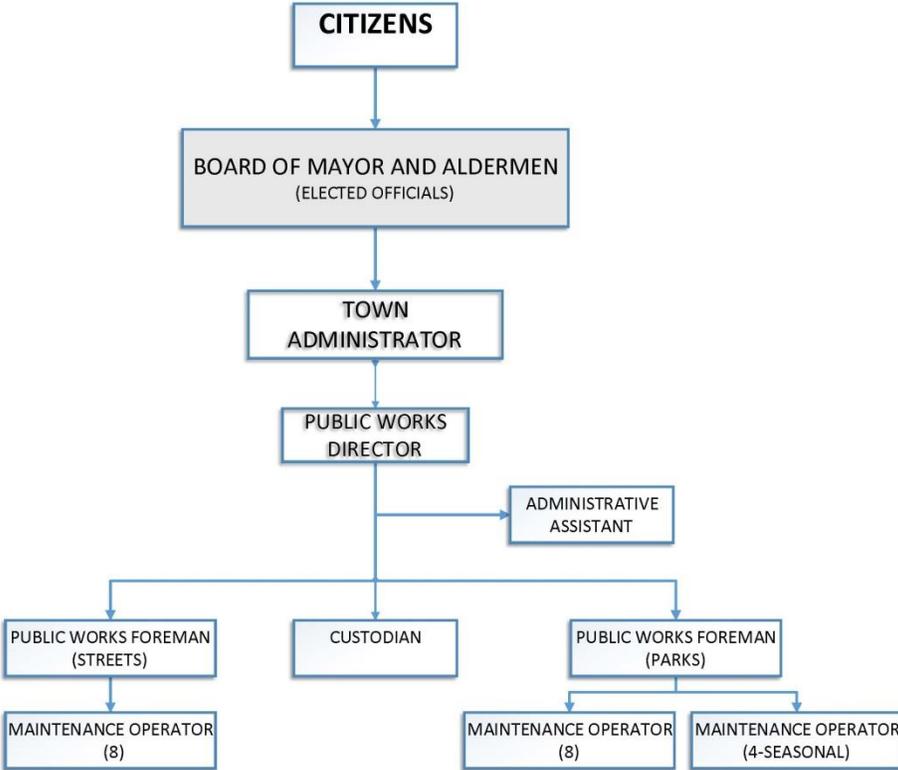
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<b>221 Advertisement/Printing</b>		<b>\$25,000</b>
Business Cards, Advertisements, Talk of the Town, Budget publication, Design Costs, Printing, General Signs, E-Newsletter annual contract		
<b>231 Volunteer Program</b>		<b>\$14,000</b>
Banquet, holiday breakfast, volunteer recognition, volunteer supplies, flowers, cards, new logo		
<b>232 Annual Report</b>		<b>\$17,600</b>
28 pages, full color magazine; graphic artist and distribution cost. Non-profit groups are paid to deliver to each house in Farragut.		
<b>235 Dues/Subscriptions</b>		<b>\$3,000</b>
National Recreation and Parks Association-Dues & Certifications	370	
Tennessee Recreation Parks Association	695	
Public Relations Society of America	550	
Southeast Festival and Events Association	265	
Costco Membership	220	
Kiwanis	450	
Splash Pad License	450	
<b>236 Community Relations</b>		<b>\$4,500</b>
Gifts, receptions and committee food, flowers, coffee, cards, holiday cards, framing, giveaways		
<b>240 Utilities</b>		<b>\$85,000</b>
Water, electric, irrigation, restrooms— all parks & Dimmick House		
<b>254 Professional Services</b>		<b>\$55,000</b>
Marketing & Advertising	5,000	
Branding Campaign	50,000	
<b>263 Event Decorations</b>		<b>\$20,500</b>
Holiday decorations, Celebrate the season event, CSP lighting, beautification awards, new Rotunda Christmas tree		
<b>280 Travel, Training</b>		<b>\$10,555</b>
American Red Cross (CPR, First Aid, AED)	250	
National Recreation and Parks Association National Conference	5,100	
Tennessee Recreation and Parks Association State Conference/District	2,905	
Public Relations Society of America-District	700	
Southeastern Museum Conference & TAM	900	
One Day Training (Management, Customer Service, Etc.)	700	

<b>282 Auto Allowance</b>		<b>\$3,600</b>
	Parks & Leisure Services Director	
<b>300 Supplies</b>		<b>\$8,000</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>\$7,000</b>
	Athletic tools & equipment; park, greenway and Adopt-a-Mile signs,	
	splash pad parts, office & program equipment,	
	AED batteries	
<b>319 Park Equipment</b>		<b>\$18,500</b>
	Park Equipment (table tops, trash cans, grills, fountains/shower, etc.),	
	playground replacement parts,	12,500
	Park/Greenway Sign Replacement (from wood to recycled material)	6,000
<b>326 Clothing/Uniforms</b>		<b>\$2,000</b>
	Town shirts, Administration and Leisure Services	
<b>331 Gasoline</b>		<b>\$6,500</b>
	3 vehicles	
<b>362 Programs</b>		<b>\$30,000</b>
	Special Events- Programs and classes	20,550
	Softball & Volleyball Leagues	1,200
	Plant-a-Tree Program & Trees/Shrubs on Public Land	8,250
<b>722 Farragut Folklife Museum Committee</b>		<b>\$7,000</b>
	Events, membership (event & newsletter) and flowers	
<b>723 General Museum</b>		<b>\$19,000</b>
	Archival supplies, exhibit and office supplies, advertising, membership	
	dues and small tools and equipment	
<b>728 Arts Council</b>		<b>\$6,300</b>
	BookFest, art shows (prizes & Food), art classes	
<b>937 Park &amp; Recreation Facilities</b>		<b>\$41,000</b>
	Gift Shop Renovation	6,000
	Park improvements	5,000
	Park & Entrance Sign Replacement	30,000

# 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 & Maintenance
- 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. Add new and improve landscaping, where needed, at all Town owned facilities
- Install Town entrance signs at main gateways
- Assist in implementing the new Town branding.

**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 BOMA
- 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 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 3 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 more proper knowledge of street maintenance, parks and ball fields

- Meet state requirements for NPDES Municipal Stormwater Permit with staff certifications  
Redevelop yearly evaluations for Equipment Operators

## Public Works Department

## Performance Measures

Activity	FY14 Actual	FY15 Estimated	FY16 Projected
<b>Maintenance of town vehicles &amp; equipment (Organizational Goal #1)</b>			
Percentage of maintenance cost performed in house versus maintenance cost that is outsourced	N/A	N/A	85%
Percentage of maintenance performed on schedule	N/A	N/A	90%
<b>Personnel (Organizational Goal #1)</b>			
Yearly overtime cost	10,583	16,060	12,000
Percentage of overtime cost to total personnel cost	0.80%	1.27%	0.90%
Total man hours dedicated for snow removal/clearing	N/A	552	350
<b>Job Training (Organizational Goal #1)</b>			
Percentage of employees who completed the annual safety training requirements	100%	100%	100%
Percentage of employees who completed the annual NPDES training requirements	0%	25%	20%
Percentage of employees who completed job-related training other than the required training for TOSHA and NPDES	17%	22%	15%
<b>Maintenance of street/drainage facilities (Organizational Goal #5)</b>			
Percentage of time storm drains are cleaned as scheduled	92%	94%	95%
Linear feet of sidewalk added	0	950	1000
Linear feet of sidewalk repaired	325	105	150
<b>Citizen Requests (Organizational Goal #1)</b>			
Percentage of requests initially responded to within 48 hours in Citizen Request Tracker	96%	98%	97%
Average time to close a request in Citizen Request Tracker	8	9	7

Avg. das # days to close a request

8.39

9.52

7

## Public Works Department

	PUBLIC WORKS DESCRIPTION	FY2012-13	FY2013-14	FY2014-15	FY2014-15	FY2015-16
43000	<b>EXPENDITURES</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>
110	Salaries	81,926	81,160	84,362	84,362	86,049
111	Regular Employee Wages	601,823	633,066	682,928	682,928	701,993
122	Seasonal Employee Wages	16,550	19,441	21,420	21,420	25,400
123	Overtime Wages	10,755	16,420	19,000	19,000	19,000
141	FICA/Medicare	44,570	48,078	51,102	51,102	53,022
142	Health Insurance	303,578	325,610	327,828	327,828	326,197
143	Retirement	47,972	53,385	66,624	66,624	64,124
145	Life Insurance	3,279	4,165	4,227	4,227	4,590
146	Workers Comp Ins	22,664	26,638	37,510	33,473	31,836
148	Long Term Disability Ins	2,557	3,228	3,337	3,337	3,472
150	Benefit Disbursement	2,339	0	4,500	4,900	5,000
152	Merit Adjustment	16,004	24,702	17,001	17,001	27,054
	<b>Total Personnel</b>	<b>1,154,017</b>	<b>1,235,893</b>	<b>1,319,839</b>	<b>1,316,202</b>	<b>1,347,736</b>
234	Education Reimbursement	1,000	1,000	1,000	0	1,000
235	Dues/Subscriptions	1,041	1,335	1,200	1,200	1,300
240	Utilities	8,979	9,349	10,000	12,000	12,000
241	Traffic Signal-Electric	5,900	6,404	6,000	6,500	7,000
247	Street Lights-Electric	69,729	68,835	64,000	70,000	70,000
261	Vehicle Maintenance	41,392	41,470	43,000	43,000	43,000
265	Entrance Signs	-4,500	4,037	3,500	1,300	2,500
266	Bldg. Maint/Improve	8,725	2,450	6,250	6,000	6,000
280	Travel/Training	5,715	9,011	9,000	9,000	9,000
290	Street sweeping	20,936	21,800	23,000	22,000	23,000
294	Equipment Rental	1,954	2,334	3,000	3,000	3,000
295	Dumpster Service	9,825	12,672	15,550	9,000	14,000
312	Small tools & Equip	3,468	3,620	5,000	5,000	5,000
320	Operating Supplies	4,759	2,367	5,500	5,000	5,000
321	General Town Maintenance	2,186	8,674	10,000	6,000	10,000
326	Clothing/Uniforms	17,057	16,740	20,600	20,600	22,600
329	Park & Landscape Maint.	41,655	42,316	45,000	40,000	45,000
331	Gasoline, Oil	52,069	57,144	54,000	60,000	60,000
342	Signs	15,448	16,351	17,000	17,000	17,000
416	Concrete, Brick	1,322	591	2,000	1,500	2,000
451	Crushed Stone, Sand	0	1,029	2,000	1,500	2,000
452	Snow Removal Supplies	5,662	13,011	12,000	26,000	12,000
470	Sidewalk Construction	2,965	8,993	10,000	10,000	15,000
482	Drainage Projects	8,705	4,085	10,000	6,000	10,000
483	Recycling Enclosure	0	0	7,800	3,500	0
949	Major Equip/Machinery	11,053	18,664	24,000	16,000	10,000
	<b>Total Operating Expenditure</b>	<b>337,045</b>	<b>374,282</b>	<b>410,400</b>	<b>401,100</b>	<b>407,400</b>
	<b>Total Public Works</b>	<b>1,491,062</b>	<b>1,610,175</b>	<b>1,730,239</b>	<b>1,717,302</b>	<b>1,755,136</b>

## Public Works Department

## Personnel Detail

Acct Code	Description		<u>Budget</u> FY2014-15		<u>Estimated</u> FY2014-15		<u>Approved</u> FY2015-16
110	<b>Salaries</b>						
	Public Works Director	1.0	84,362	1.0	84,362	1.0	86,049
	<b>Total Salaries</b>	<b>1.0</b>	<b>84,362</b>	<b>1.0</b>	<b>84,362</b>	<b>1.0</b>	<b>86,049</b>
121	<b>Regular Wages</b>						
	Public Works						
	Foreman	2.0	97,054	2.0	97,054	2.0	82,534
	Equipment Operator	16.0	585,874	16.0	585,874	17.0	619,459
	<b>Total</b>	<b>18.0</b>	<b>682,928</b>	<b>18.0</b>	<b>682,928</b>	<b>19.0</b>	<b>701,993</b>
122	<b>Seasonal</b>	3.0	21,420	3.0	21,420	3.0	25,400
	<b>Total</b>	<b>3.0</b>	<b>21,420</b>	<b>3.0</b>	<b>21,420</b>	<b>3.0</b>	<b>25,400</b>
	<b>Benefits</b>						
	Social Security &						
141	Medicare Tax		51,102		51,102		53,022
142	Health Insurance		327,828		327,828		326,197
143	Retirement		66,624		66,624		64,124
145	Life Insurance		4,227		4,227		4,590
	Workers Comp						
146	Insurance		37,510		33,473		31,836
	Long Term Disability						
148	Insurance		3,337		3,337		3,472
	<b>Total Benefits</b>		<b>490,628</b>		<b>486,591</b>		<b>483,240</b>
152	Merit Adjustment		17,001		17,001		27,054
	<b>Other Compensation</b>						
123	Overtime		19,000		19,000		19,000
	Benefit Adjustment		4,500		4,900		5,000
	<b>Total Other Compensation</b>		<b>23,500</b>		<b>23,900</b>		<b>24,000</b>
<b>Total Personnel</b>		<b>22.0</b>	<b>1,319,839</b>	<b>22.0</b>	<b>1,316,202</b>	<b>23.0</b>	<b>1,347,736</b>

## Public Works 110-43000

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<b>234 Education Reimbursement Program</b>		<b>\$1,000</b>
<b>235 Dues, Subscriptions</b>		<b>\$1,300</b>
APWA Membership	700	
Optimist Club (Director)	600	
<b>240 Utilities</b>		<b>\$12,000</b>
Public Works building gas, water/sewer, electric, irrigation		
<b>241 Traffic Signal–Electric</b>		<b>\$7,000</b>
21 signals & 6 school & traffic flashers		
<b>247 Street Lighting – Electric</b>		<b>\$70,000</b>
Electricity for town-owned street lights		
<b>261 Vehicle Maintenance</b>		<b>\$43,000</b>
Maintenance of all vehicles and equipment:		
Engineering	4,000	
Community Development	1,500	
Leisure Services	1,500	
Public Works	36,000	
<b>265 Boundary Entrance Signs</b>		<b>\$2,500</b>
<b>266 Building Maintenance</b>		<b>\$6,000</b>
Building maintenance	3,000	
Dimmick House Maintenance	1,000	
Russell House Maintenance	2,000	
<b>280 Travel/Training</b>		<b>\$9,000</b>
American Public Works Association	2,400	
State Chapter of American Public Works Association (3)	3,000	
Employee Training	2,500	
Stormwater Certifications	1,100	
<b>290 Street Sweeping</b>		<b>\$23,000</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>\$14,000</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>\$10,000</b>
Services that are contracted out for maintenance	3,000	
ADA Maintenance	7,000	
<b>326 Clothing and Uniforms</b>		<b>\$22,600</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>\$60,000</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>\$2,000</b>
Mortar, sand, playground sand, stone backfill		
<b>452 Snow Removal Supplies</b>		<b>\$12,000</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>\$10,000</b>
Various drainage projects throughout the Town		
<b>949 Major Equipment/Machinery</b>		<b>\$10,000</b>
Replacement of Mortar mixers, pumps, curb machine, etc.		

## Non-Departmental

		FY2012-13	FY2013-14	FY2014-15	FY2014-15	FY2015-16
44000	NON-DEPARTMENTAL DESCRIPTION	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
252	Legal Services	135,090	148,086	160,000	155,000	160,000
510	Property Insurance	37,890	41,638	50,000	46,000	50,000
513	Liability Insurance	53,721	44,508	59,000	50,000	55,000
514	Insurance Claims	439	392	8,000	600	8,000
518	Mixed Drink Payable to Knox Co	0	452,706	65,000	66,000	65,000
	Knox Co Mixed Drink Installment	0	0	368,943	368,943	368,943
720	Community Grants					
	Farragut High School Foundation	10,000	10,000	10,000	10,000	10,000
	Hardin Valley Academy Foundation	10,000	10,000	10,000	10,000	10,000
	CADES-Community Grant	2,000	3,000	3,000	3,000	3,000
	East Tennessee Concert Band	1,500	2,000	2,000	2,000	2,000
	Keep Knoxville Beautiful	1,000	1,000	1,000	1,000	1,000
	Sunshine Ambassadors	1,000	1,000	1,000	1,000	1,000
	Knoxville Opera	2,000	2,000	2,000	2,000	2,000
	Knox County Fire Prevention	0	2,000	2,000	2,000	2,000
	Women in Municipal Government	0	0	0	0	5,000
721	Park-n-Ride Lot Community School	12,980	6,400	3,000	3,000	3,000
722	Grants					
	Farragut Primary School	22,000	22,000	22,000	22,000	22,000
	Farragut Intermediate School	22,000	22,000	22,000	22,000	22,000
	Farragut Middle School	22,000	22,000	22,000	22,000	22,000
	Farragut High School	22,000	22,000	22,000	22,000	22,000
	Hardin Valley Academy	22,000	22,000	22,000	22,000	22,000
	<b>Total</b>	<b>399,820</b>	<b>834,730</b>	<b>854,943</b>	<b>830,543</b>	<b>855,943</b>

## Non-Departmental 110-44000

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<b>252 Legal Services</b>	<b>\$160,000</b>
<b>510 Property Insurance</b>	<b>\$50,000</b>
<b>513 Liability Insurance</b>	<b>\$55,000</b>
<b>514 Insurance Claims</b>	<b>\$8,000</b>
<b>518 Mixed Drink Tax Revenue Payable</b>	<b>\$65,000</b>
<b>519 Mixed Drink Installments to Knox Co</b>	<b>\$368,943</b>
<b>720 Community Grants</b>	<b>\$36,000</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
Women in Municipal Government	5,000
<b>721 Park-n-Ride</b>	<b>\$3,000</b>
Park-n-Ride Lot	
<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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		FY2012-13	FY2013-14	FY2014-15	FY2014-15	FY2015-16
47200	<b>ECONOMIC DEVELOPMENT</b>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
221	Advertisement/Printing	2,418	378	9,000	1,000	4,000
254	Professional Services Economic Development	77,750	106,292	108,500	108,500	64,500
259	Partnerships	13,000	37,769	40,000	40,000	41,500
280	Travel/Training	2,115	2,486	2,500	2,500	2,500
	<b>Total</b>	<b>95,283</b>	<b>146,925</b>	<b>160,000</b>	<b>152,000</b>	<b>112,500</b>

