

TOWN OF FARRAGUT

TENNESSEE



FISCAL YEAR 2016-2017

ANNUAL BUDGET

Contents

Town of Farragut Officials.....	2
Town of Farragut.....	4
Fund Summary	18
Budget Process.....	22
Revenue Analysis and Projections	26
Strategic Plan/Goals & Objectives	32
General Fund.....	42
Legislative Department.....	48
Town Court Department.....	54
Administration Department.....	60
Human Resources Department.....	68
Information Technology Services.....	74
Engineering Department.....	80
Community Development Department	90
General Government Department.....	102
Parks & Leisure Services Department.....	106
Public Works Department.....	116
Non-Departmental.....	126
Economic Development.....	128
Capital Investment Program	132
State Street Aid Fund	146
Equipment Replacement Fund	150
Insurance Fund.....	154
Appendix A-Summary of Significant Accounting Policies	156
Appendix B-Long-Term Plan.....	176
Appendix C-Budget Ordinance.....	184
Appendix D-Compensation Plan	192
Appendix E-FY17 Fee Schedule	194
Appendix F-Farragut Finances-A Budget Overview	200
Glossary.....	204

Town of Farragut Officials

TOWN OF FARRAGUT

TOWN OFFICIALS

Board of Mayor and Aldermen

Ralph McGill

Mayor

Mary Dorothy LaMarche, Vice-Mayor

Robert "Bob" Markli, Alderman

Ron Pinchok, Alderman

Louise Povlin, 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

Town of Farragut

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.

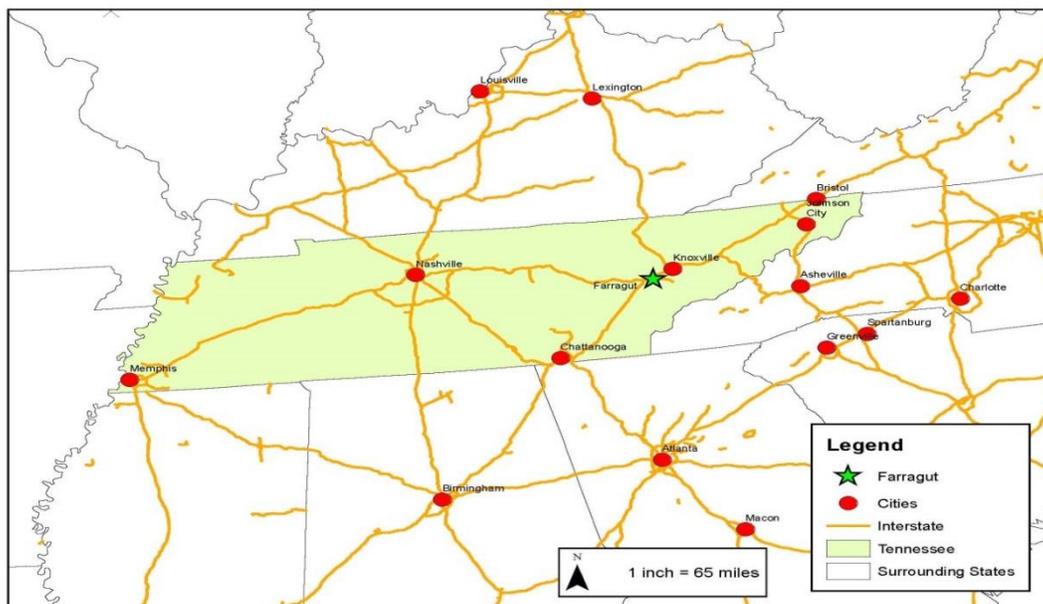
Farragut has significant historic presence, which includes the well-known Campbell Station Inn and the Battle of Campbell Station. The Campbell Station Inn, built in the early 1800s, still exists today and is located at the northeast corner of Campbell Station Road and Kingston Pike. At its height, the 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.

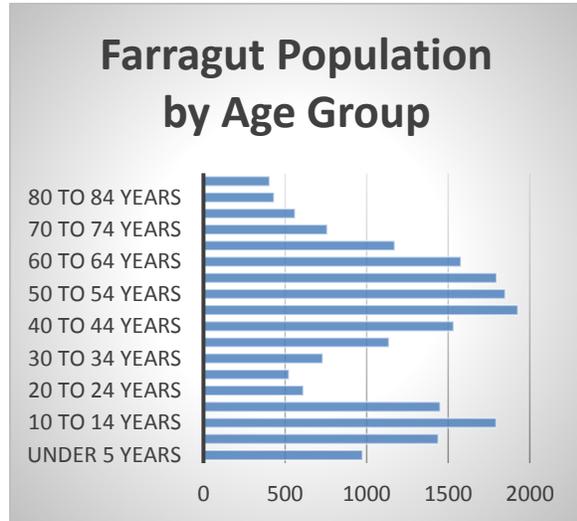


Demographics (2016 CENSUS)

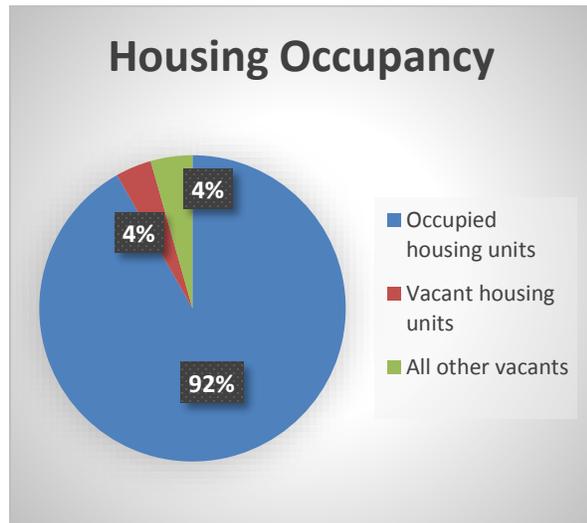
Population: 22,676

Households: 8,085

Median Age: 45



- According to the 2010 census, 92% 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 2016. 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 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)



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

Town of Farragut

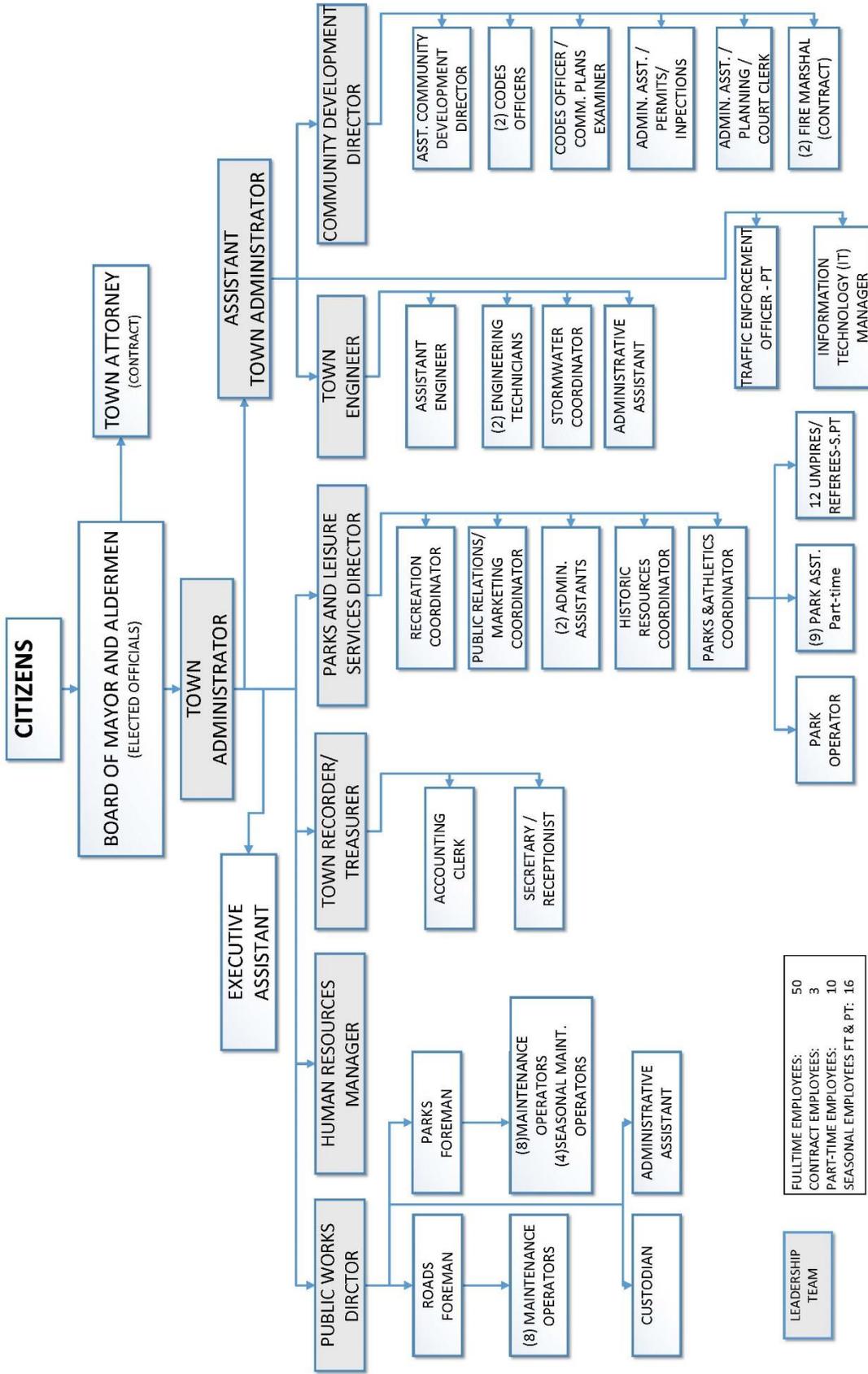
Tennessee

For the Fiscal Year Beginning

July 1, 2015

Executive Director

TOWN OF FARRAGUT ORGANIZATIONAL CHART FY 2016-17



*Police provided by Knox County & Fire is provided by a subscription based service from Rural/Metro

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



Robert N Markli, Alderman
Ron Pinchok, Alderman
Louise Povlin, Alderman

Dear Farragut Citizens:

The Farragut Board of Mayor and Aldermen and the Town staff are pleased to present the 2017 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 FY17 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 FY17 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 FY17 Capital Investment Program (CIP) is \$7,787,476. 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 FY17 CIP is the General Fund operating transfer of \$3,000,000 before June 30, 2017. 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 FY17 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 FY17 budget reflects the elimination of the Sustainability Coordinator position. All other positions remain the same as FY17.

A chart reflecting the major budget changes from FY16 to FY17 follows.

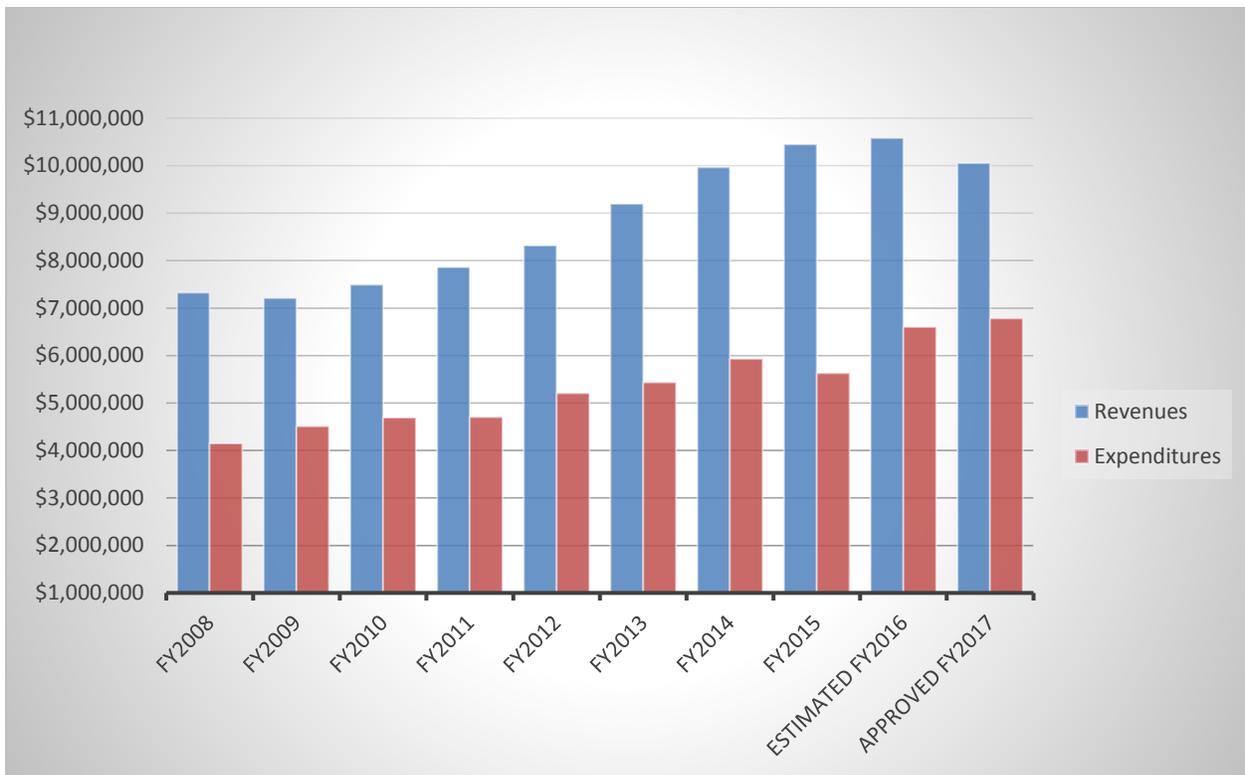
Budget Enhancements		
Enhancement	Department	Reason
2% Merit Increase	All departments	Employee Merit Plan
Infrastructure Analysis- Professional Services	Engineering	Transportation and Stormwater infrastructure analysis

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 FY17 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 \$6,785,646, which represents an increase of \$96,438 or 1% less than last year’s budget of \$6,882,084. 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.

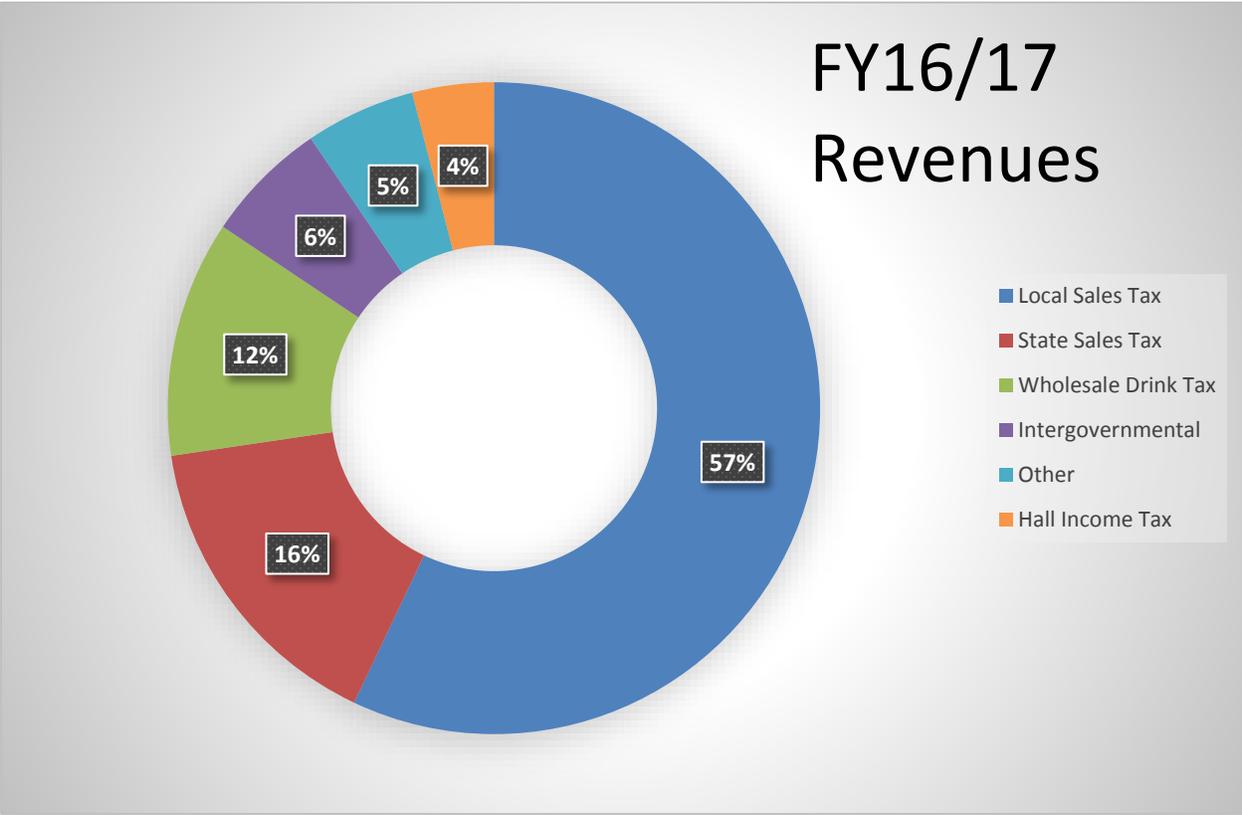


The FY17 budget was developed with a philosophy that the BMA must continually look for opportunities to maintain and improve existing services while minimizing long-term costs.

REVENUES

The proposed FY17 General Fund budget will be balanced with projected revenue collections during the fiscal year. Projected revenue for FY17 is \$10,056,362, up \$880,911 or 9% from the FY16 budget of \$9,175,451.

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 16% 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 FY17 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 \$375,000 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 FY17 are \$6,785,646. 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 FY17 budget are transfers to other funds. This includes a \$150,000 transfer to the Equipment Replacement Fund, a \$3,105,000 transfer to the Capital Investment Fund, and a \$93,253 transfer to the State Street Aid Fund.

The Town will continue to implement the branding initiative in this fiscal year. Farragut’s 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 FY2017 budget. The current debt includes a note for the Campbell Station Inn. There is one payment remaining on the note; FY2017 CIP in the amount of \$253,750.

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 FY17 proposed budget for the Equipment Replacement Fund has expenditures totaling \$119,000 and a transfer from the General Fund of \$150,000. The expenditures include the replacement of a lawn mower and a dump truck (for Public Works).

STATE STREET AID FUND

The FY17 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 FY17 projected revenue from the state gas tax is \$632,800. The total investment for resurfacing in FY17 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 FY17. 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 FY17 proposed budget of \$7,787,476 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 \$25,332,476 for roadway improvements and park projects through the year 2021.

There are 12 capital projects proposed for funding in FY17. Several of the largest projects include land acquisition (\$500,000); Old Stage to Everett Road Greenway Connector (\$330,000); and park improvements at Mayor Bob Leonard Park (1,180,000). More information on the FY17 projects is provided in the detail budget for the Capital Projects Fund.

The major differences in fund balance from FY16 to FY17 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

Fund Summary

FY2017 FUND SUMMARY	General	Capital Investment Program	State Street Aid	Other Governmental Funds	Total
Revenues:					
Local Sales Tax	5,650,000	-	-	-	5,650,000
State Sales Tax	1,830,600	-	-	-	1,830,600
Licenses, Permits & Fees	414,500	-	-	-	414,500
Intergovernmental:					0
State Taxes	979,580	-	632,800	-	1,612,380
State Grants	-	820,000	-	-	820,000
Wholesale Beer, Liquor & Mixed Drink	1,090,000	-	-	-	1,090,000
Other Income	85,682	253,750	-	-	339,432
Interest	6,000	9,000	500	430	15,930
Total Revenues	10,056,362	1,082,750	633,300	430	11,772,842
Expenditures:					
General Government	5,018,963	-	-	0	5,018,963
Public Works	1,766,683	-	-	-	1,766,683
Capital Outlay	-	7,787,476	688,000	119,000	8,594,476
Total Expenditures	6,785,646	7,787,476	688,000	119,000	15,380,122
Revenue over (under) expenditures	3,270,716	-6,704,726	-54,700	-118,570	-3,607,280
Other Financing Sources:					
Total Transfers In	0	3,105,000	93,253	150,000	3,348,253
Total transfers out	-3,348,253	0	0	0	-3,348,253
Total other financing sources	3,348,253	3,105,000	93,253	150,000	6,696,506
Assigned Fund Balance	0	3,136,962	0	0	3,136,962
Fund Balance July 1	\$9,732,973	\$12,615,645	\$646,411	\$765,690	\$23,760,719
Fund Balance June 30	\$9,655,436	\$5,878,957	\$684,964	\$797,120	\$17,016,477

MULTI-YEAR FUND SUMMARY

	General			Capital Investment Program		
	FY2014-15	FY2015-16	FY2016-17	FY2014-15	FY2015-16	FY2016-17
Revenues:						
Local Sales Tax	5,897,535	5,600,000	5,650,000	0	0	0
State Sales Tax	1,556,773	1,680,000	1,830,600	0	0	0
Licenses, Permits & Fees	492,299	394,456	374,500	0	0	0
Intergovernmental:						
State Taxes	1,072,552	1,567,344	979,580	0	0	
State Grants	0	0	0	123,315	43,000	820,000
Wholesale Beer, Liquor & Mixed Drink	1,245,044	1,148,000	1,090,000	0	0	0
Other Income	177,066	182,186	125,682	0	980,100	253,750
Interest	6,991	10,468	6,000	9,000	14,500	9,000
Total Revenues	10,448,260	10,582,454	10,056,362	132,315	1,037,600	1,082,750
Expenditures:						
General Government	4,035,657	4,913,298	5,018,963	0	0	0
Public Works	1,593,847	1,690,136	1,766,683	0	0	0
Capital Outlay	0	0	0	790,089	3,450,500	7,787,476
Total Expenditures	5,629,504	6,603,434	6,785,646	790,089	3,450,500	7,787,476
Revenue over (under) expenditures	4,818,756	3,979,020	3,270,716	-657,774	-2,412,900	-6,704,726
Other Financing Sources:						
Total Transfers In	0	0	0	3,000,000	3,000,000	3,105,000
Total transfers out	-3,270,000	-3,270,000	-3,348,253	0	0	0
Total other financing sources	-3,270,000	-3,270,000	-3,348,253	3,000,000	3,000,000	3,105,000
Assigned Fund Balance	318,070	198,070	104,817	2,176,453	2,797,056	3,136,962
Fund Balance July 1	7,475,197	9,023,953	9,732,973	9,686,319	12,028,545	12,615,645
Fund Balance June 30	9,023,953	9,732,973	9,655,436	12,028,545	12,615,645	9,015,919

State Street Aid			Other Governmental Funds			Total of All Funds		
FY2014-15	FY2015-16	FY2016-17	FY2014-15	FY2015-16	FY2016-17	FY2014-15	FY2015-16	FY2016-17
0	0	0	0	0	0	5,897,535	5,600,000	5,650,000
0	0	0	0	0	0	1,556,773	1,680,000	1,830,600
0	0	0	0	0	0	492,299	394,456	374,500
						0	0	0
542,193	540,000	632,800	0	0	0	1,614,745	2,107,344	1,612,380
0	0	0	0	0	0	123,315	43,000	820,000
0	0	0	0	0	0	1,245,044	1,148,000	1,090,000
0	0	0	0	37,000	430	177,066	219,186	1,106,212
756	500	500	579	479	430	17,326	25,947	15,930
542,949	540,500	633,300	579	37,479	860	11,124,103	11,217,933	12,499,622
0	0	0	100,000		0	4,135,657	4,913,298	5,018,963
0	0	0	0	0	0	1,593,847	1,690,136	1,766,683
607,954	1,146,000	688,000	92,499	140,500	119,000	700,453	2,076,589	4,257,500
607,954	1,146,000	688,000	192,499	140,500	119,000	6,429,957	8,680,023	11,043,146
-65,005	-605,500	-54,700	-191,920	-103,021	-118,140	3,904,057	857,599	-3,606,850
120,000	120,000	93,253	150,000	150,000	150,000	3,270,000	3,270,000	3,348,253
0	0	0			0	-3,270,000	-3,270,000	-3,348,253
120,000	120,000	93,253	150,000	150,000	150,000	0	0	0
0	0	0	0	0	0	2,494,523	2,995,126	3,241,779
1,076,916	1,131,911	646,411	760,631	718,711	728,061	18,999,063	22,903,120	23,723,090
1,131,911	646,411	684,964	718,711	765,690	759,921	22,903,120	23,760,719	20,116,240

Budget Process

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.

FY2016-17 BUDGET CALENDAR

February 17, Wednesday – Department Base Budgets, Expenditures/Revenue Projections, Program Changes Due

February 27, Saturday -- Board of Mayor and Aldermen Strategic Planning Session

March 2, Tuesday – CIP Budget, Equipment Replacement Budget Due

March 10, Thursday – General Fund Revenue/Expenditure Projections, Program Changes – BMA Workshop

March 24, Thursday – CIP Workshop

March 25, Friday - Community Grant Submittal Deadline

April 14, Thursday – Equipment Fund, CIP, Other Fund – BMA Workshop

April 28, Thursday – BMA Grant Workshop

April 29 – May 11 - Town Administrator preparing draft budget

May 12, Thursday – Draft Budget to BMA

May 11, Wednesday – Budget Ordinance published in the paper

May 26, Thursday – Open

June 9, Thursday – 1st Reading of Budget Ordinance

June 23, Thursday – 2nd and final reading of Budget Ordinance

May 17, Deadline for final:

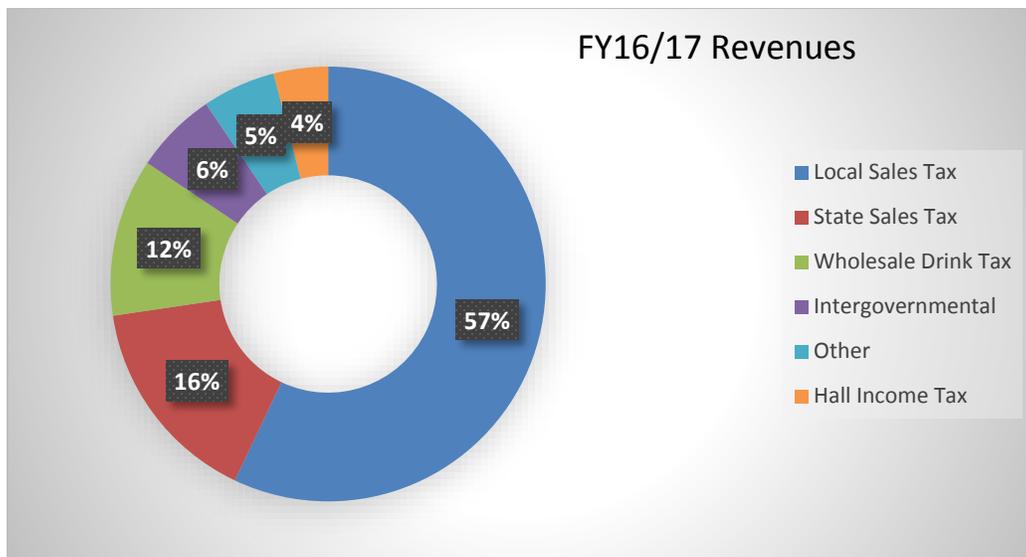
- Department goals & objectives
- Performance Measures
- Action Plan/Work program items

Revenue Analysis and Projections

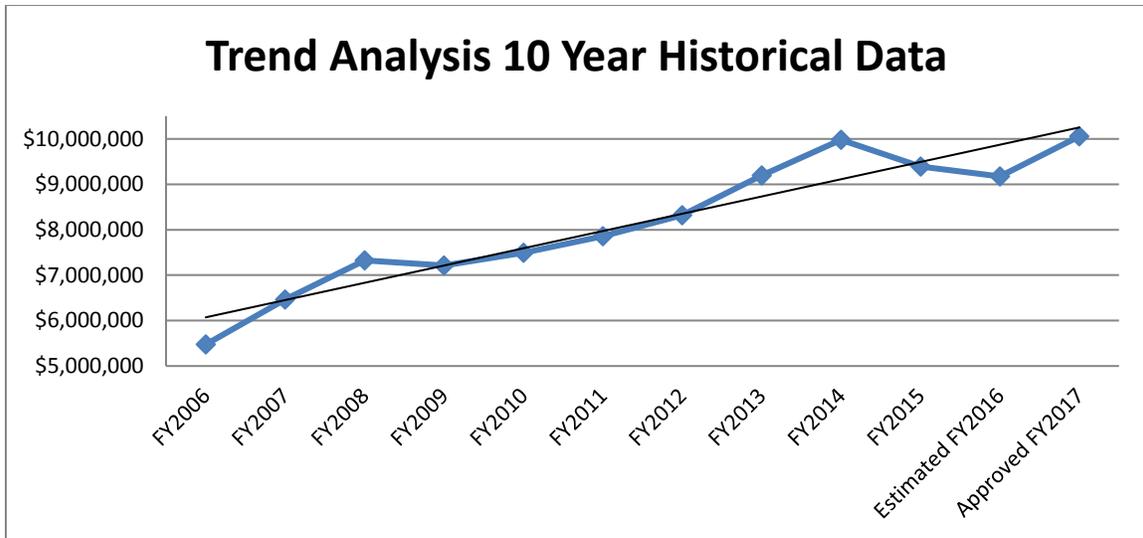
Fiscal Year 2017 projected revenue for the General Fund is \$10,056,362, up \$880,911 or 9% from the FY16 budget of \$9,175,451.

The single largest source of the Town's revenue comes from local sales tax at 57%. 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 FY2017 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 FY16 budgeted revenues.