## Economic Development 110-47200

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<b>221 Advertising/Printing</b>		<b>\$4,000</b>
<b>254 Professional Services</b>		<b>\$64,500</b>
Farragut West Knox Chamber of Commerce	15,000	
Farragut Business Alliance	23,000	
Retail Marketing Consultant	26,500	
<b>259 Economic Development Partnerships</b>		<b>\$41,500</b>
Dogwood Arts Festival	10,000	
News Sentinel Golf Tournament	21,500	
Innovation Valley	10,000	
<b>280 Travel/Training</b>		<b>\$2,500</b>
ICSC Conference (1)		
ICSC Conference (1)		

## Other Funding Sources

		FY2012-13	FY2013-14	FY2014-15	FY2014-15	FY2015-16
	<b>Other Financing Sources</b>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
<b>51500</b>						
600	<b>Assigned Fund Balance</b>					
	Road Fund	673,253	453,253	333,253	213,253	93,253
	Land Acquisition Fund	0	0	0	0	0
	Building Fund	104,817	104,817	104,817	104,817	104,817
		<u>558,070</u>	<u>438,070</u>	<u>318,070</u>	<u>198,070</u>	<u>78,070</u>
	<b>Unassigned to General Fund</b>					
	Beautification Fund	11,305	910			
		<u>11,305</u>	<u>910</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>51600</b>	<b>Transfer to other funds</b>					
761	Insurance Fund	365,000	200,000	0	0	0
765	Equipment Fund	150,000	150,000	150,000	150,000	150,000
767	State Street Aid	220,000	120,000	120,000	120,000	120,000
	Capital Fund-Land Acquisition	622,868	0	0	0	0
771	Capital Fund	2,500,000	3,000,000	3,000,000	3,000,000	3,000,000
		<u>3,857,868</u>	<u>3,470,000</u>	<u>3,270,000</u>	<u>3,270,000</u>	<u>3,270,000</u>



## Capital Investment Program

PROJECTS BY DEPARTMENT							Capital Investment Program-310					
Beginning Balance	7,744,678	7,961,678	7,291,678	5,321,196	5,580,196							
<b>General Government Projects</b>	<b>FY 2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>Total</b>						
Land Acquisition	500,000	500,000	500,000	500,000	500,000	2,500,000						
Pedestrian/Greenway Connectors	100,000	100,000	100,000	100,000	100,000	500,000						
Old Stage to Everett Greenway Connector	330,000	220,000				550,000						
Everett Road/I-40 Greenway TDOT	80,000	320,000	0	0	0	400,000						
N/S Connector: CSR & KP Culvert	0	0	200,000	0	0	200,000						
Campbell Station Inn Improvements	300,000	0	0	0	0	300,000						
Campbell Station Inn Note Payable	257,500	253,750	0	0	0	511,250						
I-40/Campbell Station Interchange	75,000	0	0	0	0	75,000						
<b>General Government Projects Total</b>	<b>1,642,500</b>	<b>1,393,750</b>	<b>800,000</b>	<b>600,000</b>	<b>600,000</b>	<b>5,036,250</b>						
<b>Parks</b>	<b>FY 2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>Total</b>						
McFee Park Expansion	0	250,000	3,000,000	250,000	3,000,000	6,500,000						
McFee Park Splash Pad Replacement/Expansion	400,000	0	0	0	0	400,000						
MBLP Improvements (turf fields)	800,000	1,025,000	0	0	0	1,825,000						
MBLP Sand Volleyball Court Expansion	0	0	200,000	0	0	200,000						
Public Art: Bronze Statues at CSR Park	0	0	130,000	0	0	130,000						
Anchor Park Improvements	0	0	0	0	300,000	300,000						
<b>Parks Total</b>	<b>1,200,000</b>	<b>1,275,000</b>	<b>3,330,000</b>	<b>250,000</b>	<b>3,300,000</b>	<b>9,355,000</b>						

### Capital Investment Program

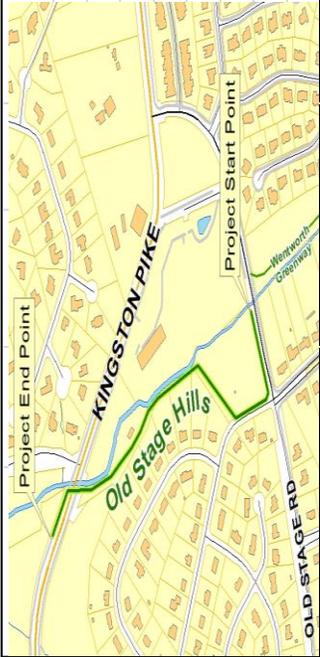
<b>Engineering Projects</b>	<b>FY 2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>Total</b>
Watt Road/KP Intersection Improvements	100,000	0	0	0	0	<b>100,000</b>
Union Road Improvements	350,000	450,000	2,500,000			<b>3,300,000</b>
Kingston Pike/CSR Intersection Improvements	0	300,000	400,000	900,000	0	<b>1,600,000</b>
CSR North of I-40 Road Widening	50,000	0	0	0	0	<b>50,000</b>
Concord Road Lighting	200,000	0	0	0	0	<b>200,000</b>
Kingston Pike/Virtue Road Signal	210,000					<b>210,000</b>
Parkside/Outlet Drive Feasibility Study	100,000	0	0	0	0	<b>100,000</b>
Town-Wide Signal timing	258,000	0	0	0	0	<b>258,000</b>
Campbell Station Road- Parkside to Jamestown	200,000	0	0	0	0	<b>200,000</b>
Old Stage/Watt Rd. Extension	0	50,000	0	0	0	<b>50,000</b>
<b>Engineering Total</b>	<b>1,468,000</b>	<b>800,000</b>	<b>2,900,000</b>	<b>900,000</b>	<b>0</b>	<b>6,068,000</b>
<b>CIP Expenditure Total</b>	<b>4,310,500</b>	<b>3,468,750</b>	<b>7,030,000</b>	<b>1,750,000</b>	<b>3,900,000</b>	<b>20,459,250</b>

## Capital Investment Fund

<b>Funding Sources</b>	<b>FY 2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>	<b>Total</b>
Contractor Forfeitures	56,000	0	0	0	0	56,000
STP Funding (KP Greenway)	320,000	0	0	0	0	320,000
STP Funding (Old Stage to Everett Road Greenway)	264,000	176,000	0	0	0	440,000
CMAQ Funding	258,000		0	0	0	258,000
CSR N I-40		40,000	320,000	0	0	360,000
CSR/KP Intersection	240,000	320,000	720,000	0	0	1,280,000
Parkside	80,000	0	0	0	0	80,000
LPRF Grant	43,000	0	0	0	0	43,000
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	257,500	253,750	1,850,000	0	0	2,361,250
Everett Road Reimbursement	0	0	160,518	0	0	160,518
CIP Reserves	0	670,000	1,970,482	0	1,891,000	4,531,482
<b>Funding Total</b>	<b>4,527,500</b>	<b>3,468,750</b>	<b>7,030,000</b>	<b>2,009,000</b>	<b>3,900,000</b>	<b>20,935,250</b>
Total CIP Funding Sources	4,527,500	3,468,750	7,030,000	2,009,000	3,900,000	20,935,250
Total CIP Expenditures	4,310,500	3,468,750	7,030,000	1,750,000	3,900,000	20,459,250
<b>Revenue over (under) expenditures</b>	<b>217,000</b>	<b>0</b>	<b>0</b>	<b>259,000</b>	<b>0</b>	
<b>Ending Balance</b>	<b>7,961,678</b>	<b>7,291,678</b>	<b>5,321,196</b>	<b>5,580,196</b>	<b>3,689,196</b>	
<b>Assigned Fund Balance</b>						
Greenway Connectors	384,884	484,884	584,884	684,884	784,884	
Land Acquisition	2,654,322	2,896,822	3,143,072	1,793,072	2,293,072	
Everett Road Fund Transfer	44,306	0	0	0	0	
Outstanding Projects	1,299,809	0	0	0	0	
<b>Total Assigned Balance</b>	<b>4,383,321</b>	<b>3,381,706</b>	<b>3,727,956</b>	<b>2,477,956</b>	<b>3,077,956</b>	
<b>Available Fund Balance</b>	<b>3,578,357</b>	<b>3,909,972</b>	<b>1,593,240</b>	<b>3,102,240</b>	<b>611,240</b>	



Project No. Eng-16-04		TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM				
RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT MANAGER	ACCOUNT NO.			
Engineering	Old Stage Road/Kingston Pike Greenway Connector (near Everett Road)	Darryl Smith	310-43910-980			
<b>PROJECT DESCRIPTION</b>						
This project includes construction of an 8' wide greenway from the north side of Old Stage Road (across from McFee Road), across Old Stage Hills common space and private property to the Kingston Pike bridge over Little Turkey Creek. The greenway will then pass through the western barrel of the bridge and turn to the west, where it will then tie to the new sidewalk constructed on the north side of Kingston Pike.						
<b>BACKGROUND/HISTORY</b>						
This project is funded through the TPO with an 80/20 split of federal STP/Local funds. As a locally managed project, the Town must budget for each phase, and seek reimbursement of the 80% federal share as those funds are used.						
<b>IMPACT ON OPERATING BUDGET</b>						
Resurfacing anticipated at year 20, with cost of approximately \$20,000.						
<b>Project Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
Land/Right of Way	\$290,000					\$290,000
Design/Engineering	\$40,000					\$40,000
Utility Relocation						\$0
Construction		\$220,000				\$220,000
Landscaping						\$0
Equipment/Furnishings						\$0
Other						\$0
<b>Total Cost</b>	<b>\$330,000</b>	<b>\$220,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$550,000</b>
<b>Source of Funds</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
CIP	\$66,000	\$44,000				\$110,000
Bonds						\$0
Other	\$264,000	\$176,000				\$440,000
<b>Total Source</b>	<b>\$330,000</b>	<b>\$220,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$550,000</b>



Project Schedule	Start	Finish
Land/Right of Way	Mar-16	Jul-16
Design/Engineering	Sep-15	Mar-16
Utility Relocation		
Construction	Jul-16	Nov-16
<b>Total Project</b>	Sep-15	Nov-16

Project No. Eng-16-03		<b>TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM</b>				
<b>RESPONSIBLE DEPARTMENT</b>	<b>PROJECT TITLE</b>	<b>PROJECT MANAGER</b>	<b>ACCOUNT NO.</b>			
Engineering	<b>Everett Road/I-40 Greenway</b>	Darryl Smith	310-43910-960			
<b>PROJECT DESCRIPTION</b>						
This project includes construction of an 8' wide greenway from east side of Everett Road (across from the existing greenway terminus from Fox Run Subdivision), partially across Interstate ROW parallel to Interstate 40/75, then across private property to the rear of Berkeley Park Subdivision, where it will meet existing greenway already connected to Grigsby Chapel Greenway.						
<b>BACKGROUND/HISTORY</b>						
This project is funded through the TPO with an 80/20 split of federal STP/Local funds. As a locally managed project, the Town must budget for each phase, and seek reimbursement of the 80% federal share as those funds are used.						
<b>IMPACT ON OPERATING BUDGET</b>						
Resurfacing anticipated at year 20, with cost of approximately \$20,000.						
<b>Project Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
Land/Right of Way						\$0
Design/Engineering	\$80,000					\$80,000
Utility Relocation						\$0
Construction		\$320,000				\$320,000
Landscaping						\$0
Equipment/Furnishings						\$0
Other						\$0
<b>Total Cost</b>	<b>\$80,000</b>	<b>\$320,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>
<b>Source of Funds</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
CIP	\$16,000	\$64,000				\$80,000
Bonds						\$0
Other	\$64,000	\$256,000				\$320,000
<b>Total Source</b>	<b>\$80,000</b>	<b>\$320,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$400,000</b>
						
<b>Project Schedule</b>		<b>Start</b>	<b>Finish</b>			
Land/Right of Way		Mar-16	Jun-16			
Design/Engineering		Dec-15	May-16			
Utility Relocation		Jul-16	Jun-17			
<b>Total Project</b>		Dec-15	Jul-17			

Project No. Eng-18-02		TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM				
RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT MANAGER	ACCOUNT NO.			
Engineering	North/South Connector: Campbell Station & Kingston Pike	Darryl Smith	310-93910-910			
<b>PROJECT DESCRIPTION</b>						
This project includes the construction of an 8' wide greenway under Kingston Pike near at the North Fork of Turkey Creek bridge. The greenway will begin at the existing greenway at the rear of the Brooklawn Shopping Center (south side of Kingston Pike), and extend northward through the eastern side of the arch bridge over the North Fork of Turkey Creek. On the north side of the bridge, the trail will turn to the east to connect to existing sidewalk on Kingston Pike.						
<b>BACKGROUND/HISTORY</b>						
Alderman Markli asked that staff investigate the feasibility of this trail connection in order to provide a grade-separated crossing of Kingston Pike (separate from vehicular traffic). Staff confirmed that reasonable clearances can be provided. The design will require significant drainage modeling in order to meet FEMA requirements of Letter of Map Revision (LOMR).						
<b>IMPACT ON OPERATING BUDGET</b>						
Estimated \$2,000 per year for maintenance/cleanout						
						
<b>Project Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
Land/Right of Way						\$0
Design/Engineering			\$75,000			\$75,000
Utility Relocation						\$0
Construction			\$125,000			\$125,000
Landscaping						\$0
Equipment/Furnishings						\$0
Other						\$0
<b>Total Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>
<b>Source of Funds</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	
CIP			\$200,000			\$200,000
Bonds						
Other						
<b>Total Source</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>
<b>Project Schedule</b>		<b>Start</b>	<b>Finish</b>			
Land/Right of Way		Feb-18	Feb-18			
Design/Engineering		Jul-17	Apr-18			
Utility Relocation						
Construction		May-18	Sep-18			
<b>Total Project</b>		Jul-17	Sep-18			

Project No. Admin-16-01		TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM				
RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT MANAGER	ACCOUNT NO.			
Administration	Campbell Station Inn Improvements	David Smoak	310-46230-920			
<b>PROJECT DESCRIPTION</b>						
This project includes plans to renovate the historical Campbell Station Inn.						
<b>BACKGROUND/HISTORY</b>						
The selected architectural firm will submit a conceptual plan that illustrates major aspects of renovating the inn as well as the 1930's dairy barn to the north of the inn, The conceptual plan will also identify the scope of work for phase I and phase II of the project.						
<b>IMPACT ON OPERATING BUDGET</b>						
						
<b>Project Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
Land/Right of Way						\$0
Design/Engineering						\$0
Utility Relocation						\$0
Construction	\$300,000					\$300,000
Landscaping						\$0
Equipment/Furnishings						\$0
Other						\$0
<b>Total Cost</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>
<b>Source of Funds</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
CIP	\$300,000					\$300,000
Bonds						
Other						
<b>Total Source</b>	<b>\$300,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>
<b>Project Schedule</b>		<b>Start</b>	<b>Finish</b>			
Land/Right of Way						
Design/Engineering						
Utility Relocation						
Construction		Jul-15	Jun-16			
<b>Total Project</b>		<b>Jul-15</b>	<b>Jun-16</b>			

Project No. PW-16-01		TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM				
<b>RESPONSIBLE DEPARTMENT</b>	<b>PROJECT TITLE</b>	<b>PROJECT MANAGER</b>	<b>ACCOUNT NO.</b>			
Public Works	I-40/Campbell Station Interchange	Bud McKelvey	310-43800			
<b>PROJECT DESCRIPTION</b>						
This project involves the beautification of portions of the green-space at the I-40 and Campbell Station Road on/off ramps.						
<b>BACKGROUND/HISTORY</b>						
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.						
<b>IMPACT ON OPERATING BUDGET</b>						
Minimal maintenance throughout the year.						
<b>Project Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
Land/Right of Way						\$0
Design/Engineering						\$0
Utility Relocation						\$0
Construction						\$0
Landscaping	\$75,000					\$75,000
Equipment/Furnishings						\$0
Other						\$0
<b>Total Cost</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>
<b>Source of Funds</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
CIP	\$75,000					\$75,000
Bonds						
Other						
<b>Total Source</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>
<b>Project Schedule</b>						
				Start		Finish
				Sep-15		Jun-16
				Sep-15		Jun-16
<b>Total Project</b>						



Project No. PALS-17-02		TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM				
<b>RESPONSIBLE DEPARTMENT</b>		<b>PROJECT TITLE</b>	<b>PROJECT MANAGER</b>	<b>ACCOUNT NO.</b>		
Parks & Leisure Services		McFee Park Phase 3 Plans	Sue Stuhl	310-43934		
<b>PROJECT DESCRIPTION</b>						
FY17-Development of construction plans for phase 3 which may include disc golf course, additional trails, pond renovation and irrigation pump, pavilion/restroom, parking lots and possibly the dog park and the linear playground. Plans will also include the installation of a grass paver system at the overflow parking area in phase 2.						
<b>BACKGROUND/HISTORY</b>						
The master plan for the expansion of McFee Park into the old Seal and Dimmick properties was approved in the summer of 2012. This would be the first phase of that future expansion.						
<b>IMPACT ON OPERATING BUDGET</b>						
\$30,000 expenditures for staffing, supplies, utilities and equipment. Possible \$4000 in revenue for disc golf tournaments and pavilion rentals.						
<b>Project Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
Land/Right of Way						
Design/Engineering		\$250,000				\$250,000
Utility Relocation						
Construction			\$3,000,000			\$3,000,000
Landscaping						
Equipment/Furnishings						
Other						
<b>Total Cost</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$3,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,250,000</b>
<b>Source of Funds</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
CIP		\$250,000	\$3,000,000			\$3,250,000
Bonds						
Possible LRP Grant						
<b>Total Source</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$3,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,250,000</b>
						
<b>Project Schedule</b>		<b>Start</b>	<b>Finish</b>			
Land/Right of Way						
Design/Engineering		Jan-17	Jun-17			
Utility Relocation						
Construction		Feb-18	Nov-18			
<b>Total Project</b>		Jan-17	Nov-18			

Project No. PALS-19-01				TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM			
RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT MANAGER	ACCOUNT NO.				
Parks & Leisure Services	<b>McFee Park Phase 4 Construction</b>	Sue Stuhl	310-43934				
<b>PROJECT DESCRIPTION</b>							
Construction of the 4th phase of McFee Park. Plans like will include the construction of the amphitheater, parking, additional trails, picnic shelter(s), tennis facilities, athletic fields and possibly other facilities not included in phase 3 due to cost.							
<b>BACKGROUND/HISTORY</b>							
The master plan for the expansion of McFee Park into the old Seal and Dimmick properties was approved in the summer of 2012. This would be the second phase of that future expansion.							
<b>IMPACT ON OPERATING BUDGET</b>							
\$70,000 in expenditures for staffing, supplies, utilities and equipment. Possible \$20,000 in revenue from amphitheater programming and field, tennis and shelter rentals.							
							
<b>Project Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>	
Land/Right of Way							
Design/Engineering				\$250,000		\$250,000	
Utility Relocation					\$3,000,000	\$3,000,000	
Construction							
Landscapeing							
Equipment/Furnishings							
Other							
<b>Total Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$3,000,000</b>	<b>\$3,250,000</b>	
<b>Source of Funds</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>	
CIP				\$250,000	\$3,000,000	\$3,250,000	
Bonds							
Other							
<b>Total Source</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$3,000,000</b>	<b>\$3,250,000</b>	
<b>Project Schedule</b>							
Land/Right of Way							Finish
Design/Engineering					Jan-19		Aug-19
Utility Relocation					Nov-19		Oct-20
Construction					Jan-19		Oct-20
<b>Total Project</b>							

Project No. PALS-16-01		TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM				
<b>RESPONSIBLE DEPARTMENT</b>	<b>PROJECT TITLE</b>	<b>PROJECT MANAGER</b>	<b>ACCOUNT NO.</b>			
Parks & Leisure Services	<b>McFee Splashpad Replacement</b>	Sue Stuhl	310-43935-910			
<b>PROJECT DESCRIPTION</b>						
Complete replacement of the splash pad including tank, piping, concrete and pump/filtration system.						
<b>BACKGROUND/HISTORY</b>						
Due to issues with the current splash pad, it is probable that the current system will need to be replaced rather than repaired. Some of all of the holdover funds from the original construction will be used to supplement this budget allotment to cover the cost of a replacement system.						
<b>IMPACT ON OPERATING BUDGET</b>						
Fewer staff hours for maintenance.						
						
<b>Project Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
Land/Right of Way						
Design/Engineering						
Utility Relocation						
Construction	\$400,000					\$400,000
Landscaping						
Equipment/Furnishings						
Other						
<b>Total Cost</b>	\$400,000	\$0	\$0	\$0	\$0	\$400,000
<b>Source of Funds</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
CIP	\$400,000					\$400,000
Bonds						
Other						
<b>Total Source</b>	\$400,000	\$0	\$0	\$0	\$0	\$400,000
<b>Project Schedule</b>		<b>Start</b>	<b>Finish</b>			
Land/Right of Way						
Design/Engineering						
Utility Relocation						
Construction		Oct-15	Apr-16			
<b>Total Project</b>		Oct-15	Apr-16			



Project No. PALS-17-01		TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM				
RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT MANAGER	ACCOUNT NO.			
Parks & Leisure Services	MPLP Synthetic Turf, Restroom Renovation & Additional Parking	Sue Stuhl	310-43939-911			
<b>PROJECT DESCRIPTION</b>						
Installation of synthetic turf at MBLP on Rectangular Field #3; renovation and enlargement of the upper restroom building and construction of an additional parking along Watt Road near the east baseball field. Specifics Costs: \$700,000 for synthetic turf; \$275,000 for restroom renovation/reconstruction; \$50,000 for lighted parking. Design done in FY16						
<b>BACKGROUND/HISTORY</b>						
The success of the new synthetic turf field (field 2) has been astounding. The requested use has been very active and if there were three full size fields in one location that were available to rent without regard to weather or season this would allow the Town facilities to be much more appealing for local, regional and state tournaments (according to Visit Knoxville).						
<b>IMPACT ON OPERATING BUDGET</b>						
Savings of approximately \$10,000 due to staff time (maintenance), utilities and supplies. Additional revenue projections are \$20,000 due to year round use with a net gain of approximately \$30,000.						
						
<b>Project Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
Land/Right of Way						
Design/Engineering						
Utility Relocation						
Construction		\$1,025,000				\$1,025,000
Landscaping						
Equipment/Furnishings						
Other						
<b>Total Cost</b>	<b>\$0</b>	<b>\$1,025,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,025,000</b>
<b>Source of Funds</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
CIP		\$1,025,000				\$1,025,000
Bonds						
Other		\$0				
<b>Total Source</b>	<b>\$0</b>	<b>\$1,025,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,025,000</b>
<b>Project Schedule</b>						
	Land/Right of Way					Start
	Design/Engineering					
	Utility Relocation					
	Construction			Mar-17		Aug-17
	<b>Total Project</b>			Mar-17		Aug-17

Project No. PALS-18-02		<b>TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM</b>																												
<b>RESPONSIBLE DEPARTMENT</b>	<b>PROJECT TITLE</b>	<b>PROJECT MANAGER</b>	<b>ACCOUNT NO.</b>																											
Parks & Leisure Services	<b>MBLP Sand Volleyball Complex Expansion</b>	Sue Stuhl	310-43939-903																											
<b>PROJECT DESCRIPTION</b>																														
Expansion of the current volleyball complex by adding 3 additional sand courts (as one complex) with lighting. The location is the area just south and east of the current sand volleyball complex.																														
<b>BACKGROUND/HISTORY</b>																														
The current sand volleyball program is the most popular adult athletic program with leagues operating 4 nights a week. The addition of an additional complex of 3 courts would allow for more league participation and possible volleyball tournaments.																														
<b>IMPACT ON OPERATING BUDGET</b>																														
\$3000 in expenditures for staffing (programming and maintenance), utilities and supplies. Revenue projections of \$12,000 per year with league expansion and possibly more with tournament fees.																														
<b>Project Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>																								
Land/Right of Way																														
Design/Engineering																														
Utility Relocation																														
Construction		\$200,000				\$200,000																								
Landscaping																														
Equipment/Furnishings																														
Other																														
<b>Total Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>																								
<b>Source of Funds</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>																								
CIP			\$200,000			\$200,000																								
Bonds																														
Other																														
<b>Total Source</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;"><b>Project Schedule</b></td> <td style="text-align: center;"><b>Start</b></td> <td style="text-align: center;"><b>Finish</b></td> </tr> <tr> <td>Land/Right of Way</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Design/Engineering</td> <td></td> <td style="text-align: center;">Jul-17</td> <td style="text-align: center;">Oct-17</td> </tr> <tr> <td>Utility Relocation</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Construction</td> <td></td> <td style="text-align: center;">Nov-17</td> <td style="text-align: center;">Mar-18</td> </tr> <tr> <td colspan="2" style="text-align: center;"><b>Total Project</b></td> <td style="text-align: center;">Jul-17</td> <td style="text-align: center;">Mar-18</td> </tr> </table>							<b>Project Schedule</b>		<b>Start</b>	<b>Finish</b>	Land/Right of Way				Design/Engineering		Jul-17	Oct-17	Utility Relocation				Construction		Nov-17	Mar-18	<b>Total Project</b>		Jul-17	Mar-18
<b>Project Schedule</b>		<b>Start</b>	<b>Finish</b>																											
Land/Right of Way																														
Design/Engineering		Jul-17	Oct-17																											
Utility Relocation																														
Construction		Nov-17	Mar-18																											
<b>Total Project</b>		Jul-17	Mar-18																											
																														

Project No. PALS-18-01		TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM				
RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT MANAGER	ACCOUNT NO.			
Parks & Leisure Services	Public Art - Bronze Statues	Sue Stuhl	310-43989-914			
<b>PROJECT DESCRIPTION</b>						
Purchase and installation of the remaining 4 "Circle of Friends" collection of bronze animals at Campbell Station Park.						
<b>BACKGROUND/HISTORY</b>						
In 2002, the Farragut Arts Council began a public art program by purchasing 3 bronze statues (children) and have added an additional five pieces. In 2009, the Arts Council purchased and installed 3 of the 7 bronze animals in the "Circle of Friends" collection at Campbell Station Park and they are requesting funding to finish this project.						
<b>IMPACT ON OPERATING BUDGET</b>						
Minimal - Installation done by Public Works Department						
						
<b>Project Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
Land/Right of Way						
Design/Engineering						
Utility Relocation						
Construction						
Landscaping						
Equipment/Furnishings	\$130,000					\$130,000
Other						
<b>Total Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$130,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$130,000</b>
<b>Source of Funds</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
CIP			\$130,000			\$130,000
Bonds						
Other						
<b>Total Source</b>	<b>\$0</b>	<b>\$0</b>	<b>\$130,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$130,000</b>
<b>Project Schedule</b>						
				Start		Finish
				Land/Right of Way		
				Design/Engineering	Jul-17	Oct-17
				Utility Relocation		
				Construction	Nov-17	Mar-18
				<b>Total Project</b>	Jul-17	Mar-18

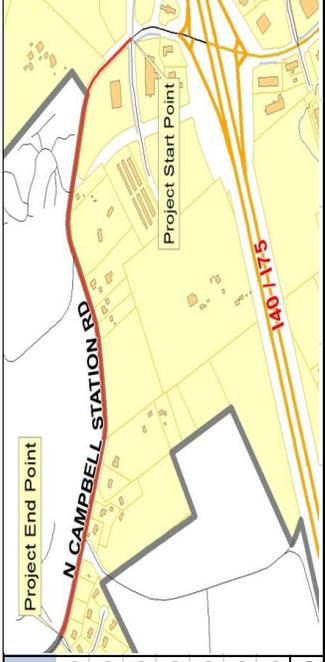
Project No. PALS-20-01		TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM				
<b>RESPONSIBLE DEPARTMENT</b>	<b>PROJECT TITLE</b>	<b>PROJECT MANAGER</b>	<b>ACCOUNT NO.</b>			
Parks & Leisure Services	<b>Anchor Park Improvements</b>	Sue Stuhl	310-43200-900			
<b>PROJECT DESCRIPTION</b>						
Demolition and installation of a new playground, installation of new softball fencing (outfield), renovation of restroom to meet ADA regulations and renovation of fishing docks.						
<b>BACKGROUND/HISTORY</b>						
The playground will be at it's end of life cycle and the restrooms aren't ADA accessible.						
<b>IMPACT ON OPERATING BUDGET</b>						
						
<b>Project Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
Land/Right of Way						\$0
Design/Engineering						\$0
Utility Relocation						\$0
Construction					\$300,000	\$300,000
Landscaping						\$0
Equipment/Furnishings						\$0
Other						\$0
<b>Total Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$300,000</b>
<b>Source of Funds</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
CIP					\$300,000	\$300,000
Bonds						
Other						
<b>Total Source</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$300,000</b>
<b>Project Schedule</b>		<b>Start</b>		<b>Finish</b>		
Land/Right of Way						
Design/Engineering						
Utility Relocation						
Construction		Nov-19		Jun-20		
<b>Total Project</b>		Nov-19		Jun-20		

Project No. Eng-15-03		TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM					
RESPONSIBLE DEPARTMENT		PROJECT TITLE		PROJECT MANAGER			
Engineering		Watt Road/Kingston Pike Intersection Improvements		Darryl Smith			
PROJECT DESCRIPTION		ACCOUNT NO.					
Improvements to the Watt Road intersection at Kingston Pike, including lane reassignment and adding pedestrian facilities in order to properly accommodate the new Watt Road Extension/Old Stage Road improvements.		310-43961-900					
<b>BACKGROUND/HISTORY</b>							
Completion of the Watt Road Extension to Old Stage Road in 2014 will require re-assignment of lanes for North/South thru movements at the intersection of Kingston Pike with Watt Road. Additionally, both northern radius returns should be tightened to improve pedestrian safety, and sidewalk or greenway will be constructed along the western side of Watt Road, from Kingston Pike to the existing sidewalk at Rural Metro. We have recently been notified by TDOT that this project will receive Spot Safety Funding from TDOT (50% of Construction costs), and TDOT has agreed to manage the Construction Phase. This project may be pushed to FY2017, depending upon TDOT's schedule.							
<b>IMPACT ON OPERATING BUDGET</b>							
Additional \$400 per year in mowing, asphalt and signal maintenance costs.							
							
<b>Project Costs</b>		<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
Land/Right of Way							
Design/Engineering							
Utility Relocation							
Construction		\$100,000					\$100,000
Landscaping							
Equipment/Furnishings							
Other							
<b>Total Cost</b>		<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>
<b>Source of Funds</b>		<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
CIP		\$50,000					\$50,000
Bonds							
Other		\$50,000					\$50,000
<b>Total Source</b>		<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>
<b>Project Schedule</b>		<b>Start</b>		<b>Finish</b>			
Land/Right of Way							
Design/Engineering							
Utility Relocation							
Construction		Apr-16		Dec-16			
<b>Total Project</b>		Apr-16		Dec-16			

Project No. ENG-16-07		TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM				
RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT MANAGER	ACCOUNT NO.			
Engineering	<b>Union Road Improvements</b>	Darryl Smith	310-43983			
<b>PROJECT DESCRIPTION</b>						
This project includes reconstruction of Union Road from Saddle Ridge Drive to Brochardt Boulevard. The improvements will include two 12' lanes with bike lanes, curb & gutter, sidewalk and/or walking trail, and the project will include reconstruction of the existing bridge over Little Turkey Creek.						
<b>BACKGROUND/ HISTORY</b>						
The existing roadway is currently only 16 feet wide, with no pedestrian/bike accommodations. Reconstruction to two 12' lanes will greatly enhance safety for all motorists.						
<b>IMPACT ON OPERATING BUDGET</b>						
Additional cost for Maintenance and Electricity for Operation app. \$5000						
<b>Project Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
Land/Right of Way		\$450,000				\$450,000
Design/Engineering	\$350,000					\$350,000
Utility Relocation						
Construction			\$2,500,000			\$800,000
Landscaping						
Equipment/Furnishings						
Other						
<b>Total Cost</b>	<b>\$350,000</b>	<b>\$450,000</b>	<b>\$2,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,600,000</b>
<b>Source of Funds</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
CIP	\$350,000	\$450,000	\$2,500,000			\$3,300,000
Bonds						
Other						
<b>Total Source</b>	<b>\$350,000</b>	<b>\$450,000</b>	<b>\$2,500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,300,000</b>
<b>Project Schedule</b>		<b>Start</b>	<b>Finish</b>			
Land/Right of Way		Dec-16	Dec-17			
Design/Engineering		Dec-15	Dec-16			
Utility Relocation		Jan-18	Jun-20			
<b>Total Project</b>		Dec-15	Jun-20			





Project No. Eng-15-05		<b>TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM</b>																																																																		
<b>RESPONSIBLE DEPARTMENT</b>	<b>PROJECT TITLE</b>	<b>PROJECT MANAGER</b>	<b>ACCOUNT NO.</b>																																																																	
Engineering	<b>Campbell Station Road North of I-40 Improvements</b>	Darryl Smith	310-43820																																																																	
<b>PROJECT DESCRIPTION</b>																																																																				
This project includes the re-construction of Campbell Station Road from Snyder Road to Ridgeland Drive, to allow for three 12' lanes with bike lanes, curb & gutter, sidewalk and 8' walking trail. At this time, we are budgeting only for preparation of a Transportation Planning Report and Preliminary Engineering. If TPR confirms justification for the project, Construction Funding (as well as final Engineering Design) will be funded.																																																																				
<b>BACKGROUND/HISTORY</b>																																																																				
This project is funded through the TPO with an 80/20 split of federal STP/Local funds. As a locally managed project, the Town must budget for each phase, and seek reimbursement of the 80% federal share as those funds are used.																																																																				
Please note that a large portion of this project lies in Knox County's jurisdiction. Justification by the TPR may require a joint Farragut/Knox County agreement to construct the full length of the project.																																																																				
<b>IMPACT ON OPERATING BUDGET</b>																																																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Project Costs</th> <th>FY 2016</th> <th>FY 2017</th> <th>FY 2018</th> <th>FY 2019</th> <th>FY 2020</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Land/Right of Way</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td>Design/Engineering</td> <td>\$50,000</td> <td></td> <td></td> <td></td> <td></td> <td>\$50,000</td> </tr> <tr> <td>Utility Relocation</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td>Construction</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td>Landscaping</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td>Equipment/Furnishings</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td>Other</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$0</td> </tr> <tr> <td><b>Total Cost</b></td> <td><b>\$50,000</b></td> <td><b>\$0</b></td> <td><b>\$0</b></td> <td><b>\$0</b></td> <td><b>\$0</b></td> <td><b>\$50,000</b></td> </tr> </tbody> </table>						Project Costs	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total	Land/Right of Way						\$0	Design/Engineering	\$50,000					\$50,000	Utility Relocation						\$0	Construction						\$0	Landscaping						\$0	Equipment/Furnishings						\$0	Other						\$0	<b>Total Cost</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>
Project Costs	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total																																																														
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Design/Engineering	\$50,000					\$50,000																																																														
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CIP	\$10,000					\$10,000																																																														
Bonds						\$0																																																														
Other	\$40,000					\$40,000																																																														
<b>Total Source</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>																																																														
<b>Project Schedule</b>																																																																				
	Land/Right of Way	Design/Engineering	Utility Relocation	Construction	<b>Total Project</b>																																																															
		Jul-15		Jul-15	Jun-16																																																															
					Jun-16																																																															

Project No. Eng-16-02		TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM				
<b>RESPONSIBLE DEPARTMENT</b>	<b>PROJECT TITLE</b>	<b>PROJECT MANAGER</b>	<b>ACCOUNT NO.</b>			
Engineering	Concord Road Decorative Lighting	Darryl Smith	310-43500-931			
<b>PROJECT DESCRIPTION</b>						
Decorative Lighting along Concord Road, from Turkey Creek Road to Northshore Drive						
<b>BACKGROUND/HISTORY</b>						
For several years, the Town has considered the addition of decorative street lighting along the Campbell Station/Concord Road corridor. TDOT has agreed to include these decorative fixtures with the new Concord Road improvements (Turkey Creek Road to Northshore Drive), and the Town will be obligated to pay 20% of the difference in price between standard street lighting and the decorative lighting.						
<b>IMPACT ON OPERATING BUDGET</b>						
Additional cost for Maintenance and Electricity for Operation app. \$5000						
						
<b>Project Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
Land/Right of Way						\$0
Design/Engineering						\$0
Utility Relocation						\$0
Construction						\$0
Landscaping						\$0
Equipment/Furnishings	\$200,000					\$200,000
Other						\$0
<b>Total Cost</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>
<b>Source of Funds</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
CIP	\$200,000					
Bonds						
Other						
<b>Total Source</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Project Schedule</b>		<b>Start</b>		<b>Finish</b>		
Land/Right of Way						
Design/Engineering						
Utility Relocation						
Construction						
<b>Total Project</b>		<b>Tennessee Department of Transportation</b>				