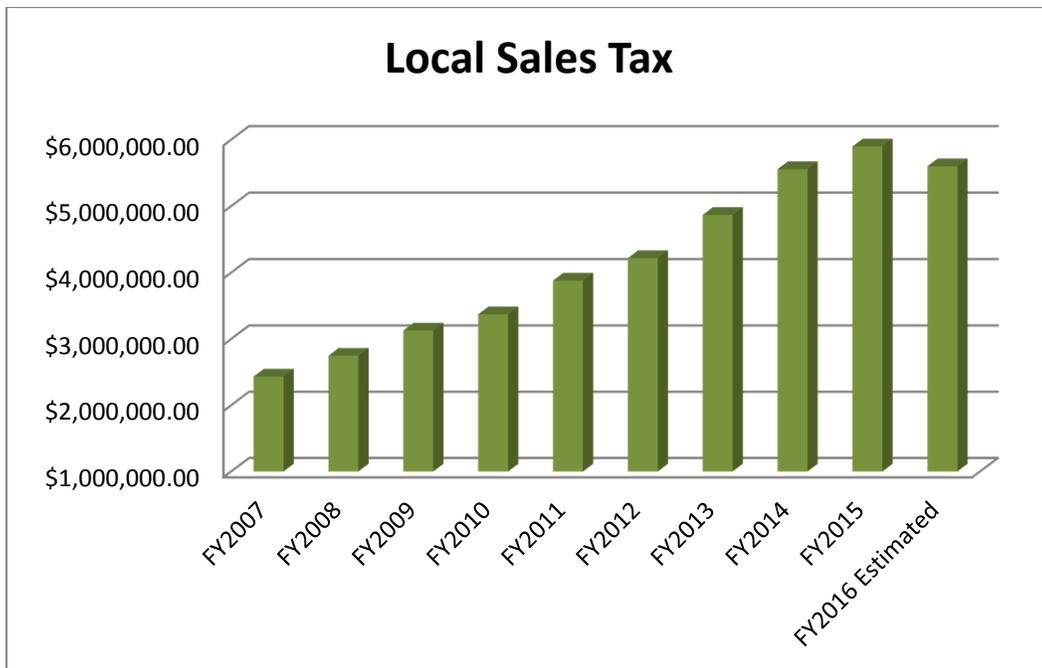


The following sections provide analysis and projections for FY17 for the General Fund revenue sources. Charts depicting the revenue history of some of the sources are also included.

Local Option Sales Tax \$5,650,000

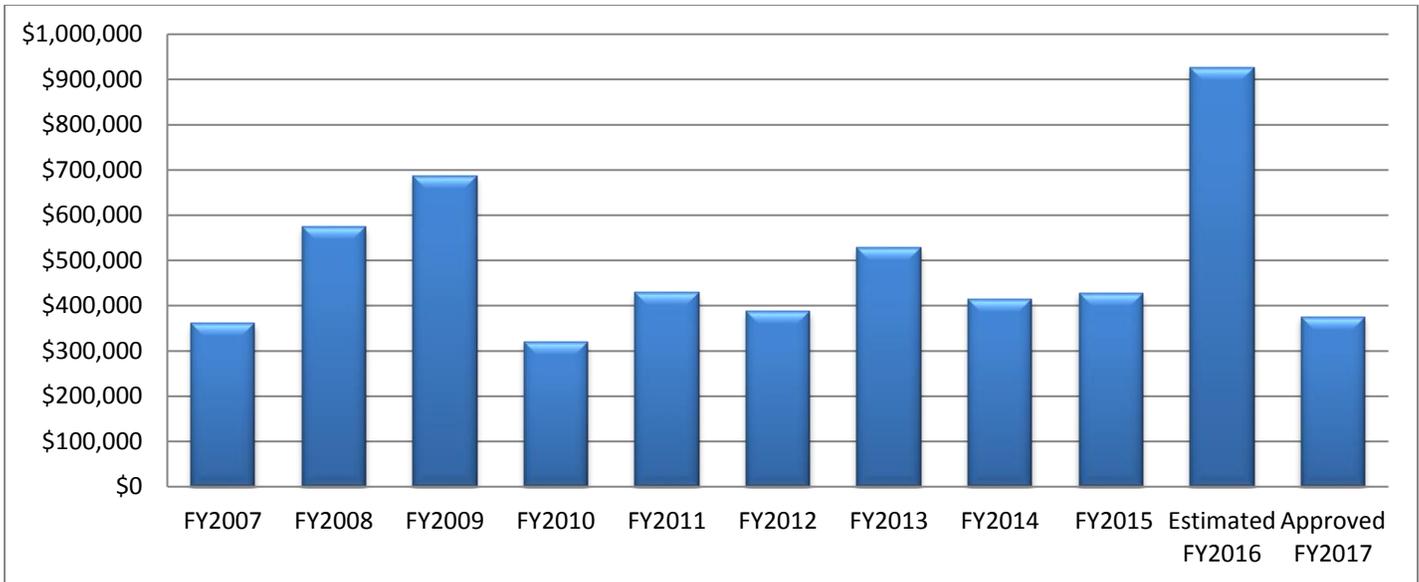
Local option sales tax is the largest revenue stream and is a good indicator of economic growth within the Town. Sales tax is levied on the final sale of an item and remitted to the start by the retail merchants. Cities and counties may levy up to 2.75% local option sales tax in addition to the state 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.



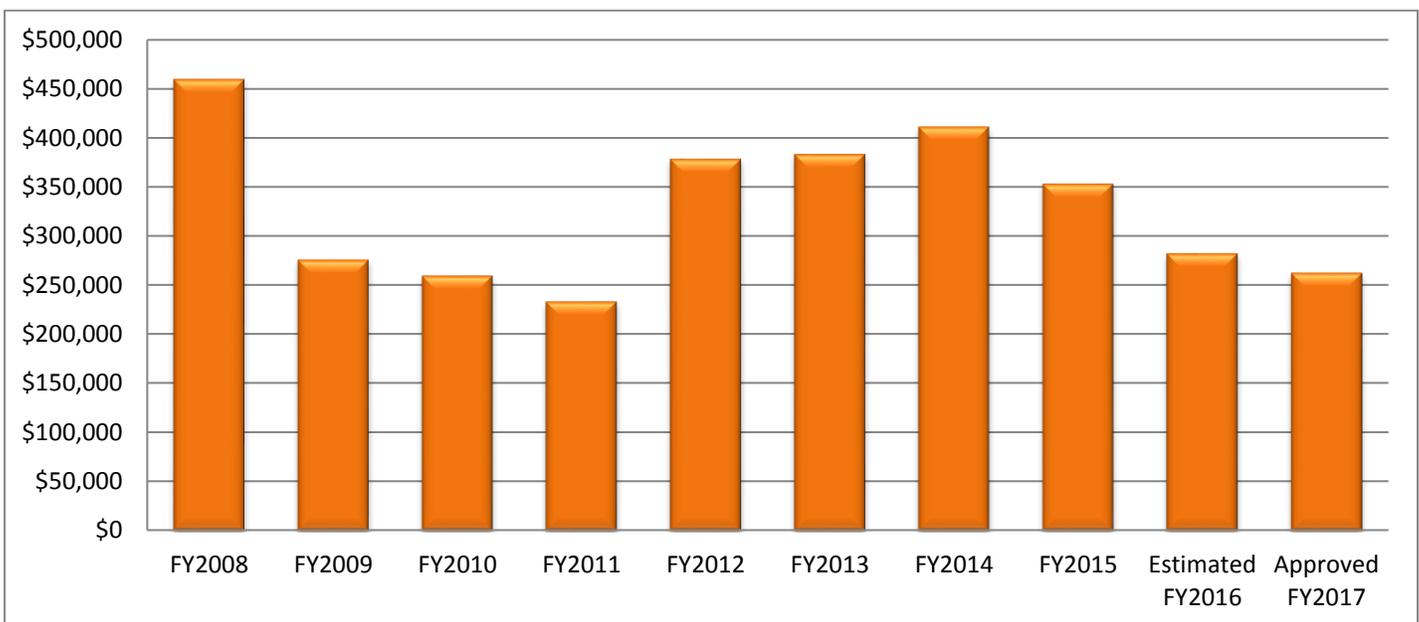
Hall Income Tax/State Income Tax \$375,000

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 \$225,000

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

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 15th 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
- Maintain the GFOA budget excellence award

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

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
- 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 TDOT for reconstruction of Concord Road from Northshore Drive to Turkey Creek Road.
- Continue coordination with TDOT and consultants for completion of intersection improvements at Kingston Pike/Watt Road.
- Continue coordination 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 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.
- Complete coordination of 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. (Organizational Goal #5)

Objectives:

- Continue coordination of 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:

- Continue support of the outdoor classroom by facilitation of community learning projects.
- 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. (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
- 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 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
- 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:

- Market new Town brand internally and externally.
- 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

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.
- Begin landscaping at I-40 exit ramps

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

- Research equipment to provide the best possible choice

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

General Fund

	FY2013-14	FY2014-15	FY2015-16	FY2015-16	FY2016-17
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
BEGINNING FUND BALANCE	6,959,767	7,475,197	7,177,205	9,023,953	9,732,973
	FY2013-14	FY2014-15	FY2015-16	FY2015-16	FY2016-17
REVENUE	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
Local Sales Tax	5,579,606	5,897,535	5,200,000	5,600,000	5,650,000
State Sales Tax	1,473,393	1,556,773	1,400,000	1,680,000	1,830,600
Hall Income Tax	413,993	427,423	375,000	926,774	375,000
Wholesale Beer, Liquor & Mixed Drink	1,192,129	1,245,044	1,090,000	1,148,000	1,090,000
Intergovernmental	615,784	645,129	553,400	640,570	604,580
Building Permits & Licenses	411,501	353,356	288,300	282,406	262,900
Recreation Fees	138,411	138,943	100,600	112,050	111,600
Traffic Enforcement Program & Fines	44,728	61,136	40,000	72,000	40,000
Rent	82,544	101,963	90,451	105,918	82,882
Miscellaneous	14,289	20,958	37,700	14,736	8,800
Total Revenue	9,966,378	10,448,260	9,175,451	10,582,454	10,056,362
	FY2013-14	FY2014-15	FY2015-16	FY2015-16	FY2016-17
EXPENDITURES	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
Legislative	38,647	44,172	61,150	61,150	61,150
Town Court	50,764	52,942	66,435	65,885	66,435
Administration	638,028	666,567	761,420	745,265	726,896
Human Resources	149,185	152,789	175,618	171,988	160,599
Information Technology	210,496	259,873	291,001	238,360	314,585
Engineering	592,280	577,997	753,837	710,167	703,537
Community Development	686,594	733,539	765,907	737,162	756,718
General Government	161,687	191,274	266,100	261,850	204,950
Parks & Leisure Services	813,677	787,281	1,017,037	1,017,037	1,024,766
Public Works	1,610,175	1,593,847	1,755,136	1,690,136	1,766,683
Non-Departmental	834,730	409,615	855,943	781,434	841,328
Economic Development	146,925	159,609	112,500	123,000	158,000
Total Expenditures	5,933,188	5,629,504	6,882,084	6,603,434	6,785,646
Revenue over (under) expenditures	4,033,190	4,818,756	2,293,367	3,979,020	3,270,716
Total Transfers In	903	0	0	0	0
Total transfers out	-3,470,000	-3,270,000	-3,270,000	-3,270,000	-3,348,253
Assigned Fund Balance	438,070	318,070	198,070	198,070	104,817
Unassigned Fund Balance	7,037,127	8,705,883	6,002,502	9,534,903	9,550,619
ENDING BALANCE	7,475,197	9,023,953	6,200,572	9,732,973	9,655,436

		FY2013-14	FY2014-15	FY2015-16	FY2015-16	FY2016-17
	REVENUES DESCRIPTION	Actual	Actual	Budget	Estimated	Approved
31610	Local Sales Tax Knox County Office space	5,579,606	5,897,535	5,200,000	5,600,000	5,650,000
31630	Leases	15,450	16,091	15,600	13,200	13,200
31633	Solar Panel Rebate	1,663	1,663	0	1,268	0
31710	Wholesale Beer Tax	563,494	583,559	560,000	580,000	560,000
31720	Wholesale Liquor Tax	492,215	520,488	400,000	430,000	400,000
31912	Cable TV Franchise Tax	332,818	351,364	275,000	345,000	280,000
31980	Mixed Drink Tax	136,420	140,997	130,000	138,000	130,000
32210	Alcoholic Beverage License	15,570	21,690	13,000	14,900	13,000
32300	Business License	1,805	1,179	200	530	200
32610	Building Permits	320,509	279,883	250,000	225,000	225,000
32620	Fire Prevention Fees	4,266	6,935	6,100	3,276	4,000
32630	Special Events Permit	3,700	3,825	1,200	1,000	800
32650	Plans Review Fees	35,641	14,741	9,000	15,000	9,000
32660	Zoning/Sign Permits	22,475	23,950	8,000	16,000	10,000
32690	Drainage/Street Cuts	5,920	1,050	500	6,500	500
32700	Contractor License Fees	3,675	3,400	1,000	1,100	1,000
33510	State Sales Tax	1,473,393	1,556,773	1,400,000	1,680,000	1,830,600
33511	Telecommunication Sales Tax	2,107	2,049	1,400	1,670	1,400
33520	State (Hall) Income Tax	413,993	427,423	375,000	926,774	375,000
33530	State Beer Tax	9,784	9,889	10,000	9,300	11,300
33553	State Gas Tax	42,324	42,189	42,000	42,000	46,330
33591	TVA Gross Receipts	228,751	239,638	225,000	242,600	265,550
	Recreation Fees-Class					
34740	Registrations	10,481	11,065	6,000	6,000	6,000
34742	Recreation Fees-Softball	15,455	17,707	15,000	15,000	15,000
34744	Recreation Fees-Volleyball	17,155	10,150	13,000	9,000	9,000
34745	Recreation Fees-Picnic Shelters	26,380	26,080	15,000	20,000	20,000
	Recreation Fees-Community					
34746	Room	2,475	2,370	1,000	1,000	1,000
34747	Field Usage Fees	64,615	67,352	50,000	60,000	60,000
34748	Plant a Tree Program	1,850	4,219	600	1,050	600
35100	City Court Fines	1,640	528	500	100	200
35500	Miscellaneous	2,637	8,479	2,000	2,000	2,000
35501	Traffic Enforcement Program	44,728	61,136	40,000	72,000	40,000
36190	Interest Earnings	6,289	6,991	4,500	10,468	6,000
36200	Rent-Cingular Fretz	8,213	8,213	8,214	31,250	8,214
	Rent-Crown Castle Virtue					
36230	#802902	24,841	24,841	32,637	27,468	27,468
	Rent-Crown Castle Virtue					
36240	#877904 Little Turkey	34,040	34,818	34,000	34,000	34,000
36250	Rent-Dog Days	11,650	18,000	0	13,500	0
	Grant Reimbursement	0	0	30,000	0	0
	Totals	9,978,028	10,448,260	9,175,451	10,595,954	10,056,362

Revenue Descriptions

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-5 year contract beginning November 2015; November 2015-2016 \$1,100/month; November 2016-2017 \$1,150/month; November 2017-2018 \$1,200/month; November 2018-2019 \$1,250/month; November 2019-2020 \$1300/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 are collected when an application is submitted to amend the written text or zoning map of the Farragut Zoning Ordinance. An additional fee will be collected when an application is for an amendment to the zoning map to cover the public notification cost. Municipal Code Amended Fees are collected when an application is submitted to amend the written text of the Farragut Municipal Code.

Sign Fees 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. Please see the Fee Schedule for a complete listing of Town of Farragut fees.

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

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

- 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: 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: 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: 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

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	FY15 Actual	FY16 Estimated	FY17 Projected
Financially Sounds Government (Organizational Goal #1)			
Percentage of revenues from sales tax	56%	56%	57%
Percentage of revenues from state sales tax	17%	16%	16%
Percentage of revenues from building permits & licenses	3%	3%	5%
Strengthen Local Economy (Organizational Goal #2)			
Percentage increase in sales tax	1%	1%	1%
Number of new residential permits	119	112	90
Number of retail/commercial permits	46	43	30

Legislative Department

		FY2013-14	FY2014-15	FY2015-16	FY2015-16	FY2016-17
	LEGISLATIVE DESCRIPTION	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
41100	EXPENDITURES					
221	Printing	200	0	200	200	200
230	Legal Notices	5,101	4,647	5,500	5,500	5,500
235	Dues/Subscriptions	11,690	7,640	9,750	9,750	9,750
280	Travel/Training	16,960	30,431	38,500	38,500	38,500
289	Local Travel	120	0	400	400	400
300	Supplies	228	103	300	300	300
323	Meeting Expenses	465	1,307	2,000	2,000	2,000
328	Education Program	3,883	44	4,500	4,500	4,500
	Totals	38,647	44,172	61,150	61,150	61,150

Legislative 110-41100

110-41100 Legislative

221 Printing	\$200
Business Cards (5)	
230 Legal Notices	\$5,500
Publications in the local newspaper for Public Hearings and other notices	
235 Dues, Subscriptions	\$9,750
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
280 Travel, Training	\$38,500
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
289 Local Travel	\$400
300 Supplies	\$300
323 Food for Meetings	\$2,000
Food for workshops and retreats, committee appointment reception	
328 Education Program	\$4,500
Introduction to Farragut Program	

Town Court Department

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

FY17 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 15th of each month

Town Court

Performance Measures

Activity	FY15 Actual	FY16 Estimated	FY17 Projected
Court Docket			
Sessions	4	2	6
Code/zoning enforcement cases	5	1	3
Property maintenance cases	2	3	4
Traffic enforcement cases	0	0	1
Dismissed	2	1	1
Guilty	4	3	6
Withdrawn	0	0	1
Traffic Enforcement Program			
Citations issued	5,601	6,554	4,000

Town Court Department

		FY2013-14	FY2014-15	FY2015-16	FY2015-16	FY2016-17
	LEGISLATIVE DESCRIPTION	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
41100	EXPENDITURES					
221	Printing	200	0	200	200	200
230	Legal Notices	5,101	4,647	5,500	5,500	5,500
235	Dues/Subscriptions	11,690	7,640	9,750	9,750	9,750
280	Travel/Training	16,960	30,431	38,500	38,500	38,500
289	Local Travel	120	0	400	400	400
300	Supplies	228	103	300	300	300
323	Meeting Expenses	465	1,307	2,000	2,000	2,000
328	Education Program	3,883	44	4,500	4,500	4,500
	Totals	38,647	44,172	61,150	61,150	61,150

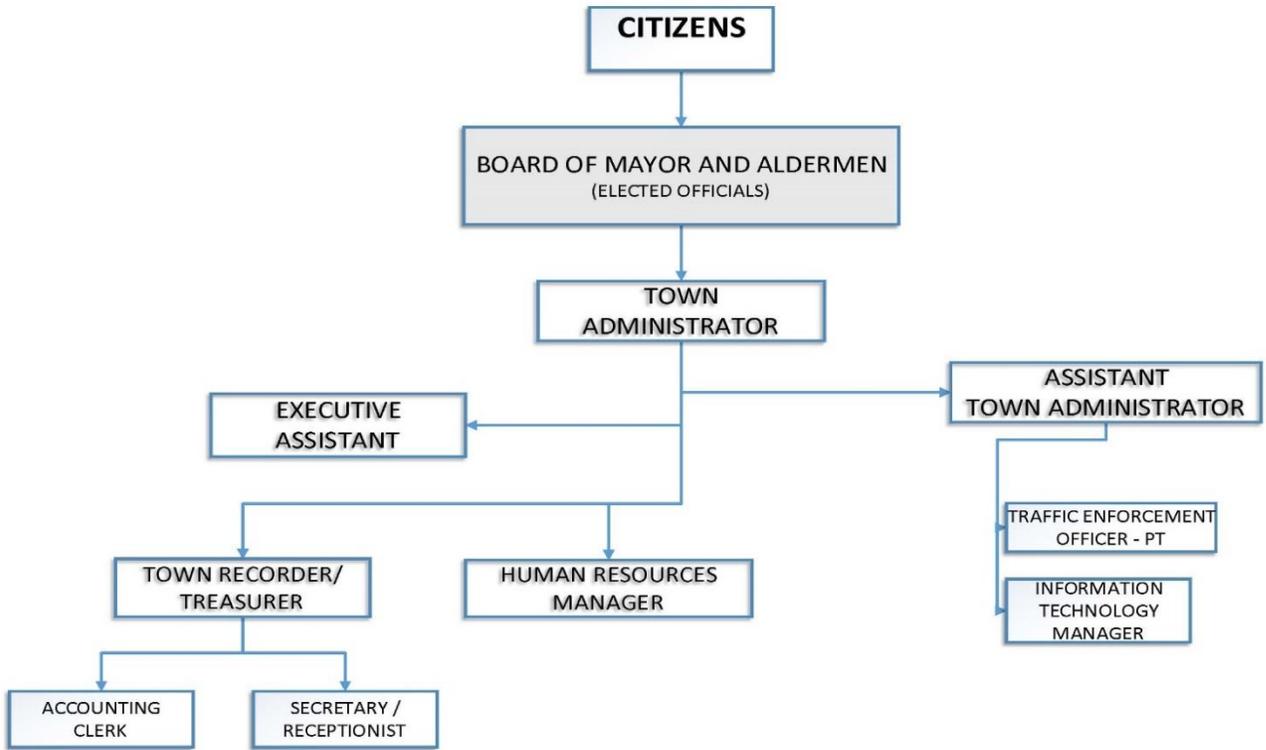
Town Court

Acct Code	Description		<u>Budget</u> <u>FY2015-16</u>		<u>Estimated</u> <u>FY2015-16</u>		<u>Approved</u> <u>FY2016-17</u>
110	Salaries						
	Municipal Judge	1.0	2,400	1.0	2,400	1.0	2,400
	Total Salaries	1.0	2,400	1.0	2,400	1.0	2,400
121	Regular Wages						
	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
	Total Regular Wages	2.0	56,480	2.0	56,480	2.0	56,480
	Benefits						
	Social Security & Medicare						
141	Tax		4,321		4,321		4,321
146	Workers Comp Insurance		1,734		1,734		1,734
	Total Benefits		6,055		6,055		6,055
152	Merit Adjustment		0		0		0
	Total Personnel	3.0	64,935	3.0	64,935	3.0	64,935

Town Court 110-41210

235 Dues & Subscriptions	\$1,000
300 Supplies	\$500

Administration Department



Administration Department

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

	Activity	FY15 Actual	FY16 Estimated	FY17 Projected
Finance	(Organizational Goal #1)			
	Percentage of ending cash to operating expenditures (The General Fund’s unreserved fund balance divided by the General Fund’s operating expenditures (excluding transfers)	155%	144%	141%
	Issuance of monthly financial reports delivered by the 15 th of the month	92%	94%	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)	54%	70%	39%
	Debt Service as a percentage of total government expenditures	14%	8%	4%
	Completion of audit and release of CAFR within 5 months of the end of the fiscal year	93%	95%	95%
	Payroll, Deposits and Payables			
Percentage of bank deposits made within two (2) days of receipt of funds.	98%	98%	99%	
Percentage of accounts payable invoices processed within two (2) days.	95%	96%	98%	
Percentage of accounts payable checks issued without error.	97%	98%	97%	

Administration Department

		FY2013-14	FY2014-15	FY2015-16	FY2015-16	FY2016-17
	ADMINISTRATION DESCRIPTION	Actual	Actual	Budget	Estimated	Approved
41340						
110	Salaries	293,015	306,678	310,115	310,115	322,455
111	Regular Employee Wages	123,130	129,652	132,425	132,425	111,124
123	Overtime Wages	4,610	5,989	5,500	5,500	5,500
129	Temporary Employee Wages	560	13,022	16,500	14,000	16,500
141	FICA Tax	19,450	20,449	20,728	20,728	19,471
142	Health Insurance	79,736	63,282	66,707	66,707	68,813
143	Retirement	36,592	40,787	39,674	39,674	44,301
145	Life Insurance	2,221	2,181	2,199	2,199	1,885
146	Workers Comp Insurance	1,590	1,733	1,873	1,873	1,873
148	Long Term Disability Insurance	1,789	1,801	1,703	1,703	1,837
150	Benefit Disbursement		0	1,500	1,500	1,500
152	Merit Adjustment	13,475	9,853	15,076	15,076	9,939
	Total Personnel	576,168	595,427	614,000	611,500	605,196
221	Advertising/Printing	3,153	9,530	8,600	5,000	8,600
235	Dues/Subscriptions	4,315	6,478	7,170	7,235	7,500
253	Auditing Services	12,900	13,000	13,200	13,500	13,500
254	Professional Services	0	0	15,000	15,000	40,000
256	Census	0	0	50,000	50,000	0
280	Travel, Training	15,950	14,402	21,520	19,000	21,570
282	Auto Allowance	7,062	7,256	7,200	7,200	7,200
289	Local Travel	462	456	480	480	480
300	Office Supplies	77	1,248	2,300	1,750	2,300
311	Books and Education Material	1,229	1,766	2,250	1,900	2,250
326	Clothing & Uniforms	64	0	500	300	500
514	Surety Bonds	1,925	1,270	1,600	1,400	1,600
555	Bank Service Charge	10,662	8,933	12,000	5,000	10,000
557	Credit Card Process Fee	4,061	6,801	5,600	6,000	6,200
	Total Operating Expenditures	61,860	71,140	147,420	133,765	121,700
	Total Administration Expenditures	638,028	666,567	761,420	745,265	726,896

Administration Department

Personnel Detail

Acct Code	Description		<u>Budget</u> FY2015-16		<u>Estimated</u> FY2015-16		<u>Approved</u> FY2016-17
110	Salaries						
	Town Administrator	1.0	124,121	1.0	124,121	1.0	127,844
	Assistant Town Administrator	1.0	109,207	1.0	109,207	1.0	112,483
	Town Recorder	1.0	76,788	1.0	76,788	1.0	82,127
	Total Salaries	3.0	310,116	3.0	310,116	3.0	322,454
121	Regular Wages						
	Administrative Assistant	3.0	108,243	3.0	108,243	3.0	111,125
	Sustainability Coordinator	1.0	24,181	1.0	24,182	0.0	0
	Total	4.0	132,424	4.0	132,425	3.0	111,125
	Benefits						
141	Medicare Tax		20,728		20,728		19,471
142	Health Insurance		66,707		66,707		68,813
143	Retirement		39,674		39,674		44,301
145	Life Insurance		2,199		2,199		1,885
146	Workers Comp Insurance		1,873		1,873		1,873
	Long Term Disability						
148	Insurance		1,703		1,702		1,836
	Total Benefits		132,884		132,883		138,178
152	Merit Adjustment		15,076		15,076		9,939
	Other Compensation						
	Benefit Adjustment		1,500		1,500		1,500
123	Overtime		5,500		5,500		5,500
129	Temporary Employee Wages		16,500		14,000		16,500
	Total Other Compensation		23,500		21,000		23,500
Total Personnel		7.0	614,000	7.0	611,500	6.0	605,196

Administration 110-41340

221 Printing	\$8,600
Business Cards	200
Budget/CAFR	3,000
Advertising	5,000
Sustainability Advertising	400
235 Dues/Subscriptions	\$7,500
International City Managers Association (2)	1,800
Tennessee Government Finance Officers Association	25
International Institute of Municipal Clerks	345
American Planning Association & AICP	525
TN Association of Municipal Clerks & Records (2)	140
Government Finance Officers Association	190
Costco	70
ASCAP (Music License)	665
TN City Managers Association (2)	600
Government Finance Officers Association-CAFR	470
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
253 Auditing Services	\$13,500
Audit Contract	
254 Professional Services	\$40,000
Strategic Planning	15,000
Legislative Consultant	25,000
280 Travel/Training	\$21,570
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	1,800
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
AICP Training	200

282 Employee Automobile Allowance		\$7,200
	Town Administrator and Assistant Town Administrator automobile allowance.	
289 Local Travel		\$480
	Mileage for local travel	
300 Supplies		\$2,300
	Supplies for committees	
311 Books/Educational Materials		\$2,250
	Miscellaneous books, TCA publications	1,000
	Public Education and Outreach	1,250
326 Clothing & Uniforms		\$500
514 Surety Bonds		\$1,600
	Town Administrator and Recorder bonds; notary fees	
555 Bank Services Charges		\$10,000
	Safe deposit boxes (5); check printing; bank admin fees	
557 Credit Card Processing Fee		\$6,200

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
- 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

Human Resources

Performance Measures

Activity	FY15 Actual	FY16 Estimated	FY17 Projected
Classification/Compensation (Organizational Goal #1)			
Total employee cost as a percentage of the operating budget.	66%	74%	74%
Review & Analysis of employee benefits			
Percentage change in health insurance cost for covered employees	0%	0%	3%
Percentage of employee participation in the Employee Wellness program	62%	55%	55%
Percentage of sick leave hours as a percentage of total hours	3%	3%	3%
Staffing Levels			
Average number of days to fill a position	60	43	45
Average number of applications received per recruitment	51	26	35
Percentage of appointments filled by promotion	22.2%	50%	25%
Health and Wellness			
Number of employees receiving an annual flu shot	23	33	30
Risk Management			
Number of employees receiving TOSHA training annually	21	24	24

Human Resources

		FY2013-14	FY2014-15	FY2015-16	FY2015-16	FY2016-17
HUMAN RESOURCES DESCRIPTION		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
41990	EXPENDITURES					
110	Salaries	62,716	65,156	66,121	66,121	71,647
121	Regular Employee Wages					
141	Medicare Tax	5,370	5,713	5,058	5,058	5,481
142	Health Insurance	10,444	7,504	6,118	6,118	6,342
143	Retirement	3,889	4,085	3,967	3,967	4,299
145	Life Insurance	373	328	359	359	350
146	Workers Comp Insurance	322	344	348	348	348
148	Long Term Disability Insurance	297	285	278	278	288
152	Merit Adjustment	2,108	1,473	2,254	2,254	1,629
	Total Personnel	85,519	84,888	84,503	84,503	90,384
133	Employee Recognition	17,221	17,901	18,000	18,000	18,000
134	HRA Benefit	18,339	18,666	20,000	20,000	20,000
214	Employee Services	2,182	3,455	1,800	1,800	1,800
221	Advertising/Printing	4,335	5,819	6,000	6,000	6,000
235	Dues & Subscriptions	385	574	565	535	565
254	Professional Services	9,307	13,108	33,600	30,000	12,700
280	Travel, Training	2,764	954	3,500	3,500	3,500
283	Wellness & Employee Training	9,070	7,356	7,500	7,500	7,500
289	Local Travel	63	68	150	150	150
	Total Operating Expenditures	63,666	67,901	91,115	87,485	70,215
	Total Human Resources	149,185	152,789	175,618	171,988	160,599