Project No. Eng-16-01		TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM				
RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT MANAGER	ACCOUNT NO.			
Engineering	Kingston Pike/Virtue Road Signal Design and Installation	Darryl Smith	310-43100-273			
<b>PROJECT DESCRIPTION</b>						
This project will include the design and Installation of a traffic signal at the intersection of Kingston Pike at Virtue Road.						
<b>BACKGROUND/HISTORY</b>						
Staff obtained TDOT permission in Spring 2015 for installation of a traffic signal at this location.						
<b>IMPACT ON OPERATING BUDGET</b>						
Additional cost for Maintenance and Electricity for Operation app. \$5000						
<b>Project Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
Land/Right of Way						\$0
Design/Engineering	\$210,000					\$210,000
Utility Relocation						\$0
Construction						\$0
Landscaping						\$0
Equipment/Furnishings						\$0
Other						\$0
<b>Total Cost</b>	<b>\$210,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$210,000</b>
<b>Source of Funds</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	
CIP	\$210,000					\$210,000
Bonds						
Other						
<b>Total Source</b>	<b>\$210,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$210,000</b>
						
		Project Schedule	Start	Finish		
		Land/Right of Way				
		Design/Engineering	Nov-15	Mar-16		
		Utility Relocation				
		Construction	Mar-16	Jun-16		
		<b>Total Project</b>	Nov-15	Jun-16		

Project No. Eng-16-05		TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM				
RESPONSIBLE DEPARTMENT		PROJECT TITLE	ACCOUNT NO.			
Engineering	Parkside Drive/Outlet Drive Connector Study		310-43982-254			
PROJECT DESCRIPTION		PROJECT MANAGER				
This project is a circulation study to identify congestion relief and possible new roadway connection in Farragut and West Knox County. The study will examine the feasibility and benefits to construction of an overpass of Interstate 40/75 from Parkside Drive to Outlet Drive, and whether the project is justified.		Darryl Smith				
<b>BACKGROUND/HISTORY</b>						
This project is funded through the TPO with an 80/20 split of federal STP/Local funds. As a locally managed project, the Town must budget for each phase, and seek reimbursement of the 80% federal share as those funds are used. If full development of the project (Construction) is justified, staff will request future funds through the TPO.						
<b>IMPACT ON OPERATING BUDGET</b>						
						
<b>Project Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
Land/Right of Way						\$0
Design/Engineering	\$100,000					\$100,000
Utility Relocation						\$0
Construction						\$0
Landscaping						\$0
Equipment/Furnishings						\$0
Other						\$0
<b>Total Cost</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>
<b>Source of Funds</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
CIP	\$20,000					\$20,000
Bonds						\$0
Other	\$80,000					\$80,000
<b>Total Source</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>
<b>Project Schedule</b>						
	Land/Right of Way		Start		Finish	
	Design/Engineering		Sep-15		Aug-16	
	Utility Relocation					
	Construction					
	<b>Total Project</b>		Sep-15		Aug-16	

Project No. Eng-16-06		TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM																																																																		
<b>RESPONSIBLE DEPARTMENT</b>	<b>PROJECT TITLE</b>	<b>PROJECT MANAGER</b>	<b>ACCOUNT NO.</b>																																																																	
Engineering	CMAAQ Town-Wide Signal Re-timing	Darryl Smith	CMAAQ Funding																																																																	
<b>PROJECT DESCRIPTION</b>																																																																				
Signal Optimization to improve movement of traffic through signalized intersections throughout the Town.																																																																				
<b>BACKGROUND/ HISTORY</b>																																																																				
This project includes traffic counts and modifications to the Town's 24 signalized intersections, and will include improved hardware for coordination at selected locations. The project is funded 100% by Congestion Mitigation/Air Quality funds, which will be reimbursed to the Town upon completion of the project.																																																																				
<b>IMPACT ON OPERATING BUDGET</b>																																																																				
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Project Costs	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total																																																														
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Other	\$258,000					\$258,000																																																														
<b>Total Source</b>	<b>\$258,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$258,000</b>																																																														
<table border="1"> <thead> <tr> <th colspan="2">Project Schedule</th> <th>Start</th> <th>Finish</th> </tr> </thead> <tbody> <tr> <td>Land/Right of Way</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Design/Engineering</td> <td></td> <td>Sep-15</td> <td>Sep-16</td> </tr> <tr> <td>Utility Relocation</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Construction</td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Total Project</b></td> <td></td> <td>Sep-15</td> <td>Sep-16</td> </tr> </tbody> </table>						Project Schedule		Start	Finish	Land/Right of Way				Design/Engineering		Sep-15	Sep-16	Utility Relocation				Construction				<b>Total Project</b>		Sep-15	Sep-16																																							
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Utility Relocation																																																																				
Construction																																																																				
<b>Total Project</b>		Sep-15	Sep-16																																																																	

Project No. Eng-15-02		TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM				
RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT MANAGER	ACCOUNT NO.			
Engineering	CSR, Parkside to Jamestowne (Possible Cost Overruns)	Darryl Smith	310-43400-900			
<b>PROJECT DESCRIPTION</b>						
Completion of this project was in 2010. Project close-out by TDOT will require funding of cost over-runs (ROW and Construction), which are eligible for Federal funding (80/20 split). Staff is currently working with TDOT and the TPO to determine the total amount for which the Town is responsible.						
<b>BACKGROUND/HISTORY</b>						
Staff has been made aware of approximately \$1.5 million in cost overruns on this project. TPO has amended the TIP to cover the federal share (80%) of these overruns, and staff is working with TDOT to determine the adjusted amount of the Town's local match (20%).						
<b>IMPACT ON OPERATING BUDGET</b>						
						
<b>Project Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
Land/Right of Way						
Design/Engineering						
Utility Relocation						
Construction	\$200,000					\$200,000
Landscaping						
Equipment/Furnishings						
Other						
<b>Total Cost</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>
<b>Source of Funds</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>
CIP	\$200,000					\$200,000
Bonds						
Other						
<b>Total Source</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>
		Project Schedule		Start	Finish	
		Land/Right of Way				
		Design/Engineering				
		Utility Relocation				
		Construction			As TDOT Request	
		<b>Total Project</b>				

Project No. Eng-15-01		TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM						
RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT MANAGER	ACCOUNT NO.					
Engineering	Old Stage/Watt Road Extension (Possible Cost Overruns)	Darryl Smith	310-43960-900					
<b>PROJECT DESCRIPTION</b>								
Extension of Watt Road to Old Stage Road, Reconstruction of Old Stage Road from Johnson's Corner to the Western Town Limits. This line item is to fund any potential cost overruns								
<b>BACKGROUND/HISTORY</b>								
The project was completed in June 2014. Project close-out by TDOT may require funding of possible cost over-runs, which are eligible for Federal funding (80/20 split). While no cost overruns are currently anticipated, this funding would provide the local 20% match of overruns up to \$200,000.								
<b>IMPACT ON OPERATING BUDGET</b>								
Annual maintenance costs of approximately \$2000 for mowing and basic roadway maintenance.								
<b>Project Costs</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>		
Land/Right of Way								
Design/Engineering								
Utility Relocation								
Construction		\$50,000				\$50,000		
Landscaping								
Equipment/Furnishings								
Other								
<b>Total Cost</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>		
<b>Source of Funds</b>	<b>FY 2016</b>	<b>FY 2017</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>Total</b>		
CIP		\$50,000				\$50,000		
Bonds								
Other								
<b>Total Source</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>		
<b>Total Project</b>								
Project Schedule							Start	Finish
Land/Right of Way								
Design/Engineering								
Utility Relocation							At TDOT Request	
Construction								



## State Street Aid Fund

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The Tennessee Legislature has authorized the state to distribute a portion of proceeds from the state gasoline and motor vehicle fuel tax to incorporated cities and towns to use for maintaining and improving municipal streets. The proceeds from these taxes are paid monthly to local governments on a per capita basis. The law requires that gasoline and motor vehicle fuel tax monies be used for street-related purposes. The law further requires that these funds be accounted for separately in a special revenue fund, commonly called the State Street Aid Fund or Gas Tax Fund. Cities may ask permission from the state comptroller's office to account for these funds in the General Fund if certain requirements are met. Finally, the law also provides some very specific examples of how these funds can and cannot be spent.



## State Street Aid Fund

		FY2012-13	FY2013-14	FY2014-15	FY2014-15	FY2015-16
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Approved</u>
	<b>Beginning Balance</b>	<b>371,281</b>	<b>1,023,391</b>	<b>1,077,216</b>	<b>1,077,216</b>	<b>645,314</b>
<b>121</b>	<b>Revenues</b>					
	State Gasoline & Motor					
33551	Fuel	531,143	536,958	535,000	535,000	540,000
36190	Interest Earnings	832	720	500	500	500
	<b>Revenue Total</b>	<b>531,975</b>	<b>537,678</b>	<b>535,500</b>	<b>535,500</b>	<b>540,500</b>
<b>43100</b>	<b>Expenditures</b>					
268	Street Maintenance	58,584	60,066	65,000	64,000	65,000
269	Resurfacing	23,598	467,119	976,402	976,402	500,000
291	Street Striping	10,047	39,640	30,000	30,000	40,000
423	Guardrails	4,800	3,813	55,000	12,000	15,000
	Traffic Signal					
424	Maintenance	0	30,000	0	0	0
425	Traffic Calming	0	0	0	0	18,000
<b>43267</b>						
254	Engineering	0	0	0	0	0
267	Sidewalks/Greenways	2,836	3,215	50,000	5,000	50,000
800	Right-of-Way Acquisition	0	0	0	0	0
900	Construction	0	0	0	0	0
	<b>Expenditure Total</b>	<b>99,865</b>	<b>603,853</b>	<b>1,176,402</b>	<b>1,087,402</b>	<b>688,000</b>
	<b>Other Funding Sources</b>					
	Transfer from General					
37940	Fund	220,000	120,000	120,000	120,000	120,000
	<b>Total Transfers in</b>	<b>220,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>
	Revenue over (under)					
	expenditures	652,110	53,825	-520,902	-431,902	-27,500
	<b>Ending Balance</b>	<b>1,023,391</b>	<b>1,077,216</b>	<b>556,314</b>	<b>645,314</b>	<b>617,814</b>

## State Street Aid Descriptions-121

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<b>Gasoline and Motor Fuel State Shared Taxes</b>	<b>\$540,000</b>
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.	
<b>Street Maintenance</b>	<b>\$65,000</b>
Maintenance of local street potholes, failures and patches.	
<b>Resurfacing</b>	<b>\$500,000</b>
Resurfacing of Town of Farragut streets not maintained by the Tennessee Department of Transportation.	
<b>Street Striping</b>	<b>\$40,000</b>
Re-striping of local streets as needed.	
<b>Guardrails</b>	<b>\$15,000</b>
Replacement and addition of guardrails where needed.	
<b>Traffic Calming</b>	<b>\$18,000</b>
<b>Sidewalk/Greenways</b>	<b>\$50,000</b>
Sidewalk and greenway maintenance and repair.	

## Equipment Replacement Fund

Town of Farragut							
Capital Equipment Replacement Schedule							
Fiscal Years 2016-2020							
	Purchase	Original					
Description	Date	Cost	fy 15-16	fy 16-17	fy 17-18	fy 18-19	fy 19-20
<b>Community Development</b>							
2003 Ford Ranger	2/13/2003	15,681		25,000			
2007 Chevy Colorado Ext Cab	12/5/2006	14,280		25,000			
2008 Ford Escape Hybrid	9/15/2008	20,014			35,000		
2010 Ford Escape Hybrid	2/23/2010	27,744				35,000	
<b>Leisure Services</b>							
2005 Ford Freestar Van	11/8/2004	19,380			28,000		
2006 Chevy Colorado	11/8/2005	11,587	19,500				
2007 Chevy Colorado 4WD	11/1/2006	18,221				18,000	
<b>Engineering</b>							
2003 Chevy Blazer	11/15/2002	21,570		32,000			
2005 Ford 4-wd w/ plow	9/8/2004	22,998			34,000		
2008 Ford Escape Hybrid	8/15/2008	26,081				34,000	
2008 Ford Escape Hybrid	9/1/2009	20,014				34,000	
<b>Public Works</b>							
<b>Equipment</b>							
	Date	Cost	fy 15-16	fy 16-17	fy 17-18	fy 18-19	fy 19-20
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			
2013 John Deere Tractor	1/28/2014	105,347					
2004 New Holland Tractor	12/9/2004	68,663					
2005 X-Mark lawn mower	7/23/2005	4,870	6,500				
Kubota 2011 F3080 Mower	9/1/2011	16,685		17,000			
Kubota 2011 F3080 Mower	9/1/2011	16,685		17,000			

Description	Purchase Date	Original Cost	fy 15-16	fy 16-17	fy 17-18	fy 18-19	fy 19-20
John Deere Gator 2013	10/1/2013	6,490					7,500
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	1/1/2007	9,970				14,000	
2008 Jacobson Mower	9/8/2008	20,963		28,000			
2008 Leon Mower Trailer	9/15/2008	2,600				4,000	
2009 Aluminum Trailer Aluc	11/8/2009	2,626				4,000	
Backhoe Super L	12/5/2008	57,385				75,000	
2010 John Deere 997 Mid Z Trak Mower	8/13/2010	9,967	19,500				
John Deere 997 2011	9/1/2011	12,840		15,000			
Description	Date	Cost	fy 15-16	fy 16-17	fy 17-18	fy 18-19	fy 19-20
<b>Vehicles</b>							
2000 Ford Bucket Truck	10/1/2006	31,000					
2013 Ford 2-wd pickup	1/10/2013	20,098					26,000
06 Chevy Dump Truck #2	11/1/2005	68,342	95,000				
06 Chevy Dump Truck #1	11/1/2005	68,342		100,000			
2008 Ford F250	11/1/2007	18,998		30,000			
2009 Ford F250 4-wd w/ plow	11/7/2008	18,992			35,000		
2009 Ford F150	11/8/2008	18,444		26,000			
2009 Ford F150	11/8/2008	18,444		26,000			
2010 Ford F250	1/13/2010	28,852			33,000		
2010 Ford F150	3/8/2010	24,100			33,000		
2012 Ford F150 Pick-up 2wh	12/1/2011	22,875				25,000	
2014 Ford F150 4-wheel drive	3/20/2015	24,190					
<b>TOTALS</b>		1,048,496	140,500	499,500	205,000	243,000	33,500
			<b>fy 15-16</b>	<b>fy 16-17</b>	<b>fy 17-18</b>	<b>fy 18-19</b>	<b>fy 19-20</b>
Beginning Balance			628,408	638,258	289,108	234,108	141,108
Transfers in			150,000	150,000	150,000	150,000	150,000
Interest Earnings & Sale Proceeds			350	350	0	0	0
Expenditures			140,500	499,500	205,000	243,000	33,500
<b>Ending Balance</b>			<b>638,258</b>	<b>289,108</b>	<b>234,108</b>	<b>141,108</b>	<b>257,608</b>

## Equipment Replacement Fund

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		<b>FY2012-13</b>	<b>FY2013-14</b>	<b>FY2014-15</b>	<b>FY2014-15</b>	<b>FY2015-16</b>
		<u><b>Actual</b></u>	<u><b>Actual</b></u>	<u><b>Budget</b></u>	<u><b>Estimated</b></u>	<u><b>Approved</b></u>
	<b>Beginning Balance</b>	<b>383,718</b>	<b>519,336</b>	<b>561,058</b>	<b>561,058</b>	<b>628,408</b>
<b>314</b>	<b>Revenues</b>					
36190	Interest	606	485	350	350	350
	Sale of equipment Proceeds	5,110	3,101	0	0	0
	<b>Total Revenues</b>	<b>5,716</b>	<b>3,586</b>	<b>350</b>	<b>350</b>	<b>350</b>
	<b>Other Funding Sources</b>					
37940	Transfer from General Fund	150,000	150,000	150,000	150,000	150,000
	<b>Total Other Funding Sources</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
	<b>Expenditures</b>					
43949						
949	Major Equipment	20,098	111,864	83,000	83,000	140,500
	<b>Total Expenditures</b>	<b>20,098</b>	<b>111,864</b>	<b>83,000</b>	<b>83,000</b>	<b>140,500</b>
	Revenue over (under) expenditures	135,618	41,722	67,350	67,350	9,850
	<b>Ending Balance</b>	<b>519,336</b>	<b>561,058</b>	<b>628,408</b>	<b>628,408</b>	<b>638,258</b>



## Insurance Fund

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		FY2011-12	FY2012-13	FY2013-14	FY2014-15	FY2015-16
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Approved</u>
	<b>Beginning Balance</b>	<b>525,611</b>	<b>1,785</b>	<b>172,592</b>	<b>199,573</b>	<b>99,653</b>
<b>611</b>	<b>Revenues</b>					
36190	Interest	639	163	102	80	80
	<b>Total Revenues</b>	<b>639</b>	<b>163</b>	<b>102</b>	<b>80</b>	<b>80</b>
	<b>Other Funding Sources</b>					
	Transfer from General					
37940	Fund	0	365,000	200,000	0	0
41000-	Transfer to General					
100	Fund	0	0	0	0	0
	<b>Total Other Funding Sources</b>	<b>0</b>	<b>365,000</b>	<b>200,000</b>	<b>0</b>	<b>0</b>
	<b>Expenditures</b>					
43935						
600	Retirement Benefit	524,465	194,356	173,121	100,000	0
	<b>Total Expenditures</b>	<b>524,465</b>	<b>194,356</b>	<b>173,121</b>	<b>100,000</b>	<b>0</b>
	<b>Ending Balance</b>	<b>1,785</b>	<b>172,592</b>	<b>199,573</b>	<b>99,653</b>	<b>99,733</b>



## Appendix A-Supplemental Information

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### Demographics (2010 CENSUS)

Population: 20,676

Households: 7,982

Median Age: 45

According to the 2010 census, 91% of Farragut residents own a home.

- The median value of owner-occupied housing units in Farragut is \$302,800.
- The Town of Farragut does not have a municipal property tax and does not receive any portion of the property tax paid to Knox County.

### Top 10 Town Employers

Tennova Health West/Women

Knox County Schools

Kroger

NHC Healthcare

Ingels Food Store

Costco

Publix

Cracker Barrel

JC Penney

Kohl's

### Climate

Annual Average Temperature: 70°

Annual Average Precipitation: 47.9"

Annual Average Snowfall: 6.5"

Elevation: 936' above sea level

### Commuters

A commuter lot is available at the southwest corner of Campbell Station Road and Campbell Lakes Drive for residents who share rides. The commuter lot also serves as the trail head for the Grigsby Chapel Greenway.

### Education

The five public schools that serve the Town of Farragut are all part of Knox County Schools and include Farragut Primary, Intermediate, Middle and High schools and Hardin Valley Academy. Kindergarten is mandatory in Knox County, and a child must be age five on or before Sept. 30 for current year enrollment. Documentation needed to register a child for school includes a birth certificate, social security number and proof of immunizations. Call the schools listed in the Community Services section of this publication for more information.

### Healthcare

The Town of Farragut has a full-service hospital, Turkey Creek Medical Center operated by Tennova, conveniently located on Parkside Drive. The hospital features a 24/7 emergency room; ICU; state-of-the-art surgical suites; cancer, heart and sleep centers; and various women's services. In addition, numerous general and specialized physician offices are located within the Town.

### Law Enforcement and Fire/Ambulance Service

Law enforcement for the Town of Farragut is provided by the Knox County Sheriff's Department. Fire, emergency and ambulance service is available by subscription with Rural/Metro Corporation.

### Location

Region: East

County: Knox

Distance From: Atlanta, 240 miles; Nashville, 185 miles

The Town of Farragut encompasses 16.2 square miles. Farragut is bound to the north by Interstate 40/75 except at Campbell Station Road, Snyder Road and the Outlets Drive area; to the south by Turkey Creek Road and the Norfolk Southern Railroad line; to the west at the Loudon County Line; and to the east by Lovell Road on the north side of Kingston Pike and Thornton Heights and Concord Hills subdivisions on the south side of Kingston Pike.

Farragut is ideally located for commuting to Oak Ridge, Knoxville, Maryville, Alcoa, Loudon County and the McGhee Tyson Airport. In addition, access to recreational opportunities such as Tennessee's waterways (seven lakes), the Smoky Mountains, the nationally acclaimed Knoxville Zoo, numerous cultural outlets and tourist areas such as Gatlinburg, along with award-winning Knox County schools, makes Farragut a premier community.

### **Taxes**

The Town of Farragut does not have a municipal property tax. Farragut residents pay the same property tax as other Knox County residents, \$2.36 per \$100 of assessed property value. Property is assessed at 25 percent of the residential market value and 40 percent of the commercial market value. Sales tax in Knox County is 9.25 percent (state tax 7 percent, local sales tax 2.25 percent) except for groceries, which are taxed at 5.5 percent plus 2.25 local sales tax.

### **Transportation**

Railroads: CSX & Norfolk Southern  
Interstate Highways: 40, 75, 81, 140, 640  
U.S. Highways: 11, 25, 70, 129, 321, 411, 441,  
25W Navigable Waterway: Tennessee River,  
Channel Depth 9', Knoxville is nearest port  
Airport: McGhee Tyson serving metropolitan  
Knoxville, located in Alcoa, Tenn.

### **Utilities**

Town of Farragut utilities are provided by First Utility District (water and sewer), Knoxville Utilities Board (gas) and Lenoir City Utilities Board (electric). Other utilities and services include cable television and garbage services. Recycling is available from Knox County and private vendors. Specific vendor information is located in the Community Services Directory of this publication.

### **Voter Registration**

The next Town election will be held in conjunction with Knox County and is scheduled in August 2014. The election is for the seats of the Town Mayor and two Aldermen (one from Ward I and one from Ward II). To be eligible to vote in Town, county, state or national elections, all Town residents must register with the Knox County Election Commission. Voter registration and change of address forms are available at the Knox County Clerk's satellite office on the second floor of the Farragut Town Hall. To register, voters must be 18 years old, a resident of Tennessee for at least 20 days, have a permanent address in Farragut and provide their birth date and social security number. More information is available through the Knox County Election Commission at (865) 215-2480.

### **Citizen Committees**

The Town of Farragut is fortunate to have caring and concerned citizens who volunteer on a number of boards and committees. These volunteers spend a great deal of time, talent and hard work in the community and their continued commitment is a significant asset to the exceptional quality of life for residents of the Town of Farragut.

There are 12 committees that meet to discuss Town business. All citizen committees are appointed by the Board of Mayor and Aldermen

with the exception of the Farragut Municipal Planning Commission, which is appointed by the Mayor. Appointments are made by the Board of Mayor and Aldermen in late May and early June of each year. The Farragut committees are:

- Arts Council
- Beautification Committee
- Board of Plumbing Gas/Mechanical Examiners
- Board of Zoning Appeals (BZA)
- Economic Development Committee
- Farragut Folklife Museum Committee
- Farragut/Knox County Schools Education Relations Committee
- Municipal Planning Commission (FMPC)
- Parks and Athletics Council
- Personnel Committee
- Stormwater Advisory Committee
- Visual Resources Review Board (VRRB)



## Appendix B-Summary of Significant Accounting Policies

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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 policies are summarized within Appendix B:

- Use of Funds by Department
- Expenditure, Cash, Investment and Revenue Policies
- Compensated Absences
- Capital Assets
- Long Term Obligations
- Fund Balance Policy
- Debt Management Policy

### (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 of 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 that 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), the focus of the new model 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 and use 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.

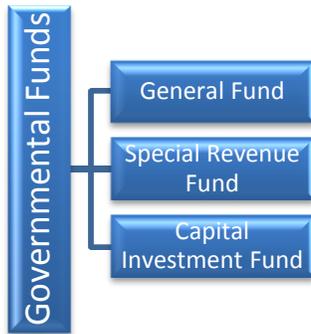
Generally, the effect of interfund activity has been removed from the government-wide financial statements. However, interfund services, if any, are not eliminated. Net interfund activity is shown in the government-wide financial statements.

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

Most of the governmental functions of the Town are financed through Governmental Funds. The Governmental Fund has a measurement focus and the financial statements highlight the Town's financial position and changes in net position, rather than net income.

Governmental Funds include the following fund types:

- **General Fund:** The General Fund is the Town's general operating fund. It is used to account for all financial resources, except those that are 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. One (1) special revenue fund is 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 be expended for the improvement and maintenance of Town Streets

- **Capital Investment Funds:** The Capital Investment Funds are used to account for capital expenditures. A capital expenditure is incurred when the Town spends money either to acquire or construct major capital facilities, to buy fixed assets or to add to the value of an existing fixed asset with a useful life extending beyond the fiscal year. One (1) capital investment fund is presented as a major fund in the basic financial statements as follows:

- **Capital Investment Fund:** The Capital Investment 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 method 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. There are, however, essentially two types of these revenues. 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; or 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.

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 incurred 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.

Since the governmental fund financial statements are presented on a basis different than the governmental activities column of the government-wide financial statements, 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 several public hearings. The budget must be balanced for each fund; total projected revenues and funding sources must equal total anticipated expenditures. The approved budget for this fiscal year is a balanced budget.

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 and 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 generally accepted accounting principles in the United States of America.

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

## Use of Funds by Departments

Department	Fund		
	General Fund	Special Revenue Funds	Capital Investment Funds
Legislative	✓		
Town Court	✓		
Administration	✓		
Human Resources	✓		
Information Technology	✓		
Engineering	✓		
Community Development	✓		
General Government	✓		
Parks & Leisure Services	✓		
Public Works	✓		
Non-Departmental	✓		
Economic Development	✓		
Capital Investment Program			✓
State Street Aid		✓	
Equipment Replacement	✓		
Insurance Fund	✓		

**(F) EXPENDITURES:**

Operating expenditures shall be accounted, reported, and budgeted for in all funds. The annual budget shall appropriate sufficient funds for operating, recurring expenditures necessary to maintain established (i.e. status quo) quality and scope of town services.

The Town will constantly examine the methods for providing public services in order to reduce operating, recurring expenditures and/or enhance quality and scope of public services with no increase to cost.

Personal service expenditures will reflect the minimum staffing needed to provide established quality and scope of town services. To attract and retain employees necessary for providing high-quality service, the Town shall maintain a compensation and benefit package competitive with the public and, when quantifiable, private service industries.

Supply expenditures shall be sufficient for ensuring the optimal productivity of Town employees.

Maintenance expenditures shall be sufficient for addressing the deterioration of the Town's capital assets to ensure the optimal productivity of the capital assets. Maintenance should be conducted to ensure a relatively stable level of maintenance expenditures for every budget year.

**(G) ENCUMBRANCES:**

The Town of Farragut uses encumbrance accounting for, under which purchase orders, contracts, and other commitments for the expenditure of monies that are recorded in order to reserve a portion of the applicable appropriation. All encumbrances and appropriations lapse at the end of the fiscal year.

**(H) USE OF ESTIMATES:**

The preparation of financial statements in conformity with generally accepted accounting principles 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 estimates.

**(I) CASH:**

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

**(J) 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.

Following guidance by the Governmental Accounting Standards Board Statement Number 31, the Town reports 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.

**(K) REVENUES:**

To protect the Town's financial integrity, the Town will maintain a diversified and stable revenue system to shelter it from fluctuations in any one revenue source. Recognizing that sales tax is a volatile, unpredictable source of revenue, the Town will attempt to reduce its dependence on sales tax revenue.

The Town will establish a fee schedule at a level that attempts to recover the full cost of providing the service.

The Town will attempt to maximize the application of its financial resources by obtaining supplementary funding through agreements with other public agencies for the

provision of public services or the construction of capital improvements.

When developing the annual budget, the Town Manager will project revenues from every source based on actual collections from the preceding year and estimated collections of the current fiscal year, taking into account known circumstances which will impact revenues for the new fiscal year.

**(L) 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 will not have accumulated annual leave until the end of the following calendar month.

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/or who give reasonable notice of intent to resign, or retire, shall receive payment at the 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 and/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 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.

**(M) 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

## (N) 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 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.

## (O) FUND BALANCE POLICY:

The Fund Balance Policy provides guidelines during the preparation and execution of the annual budget to ensure that sufficient reserves are maintained for unanticipated expenditures or revenue shortfalls. It is also intended to preserve flexibility throughout the fiscal year to make adjustments in funding for programs approved in connection with the annual budget. The Fund Balance Policy is established based upon a long-term perspective recognizing that stated thresholds are considered minimum balances. The main objective of establishing and maintaining a Fund Balance Policy is for the Town to be in a strong fiscal position that will allow for better position to weather negative economic trends.

The Fund Balance consists of five categories: Nonspendable, Restricted, Committed, Assigned, and Unassigned.

- **Nonspendable Fund Balance** consists of funds that cannot be spent due to their form (e.g. inventories and prepaids) or funds that legally or contractually must be maintained intact.
- **Restricted Fund Balance** consists of funds that are mandated for a specific purpose by external parties, constitutional provisions or enabling legislation.
- **Committed Fund Balance** consists of funds that are set aside for a specific purpose by the Town's highest level of decision making authority (Board of Mayor and Aldermen). 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.
- **Assigned Fund Balance** consists of funds that are set aside with the intent to be used for a specific purpose by the Town's highest level of decision making authority or an official that has been given the authority to assign funds. Assigned funds cannot cause a deficit in unassigned fund balance.
- **Unassigned Fund Balance** consists of excess funds that have not been classified in the previous four categories. All funds in this category are considered spendable resources. This category also provides the

resources necessary to meet unexpected expenditures and revenue shortfalls.

### **Nonspendable and Restricted Funds**

Nonspendable funds are those funds that cannot be spent because they are either:

- 1) Not in spendable form (e.g. inventories and prepaids)
- 2) Legally or contractually required to be maintained intact

It is the responsibility of the Treasurer to report all Nonspendable Funds appropriately in the Town's Financial Statements.

Restricted funds are those funds that have constraints placed on their use either:

- 1) Externally by creditors, grantors, contributors, or laws or regulations or other governments
- 2) By law through constitutional provisions or enabling legislation.

It is the responsibility of the Treasurer to report all Restricted Funds appropriately in the Town's Financial Statements. All Restricted Funds must also be reported to the Town's governing body within two months of the end of the fiscal year.

### **Order of Use of Restricted and Unrestricted Funds**

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 should be spent first, assigned funds second, and unassigned funds last.

### **Authority to Commit Funds**

The Town's governing body has the authority to set aside funds for a specific purpose. Any funds set aside as Committed Fund Balance requires the passage of an ordinance by a simple majority vote. The passage of an ordinance must take place prior to June 30th of the applicable fiscal year. If the actual amount of the commitment is not available by June 30th, the ordinance must state the process or formula necessary to calculate the actual amount as soon as information is available.

### **Stabilization Funds**

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. A Financial Stabilization Account is established for the purpose of providing funds for an urgent event that affects the safety of the general public (e.g. flood, tornado, etc.). 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 (e.g. Town Administrator). If established by the governing body's designee, the specific urgent event must be reported to the governing body at their next meeting. A budget amendment must be approved by the Town's governing body. In the event that the balance drops below the established minimum level, the Town's governing body will develop a plan to replenish the Financial Stabilization Account balance to the established minimum level within four years.

### **Authority to Assign Funds**

Upon passage of the Fund Balance Policy, authority is given to the Town Administrator to assign funds for specific purposes in an amount not to exceed \$10,000 per purpose or in total not to exceed \$200,000. Any funds set aside as Assigned Fund Balance must be reported to the Town's governing body at their next regular meeting and recorded in the minutes. The governing body has the authority to remove or change the assignment of the funds with a simple majority vote.

The Town's governing body has the authority to set aside funds for the intended use of a specific purpose. Any funds set aside as Assigned Fund Balance requires a simple majority vote and must be recorded in the minutes. The same action is required to change or remove the assignment.

Upon passage of a budget ordinance where fund balance is used as a source to balance the budget, the Treasurer shall record the amount as Assigned Fund Balance.

### **Unassigned Fund Balance**

Unassigned Fund Balance is the residual amount of Fund Balance in the General Fund. It represents the resources available for future spending. An appropriate level of Unassigned Fund Balance should be maintained in the General Fund in order to cover unexpected expenditures and revenue shortfalls.

Unassigned Fund Balance may be accessed in the event of unexpected expenditures up to the minimum established level upon approval of a budget amendment by the Town's governing body. In the event of projected revenue shortfalls, it is the responsibility of the Treasurer to report the projections to the

Town's governing body on a quarterly basis and shall be recorded in the minutes.

Any budget amendment that will result in the Unassigned Fund Balance dropping below the minimum level will require the approval of 2/3 vote of the Town's governing body.

The Fund Balance Policy establishes a minimum Unassigned Fund Balance equal to 30% of General Fund expenditures. In the event that the balance drops below the established minimum level, the Town's governing body will develop a plan to replenish the fund balance to the established minimum level within two years.

### **(P) Debt Management Policy**

The purpose of this debt policy is to establish a set of parameters by which debt obligations will be undertaken by the Town of Farragut, TN. This policy reinforces the commitment of the Town and its officials to manage the financial affairs of the Town so as to minimize risk, avoid conflicts of interest and ensure transparency while still meeting the capital needs of the Town. A debt management policy signals to the public and the rating agencies that the Town is using a disciplined and defined approach to financing capital needs and fulfills the requirements of the State of Tennessee regarding the adoption of a debt management policy.

The goal of this policy is to assist decision makers in planning, issuing and managing debt obligations by providing clear direction as to the steps, substance and outcomes desired. In addition, greater stability over the long-term will be generated by the use of consistent guidelines in issuing debt.

Definition of Debt: All obligations of the Town to repay, with or without interest, in installments and/or at a later date, some amount of money utilized for the purchase, construction, or operation of Town resources. This includes but is not limited to notes, bond issues, capital leases, and loans of any type (whether from an outside source such as a bank or from another internal fund).

Approval of Debt: Bond anticipation notes, capital outlay notes, grant anticipation notes, and tax and revenue anticipation notes will be submitted to the State of Tennessee Comptroller's Office and the Board of Mayor and Aldermen prior to issuance or entering into the obligation. A plan for refunding debt issues will also be submitted to the Comptroller's Office prior to issuance. Capital or equipment leases may be entered into by the Board of Mayor and Aldermen; however, details on the lease agreement will be forwarded to the Comptroller's Office on the specified form within 45 days.

Transparency:

- The Town shall comply with legal requirements for notice and for public meetings related to debt issuance.
- All notices shall be posted in the customary and required posting locations, including as required local newspapers, bulletin boards, and websites.
- All costs (including principal, interest, issuance, continuing, and one-time) shall be clearly presented and disclosed to the citizens, Board of Mayor and Aldermen, and other stakeholders in a timely manner.

- The terms and life of each debt issue shall be clearly presented and disclosed to the citizens/members, Board of Mayor and Aldermen, and other stakeholders in a timely manner.
- A debt service schedule outlining the rate of retirement for the principal amount shall be clearly presented and disclosed to the citizens/members, Board of Mayor and Aldermen, and other stakeholders in a timely manner.

Role of Debt:

- Long-term debt shall not be used to finance current operations. Long-term debt may be used for capital purchases or construction identified through the capital improvement, regional development, transportation, or master process or plan. Short-term debt may be used for certain projects and equipment financing as well as for operational borrowing; however, the Town will minimize the use of short-term cash flow borrowings by maintaining adequate working capital and close budget management.
- In accordance with Generally Accepted Accounting Principles and state law,
  - i. The maturity of the underlying debt will not be more than the useful life of the assets purchased or built with the debt, not to exceed 30 years; however, an exception may be made with respect to federally sponsored loans, provided such an exception is consistent with law and accepted practices.

- ii. Debt issued for operating expenses must be repaid within the same fiscal year of issuance or incurrence.

Types and Limits of Debt:

- The Town will seek to limit total outstanding debt obligations to the following schedule, excluding overlapping debt, enterprise debt, and revenue debt.

Ratio	Value
General Fund Balance Requirement	30%
Average Life of Total Debt	≤10 Years
Percentage of Principle Paid within 10 years	≥60%
Per Capita Debt/Per Capita Income	≤4%
Debt Service/General Fund Operating Expense	≤12%

- The limitation on total outstanding debt must be reviewed prior to the issuance of any new debt.
- The Town’s total outstanding debt obligation will be monitored and reported to the Board of Mayor and Aldermen by the Town Recorder. The Town Recorder shall monitor the maturities and terms and conditions of all obligations to ensure compliance. The Town Recorder shall also report to

the Board of Mayor and Aldermen any matter that adversely affects the credit or financial integrity of the Town.