Human Resources

Personnel Detail

Acct Code	Description		<u>Budget</u> FY2015-16		<u>Estimated</u> FY2015-16		<u>Approved</u> FY2016-17
110	Salaries						
	Human Resource Manager	1.0	66,121	1.0	66,121	1.0	71,647
	Total Salaries	1.0	66,121	1.0	66,121	1.0	71,647
	Benefits						
141	Medicare Tax		5,058		5,058		5,481
142	Health Insurance		6,118		6,118		6,342
143	Retirement		3,967		3,967		4,299
145	Life Insurance		359		359		350
146	Workers Comp Insurance Long Term Disability		348		348		348
148	Insurance		278		278		288
	Total Benefits		16,128		16,128		17,108
152	Merit Adjustment		2,254		2,254		1,629
	Other Compensation						
123	Overtime		0		0		0
	Total Other Compensation		0		0		0
Total Personnel		1.0	84,503	1.0	84,503	1.0	90,384

Human Resources 110-41990

133 Employee Recognition	\$18,000
Service and performance awards, appreciation luncheon, Christmas Luncheon, etc.	
134 HRA Benefit	\$20,000
214 Employee Services	\$1,800
Employee Assistance Program	
221 Advertising/Printing	\$6,000
Advertising of position openings	5,950
Business Cards	50
235 Dues & Subscriptions	\$565
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
254 Professional Services	\$12,700
Pre-employment background checks & medical screening	3,000
Drug Screen Program	1,000
Retirement Pension Fees	8,700
280 Travel/Training	\$3,500
State Risk Management Conference	1,000
Society of Human Resources Conference	1,600
Kramer Rayson Legal Issues Seminar	100
SHRM Conference	800
283 Wellness & Training Program	\$7,500
Employee Training	3,000
Employee Wellness Program	4,500
289 Local Travel	\$150
Mileage for local travel	

Information Technology Services

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	FY15 Actual	FY16 Estimated	FY17 Projected
GIS-Maps (Organizational Goal #2)			
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%
Information Technology (Organizational Goal #1)			
Tickets submitted to Claris within 30 minutes of request	98%	95%	98%
Setup of new computers within 1 day of delivery	96%	85%	95%
Install hardware/software on workstations within 2 days of request/delivery	95%	80%	90%

Information Technology Services

		FY2013-14	FY2014-15	FY2015-16	FY2015-16	FY2016-17
INFORMATION TECHNOLOGY SERVICES		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
41640	EXPENDITURES					
111	Regular Employee Wages	33,237	32,722	35,194	6,800	55,000
123	Overtime Wages	223	76	0	0	0
141	Medicare	2,646	2,568	2,692	600	4,208
142	Health Insurance	5,716	4,128	14,550	2,000	18,558
143	Retirement	1,375	1,340	1,408	269	2,200
145	Life Insurance	190	198	200	50	200
146	Workers Comp Insurance	322	82	64	0	64
	Long Term Disability					
148	Insurance	54	158	153	30	154
152	Merit Adjustment	1,122	770	1,179	0	0
	Total Personnel	44,885	42,042	55,440	9,749	80,384
235	Dues & Subscriptions	0	0	50	0	50
237	Audio/Visual Maintenance	9,010	6,686	7,500	7,500	7,500
239	GIS System	10,841	8,480	10,000	20,000	39,520
254	Professional Services	0	0	50,000	50,000	0
255	Data Processing Service	91,061	87,389	96,456	98,456	104,576
258	TOF Website Maintenance	9,791	7,553	8,200	8,300	8,200
	Tyler (Incode software)					
267	Maintenance	13,004	12,164	13,000	13,000	13,000
268	Laserfiche	6,555	6,413	9,155	9,155	9,155
269	Municode	5,583	12,163	16,000	3,000	18,000
280	Travel/Training	3,028	25	5,000	200	1,500
289	Local Travel	45	73	200	0	200
943	A/V Equipment		50,000	0	0	0
945	WiFi-Town Hall	8,662	0	1,000	0	9,000
947	Computer Equip/Software	8,031	26,885	19,000	19,000	23,500
	Total Operating Expenditures	165,611	217,831	235,561	228,611	234,201
	Total Information Technology Services	210,496	259,873	291,001	238,360	314,585

Information Technology Services

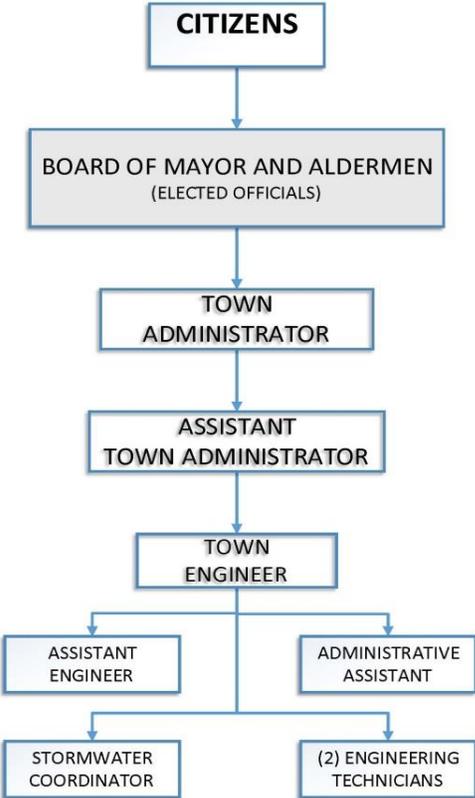
Personnel Detail

Acct Code	Description		<u>Budget</u> FY2015-16		<u>Estimated</u> FY2015-16		<u>Approved</u> FY2016-17
111	Regular Employee Wages						
	IT Manager	1.0	35,194	1.0	6,800	1.0	55,000
	Total Salaries	1.0	35,194	1.0	6,800	1.0	55,000
	Benefits						
141	Medicare Tax		2,692		600		4,208
142	Health Insurance		18,050		2,000		18,558
143	Retirement		1,408		269		2,200
145	Life Insurance		200		50		200
146	Workers Comp Insurance Long Term Disability		64		0		64
148	Insurance		154		30		154
	Total Benefits		22,568		2,949		25,384
152	Merit Adjustment		1,178		0		0
	Other Compensation						
123	Overtime		0		0		0
	Total Other Compensation		0		0		0
Total Personnel		1.0	58,940	1.0	9,749	1.0	80,384

Information Technology Services 110-41640

235 Dues & Subscriptions	\$50
TNGIC Membership	20
ELGL Membership	30
237 Audio/Visual Maintenance	\$7,500
Retrofit Used Equipment for the Community Room	5,000
Annual Maintenance contract for the Board room AV system	2,500
239 Geographic Information System (GIS)	\$39,520
ARCADIS Contract	30,000
KGIS Licensing	3,000
ESRI Licensing (2)	6,020
ArcGIS Online Credits	500
255 Data Processing Services	\$104,576
Claris Networks-Secure Cloud Platinum	95,000
Public Works to Main Site	3,576
Claris Third Party Assistance	6,000
258 TOF Website Maintenance	\$8,200
Website contract and maintenance	
267 Tyler-(Incode Software) Maintenance	\$13,000
Unlimited telephone, email, and online support; upgrade and product enhancement releases, W-2 printing	
268 Laserfiche Maintenance	\$9,155
Maintenance	
269 Municode	\$18,000
Hosting of Municipal Code online and quarterly updates	8,000
Recodification	10,000
280 Travel/Training	\$1,500
289 Local Travel	\$200
945 WiFi-Town Hall	\$9,000
947 Computer Equipment/Software	\$23,500
PC Replacement (8)	10,500
GIS Workstation	2,500
Flash Drives-Archiving	1,500
Upgrade Crestron Control Panels	4,000
Online reservation payment system	5,000

Engineering Department



Engineering Department

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. (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 TDOT for reconstruction of Concord Road from Northshore Drive to Turkey Creek Road.
- Continue coordination with TDOT and consultants for completion of intersection improvements at Kingston Pike/Watt Road.
- Continue coordination 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 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.
- Complete coordination of 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. (Organizational Goal #5)

Objectives:

- Continue coordination of 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:

- Continue support of the outdoor classroom by facilitation of community learning projects.
- 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. (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.

Activity	FY15 Actual	FY16 Estimated	FY17 Projected
Review of Plans (Organizational Goal #2)			
Percentage of construction plans reviewed within 10 working days	97%	95%	98%
Percentage of final plats reviewed within 10 working days	96%	100%	98%
Project Management (Organizational Goal #2)			
Percentage of projects completed by the contracted completion date	95%	100%	95%
Inspections (Organizational Goal #2)			
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	4	2	2
Citizens Request (Organizational Goal #1)			
Percentage of requests completed within 7 business Days excluding those requiring traffic/speed study And/or construction	96%	98%	95%
Percentage of requests initially responded to within 48 hours in Citizen Request Tracker	95%	93%	95%
Average time to close a request in Citizen Request Tracker	7 days	5 days	6 days

Engineering Department

		FY2013-14	FY2014-15	FY2015-16	FY2015-16	FY2016-17
	ENGINEERING DESCRIPTION	Actual	Actual	Budget	Estimated	Approved
41670	EXPENDITURES					
110	Salaries	160,945	171,940	169,571	169,571	174,120
111	Regular Employee Wages	182,375	189,277	188,968	188,968	195,183
123	Overtime Wages	6,421	2,591	10,000	5,000	6,000
141	Medicare	25,092	25,916	25,529	25,529	25,765
142	Health Insurance	78,657	67,397	72,844	72,844	81,308
143	Retirement	28,747	29,523	29,129	29,129	26,278
145	Life Insurance	1,798	1,989	1,987	1,987	1,810
146	Workers Comp Insurance	4,500	4,796	4,848	4,848	4,848
	Long Term Disability					
148	Insurance	1,427	1,587	1,619	1,619	1,592
150	Benefit Disbursement	0	0	8,000	8,000	8,000
152	Merit Adjustment	12,217	8,087	12,372	12,372	8,418
	Total Personnel	502,179	503,103	524,867	519,867	533,322
221	Printing	86	133	200	100	200
	Education Reimbursement					
234	Program	1,000	1,000	1,000	0	1,000
235	Dues/subscriptions	1,721	1,115	2,380	1,800	2,380
254	Professional Services	290	0	110,000	64,460	50,000
264	Traffic Signal Maintenance	14,529	34,331	45,000	79,000	48,000
271	Traffic Calming	13,800	0	0	0	0
272	Traffic Signal Timing	2,025	3,850	8,000	2,000	8,000
280	Travel/Training	3,740	2,681	7,500	3,000	7,500
282	Auto Allowance	3,462	3,628	3,600	3,600	3,600
289	Local Travel	535	490	1,100	500	1,000
300	Supplies	705	1,286	1,000	900	1,000
312	Small Tools and Equipment	648	954	1,000	1,000	1,000
313	Computer Equip/Software	2,117	113	1,450	1,450	3,000
326	Clothing/Uniforms	3,362	3,947	3,900	3,290	3,200
331	Gasoline	3,438	3,140	4,500	3,200	3,800
490	Storm Water Program/NPDES	33,768	18,226	37,340	25,500	35,535
947	Equipment	4,875	0	1,000	500	1,000
	Total Operating Expenditures	90,101	74,894	228,970	190,300	170,215
	Total Engineering	592,280	577,997	753,837	710,167	703,537

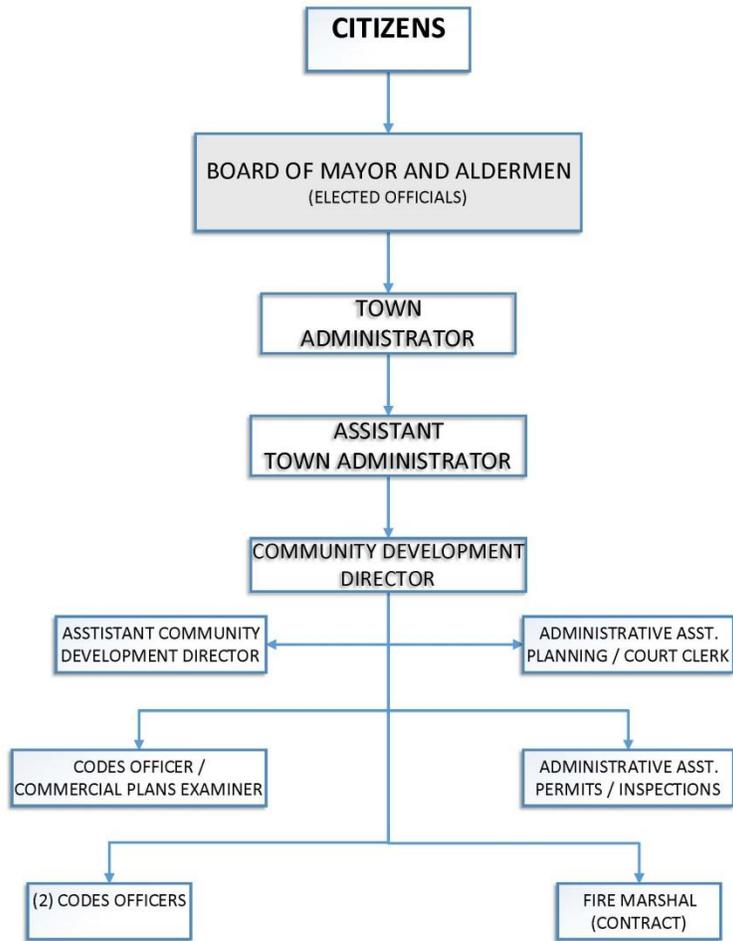
Acct Code	Description		<u>Budget</u> <u>FY2015-16</u>		<u>Estimated</u> <u>FY2015-16</u>		<u>Approved</u> <u>FY2016-17</u>
110	Salaries						
	Town Engineer	1.0	104,291	1.0	104,291	1.0	106,881
	Assistant Town Engineer	1.0	65,280	1.0	65,280	1.0	67,239
	Total Salaries	2.0	169,571	2.0	169,571	2.0	174,120
121	Regular Wages						
	Engineering Technicians	3.0	149,415	3.0	149,415	3.0	154,436
	Administrative Assistant	1.0	39,553	1.0	39,553	1.0	40,747
	Total	4.0	188,968	4.0	188,968	4.0	195,183
	Benefits						
141	Medicare Tax		25,529		25,529		25,765
142	Health Insurance		72,844		72,844		81,308
143	Retirement		29,129		29,129		26,278
145	Life Insurance		1,987		1,987		1,810
146	Workers Comp Insurance		4,848		4,848		4,848
	Long Term Disability						
148	Insurance		1,619		1,619		1,592
	Total Benefits		135,956		135,956		141,601
152	Merit Adjustment		12,372		12,372		8,418
	Other Compensation						
123	Overtime		10,000		5,000		6,000
	Benefit Adjustment		8,000		8,000		8,000
	Total Other Compensation		18,000		13,000		14,000
Total Personnel		6.0	524,867	6.0	519,867	6.0	533,322