- The Town has issued General Obligation Capital Outlay Notes in the past and is authorized to issue General Obligation bonds, Revenue bonds, TIFs, loans, notes and other debt allowed by law.
- The Town will seek to structure debt with level or declining debt service payments over the life of each individual bond issue or loan.
- As a rule, the Town will not backload, use “wrap-around” techniques, balloon payments or other formats to pursue the financing of projects. When refunding opportunities, natural disasters, other non-general fund revenues, or other external factors occur, the Town may utilize non-level debt methods. However, the use of such methods must be thoroughly discussed in a public meeting and the mayor and governing body must determine such use is justified and in the best interest of the Town.
- The Town may use capital leases to finance short-term projects.

Use of Variable Rate Debt:

- The Town recognizes the value of variable rate debt obligations and that cities have greatly benefitted from the use of variable rate debt in the financing of needed infrastructure and capital improvements.
- However, the Town also recognizes there are inherent risks associated with the use of variable rate debt and will implement steps to mitigate these risks; including:

1. The Town will annually include in its budget an interest rate assumption for any outstanding variable rate debt that takes market fluctuations affecting the rate of interest into consideration.
2. Prior to entering into any variable rate debt obligation that is backed by insurance and secured by a liquidity provider, the Board of Mayor and Aldermen shall be informed of the potential effect on rates as well as any additional costs that might be incurred should the insurance fail.
3. Prior to entering into any variable rate debt obligation that is backed by a letter of credit provider, the Board of Mayor and Aldermen shall be informed of the potential effect on rates as well as any additional costs that might be incurred should the letter of credit fail.
4. Prior to entering into any variable rate debt obligation, the Board of Mayor and Aldermen will be informed of any terms, conditions, fees, or other costs associated with the prepayment of variable rate debt obligations.
5. The Town shall consult with persons familiar with the arbitrage rules to determine applicability, legal responsibility, and potential consequences associated with

any variable rate debt obligation.

Use of Derivatives:

- The Town chooses not to use derivative or other financial structures in the management of the Town’s debt portfolio.
- Prior to any reversal of this provision:
  1. A written management report outlining the potential benefits and consequences of utilizing these structures must be submitted to the Board of Mayor and Aldermen; and
  2. The Board of Mayor and Aldermen must adopt a specific amendment to this policy concerning the use of derivatives or interest rate agreements that complies with the State Funding Board Guidelines.

Costs of Debt:

- All costs associated with the initial issuance or incurrence of debt, management and repayment of debt (including interest, principal, and fees or charges) shall be disclosed prior to action by the Board of Mayor and Aldermen in accordance with the notice requirements stated above.
- In cases of variable interest or non-specified costs, detailed explanation of the assumptions shall be provided along with the complete estimate of total costs anticipated to be incurred as part of the debt issue.

- Costs related to the repayment of debt, including liabilities for future years, shall be provided in context of the annual budgets from which such payments will be funded (i.e. General Obligations bonds in context of the General Fund, Revenue bonds in context of the dedicated revenue stream and related expenditures, loans and notes).

Refinancing Outstanding Debt:

- The Town will refund debt when it is in the best financial interest of the Town to do so, and the Town Administrator shall have the responsibility to analyze outstanding bond issues for refunding opportunities. The decision to refinance must be explicitly approved by the governing body, and all plans for current or advance refunding of debt must be in compliance with state laws and regulations.
- The Town Administrator will consider the following issues when analyzing possible refunding opportunities:
  1. Onerous Restrictions – Debt may be refinanced to eliminate onerous or restrictive covenants contained in existing debt documents, or to take advantage of changing financial conditions or interest rates.
  2. Restructuring for Economic Purposes – The Town will refund debt when it is in the best financial interest of the Town to do so. Such refunding may include restructuring to meet unanticipated revenue expectations, achieve cost

savings, mitigate irregular debt service payments, or to release reserve funds. Current refunding opportunities may be considered by the Town Administrator if the refunding generates positive present value savings of at least 4%.

3. Term of Refunding Issues – The Town will refund bonds within the term of the originally issued debt. However, the Town Administrator may consider maturity extension, when necessary to achieve a desired outcome, provided such extension is legally permissible. The Town Administrator may also consider shortening the term of the originally issued debt to realize greater savings. The remaining useful life of the financed facility and the concept of inter-generational equity should guide this decision.
4. Escrow Structuring – The Town shall utilize the least costly securities available in structuring refunding escrows. Under no circumstances shall an underwriter, agent or financial advisor sell escrow securities to the Town from its own account.
5. Arbitrage – The Town shall consult with persons familiar with the arbitrage rules to determine applicability, legal responsibility, and potential consequences associated with any refunding.

### Professional Services:

The Town shall require all professionals engaged in the process of issuing debt to clearly disclose all compensation and consideration received related to services provided in the debt issuance process by both the Town and the lender or conduit issuer, if any. This includes “soft” costs or compensations in lieu of direct payments.

- **Counsel:** The Town shall enter into an engagement letter agreement with each lawyer or law firm representing the Town in a debt transaction. (No engagement letter is required for any lawyer who is an employee of the Town or lawyer or law firm which is under a general appointment or contract to serve as counsel to the Town. The Town does not need an engagement letter with counsel not representing the Town, such as underwriters’ counsel.)
- **Financial Advisor:** (If the Town chooses to hire financial advisors) The Town shall enter into a written agreement with each person or firm serving as financial advisor for debt management and transactions.
  - Whether in a competitive sale or negotiated sale, the financial advisor shall not be permitted to bid on, privately place or underwrite an issue for which they are or have been providing advisory services for the issuance or broker any other debt transactions for the Town
- **Underwriter:** (If there is an underwriter) The Town shall require the Underwriter to clearly identify itself in writing (e.g.,

in a response to a request for proposals or in promotional materials provided to an issuer) as an underwriter and not as a financial advisor from the earliest stages of its relationship with the Town with respect to that issue. The Underwriter must clarify its primary role as a purchaser of securities in an arm’s-length commercial transaction and that it has financial and other interests that differ from those of the Entity. The Underwriter in a publicly offered, negotiated sale shall be required to provide pricing information both as to interest rates and to takedown per maturity to the Board of Mayor and Aldermen in advance of the pricing of the debt.

### Conflicts:

- Professionals involved in a debt transaction hired or compensated by the Town shall be required to disclose to the Town existing client and business relationships between and among the professionals to a transaction (including but not limited to financial advisor, swap advisor, bond counsel, swap counsel, trustee, paying agent, liquidity or credit enhancement provider, underwriter, counterparty, and remarketing agent), as well as conduit issuers, sponsoring organizations and program administrators. This disclosure shall include that information reasonably sufficient to allow the Town to appreciate the significance of the relationships.
- Professionals who become involved in the debt transaction as a result of a bid

submitted in a widely and publicly advertised competitive sale conducted using an industry standard, electronic bidding platform are not subject to this disclosure. No disclosure is required that would violate any rule or regulation of professional conduct.

Review of Policy:

This policy shall be reviewed at least annually by the Board of Mayor and Aldermen with the approval of the annual budget. Any

amendments shall be considered and approved in the same process as the initial adoption of this Policy, with opportunity for public input.

Compliance:

The Town Recorder is responsible for ensuring compliance with this policy.

TCA References: TCA 7, Part 9 – Contracts, Leases, and Lease Purchase Agreements

TCA 9, Part 21 – Local Government Public Obligations Law



## Appendix C-Long-Term Plan

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In accordance with the Town's financial policies, the 2015-2016 budget was developed in context of long-term financial plans. The plans anticipate funding needs and available revenues and forecast methods for matching future revenues and expenses. Plans have been developed for all the Town's major operating funds: General, State Street Aid and Capital Investment Program. The State Street Aid and General Fund plan presents the fund over seven fiscal years: three previous years, the adopted budget for FY16, and four projected years. The Capital Investment Program plan presents the fund over five fiscal years: the adopted budget for FY16 and four projected years. The CIP plan can be found on page 126. There are several benefits to this plan. First, the CIP gives future Boards a valuable perspective when considering budgets within each five-year timeframe. Second, the plans impart a measure of discipline on Town staff. The plans establish funding ceilings on recurring operating expenditures.

Finally, the CIP helps the Town in absorbing the impact of economic booms and busts. The Town of Farragut is particularly susceptible to economic fluctuations due to its reliance on local sales tax.

The plan reflects the following assumptions based on historic trends and knowledge of economic conditions present when the budget was developed:

Local sales tax increased 7 percent from fiscal year 2014 to the estimated 2015 total. The Town is optimistic regarding its FY16 sales tax collections based on the past twelve months of collections. The projected years of 2017 through 2020 assume conservative 2 percent annual increases. All other revenues during the planning horizon are expected to increase a conservative 2 percent per year as well.

Approximately 60 percent of the General Fund's expenditures are associated with employee compensation. The Board of Mayor and Aldermen approved a 3 percent merit increase for FY16.

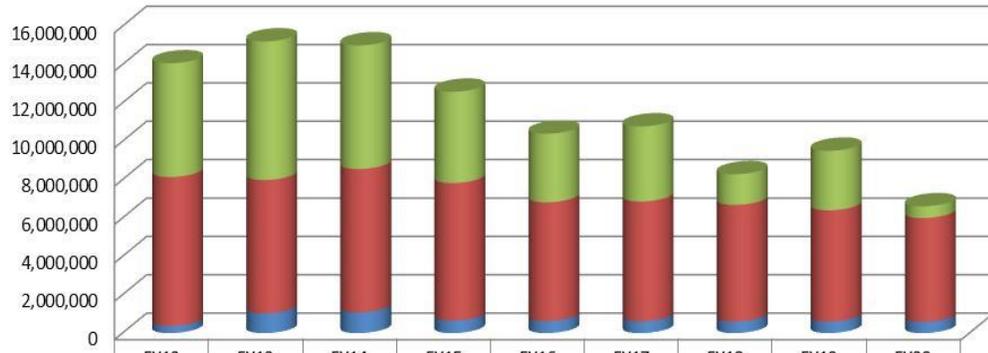
The General Fund makes contributions to the Town's Capital Investment, Equipment Replacement and the State Street Aid funds. The total transfers to the funds for FY16 is \$3,270,000.

All operating expenditures for fiscal years 2017 through 2020 are adjusted for a 4 percent inflationary increase.

For fiscal years 2017 through 2020, revenues are projected to exceed expenditures by an average of \$1.5 million per year. The Town has prepared a long-term approach that allows organization to reduce the fund balance to a level of 30 percent of the operating expenditures, if needed. This allows the Town to maintain compliance with its fund balance policy and elevate the Town's financial burden for non-reoccurring and capital expenditures.



### Ending Fund Balance Three Major Funds Over the Long-Term Planning Horizon



	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Estimated	FY16 Approved	FY17 Projected	FY18 Projected	FY19 Projected	FY20 Projected
Capital Investment Program	5,921,711	7,219,317	6,440,981	4,756,135	3,578,357	3,909,972	1,593,240	3,102,240	611,240
General Fund	7,768,532	6,959,767	7,475,197	7,177,205	6,200,572	6,252,166	6,084,644	5,810,299	5,421,038
State Street Aid	371,281	1,023,391	1,077,216	645,314	617,814	609,684	600,268	589,552	577,525

<b>General Fund</b>				
<b>Long Term Financial Plan</b>	<b>FY2012-13</b>	<b>FY2013-14</b>	<b>FY2014-15</b>	<b>FY2015-16</b>
	<u><b>Actual</b></u>	<u><b>Actual</b></u>	<u><b>Estimated</b></u>	<u><b>Approved</b></u>
<b>BEGINNING FUND BALANCE</b>	<b>7,768,532</b>	<b>6,959,767</b>	<b>7,475,197</b>	<b>7,177,205</b>
<b>REVENUE</b>				
Local Sales Tax	4,884,105	5,579,606	5,200,000	5,200,000
State Sales Tax	1,423,582	1,473,393	1,450,000	1,400,000
Hall Income Tax	528,368	413,993	427,000	375,000
Wholesale Beer, Liquor & Mixed Drink	1,163,201	1,192,129	1,137,000	1,090,000
Intergovernmental	563,983	615,784	619,091	553,400
Building Permits & Licenses	383,507	411,501	308,250	288,300
Recreation Fees	112,665	138,411	103,800	100,600
Traffic Enforcement Program & Fines	43,464	44,728	45,000	40,000
Rent	77,750	82,544	90,451	90,451
Miscellaneous	18,100	14,289	8,200	37,700
<b>Total Revenue</b>	<b>9,198,725</b>	<b>9,966,378</b>	<b>9,388,792</b>	<b>9,175,451</b>
<b>EXPENDITURES</b>				
Legislative	54,404	38,647	54,400	61,150
Town Court	52,299	50,764	66,365	66,435
Administration	621,196	638,028	672,122	761,419
Human Resources	156,455	149,185	159,326	175,618
Information Technology	222,336	210,496	304,941	291,001
Engineering	598,607	592,280	610,935	753,837
Community Development	759,075	686,594	689,671	765,907
General Government	200,081	161,687	202,549	266,100
Parks & Leisure Services	786,646	813,677	956,630	1,017,037
Public Works	1,491,062	1,610,175	1,717,302	1,755,136
Non-Departmental	399,820	834,730	830,543	855,943
Economic Development	95,283	146,925	152,000	112,500
<b>Total Expenditures</b>	<b>5,437,264</b>	<b>5,933,188</b>	<b>6,416,784</b>	<b>6,882,083</b>
Revenue over (under) expenditures	3,761,462	4,033,190	2,972,008	2,293,368
Total Transfers In	11,305	903	0	0
Total transfers out	-3,857,868	-3,470,000	-3,270,000	-3,270,000
<b>Assigned Fund Balance</b>	<b>558,070</b>	<b>438,070</b>	<b>198,070</b>	<b>78,070</b>
<b>Unassigned Fund Balance</b>	<b>6,401,697</b>	<b>7,037,127</b>	<b>6,979,135</b>	<b>6,122,502</b>
<b>ENDING BALANCE</b>	<b>6,959,767</b>	<b>7,475,197</b>	<b>7,177,205</b>	<b>6,200,572</b>

<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
<b><u>Projected</u></b>	<b><u>Projected</u></b>	<b><u>Projected</u></b>	<b><u>Projected</u></b>
<b>6,200,572</b>	<b>6,252,166</b>	<b>6,084,644</b>	<b>5,810,299</b>
5,304,000	5,410,080	5,518,282	5,628,647
1,428,000	1,456,560	1,485,691	1,515,405
382,500	390,150	397,953	405,912
1,111,800	1,134,036	1,156,717	1,179,851
564,468	575,757	587,273	599,018
294,066	299,947	305,946	312,065
102,612	104,664	106,758	108,893
40,800	41,616	42,448	43,297
92,260	94,105	95,987	97,907
38,454	39,223	40,008	40,808
<b>9,358,960</b>	<b>9,546,139</b>	<b>9,737,062</b>	<b>9,931,803</b>
63,596	66,140	68,785	71,537
69,092	71,856	74,730	77,720
791,876	823,551	856,493	890,753
182,643	189,948	197,546	205,448
302,641	314,747	327,337	340,430
783,990	815,350	847,964	881,883
796,543	828,405	861,541	896,003
276,744	287,814	299,326	311,299
1,057,718	1,100,027	1,144,028	1,189,789
1,825,341	1,898,355	1,974,289	2,053,261
890,181	925,788	962,819	1,001,332
117,000	121,680	126,547	131,609
<b>7,157,366</b>	<b>7,443,661</b>	<b>7,741,407</b>	<b>8,051,064</b>
2,201,594	2,102,478	1,995,655	1,880,740
0	0	0	0
-2,150,000	-2,270,000	-2,270,000	-2,270,000
97,317	104,817	104,817	104,817
6,154,849	5,979,827	5,705,482	5,316,221
<b>6,252,166</b>	<b>6,084,644</b>	<b>5,810,299</b>	<b>5,421,038</b>

## State Street Aid

Long Term Financial Plan	FY2013-14	FY2014-15	FY2014-15	FY2015-16
	<u>Actual</u>	<u>Budget</u>	<u>Estimate</u>	<u>Approved</u>
<b>Beginning Balance</b>	<b>1,023,391</b>	<b>1,077,216</b>	<b>1,077,216</b>	<b>645,314</b>
<b>Revenues</b>				
State Gasoline & Motor Fuel	536,958	535,000	535,000	540,000
Interest Earnings	720	500	500	500
<b>Revenue Total</b>	<b>537,678</b>	<b>535,500</b>	<b>535,500</b>	<b>540,500</b>
<b>Expenditures</b>				
Street Maintenance	60,066	65,000	64,000	65,000
Resurfacing	467,119	976,402	976,402	500,000
Street Striping	39,640	30,000	30,000	40,000
Guardrails	3,813	55,000	12,000	15,000
Traffic Signal Maintenance	30,000	0	0	0
Traffic Calming	0	0	0	18,000
Engineering	0	0	0	0
Sidewalks/Greenways	3,215	50,000	5,000	50,000
Right-of-Way Acquisition	0	0	0	0
Construction	0	0	0	0
<b>Expenditure Total</b>	<b>603,853</b>	<b>1,176,402</b>	<b>1,087,402</b>	<b>688,000</b>
<b>Other Funding Sources</b>				
Transfer from General Fund	120,000	120,000	120,000	120,000
<b>Total Transfers in</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>
Revenue over (under) expenditures	53,825	-520,902	-431,902	-27,500
<b>Ending Balance</b>	<b>1,077,216</b>	<b>556,314</b>	<b>645,314</b>	<b>617,814</b>

<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>
<b><u>Projected</u></b>	<b><u>Projected</u></b>	<b><u>Projected</u></b>	<b><u>Projected</u></b>
<b>617,814</b>	<b>609,684</b>	<b>600,268</b>	<b>589,552</b>
566,250	571,913	577,632	583,408
500	500	500	500
<b>566,750</b>	<b>572,413</b>	<b>578,132</b>	<b>583,908</b>
65,650	66,307	66,970	67,639
505,000	510,050	515,151	520,302
40,400	40,804	41,212	41,624
15,150	15,302	15,455	15,609
0	0	0	0
18,180	18,362	18,545	18,731
0	0	0	0
0	0	0	0
0	0	0	0
50,500	51,005	51,515	52,030
0	0	0	0
0	0	0	0
<b>694,880</b>	<b>701,829</b>	<b>708,847</b>	<b>715,936</b>
120,000	120,000	120,000	120,000
<b>120,000</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>
-8,130	-9,416	-10,715	-12,028
<b>609,684</b>	<b>600,268</b>	<b>589,552</b>	<b>577,525</b>



## Appendix D-Budget Ordinance

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ORDINANCE	15-08
PREPARED BY	Myers
1 <sup>ST</sup> READING	May 28, 2015
2 <sup>ND</sup> READING	June 11, 2015
PUBLISHED IN	Farragut Shopper News
DATE	June 24, 2015

AN ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE  
ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2015  
AND ENDING JUNE 30, 2016.

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>FY2013-14</b>	<b>FY2014-15</b>	<b>FY2015-16</b>
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
Local Sales Tax	5,579,606	5,200,000	5,200,000
State of Tennessee	1,473,393	1,450,000	1,400,000
Other Revenue	2,913,379	2,738,792	2,575,451
Transfer from Other Funds	0	0	0
<b>Fund Balance</b>			<b>\$6,200,572</b>

<b>State Street Aid</b>	<b>FY2013-14</b>	<b>FY2014-15</b>	<b>FY2015-16</b>
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
State Gasoline & Motor Fuel	536,958	535,000	540,000
Other Revenue	720	500	500
Transfer from General Fund	120,000	120,000	120,000
<b>Fund Balance</b>			<b>\$617,814</b>

<b>Equipment Replacement</b>			
<b>Fund</b>	<b>FY2013-14</b>	<b>FY2014-15</b>	<b>FY2015-16</b>
	<u><b>Actual</b></u>	<u><b>Estimated</b></u>	<u><b>Projected</b></u>
Other Revenue	3,101	350	350
Transfer from General Fund	150,000	150,000	150,000
<b>Fund Balance</b>			<b>\$638,258</b>

<b>Insurance Fund</b>			
	<b>FY2013-14</b>	<b>FY2014-15</b>	<b>FY2015-16</b>
	<u><b>Actual</b></u>	<u><b>Estimated</b></u>	<u><b>Projected</b></u>
Interest	102	80	80
Transfer from General Fund	200,000	0	0
<b>Fund Balance</b>			<b>\$99,733</b>

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

<b>General Fund</b>	<b>FY2013-14</b>	<b>FY2014-15</b>	<b>FY2015-16</b>
	<u><b>Actual</b></u>	<u><b>Estimated</b></u>	<u><b>Projected</b></u>
Personnel	3,648,665	3,800,403	3,918,295
Operating Expenditures	2,284,523	2,616,381	2,963,789
Operating Transfers	3,270,000	3,270,000	3,270,000
<b>Total Appropriations</b>	<b>5,933,188</b>	<b>6,416,784</b>	<b>6,882,084</b>
<b>Total Transfers</b>	<b>3,270,000</b>	<b>3,270,000</b>	<b>3,270,000</b>

<b>State Street Aid</b>	<b>FY2013-14</b>	<b>FY2014-15</b>	<b>FY2015-16</b>
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
Road Maintenance	603,853	1,087,402	688,000
<b>Total Appropriations</b>	<b>603,853</b>	<b>1,087,402</b>	<b>688,000</b>

<b>Equipment Replacement Fund</b>	<b>FY2013-14</b>	<b>FY2014-15</b>	<b>FY2015-16</b>
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
Major Equipment	111,864	83,000	140,500
<b>Total Appropriations</b>	<b>111,864</b>	<b>83,000</b>	<b>140,500</b>

<b>Insurance Fund</b>	<b>FY2013-14</b>	<b>FY2014-15</b>	<b>FY2015-16</b>
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
Retirement Benefit	173,121	100,000	0
<b>Total Appropriations</b>	<b>173,121</b>	<b>100,000</b>	<b>0</b>

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

<b>General Fund</b>	<b>\$6,200,572</b>
<b>CIP Fund</b>	<b>\$7,961,678</b>
<b>State Street Aid</b>	<b>\$617,814</b>
<b>Equipment Fund</b>	<b>\$638,258</b>
<b>Insurance Fund</b>	<b>\$99,733</b>

SECTION 4: That the governing body recognizes that the municipality has bonded and/or other indebtedness as follows:

<b>Bonded and/or Indebtedness</b>	<b>Debt</b>	<b>Interest</b>	<b>Total Debt</b>
Notes (3 years @ 1.5%)	\$750,000	22,500	\$772,500
Beginning FY2015			

SECTION 5: During the coming fiscal year the governing body has planned capital investment program and proposed funding as follows:

<u>Proposed Capital Projects</u>	<b>Proposed Amount Financed by Appropriations</b>
Land Acquisition	500,000
Pedestrian/Greenway Connectors	100,000
Old Stage to Everett Greenway Connector	330,000
TDOT ROW Greenway-Everett to Berkley Park	80,000
Campbell Station Inn Improvements	300,000
Campbell Station Inn, Note Payable	257,500
I-40/Campbell Station Interchange	75,000
McFee Park Splash Pad Replacement/Extension	400,000
MBLP Improvements (turf fields)	800,000
Watt Rd/KP Intersection Improvements	100,000
Union Road Improvements	350,000
CSR North of I-40 Widening	50,000
Concord Road Lighting	200,000
Kingston Pike/Virtue Road Signal	210,000
Parkside/Outlet Drive Feasibility Study	100,000
Town-Wide Signal Timing	258,000
Campbell Station Rd-Parkside to Jamestown	200,000
<b>Total Project Costs</b>	<b>\$4,310,500</b>

<b><u>Funding Sources</u></b>	
Contractor Forfeitures	56,000
STP Funding (KP Greenway)	320,000
STP Funding (Old Stage to Everett Road Greenway)	264,000
CMAQ Funding (Traffic Timing)	258,000
CSR/KP Intersection	240,000
Parkside Feasibility Study Cost Share	80,000
LPRF Grant	43,000
Interest Earnings	9,000
Transfer from General Fund	3,000,000
Land Acquisition Reserves	257,500
<b>Total Funding Sources</b>	<b>\$4,527,500</b>

SECTION 6: 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 7: 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 8: 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 9: 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 10: All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.
- SECTION 11: This ordinance shall take effect July 1, 2015, the public welfare requiring it.

## Appendix E-Compensation Plan

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### Merit and Market Pay Plan

The purpose of the merit and market pay plan is threefold: to encourage excellence in service by tying salary increases to job performance rather than tenure; to reward employees for their efforts and job performance; and to remain competitive with other cities/towns in regards to the Town's compensation program.

Performance evaluations for all employees are completed during the month of May, regardless of the anniversary date of an employee's employment. Any approved merit increases are awarded during the month of July. There is no set time interval employees can expect to reach the top salary of their range.

Included in the 2014-2015 budget is a merit increase in which employees are eligible to receive a 0-2 percent increase in their base salaries. New employees who have yet to complete their initial trial periods by May will be eligible for an increase at the completion of their trial periods, which lasts a minimum of six months.

Grade	Salary Ranges	
	Minimum	Maximum
24	\$78,211.09	\$121,227.18
22	\$68,955.53	\$106,881.08
21	\$64,746.98	\$100,357.81
21	\$64,746.98	\$100,357.81
21	\$64,746.98	\$100,357.81
21	\$64,746.98	\$100,357.81
20	\$60,795.28	\$94,232.69
17	\$50,329.32	\$78,010.44
16	\$47,257.58	\$73,249.25
14	\$41,665.08	\$64,580.88
14	\$41,665.08	\$64,580.88
13	\$39,122.14	\$60,639.33
13	\$39,122.14	\$60,639.33
13	\$39,122.14	\$60,639.33
13	\$39,122.14	\$60,639.33
12	\$36,734.41	\$56,938.33
12	\$36,734.41	\$56,938.33
12	\$36,734.41	\$56,992.56
11	\$34,492.41	\$53,463.22
11	\$34,492.41	\$53,463.22
11	\$34,492.41	\$53,463.22
11	\$34,492.41	\$53,463.22
11	\$34,492.41	\$53,463.22
11	\$34,492.41	\$53,463.22
10	\$32,387.23	\$50,200.21
10	\$32,387.23	\$50,200.21
9	\$30,410.54	\$47,136.35
9	\$30,410.54	\$47,136.35
9	\$30,410.54	\$47,136.35
9	\$30,410.54	\$47,136.35
8	\$28,554.50	\$44,259.48
6	\$25,175.35	\$39,021.78
3	\$20,841.39	\$32,304.14

## Farragut Employee Positions

<b>Position</b>	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>
Administrative Assistant	6	6	6
Administrative Assistant (Part-Time)	0	1	1
Assistant Community Development Director	1	1	1
Assistant Town Engineer	1	1	1
Associate Town Administrator	1	1	1
Athletic & Parks Coordinator	1	1	1
Community Development Director	1	1	1
Codes Officer/Commercial Plans Examiner	0	1	1
Codes Officers	3	1	1
Custodian	1	1	1
Engineering Technicians	3	2	2
Equipment Operators	13	16	16
Equipment Operators-Seasonal	3	3	4
Executive Assistant	1	1	1
Fire Marshall	1	1	2
Folklife Museum Coordinator	1	1	1
GIS/IT Analysis	0	1	1
Human Resources Manager	1	1	1
Leisure Services Director	1	1	1
Park Assistants (Part-Time)	5	5	9
Parks Foreman	1	1	1
Park Operator	0	0	1
Payroll/Accounts Payable	1	1	1
Planner 1	1	0	0
Public Relations Coordinator	1	1	1
Public Works Director	1	1	1
Road Foreman	1	1	1
Special Event Coordinator	1	1	1
Stormwater Coordinator	0	1	1
Sustainability Coordinator	0	1	1
Town Administrator	1	1	1
Town Engineer	1	1	1
Town Recorder/Treasurer	1	1	1
Traffic Enforcement Manager	1	1	1
<b>Total Employees</b>	<b>55</b>	<b>59</b>	<b>66</b>

## Appendix F-FY16 Fee Schedule

<b><u>FY2016 Fee Schedule</u></b>		
		<b><u>Approved Fee</u></b>
<b><u>Administration</u></b>		
Beer Permit		\$250
Beer Permit Privilege Tax		\$100
Retail Liquor Store Application		\$300
Liquor Privilege Tax		
	Private Club	\$300
	Hotel & Motel	\$1,000
	<u>Restaurants, according to seating</u>	
	75-125 seats	\$600
	126-175 seats	\$750
	176-225 seats	\$800
	226-275 seats	\$900
	276 seats & over	\$1,000
Wine Privilege Tax	20% of fee of Liquor privilege tax, based on seating capacity	20%
<b><u>Engineering</u></b>		
Drainage Fee		
	Commercial/Office Development	\$0.02 per square foot of impervious surface
	Residential Development	\$30 per subdivision lot

<b><u>Community Development</u></b>		<b><u>Approved Fee</u></b>
	Illegal Parking (in fire lanes)	\$25
	Special Events Permit	\$25
	Zoning Letter	\$25
	Trailblazer Signs	\$250
	Licensing Fee	\$100
	Grand Opening security deposit	\$300
	Grand Opening Permit	\$25
	Celebratory Events Permit	\$25
<b>Building Permits</b>	The permit fees are per the "Building Valuation Data", which is provided by the International Code Council and the total valuation as follows:	
	<b>Total Valuation:</b>	
	\$1,000 and less	No fee, unless inspection required, in which case a \$25 fee for each inspection shall be charged
	\$1,001 to \$50,000	\$25.00 for the first \$1,000, plus \$6.50 for each additional thousand or fraction thereof, to and including \$50,000.
	\$50,001 to \$100,000	\$340 for the first \$50,000, plus \$5.25 for each additional thousand or fraction thereof, to and including \$100,000.
	\$100,001 to \$500,000	\$600 for the first \$100,000, plus \$4.00 for each additional thousand or fraction thereof, to and including \$500,000.
	\$500,001 and up	\$2,260 for the first \$500,000, plus \$2.60 for each additional thousand or fraction thereof.
<b>Plumbing Permit</b>		\$25, plus \$5.00 for each fixture
<b>Gas Permit</b>		\$25 for first tap, plus \$5.00 for each additional tap

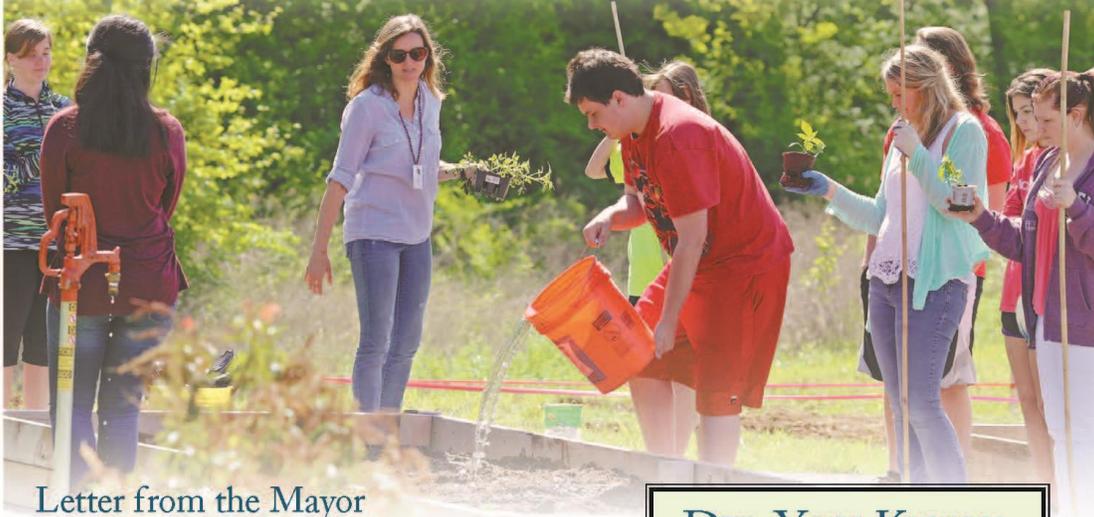
<b>Community Dev Continued</b>		<b>Approved Fee</b>
<b>Mechanical Permit</b>		\$25 for first \$1,000, per total value of installation, plus \$5.00 for each additional thousand or fraction thereof.
	Boilers (any occupancy)	\$10.00 plus
	33,000 Btu (1BHp) to 165,000 (5BHp)	\$5.00
	165,001 Btu (5BHp) to 333,000 (BHp)	\$10.00
	333,001 (10BHp) to 1,165,000 (52BHp)	\$15.00
	1,165,001 (52BHp) to 3,300,000 (98BHp)	\$25.00
	over 3,300,000	\$35.00
<b>Swimming Pool Permit</b>		
	Public Pool	Per total value of construction as per building permit
	Private pool (one & two family)	Per total value of construction
	Pool fillings system, including backflow prevention	\$1.50 ea
	Gas piping system (separate gas permit)	See Gas Permit
	Backwash receptor	\$1.50 ea
<b>Demolition Permit (for demolition of any building or structure)</b>		
	0-100,000 cu. Ft.	\$100
	100,001 cu. Ft. and over	\$1.00/1,000 cu. Ft.
<b>Moving Permit (for moving any building or structure)</b>		\$100, plus any applicable bonds
<b>Re-Inspection Fee</b>		\$50 for 1st re-inspection and \$100 for 2nd re-inspection and \$200 for re-inspections of the same failure beyond the 2nd re-inspection.

<b>Community Dev Continued</b>		<b>Approved Fee</b>
<b>Plan Review Fee</b>		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. This fee includes an initial submittal and one correction submittal. All additional submittals will require a \$250 re-submittal fee.
<b>Re-submittal Plans Review Fee</b>		Re-submittal fees are a minimum of \$250 or one half of the calculated building permit fee based on the difference between the original building value and the revised building value, whichever is greater.
<b>Fire Prevention Fee</b>		
	Fire Sprinkler System Permit	\$0.02 per sq. ft. or \$100 (whichever is greater)
	Fire Alarm System Permit	\$0.02 per sq. ft. or \$100 (whichever is greater)
	All other permits	\$50.00
<b>Subdivision Fees</b>		
	Concept Plan	\$100
	Preliminary Plat	\$100 plus \$25/lot
	Final Plat	\$100 plus \$25/lot
<b>Site Plan Fees</b>		\$100
<b>Landscape Plan Fees</b>		\$50
<b>Zoning Ordinance &amp; Subdivision Regulations Text Amendment Fees</b>	Amend written text	\$250
<b>Zoning Map Amendment Fees</b>	Amend map	\$300
<b>Comprehensive Land Use Plan Amendment</b>	Amend text or map	\$300
<b>Municipal Code Text Amendment Fee</b>		\$250

<b><u>Community Dev Continued</u></b>		<b><u>Approved Fee</u></b>
<b>Sign Fees</b>	Application to erect a sign.	\$100
	Replacement or installation of a sign erected prior to obtaining approval by the Town	\$200
<b>Home Occupation Fee</b>		\$50
<b>Administrative Relief, Variance, and Special Exception</b>		\$100
<b>Everett Road Corridor Fee</b>		Ordinance 14-19

<b><u>Parks &amp; Leisure Services</u></b>		<b><u>Approved Fee</u></b>
<b><u>Facility</u></b>		
<b>Community Room Rental</b>		\$20 per hour; \$30 with kitchen
<b>Picnic/Pavilions Rental</b>	Essex (AP); Burnside (CSP)	\$25 half day/ \$40 full day
	Hartford & Saratoga (AP); Longstreet (CSP)	\$45 half day/\$80 full day
	McFee Small	\$60 half day/\$100 full day
	McFee Large	\$70 half day/\$120 full day
<b>Athletic</b>	Fields (Diamond & Rectangular)	\$15 per hour
	Fields (Artificial Turf)	\$30 per hour
	Softball Fees	\$325 per team
	Competitive, Recreational & Intermediate Volleyball Fees	\$165 per team
	Open Volleyball Fees	\$50 per team
	Kickball Fees	\$50 per team
<b>Field Closed Non Compliant Fee**</b>		\$100 per event
<b>For-Profit/Park Usage Fee</b>	Professional Photographers, For profit classes, Trainers, Etc.	\$25 per hour
<b>For-Profit/Tournament Usage Fee</b>	Grass Field	\$300 per day
	Synthetic Turf Field	\$600 per day
<b>Special Event Park Use Fee - Campbell Station Park Only</b>		\$200 per 4 hours; \$50 per hour for each additional hour

# 2015 FARRAGUT FINANCES



## Letter from the Mayor

In Fiscal Year 2016, the Farragut Board of Mayor and Aldermen and the Town staff are pleased to present a financially conservative budget. Our balanced budget continues to meet the needs of the community while maintaining services and providing for important projects as part of the Capital Investment Program. More details about the budget are available on Page 2.

The Town of Farragut was honored to receive the Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada for its Fiscal Year 2015 budget. This award represents a significant achievement by the Town and reflects the commitment of the Board of Mayor and Aldermen and staff to meeting the highest principles of transparency and governmental budgeting. For budgets beginning in 2013, 1,424 out of a possible 90,106 state and local governments in the United States received this award, with only 20 governments in Tennessee receiving the award.