Engineering 110-41670

221 Printing/Forms		\$200
Business Cards		
234 Education Reimbursement Program		\$1,000
235 Dues, Subscriptions		\$2,380
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	
254 Professional Services		\$50,000
Stormwater Infrastructure Analysis	50,000	
264 Traffic Signal – Maintenance		\$48,000
21 signals & 6 school & traffic flashers; contract and other repairs		
272 Traffic Signal Timing		\$8,000
Coordination of traffic signals based on changing needs within the Town.		
280 Travel/Training		\$7,500
Tennessee Chapter American Public Works Association	1,000	
ASCE Conference	3,200	
Engineering Seminars/Classes (15)	3,300	
282 Employee Automobile Allowance		\$3,600
Town Engineer		
289 Local Travel		\$1,000
Mileage for local travel	500	
AmeriCorps Mileage	500	
300 Supplies		\$1,000
Miscellaneous office, survey and plotter supplies.		
312 Small Tools/Equipment		\$1,000
Misc. field and survey tools		
313 Computer Equipment/Software		\$3,000
Microstation select	1,850	
IPad data package	1,150	
326 Clothing/Uniforms		\$3,200
Uniforms	2,320	
Town Shirts	200	
Boots (4 employees)	680	

331 Gasoline		\$3,800
Four vehicles		
490 Storm Water Program, NPDES		\$35,335
Annual Small MS4 Fee/TDEC	3,460	
Tennessee Stormwater Association (TSA) Membership	300	
TSA Annual Conference	600	
TN American Water Resources Association (AWRA) Conference	600	
East TN Development Symposium	175	
Miscellaneous Seminars	400	
Water Quality Forum Membership	3,000	
General Supplies	2,000	
Adopt a Stream Program	500	
Event Sponsorship	1,500	
Outdoor Classroom Community Projects	2,000	
Outdoor Classroom Interpretive Signs	2,000	
Water Quality Testing	5,000	
AmeriCorps Service Membership	9,000	
AmeriCorps Program Support/Training	1,250	
AmeriCorps Relocation Allowance & Completion Award	500	
AmeriCorps Mileage	1,250	
General Projects	2,000	
947 Equipment		\$1,000
Misc. Survey Equipment		

Community Development Department



Community Development Department

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.

(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
- 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 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

Community Development

Performance Measures

Activity	FY15 Actual	FY16 Estimated	FY17 Projected
Residential Building Plans Review (Organizational Goal #4)			
Initial Review within 8 business days	95%	92%	85%
Commercial Building Plans review (Organizational Goal #4)			
Initial Review within 15 business days	90%	90%	85%
Second Review within 10 business days	90%	90%	90%
Fire Prevention Plans Review (Organizational Goal #4)			
Initial Review within 10 business days	80%	80%	80%
Second Review within 10 business days	95%	95%	90%
Commercial Building Inspections (Organizational Goal #4)			
Conducted within 48 hours of request	80%	80%	80%
Residential Building Inspections (Organizational Goal #4)			
Conducted within 48 hours of request	95%	95%	80%
Other Permit Inspections (Plumbing, Gas/Mechanical, etc.)			
Residential inspections within 24 hours of request	85%	80%	80%
Planning Commission-site plans, preliminary plats, final plats, resubdivision (Organizational Goal #4)			
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%	95%	95%
Non-Planning Commission-amendments to site plans, preliminary plats, final plats, resubdivision (Organizational Goal #4)			
Initial Review within 15 business days	90%	90%	90%
Landscape Design Plans (Organizational Goal #4)			
Initial Review within 10 business days	90%	90%	90%
Sign Permits (VRRB) (Organizational Goal #4)			
Initial Review within 10 business days	90%	90%	90%
Sign Permits (Non-VRRB) (Organizational Goal #4)			
Initial Review within 15 business days	100%	100%	100%

Activity	FY15 Actual	FY16 Estimated	FY17 Projected
Zoning Ordinance Special Events (Organizational Goal #2)			
Initial Review within 5 business days	90%	90%	90%
Home Occupation Permits (Organizational Goal #2)			
Initial Review within 10 business days	95%	95%	95%
Customer Service (Organizational Goal #1)			
Telephone calls returned within 24 hours	95%	95%	95%
Non-staff emails responded to within 24 hours	90%	85%	85%
Citizen Request for Service (Organizational Goal #1)			
Percentage of requests initially responded to within 48 hours in Citizen Request Tracker	95%	99%	95%
Average time to close a request in Citizen Request Tracker	16 days	19 days	18 days

Community Development Descriptions

		FY2013-14	FY2014-15	FY2015-16	FY2015-16	FY2016-17
	CD DESCRIPTION	Actual	Actual	Budget	Estimated	Approved
41700	EXPEDITURES					
110	Salaries	141,684	130,051	130,615	130,615	134,534
111	Regular Employee Wages	261,098	256,966	259,397	259,397	265,414
123	Overtime Wages	720	86	3,000	3,000	3,000
129	Temporary Wages	0	1,579	10,200	3,600	10,000
141	Medicare	29,185	27,201	27,071	27,071	27,741
142	Health Insurance	100,202	104,436	103,167	103,167	100,465
143	Retirement	31,889	31,230	32,085	32,085	35,354
145	Life Insurance	2,072	2,135	2,154	2,154	2,047
146	Workers Comp Insurance	9,500	7,822	7,724	7,724	7,724
	Long Term Disability					
148	Insurance	1,652	1,708	1,701	1,701	1,703
150	Benefit Disbursement	0	0	0	0	0
152	Merit Adjustment	14,090	7,496	13,468	13,468	9,256
	Total Personnel	592,092	570,710	590,582	583,982	597,238
221	Advertising/Printing	1,228	2,271	5,500	5,500	5,500
230	Legal Notices	1,866	2,428	2,580	2,900	3,000
	Education Reimbursement					
234	Program		0	0	0	0
235	Dues/Subscriptions	2,097	1,200	2,315	2,500	1,880
254	Professional Services	62,842	130,242	124,950	105,000	110,250
280	Travel/Training	7,840	11,577	15,780	15,780	14,850
282	Employee Auto Allowance	3,738	3,489	3,600	3,600	3,600
289	Local Travel	30	0	200	200	200
300	Supplies	351	285	1,000	1,000	1,000
	Books and Education					
311	Material	3,698	4,286	6,700	6,700	6,700
312	Small Tools/Equipment	2,000	0	3,500	2,500	3,500
326	Clothing/Uniforms	4,976	3,974	5,000	5,000	5,000
331	Gasoline	3,836	3,077	4,200	2,500	4,000
	Total Operating Expenditures	94,502	162,829	175,325	153,180	159,480
	Total Community Development	686,594	733,539	765,907	737,162	756,718

Community Development

Personnel Detail

Acct Code	Description	Budget FY2015-16	Estimated FY2015-16	Approved FY2016-17
110	Salaries			
	Community Development			
	Director	1.0 74,515	1.0 74,515	1.0 76,750
	Assistant Development Director	1.0 56,100	1.0 56,100	1.0 57,783
	Total Salaries	2.0 130,615	2.0 130,615	2.0 134,534
121	Regular Wages			
	Codes Officers	3.0 167,190	3.0 167,190	3.0 170,421
	Administrative Assistant	2.0 92,207	2.0 92,205	2.0 94,994
	Total	5.0 259,397	5.0 259,395	5.0 265,414
	Benefits			
141	Medicare Tax	27,071	27,071	27,741
142	Health Insurance	103,167	103,167	100,465
143	Retirement	32,085	32,085	35,354
145	Life Insurance	2,154	2,154	2,047
146	Workers Comp Insurance	7,724	7,724	7,724
148	Long Term Disability Insurance	1,701	1,703	1,703
	Total Benefits	173,902	173,904	175,034
152	Merit Adjustment	13,468	13,468	9,256
	Other Compensation			
123	Overtime	3,000	3,000	3,000
	Benefit Adjustment	0	0	0
129	Temporary Wages	10,200	3,600	10,000
	Total Other Compensation	13,200	6,600	13,000
Total Personnel		7.0 590,582	7.0 583,982	7.0 597,238

Community Development 110-41700

221 Advertising/Printing	\$5,500
Inspection and permit forms, business cards, license, ADG Copies, etc.	
230 Legal Notices	\$3,000
Meeting notices in newspaper	
235 Dues/Subscriptions	\$1,880
Tennessee Building Officials Association	25
National Fire Protection Associations	175
East Tennessee Building Officials Association	125
International Code Council	135
American Planning Association	500
Tennessee Chapter American Planning Association	100
American Institute of Certified Planners	270
Smoky Mountain Regional Greenway Council	550
254 Professional Services	\$110,250
Engineering-mapping and platting projects	25,000
Snyder Road Plat	
Old Stage Road/ Watt Road Plat	
Fire Codes-Contract with Rural/Metro for Fire Marshal	72,250
Liens	500
Monumenting (replacement, repair, identification)	10,000
Ordinance Updates	2,500
280 Travel/Training	\$14,850
TAPA conference	750
American Planning Association National Conference	3,000
ETBOA conference	1,500
Planning Commission and BZA Training	1,000
Planning - Winter Training Retreat	600
Quarterly KAPA Meetings	100
Monthly ETBOA Meetings	150
Miscellaneous Training (Computer, Customer Service, etc.)	1,200
Court Clerk Training	300
Building Official-Energy Code Continuing Ed, Certifications for	
Commercial Plumbing, Gas/Mechanical, Commercial Plans review	5,000
Certified Floodplain Manger	250
Erosion Control Certification	375
AICP Environ. Pl. Certification (CEP)	625
282 Employee Auto Allowance	\$3,600
Director	

289 Local Travel		\$200
Mileage for local travel		
300 Supplies		\$1,000
Miscellaneous supplies, Calendars, Board members name blocks		
311 Books and Educational Material		\$6,700
WindoWare support services, Permit LV annual contract fee, training materials	5,000	
IPad Service	1,700	
312 Small Tools/Equipment		\$3,500
Equipment for inspectors, rezoning signs, flashlights, tape measure, plans storage, filing cabinet	2,500	
Monitor Upgrades	1,000	
326 Clothing/Uniforms		\$5,000
Weather gear for inspectors	300	
Employee Uniforms	4,000	
Shirts for employees	200	
Boots for three inspectors	500	
331 Gasoline		\$4,000
Inspector vehicles (3), pool vehicle		

General Government Department

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

Goal: Operate within budget

Objectives:

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

Goal: Maintain the Town Hall building

Objectives:

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

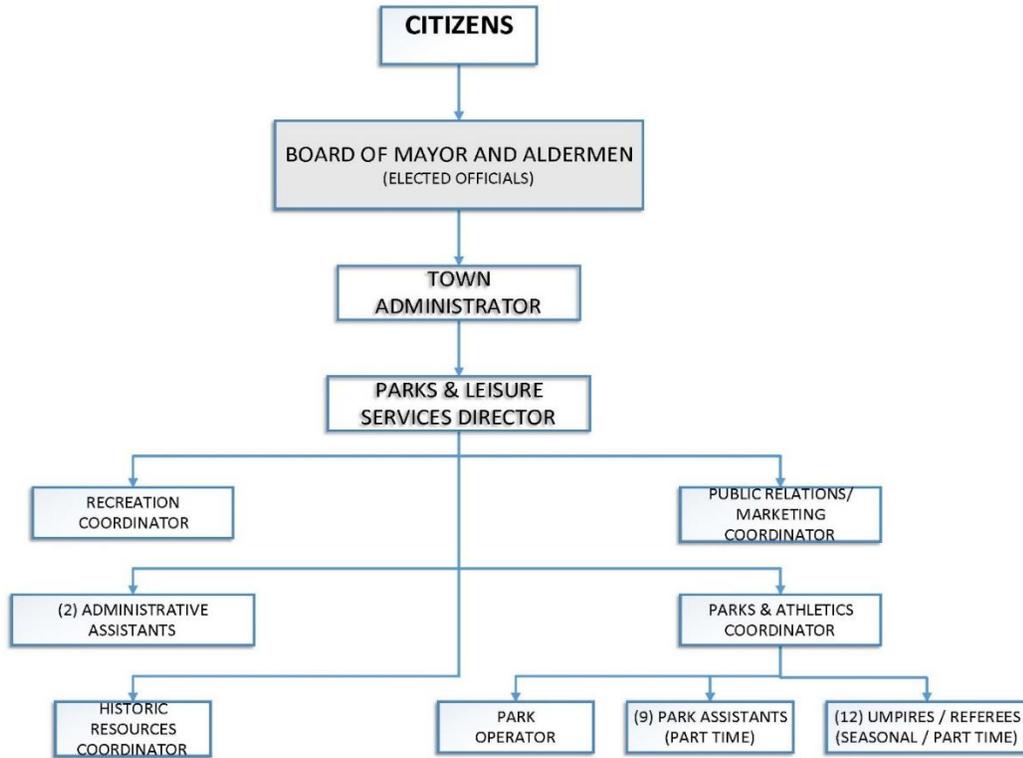
General Government

		FY2013-14	FY2014-15	FY2015-16	FY2015-16	FY2016-17
	GENERAL GOVERNMENT	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
41800	EXPENDITURES					
132	First Aid Services	530	329	1,000	600	1,000
211	Postage	4,079	4,325	6,500	6,000	6,500
216	Radio Communications	2,653	3,673	6,250	6,250	7,550
219	Security System	1,343	510	3,500	3,500	3,500
240	Utilities	53,105	63,698	68,000	68,000	68,000
245	Telephone Office Equip.	29,261	30,609	33,000	33,000	33,000
260	Maintenance	0	887	2,500	1,500	2,500
266	Building Maintenance	40,659	58,786	44,600	44,600	44,900
294	Equipment Rental	14,614	15,425	18,000	16,000	18,000
310	Office Supplies	15,089	12,463	18,000	18,000	18,000
312	Small Tools/Equip	162	499	4,000	4,000	2,000
924	LED Lighting	0	0	60,000	60,000	0
	Total	161,687	191,274	266,100	261,850	204,950

General Government 110-41800

132 First Aid		\$1,000
Supplies for all departments		
211 Postage		\$6,500
All mailings for the Town		
216 Radio Communications		\$7,550
KCSO/TEMA radio system link user fee	5,000	
Public Works narrow band radio maintenance user fee	2,550	
219 Security System		\$3,500
Repairs and monitoring for the museum, town hall and Dimmick and Russell house security system		
240 Utilities		\$68,000
Electric, gas, water/sewer for the Town Hall		
245 Telephone		\$33,000
Phone service/maintenance at Town Hall and services for all Town owned cell phones		
260 Office Equipment Maintenance		\$2,500
266 Building Maintenance		\$44,900
HVAC Maintenance	14,000	
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 Repairs	5,000	
294 Equipment Rentals		\$18,000
Pitney Bowes Postage Machine (\$302 Month)	3,700	
Oce Copier Rentals & Maintenance (2)	14,300	
310 Office Supplies		\$18,000
General supplies for all employees		
312 Small Tools/Equipment		\$2,000