Each year, our budget is able to go further due to the staff's commitment to applying for and securing grant monies for road, greenway and park projects. Last August, the Town received a Local Parks and Recreation Fund grant from the Tennessee Department of Environment and Conservation for the playground replacement project at Mayor Bob Leonard Park, which is currently in progress. Another project slated for this year is a \$258,000 traffic signal improvement project funded at 100% by the Tennessee Department of Transportation.

This publication summarizes our many accomplishments in the past year as well as our goals for the upcoming fiscal year. I hope you will take a few minutes to read through and find out more.

The Town of Farragut: Live Closer. Go Further.

Sincerely,

*Ralph McBill*  
Mayor

## DID YOU KNOW THE TOWN OF FARRAGUT...

- Has received just over 20 million dollars in state and federal funding for road and park projects.
- Has issued 484 business licenses since the program's inception in 2012.
- Has saved nearly \$13,000 in electricity-related expenses – a 37% cost reduction – since 2011 due to the solar panels on the McFee Park large pavilion installed during the park's Phase II expansion.
- Installs seven sets of seasonal banners on 105 street poles, totaling 1,470 banners that are installed and taken down annually.
- Issued 241 new residential permits (at a total estimated value of \$84,581,256) under the 2012 International Energy Conservation Code since the code was adopted in May 2013 to ensure new building construction meets the highest efficiency standards.



Photo: Farragut High School students work to fill a planter bed at the newly-constructed Outdoor Classroom on Campbell Station Road.

# TOWN OF FARRAGUT

## FY2016 BUDGET SUMMARY

In 2011, the Board of Mayor and Aldermen adopted the Strategic Plan 2025, a document that provides a road map for the Town of Farragut's future and aligns its vision, goals and objectives for the next 15 years and beyond. In February, the Board of Mayor and Aldermen updated the Strategic Plan, identifying its priorities for this year based on the goals outlined in the plan. The FY2016 General Fund and Capital Investment Program (CIP) budgets were approved with the purpose of striving to meet the plan's five main goals: Maintain Financially Sound Town Providing Excellent Services; Strengthen the Local Economy; Develop the Town's Historic Assets; Facilitate Future Growth, Development and Redevelopment; and Expand Leisure Amenities (Venues and Programs).

The FY2016 budget is a planning document that outlines the Town of Farragut's priorities for the next fiscal year and provides funding for Town services. The Board of Mayor and Aldermen have approved a budget that meets all of the Town's obligations without cutting services and is fiscally conservative when estimating revenues and expenditures. The Town of Farragut budget is balanced, and our cash reserves exceed our goal of equal-

ing at least 30% of our total expenditures.

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 (5.4%) which has steadily grown with the expansion of commercial property in Farragut. In addition to the local sales tax, the Town also receives a portion of the State of Tennessee sales tax - based on Farragut's population - which accounts for 17% of its total revenue. This year, we plan on conducting a special census in order to maximize the funding we receive from the state, which is currently set at \$115 per person.

Finally, the Board of Mayor and Aldermen have committed \$4,310,500 to the CIP that will provide important roadway improvements, pedestrian connections and park infrastructure updates. 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 CIP remains a priority for the Town, boasting a projected amount of \$20,459,250 for roadway improvements and park projects through the year 2020. See the chart below to view the top CIP projects for FY2016.

## FARRAGUT OFFICIALS



**RALPH MCGILL**  
Mayor



**DOT LAMARCHE**  
Vice Mayor, Ward II



**RON HONKEN**  
Alderman, Ward I



**BOB MARKLI**  
Alderman, Ward I



**RON PINCHOK**  
Alderman, Ward II



**DAVID SMOAK**  
Town Administrator

**Farragut Town Hall • 865-966-7057**

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SEARCH TOWN OF FARRAGUT ON  
FACEBOOK, TWITTER, INSTAGRAM,  
FLICKR, PINTEREST AND YOUTUBE

### General Fund Revenue Total \$9,175,451



### General Fund Expenditures Total \$6,882,084



## CAPITAL INVESTMENT PROGRAM HIGHLIGHTS

PROJECT	TOTAL COST
Everett Road Improvements	\$3,900,000
Mayor Bob Leonard Park Synthetic Turf Field	\$800,000
McFee Park Splash Pad Replacement and Expansion	\$400,000
Union Road Improvements Design and Engineering	\$350,000
Town-Wide Traffic Signal Timing Project	\$258,000

*In May, the Board of Mayor and Aldermen approved the Town of Farragut's new brand and logo. Since February 2014, a 10-member branding committee has worked with Nashville-based North Star Destination Strategies in an integrated process including research, strategy and creative development.*



LIVE CLOSER • GO FURTHER  
**farragut**

With valued input from Farragut citizens and business owners as well as citizens in neighboring areas, North Star developed Farragut's new community brand which identifies what makes the Town special and will help us effectively market ourselves to residents, businesses and visitors. This integrated brand not only preserves our unique identity of the past but also looks toward the future and will contribute to a stronger economic base, higher property values, diverse and sustainable employers, visitor attraction, and citizen retention.

You will see this brand come to life in our Town over the next months and years through numerous initiatives. Our hope is that this new brand will continue to increase community pride in this wonderful Town we call home.

Following are the adopted descriptive narratives defining the essence of this new brand:

**Farragut's Brand Platform**

For those who appreciate beauty and forward thinking in equal measure Farragut, TN, the Knoxville area's most desirable community is a premier destination (for living, shopping, ease and amenities) built by the hard work and ideals of high achievers allowing your opportunities for growth to come with an assurance of established excellence.

**Farragut's Written Concept**  
Live Closer. Go Further.

People who live in Farragut didn't get where they are just by maintaining the status quo or taking the easy way out. They wanted to go further. Be better. Most of them got here by setting one personal goal after another and working hard to accomplish them.

It's much the same with the community as a whole. Farragut didn't become one of Tennessee's greatest success stories overnight. Instead, our leaders and residents have a long history of giving their best in everything to further not just their own success but the success of the entire community.

It all officially started in 1980 when the Town of Farragut was incorporated (but long before that memorable day, people were making history on this land). Not surprisingly, leaders chose to name the Town after a native son whose work ethic and life's achievements, as the first admiral of the United States Navy, went further than any American had gone before him.

Today, there's an unspoken satisfaction that comes with the address... a quiet sense of pride in the standards people here maintain and the values – like family and community – they hold dear. It's also the foundation for Farragut's

spirit, which celebrates achievements from top-performing schools to design standards to the region's most popular high-end retail to a beautiful community design that resulted from high development standards.

Despite all these ways in which hard work has taken Farragut further, people here are both humble and generous. We believe in giving back. Here you'll find opportunities to participate fully in a community that exemplifies Tennessee's "Volunteer" spirit. Businesses, families and dreams thrive in an atmosphere that is warm and inviting, a community of neighbors and friends. It is also open and accepting... a place where groups are strengthened by a wide array of opinions and perspectives. Even our greenway system, designed to link all the neighborhoods in the community, helps you go further and make more personal connections.

Of course, smart people who work hard want to live in a home that reflects their personal values. One of the best aspects of Farragut is the wide variety of unique, architecturally distinct homes. Our neighborhoods reflect the impeccable taste and high standards of our residents. Everything from the landscaping to the paint choices to the children playing in the yards

sends a message of individuality, personality and pride.

And it's no wonder that a Town that celebrates effort and achievement is home to so many successful retailers and restaurants. The shopping experience goes further than what you'd expect, thanks to excellent customer service and extraordinary retail offerings. One-of-a-kind shops and restaurants mix and mingle with national retail giants, guaranteeing the best of all worlds.

And all this retail heaven resides amid manicured common areas with access to pristine natural settings. It's rare to find this kind of beauty and serenity right off the interstate and right in the middle of so much activity! That's the other distinctive quality about Farragut. It feels far removed from urban congestion and sprawl — and yet one of Knox County's most convenient residential locations is just 20 minutes from downtown Knoxville and Oak Ridge, a stone's throw from I-40 and I-75, and adjoined to the area's most popular shopping district at Turkey Creek.

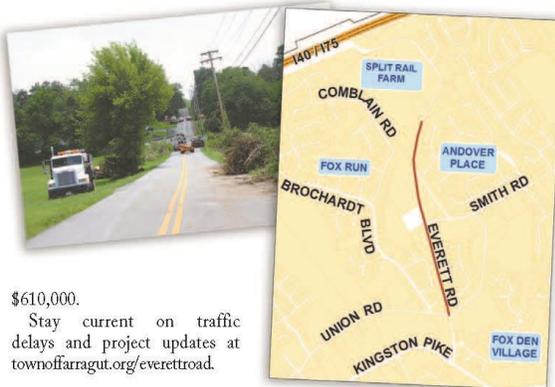
If you're looking for a place that goes further to help you enjoy more comfort, beauty and convenience, yet helps you feel closer to a real sense of community, you don't have to venture far to find it. It's all right here, in Farragut.

**CIP in action:**  
**Everett Road Improvement Project**

The Everett Road improvement project will be the Town's largest Capital Investment Project in its 35-year history, at a total cost of \$3.9 million for design, Right of Way and construction. This 18-month project – scheduled to be complete by Oct. 31, 2016 – will include the reconstruction of 0.94 miles of Everett Road from Union Road to Split Rail Farm Subdivision.

The construction will expand the road to two, 12-foot lanes

with curb and gutter and sidewalk on the east side. From Union Road to Smith Road, a walking trail will be included on the west side of the road; from Smith Road to Split Rail Farm Subdivision, the road will have walking trails on both sides. Knoxville Utilities Board will coordinate the relocation of gas lines along the road and is fronting the cost of this portion of the project to the Town in the amount of just over



\$610,000. Stay current on traffic delays and project updates at [townoffarragut.org/everettroad](http://townoffarragut.org/everettroad).



Photo: Constructed a new playground structure complete with an ADA approved playground surface and energy efficient LED lighting at Mayor Bob Leonard Park.

## Looking Back... FY2015 Accomplishments (July 1, 2014 – June 30, 2015)



- Completed an approximately 900-foot long, multi-use asphalt trail with a bridge that spans Little Turkey Creek to connect the McFee Road Greenway with the Wentworth Subdivision Greenway.

- Received a TDOT Congestion Mitigation and Air Quality Improvement Grant in the amount of \$258,000 for a traffic signal timing and improvement project.
- Completed construction of the Outdoor Classroom and water quality demonstration space at the corner of Campbell Station Road and the Farragut High School entrance.



- Implemented single-stream recycling program at McFee Park.

- Resurfaced 1.1 miles on Grigsby Chapel Road (from East Fox Den to Campbell Station Road) and Channing Lane (Wyndham Hall Subdivision).

- Received the Town's first Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada (GFOA) for its Fiscal Year 2015 budget.

- Participated in a project led by the Knoxville-Knox County Metro-politan Planning Commission to collect virtual mapping of 137 miles of local greenways, park trails and multi-use paths utilizing Google Trekker Street View imagery.



- Received Certificate of Achievement for Excellence in Financial Reporting for the 23rd consecutive year.
- Issued a total of 294 permits (commercial, residential, remodel, gas/mechanical/plumbing, swimming pools, and decks) with an estimated construction value of \$17,798,715 since January 2015.
- Installed 823 feet of new sidewalk along Grigsby Chapel Road.
- Spread over 200 tons of road salt during 2015 winter storms.

- Adopted architectural design standards for commercial and multi-family developments with the goal of enhancing appearance and protecting our community's economic base.



## Looking Ahead ... FY2016 Goals (July 1, 2015 – June 30, 2016)

- Replace and expand McFee Park splash pad.
- Reconstruct Field 1 at Mayor Bob Leonard Park as a synthetic turf field.
- Renovate the Farragut Museum gift shop.
- Conduct a Town-wide special census to ensure Farragut receives the proper level of funding based on our current population.
- Conduct a feasibility study of a possible connection between Parkside Drive and Outlet Drive.
- Complete a beautification project of the I-40/Campbell Station Road Interchange.
- Install a traffic signal at the intersection of Kingston Pike and Virtue Road.
- Conduct a Town-wide traffic signal timing improvement project.
- Create a mixed-use/neighborhood commercial district as outlined in the Town's Comprehensive Land Use Plan.
- Install new park and Town entryway signage.

## Glossary

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**APPROPRIATION:** An authorization granted by the Board of Mayor and Aldermen to make budgeted expenditures and to incur obligations for purposes specified in the budget ordinances.

**APPROVED BUDGET:** Term used to describe revenues and expenditures for the upcoming adopted by the Board of Mayor and Aldermen.

**BALANCED BUDGET:** Occurs when planned expenditures equal anticipated revenues. In Tennessee, it is a requirement that the budget approved by the Board of Mayor and Aldermen be balanced.

**BMA:** The Farragut Board of Mayor and Aldermen.

**BUDGET:** A comprehensive financial plan of operation for a specified period of time that matches all planned revenues and expenditures with various municipal services. The Town's budget is adopted annually.

**BUDGET AMENDMENT:** A formal change of budgeted appropriations requiring 2 readings by the Board of Mayor and Aldermen.

**BUDGET CALENDAR:** The schedule of key dates or milestones which the Town follows in the preparation and adoption of the budget.

**BUDGET DOCUMENT:** The official written statement prepared by the Town staff reflecting the decisions made by the Board in their budget deliberations

**BUDGET MESSAGE:** A general discussion of the budget which provides the Board of Mayor and Aldermen and the public with a general summary of the most important aspects of the budget, changes from previous fiscal years, and

the views and recommendations of the Town Administrator.

**BUDGET ORDINANCE:** The schedule of revenues and expenditures for the upcoming fiscal year by fund which is adopted by the Board of Mayor and Aldermen each year.

**CAPITAL EXPENDITURE:** is incurred when the Town spends money either to acquire or construct major capital facilities, to buy fixed assets or to add to the value of an existing fixed asset with a useful life extending beyond the fiscal year.

**CAPITAL INVESTMENT PLAN (CIP):** A plan for capital expenditures to be incurred each year over a five-year period to meet capital needs by the Town. Used to account for acquisition and/or construction of major capital projects, including buildings, parks, streets, bridges and other Town facilities, infrastructure, and equipment.

**COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR):** Issued at the end of a fiscal year, it includes comparisons to the budgeted amounts in the general and special revenue funds to ensure compliance with the legally adopted budget. The CAFR is prepared in accordance with GAAP (Generally Accepted Accounting Principles), the accounting principles that are commonly used in preparing financial statements and generally accepted by the readers of those statements. The authoritative source of GAAP for state and local governments is the Governmental Accounting Standards Board (GASB).

**DEBT SERVICE:** Payment of long term debt principal, interest, and related costs.

**DEPARTMENT:** A major administrative or operational division of the Town which indicates overall management responsibility for an operation or a group of related operations within a functional area. A department usually has more than one program and may include activities or divisions which are accounted for in different funds.

**EXPENDITURE:** The authorized paying out of Town funds to defray the Town charges and expenses and all necessary obligations relating to, or arising from, the execution of the lawful authority of the Board of Mayor and Aldermen.

**FEES:** A general term used for any charge levied by the Town associated with providing a service or permitting an activity.

**FISCAL YEAR:** The time period beginning on July 1st of a calendar year and ending on June 30 of the following calendar year. Budgeting is carried out on a fiscal year schedule.

**FUND:** A fund is a fiscal and accounting entity with a self-balancing set of accounts. It is also the legal level of budgetary control for the Town.

**FUND BALANCE:** Amounts shown as fund balance represent monies which remain unspent after all budgeted expenditures have been made.

**GENERAL FUND:** The general operating fund of the Town used to account for all financial resources except those required to be accounted for in another fund. Most department operations of the Town are funded by the general fund including administration, engineering, community development and parks.

**GFOA:** Government Finance Officers Association. A professional organization primarily of state and local government finance officers.

**GOVERNMENTAL FUND:** Governmental funds are those used to account for all or most of the Town's general activities and services, including the acquisition or construction of capital assets.

**INTERFUND TRANSFERS:** Amounts transferred from one fund to another.

**LGIP:** The Local Government Investment Pool (LGIP) is an investment mechanism authorized by the 91st General Assembly which enables all Tennessee municipalities, counties, school districts, utility districts or other local government units and political subdivisions to participate with the state in providing maximum opportunities for the investment of public funds.

**LIABILITIES:** Probable future sacrifices of economic benefits, arising from present obligations of a particular entity to transfer assets or provide services to other entities in the future as a result of past transactions or events.

**LINE ITEM BUDGET:** A budget summarizing the detail categories of expenditures for goods and services the Town intends to purchase during the fiscal year.

**MODIFIED ACCRUAL:** The basis of accounting where expenditures are recognized when incurred and payment is due and revenues are recognized when they are measurable and available (generally collected within 60 days).

**MUNICIPAL CODE:** A compilation of ordinances as adopted and approved by the Board of Mayor and Aldermen.

**PERFORMANCE MEASUREMENTS:** Specific measures of work performed as an objective of the various departments based upon quality and quantity of particular items.

**OPERATING BUDGET:** The Operating Budget is adopted by the Board of Mayor and Aldermen by resolution on a fiscal year basis, and an annual appropriation is made based upon this Budget. The Budget may be amended during the fiscal year.

**OPERATING EXPENSES:** The cost of contractual services, materials, supplies and other expenses not related to personnel and capital outlay expenses or capital projects.

**OPERATING TRANSFER:** The routine and/or recurring transfer of assets between funds.

**PERSONNEL:** Cost of salaries, wages, and fringe benefits such as employer's share of social security contributions, retirement expenses, and health and life insurance payments.

**PROGRAM CHANGE:** An alteration or enhancement of current services or the provision of new services

**REVENUE:** Income received from various sources used to finance government services. For example, local sales tax revenue.

**RISK MANAGEMENT:** An organized attempt to protect a government's assets against accidental loss in the most economical method.

**SPECIAL REVENUE FUND:** Special revenue funds are used to account for resources that are subject to certain legal spending restrictions. The Town has one (1) special revenue fund: State Street Aid

**STATE STREET AID:** A special revenue fund used to account for the receipt and usage of the Town's share of State gasoline taxes. State law requires these gasoline taxes to be used to maintain streets.

**TML RISK MANAGEMENT POOL:** A self-insurance pool formed in 1981 by the Tennessee Municipal League.

**TRANSFER:** An appropriation to or from another fund. A transfer is the movement of money from one fund to another to wholly or partially support the functions of the receiving fund.