Parks & Leisure Services Department



Parks & Leisure Services Department

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, Farragut 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 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. (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
- 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:

- Market new Town brand internally and externally.
- 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

Activity	FY15 Actual	FY16 Projected	FY17 Estimated
Rentals			
Number of Pavilion Reservations	533	555	550
Number of Community Room Reservations	26	27	25
Online Activity (Organizational Goal #5)			
Number of Pavilion, Class, Athletic League or Special Event Registrations Completed Online	188	250	250
Public Relations (Organizational Goal #5)			
Average Number of Media Releases, Ads, Social Media Posts and Media Contacts Per Month	155	102	160
Athletics & Field Use (Organizational Goal #5)			
Number of Field Use Groups	27	31	30
Number of Field Use Hours Scheduled	5,234	5,000	5,300
Percentage of Time Fields Scheduled During Prime Time Hours	35%	40%	40%
Volunteers (Organizational Goal #2)			
Total number of FUN Volunteers	93	105	100
Number of Volunteer Hours	3,754	4,000	4,000
Programs & Events (Organizational Goal #5)			
Number of Special Events (Includes Museum)	22	22	22
Estimate of Special Event Attendance (includes Museum)	18,915	16,500	18,000
Number of Program Hours**	245	320	300
Number of Program Participants**	1,638	2,000	1,900
Museum (Organizational Goal #3)			
Total Number of Visitors	4,261	4,000	4,000
Percentage of Visitors From Out of State	12%	11%	11%
Percentage of Visitors From Out of Country	<1%	<1%	<1%
Number of Accessions	3,463	3,473	3,473
Number of Accessions Completed	1,686	1,754	1,754
Customer Service (Organizational Goal #1)			
Average Time to Close A Request In Citizen Request Tracker	1.04 Days	1 Days	2 Days
Percentage of Requests Initially Responded To Within 48 Hours in Citizen Request Tracker	100%	100%	100%
Number of Communications Regarding Parks & Recreation (Not Counting Facility Rentals and Field Use)	1,102	1,450	1,400
Number of Communications Regarding Facility Rentals	745	600	500
Number of Communications Regarding Field Use	761	700	700

Parks and Leisure Services

		FY2013-14	FY2014-15	FY2015-16	FY2015-16	FY2016-17
PARKS & LEISURE SERVICES		Actual	Actual	Budget	Estimated	Approved
41900	EXPENDITURES					
110	Salaries	84,269	87,816	88,477	88,477	91,132
111	Regular Employee Wages	219,807	224,610	255,004	255,004	278,746
122	Seasonal Employee wages	65,094	63,762	75,650	75,650	75,000
123	Overtime Wages	7,123	3,826	9,000	9,000	9,000
141	FICA/Medicare	29,000	29,043	32,752	32,752	34,722
142	Health Insurance	120,094	90,732	125,459	125,459	117,969
143	Retirement	19,024	18,225	23,577	23,577	25,319
145	Life Insurance	1,814	1,673	1,917	1,917	1,814
146	Workers Comp Insurance	3,040	3,015	2,621	2,621	2,621
148	Long Term Disability Insurance	1,405	1,319	1,532	1,532	1,509
150	Benefit Disbursement	0	0	2,500	2,500	2,500
152	Merit Adjustment	11,141	6,071	14,243	14,243	10,085
	Total Personnel	561,811	530,092	632,732	632,732	650,416
221	Advertisement/Printing	18,757	16,880	25,000	25,000	25,000
231	Volunteer Program	8,708	7,918	14,000	14,000	14,000
232	Annual Report	18,899	15,049	17,600	17,600	17,600
234	Education Reimbursement Program	1,000	0	0	0	1,000
235	Dues/Subscriptions	2,729	3,282	3,000	3,000	3,000
236	Community Relations	1,631	2,875	4,500	4,500	4,500
240	Utilities	69,969	82,575	85,000	85,000	85,000
254	Professional Services	1,335	18,562	55,000	55,000	50,000
263	Event Decorations	19,263	17,313	20,500	20,500	4,500
280	Travel/Training	6,700	5,726	10,555	10,555	12,000
282	Automobile Allowance	3,462	3,628	3,600	3,600	3,600
300	Supplies	6,133	7,838	8,000	8,000	10,000
311	Books and Educ. Material		235	250	250	250
312	Small tools/equipment	6,685	6,137	7,000	7,000	7,400
319	Park Equipment	14,170	14,683	18,500	18,500	18,500
326	Clothing/Uniforms	318	332	2,000	2,000	1,500
331	Gasoline	5,910	3,796	6,500	6,500	5,500
362	Programs	25,033	20,372	30,000	30,000	30,000
722	Farragut Museum Committee	3,925	4,995	7,000	7,000	6,000
723	General Museum	12,504	16,964	19,000	19,000	20,000
724	FFM Gift Shop	0	0	0	0	0
728	Arts Council	7,961	4,565	6,300	6,300	7,500
937	Park Capital Equipment	16,734	3,464	41,000	41,000	47,500
	Total Operating Expenditures	251,866	257,189	384,305	384,305	374,350
	Total Leisure Services	813,677	787,281	1,017,037	1,017,037	1,024,766

Parks and Leisure Services

Personnel Detail

Acct Code	Description		<u>Budget</u> <u>FY15-16</u>		<u>Estimated</u> <u>FY15-16</u>		<u>Approved</u> <u>FY16-17</u>
110	Salaries						
	Parks & Leisure Services						
	Director	1.0	88,477	1.0	88,477	1.0	91,132
	Total Salaries	1.0	88,477	1.0	88,477	1.0	91,132
121	Regular Wages						
	Athletic & Park Coordinator	1.0	39,125	1.0	39,125	1.0	42,105
	Public Relations Coordinator	1.0	41,725	1.0	41,725	1.0	46,746
	Special Event & Program						
	Coordinator	1.0	37,877	1.0	37,877	1.0	41,560
	Museum Coordinator	1.0	37,877	1.0	37,877	1.0	41,730
	Administrative Assistant	2.0	69,846	2.0	69,846	2.0	76,034
	Park Operator	1.0	28,554	1.0	28,554	1.0	30,571
	Total	7.0	255,004	7.0	255,004	7.0	278,746
122	Seasonal Employee Wages						
	Park Assistants	7.0	75,650	7.0	75,650	8.0	75,000
	Total	7.0	75,650	7.0	75,650	8.0	75,000
	Benefits						
141	Social Security & Medicare Tax		32,752		32,752		34,722
142	Health Insurance		125,459		125,459		117,969
143	Retirement		23,577		23,577		25,319
145	Life Insurance		1,917		1,917		1,814
146	Workers Comp Insurance		2,621		2,621		2,621
148	Long Term Disability Insurance		1,532		1,532		1,509
	Total Benefits		187,858		187,858		183,954
152	Merit Adjustment		14,243		14,243		10,085
	Other Compensation						
123	Overtime		9,000		9,000		9,000
	Benefit Adjustment		2,500		2,500		2,500
	Total Other Compensation		11,500		11,500		11,500
Total Personnel		15.0	632,732	15.0	632,732	15.0	650,416

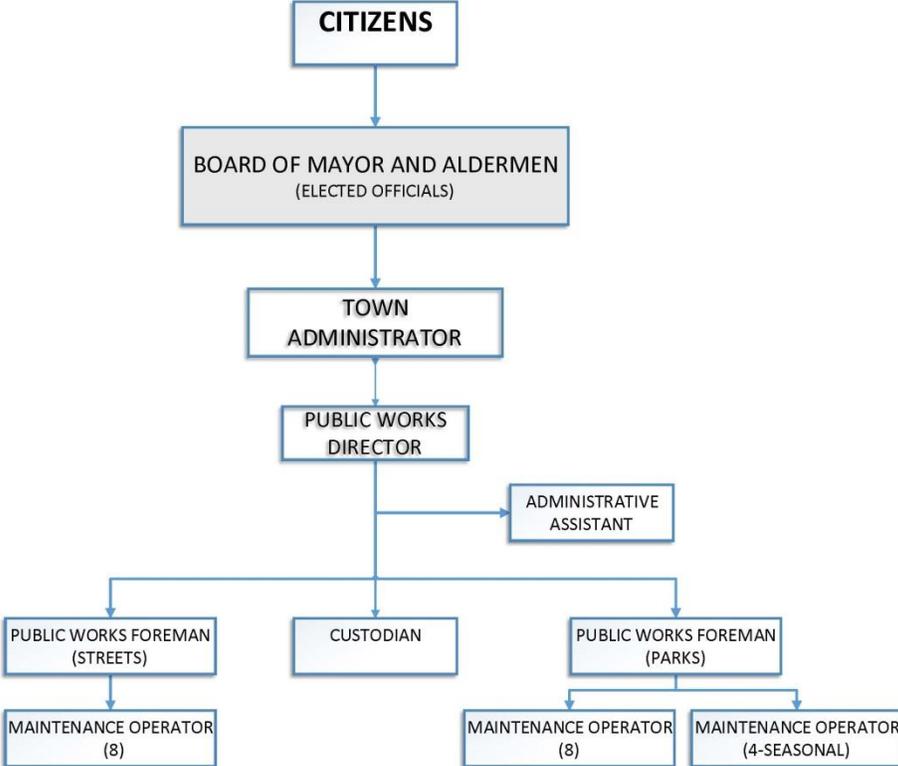
Parks and Leisure Services 110-41900

221 Advertisement/Printing	\$25,000
Advertising, Town of the Town, Budget Publication, design costs, videos, business cards	
231 Volunteer Program	\$14,000
Banquet, holiday breakfast, volunteer recognition and supplies, flowers, cards	
232 Annual Report	\$17,600
28 pages, full color magazine; graphic artist and distribution cost. Non-profit groups are paid to deliver to each house in Farragut.	
234 Education Reimbursement Program	\$1,000
Park Operator	
235 Dues/Subscriptions	\$3,000
National Recreation and Parks Association-Dues & Certifications	470
Tennessee Recreation Parks Association	760
Public Relations Society of America Southeast	360
Festival and Events Association	
Costco Membership	220
Kiwanis	440
Splash Pad License	350
Constant Contact	400
236 Community Relations	\$4,500
Gifts, receptions and committee food, flowers, coffee, cards, holiday cards, framing, general giveaways	
240 Utilities	\$85,000
Water, electric, irrigation, restrooms– all parks & Dimmick House	
254 Professional Services	\$50,000
Branding	50,000
263 Event Decorations	\$4,500
Town Hall decorations, Celebrate the season event, Beautification awards and decorating programs	

280 Travel, Training	\$12,000
American Red Cross (CPR, First Aid, AED)	450
National Recreation and Parks Association National Conference	2,900
Tennessee Recreation and Parks Association State Conference/District	4,700
TRPA Specialty Schools (Athletics, programming, etc.)	1,300
Public Relations Society of America-District	850
Southeastern Museum Conference & TAM	800
One Day Training/Parking (Management, customer service, social media.)	1,000
282 Auto Allowance	\$3,600
Parks & Leisure Services Director	
300 Supplies	\$10,000
Splash pad chemicals, pet waste bags, first aid supplies (parks), invitations, Specialty office supplies, adopt a mile bags, general athletic field	
311 Books/Education Materials	\$250
312 Small Tools & Equipment	\$7,400
Athletic tools & equipment; park, greenway and Adopt-a-Mile signs, splash pad parts, office & program equipment, AED batteries general event, playground parts	
319 Park Equipment	\$18,500
Replacement & repair – benches (Town & park), tables, etc.	7,000
New benches (park), pet waste station, directional signage, etc.	11,500
326 Clothing/Uniforms	\$1,500
Shirts, jackets for PALS staff, park assistants & BMA	
331 Gasoline	\$5,500
3 vehicles	
362 Programs	\$30,000
Special Events- Programs and classes	19,000
Softball & Volleyball Leagues	3,500
Plant-a-Tree Program & Trees/Shrubs on Public Land	7,500
722 Farragut Folklife Museum Committee	\$6,000
Events, friends of program	
723 General Museum	\$20,000
Archival supplies, exhibit and office supplies & equipment, advertising, membership dues, small tools and equipment	

728 Arts Council	\$7,500
BookFest, art shows (prizes & Food), fine art show	
 937 Park & Recreation Facilities	 \$47,500
Town benches, split rail fencing for McFee Park, Shade Structure.	30,000
Netting between field 1 & 2 at MBLP	5,000
Town Banners	12,500

Public Works Department



Public Works Department

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. (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.
- Begin landscaping at I-40 exit ramps

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
- Research equipment to provide the best possible choice

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

Public Works Department

Performance Measures

Activity	FY15 Actual	FY16 Estimated	FY17 Projected
Maintenance of town vehicles & equipment (Organizational Goal #1)			
Percentage of maintenance cost performed in house versus maintenance cost that is outsourced	N/A	79%	90%
Percentage of maintenance performed on schedule	N/A	93	95%
Personnel (Organizational Goal #1)			
Yearly overtime cost	16,060	12,500	13,000
Percentage of overtime cost to total personnel cost	1.27%	0.93%	0.90%
Total man hours dedicated for snow removal/clearing	552	432	300
Job Training (Organizational Goal #1)			
Percentage of employees who completed the annual safety training requirements	100%	100%	100%
Percentage of employees who completed the annual NPDES training requirements	25%	100%	100%
Percentage of employees who completed job-related training other than the required training for TOSHA and NPDES	22%	32%	40%
Maintenance of street/drainage facilities (Organizational Goal #5)			
Percentage of time storm drains are cleaned as scheduled	94%	95%	98%
Linear feet of sidewalk added	950	380	500
Linear feet of sidewalk repaired	105	280	350
Citizen Requests (Organizational Goal #1)			
Percentage of requests initially responded to within 48 hours in Citizen Request Tracker	98%	98%	99%
Average time to close a request in Citizen Request Tracker	9	9	7
Avg. das # days to close a request	9.52	9.29	7

Public Works Department

PUBLIC WORKS DESCRIPTION		FY2013-14	FY2014-15	FY2015-16	FY2015-16	FY2016-17
43000	EXPENDITURES	Actual	Actual	Budget	Estimated	Approved
110	Salaries	81,160	85,054	86,049	86,049	88,630
111	Regular Employee Wages	633,066	682,984	701,993	701,993	709,159
122	Seasonal Employee Wages	19,441	14,053	25,400	25,400	25,400
123	Overtime Wages	16,420	17,762	19,000	19,000	19,000
129	Temporary Employee Wages	0	625	0	0	0
141	FICA/Medicare	48,078	51,720	53,022	53,022	53,330
142	Health Insurance	325,610	261,333	326,197	326,197	337,148
143	Retirement	53,385	55,664	64,124	64,124	61,922
145	Life Insurance	4,165	3,954	4,590	4,590	4,223
146	Workers Comp Insurance	26,638	29,122	31,836	31,836	31,836
148	Long Term Disability Insurance	3,228	3,179	3,472	3,472	3,441
150	Benefit Disbursement	0	0	5,000	5,000	5,000
152	Merit Adjustment	24,702	14,937	27,053	27,053	18,193
	Total Personnel	1,235,893	1,220,387	1,347,736	1,347,736	1,357,283
234	Education Reimbursement Program	1,000	0	1,000	0	1,000
235	Dues/Subscriptions	1,335	922	1,300	1,400	1,400
240	Utilities	9,349	10,000	12,000	11,000	11,000
241	Traffic Signal-Electric	6,404	6,000	7,000	7,000	7,000
247	Street Lights-Electric	68,835	64,000	70,000	70,000	70,000
261	Vehicle Maintenance	41,470	45,143	43,000	41,000	43,000
263	Event Decoration	0	0	0	0	15,000
265	Boundary Entrance Signs	4,037	1,402	2,500	0	4,000
266	Bldg. Maint./Improvements	2,450	5,831	6,000	6,000	5,000
280	Travel/Training	9,011	8,804	9,000	9,000	10,000
290	Street sweeping	21,800	21,800	23,000	23,000	26,000
294	Equipment Rental	2,334	1,863	3,000	2,800	3,000
295	Dumpster Service	12,672	5,748	14,000	10,000	10,000
312	Small tools & Equipment	3,620	3,944	5,000	5,000	5,000
320	Operating Supplies	2,367	3,546	5,000	4,000	5,000
321	General Town Maintenance	8,674	4,086	10,000	8,000	10,000
326	Clothing/Uniforms	16,740	20,275	22,600	13,500	15,000
329	Park & Landscape Maintenance	42,316	39,220	45,000	42,000	45,000
331	Gasoline, Oil	57,144	51,854	60,000	34,000	50,000
342	Signs	16,351	15,979	17,000	17,000	17,000
416	Concrete, Brick Products	591	1,049	2,000	1,000	1,000
451	Crushed Stone, Sand	1,029	1,011	2,000	1,200	2,000
452	Snow Removal Supplies	13,011	25,652	12,000	12,000	18,000
470	Sidewalk Construction	8,993	10,000	15,000	7,500	15,000
482	Drainage Projects	4,085	5,907	10,000	8,000	10,000
483	Recycling Enclosure	0	3,756	0	0	0
949	Major Equipment/Machinery	18,664	15,668	10,000	8,000	10,000
	Total Operating Expenditures	374,282	373,460	407,400	342,400	409,400
	Total Public Works	1,610,175	1,593,847	1,755,136	1,690,136	1,766,683

Public Works Department

Personnel Detail

Acct Code	Description		<u>Budget</u> <u>FY2015-16</u>		<u>Estimated</u> <u>FY2015-16</u>		<u>Approved</u> <u>FY2016-17</u>
110	Salaries						
	Public Works Director	1.0	86,049	1.0	86,049	1.0	88,630
	Total Salaries	1.0	86,049	1.0	86,049	1.0	88,630
121	Regular Wages						
	Public Works Foreman	2.0	82,534	2.0	82,534	2.0	77,241
	Equipment Operator	16.0	619,459	16.0	619,459	17.0	631,918
	Total	18.0	701,993	18.0	701,993	19.0	709,159
122	Seasonal	3.0	25,400	3.0	25,400	3.0	25,400
	Total	3.0	25,400	3.0	25,400	3.0	25,400
	Benefits						
	Social Security & Medicare						
141	Tax		53,022		53,022		53,330
142	Health Insurance		326,197		326,197		337,148
143	Retirement		64,124		64,124		61,922
145	Life Insurance		4,590		4,590		4,223
146	Workers Comp Insurance		31,836		31,836		31,836
	Long Term Disability						
148	Insurance		3,472		3,472		3,441
	Total Benefits		483,241		483,241		491,901
152	Merit Adjustment		27,053		27,053		18,193
	Other Compensation						
123	Overtime		19,000		19,000		19,000
	Benefit Adjustment		5,000		5,000		5,000
	Total Other Compensation		24,000		24,000		24,000
Total Personnel		23.0	1,347,736	23.0	1,347,736	23.0	1,357,283

Public Works 110-43000

234 Education Reimbursement Program		\$1,000
235 Dues, Subscriptions		\$1,400
APWA Membership	800	
Optimist Club (Director)	600	
240 Utilities		\$11,000
Public Works building gas, water/sewer, electric, irrigation		
241 Traffic Signal–Electric		\$7,000
21 signals & 6 school & traffic flashers		
247 Street Lighting – Electric		\$70,000
Electricity for town-owned street lights		
261 Vehicle Maintenance		\$43,000
Maintenance of all vehicles and equipment:		
Engineering	4,000	
Community Development	1,500	
Leisure Services	1,500	
Public Works	36,000	
263 Event Decorations		\$15,000
265 Boundary Entrance Signs		\$4,000
266 Building Maintenance		\$5,000
Building maintenance	3,000	
Dimmick House Maintenance	1,000	
Russell House Maintenance	1,000	
280 Travel/Training		\$10,000
American Public Works Association	2,400	
State Chapter of American Public Works Association (3)	3,000	
Employee Training	2,500	
Stormwater		
Certifications	1,100	
290 Street Sweeping		\$26,000
Monthly sweeping of major roads and parking lots at the Parks and Town Hall		
294 Equipment Rental		\$3,000
Rentals of special equipment		

295 Dumpster Services		\$10,000
Contract for all buildings and parks and an additional dumpster at Public Works		
312 Small Tools & Equipment		\$5,000
Hand tools, weed eaters, chainsaws, wrenches, etc.		
320 Operating Supplies		\$5,000
Safety equipment, janitorial supplies and business cards		
321 General Town Maintenance		\$10,000
Services that are contracted out for maintenance	3,000	
ADA Maintenance	7,000	
326 Clothing and Uniforms		\$15,000
Uniforms and boots for employees		
329 Landscape Maintenance		\$45,000
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		
331 Gasoline		\$50,000
Public Works vehicles and equipment		
342 Signs		\$17,000
Street signage, regulatory and informational signs		
416 Concrete, Brick Products		\$1,000
Curb and sidewalk repairs		
451 Crushed stone, sand		\$2,000
Mortar, sand, playground sand, stone backfill		
452 Snow Removal Supplies		\$18,000
Salt, sand, calcium for snow removal		
470 Sidewalk Constructions		\$15,000
Various sidewalk connections throughout the Town		
482 Draining Projects		\$10,000
Various drainage projects throughout the Town		
949 Major Equipment/Machinery		\$10,000
Replacement of Mortar mixers, pumps, curb machine, etc.		

Non-Departmental

		FY2013-14	FY2014-15	FY2015-16	FY2015-16	FY2016-17
44000	NON-DEPARTMENTAL DESCRIPTION	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
252	Legal Services	148,086	104,584	160,000	100,000	140,000
510	Property Insurance	41,638	46,675	50,000	50,000	50,000
513	Liability Insurance	44,508	43,858	55,000	39,991	55,000
514	Insurance Claims	392	0	8,000	4,000	8,000
518	Mixed Drink Payable to Knox Co	452,706	0	65,000	69,500	68,000
	Knox Co Mixed Drink Installment		70,498	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	3,000	3,000	3,000	3,000	3,000
	East Tennessee Concert Band	2,000	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	1,500
	Knoxville Opera	2,000	2,000	2,000	2,000	2,000
	Knox County Fire Prevention	2,000	2,000	2,000	2,000	2,000
	Women in Municipal Government	0	0	5,000	5,000	0
	Autism Society	0	0	0	0	2,000
	Knox Vol Emergency Rescue	0	0	0	0	2,500
	Second Harvest	0	0	0	0	2,385
721	Park-n-Ride Lot	6,400	3,000	3,000	3,000	3,000
722	Community School 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
	Total	834,730	409,615	855,943	781,434	841,328

Non-Departmental 110-44000

252 Legal Services	\$140,000
510 Property Insurance	\$50,000
513 Liability Insurance	\$55,000
514 Insurance Claims	\$8,000
518 Mixed Drink Tax Revenue Payable	\$68,000
519 Mixed Drink Installments to Knox Co	\$368,943
720 Community Grants	\$38,385
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	1,500
Knoxville Opera	2,000
Knox County Fire Prevention	2,000
Autism Society	2,000
Knoxville Volunteer Emergency Rescue	2,500
Second Harvest	2,385
721 Park-n-Ride	\$3,000
Park-n-Ride Lot	
722 Community School Grants	\$110,000
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

		FY2013-14	FY2014-15	FY2015-16	FY2015-16	FY2016-17
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
47200	ECONOMIC DEVELOPMENT					
221	Advertisement/Printing	378	7,604	4,000	3,500	4,000
254	Professional Services Economic Development	106,292	99,815	64,500	75,500	110,000
259	Partnerships	37,769	50,000	41,500	41,500	41,500
280	Travel/Training	2,486	2,190	2,500	2,500	2,500
	Total	146,925	159,609	112,500	123,000	158,000

Economic Development 110-47200

221 Advertising/Printing		\$4,000
254 Professional Services		\$110,000
Farragut West Knox Chamber of Commerce	15,000	
Farragut Business Alliance	70,000	
Retail Marketing Consultant	25,000	
259 Economic Development Partnerships		\$41,500
Dogwood Arts Festival	10,000	
News Sentinel Golf Tournament	21,500	
Innovation Valley	10,000	
280 Travel/Training		\$2,500
ICSC Conference (1)		

Other Funding Sources

		FY2013-14	FY2014-15	FY2015-16	FY2015-16	FY2016-17
Other Financing Sources		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Approved</u>
51500						
600	Assigned Fund Balance					
	Road Fund	453,253	333,253	213,253	213,253	93,253
	Building Fund	104,817	104,817	104,817	104,817	104,817
		438,070	318,070	198,070	198,070	104,817
	Unassigned to General Fund					
	Beautification Fund	910				
		910	0	0	0	0
51600	Transfer to other funds					
761	Insurance Fund	200,000	0	0	0	0
765	Equipment Fund	150,000	150,000	150,000	150,000	150,000
767	State Street Aid	120,000	120,000	120,000	120,000	93,253
771	Capital Fund	3,000,000	3,000,000	3,000,000	3,000,000	3,105,000
		3,470,000	3,270,000	3,270,000	3,270,000	3,348,253

Capital Investment Program

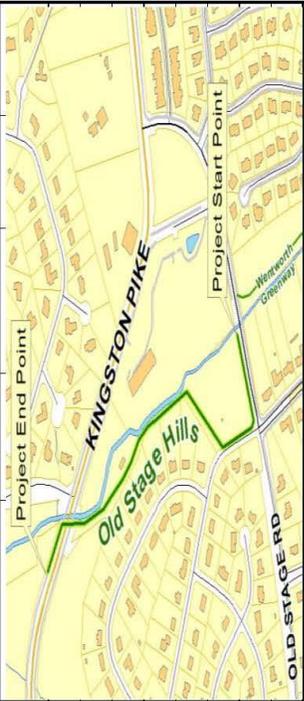
PROJECTS BY DEPARTMENT	Capital Investment Program-310					
	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Beginning Balance	12,615,645	9,015,919	6,521,437	5,120,437	5,879,437	
General Government Projects						
Land Acquisition	500,000	500,000	500,000	500,000	500,000	2,500,000
Pedestrian/Greenway Connectors	100,000	100,000	100,000	100,000	100,000	500,000
Old Stage/KP Kingston Pike Greenway (near Everett Road)	330,000	220,000	0	0	0	550,000
Everett Rd/I-40 Greenway TDOT ROW	80,000	320,000	0	0	0	400,000
N/S Connector: CSR & KP Culvert	0	200,000	0	0	0	200,000
HVAC Replacement	130,000	0	0	0	0	130,000
Campbell Station Inn Note Payable	253,750	0	0	0	0	253,750
General Government Projects Total	1,393,750	1,340,000	600,000	600,000	600,000	4,533,750
Parks	FY2017	FY2018	FY2019	FY2020	FY2021	Total
McFee Park Expansion	300,000	3,000,000	0	250,000	3,000,000	6,550,000
MBLP Improvements (turf fields)	1,180,000	0	0	0	0	1,180,000
Public Art: Bronze Statues at CSR Park	0	0	130,000	0	0	130,000
Anchor Park Improvements	0	0	0	0	325,000	325,000
Parks Total	1,480,000	3,000,000	130,000	250,000	3,325,000	8,185,000

Capital Investment Program

Engineering Projects	FY2017	FY2018	FY2019	FY2020	FY2021	Total
Watt Road/KP Intersection Improvements	75,000	0	0	0	0	75,000
Union Road Improvements	400,000	500,000	3,500,000	0	0	4,400,000
Kingston Pike/CSR Intersection Improvements	300,000	400,000	900,000	0	0	1,600,000
Evans Road Improvements	0	0	200,000	400,000	1,800,000	2,400,000
Old Stage/Watt Rd. Extension	50,000	0	0	0	0	50,000
Engineering Total	825,000	900,000	4,600,000	400,000	1,800,000	8,525,000
Outstanding Projects	4,088,726					4,088,726
CIP Expenditure Total	7,787,476	5,240,000	5,330,000	1,250,000	5,725,000	25,332,476

Capital Investment Fund

Funding Sources	FY2017	FY2018	FY2019	FY2020	FY2021	Total
STP Funding (Everett Road/I-40 Greenway)	80,000	256,000	0	0	0	336,000
STP Funding (KP/Campbell Station Int. Improvements)	240,000	320,000	720,000			1,280,000
LPRF Grant	500,000	0	0	0	0	500,000
Interest Earnings	9,000	9,000	9,000	9,000	9,000	45,000
Transfer from GF Building Fund	105,000					105,000
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	253,750		1,200,000	0	1,000,000	2,453,750
Everett Road Reimbursement	0	160,518	0	0	0	160,518
CIP Reserves	3,599,726	2,494,482	1,401,000	0	2,716,000	10,211,208
Funding Total	7,787,476	5,240,000	5,330,000	2,009,000	5,725,000	26,091,476
Total CIP Funding Sources	7,787,476	5,240,000	5,330,000	2,009,000	5,725,000	26,091,476
Total CIP Expenditures	7,787,476	5,240,000	5,330,000	1,250,000	5,725,000	25,332,476
Revenue over (under) expenditures	0	0	0	759,000	0	
Ending Balance	9,015,919	6,521,437	5,120,437	5,879,437	3,163,437	
Assigned Fund Balance						
Greenway Connectors	478,890	578,890	678,890	778,890	878,890	
Land Acquisition	2,658,072	2,904,322	3,404,322	2,704,322	2,204,322	
Total Assigned Balance	3,136,962	3,483,212	4,083,212	3,483,212	3,083,212	
Available Fund Balance	5,878,957	3,038,225	1,037,225	2,396,225	80,225	

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			
PROJECT DESCRIPTION						
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. ***Northern terminus may be revised.***						
BACKGROUND/HISTORY						
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.						
IMPACT ON OPERATING BUDGET						
Resurfacing anticipated at year 20, with cost of approximately \$20,000.						
						
Project Costs	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total
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
Total Cost	\$330,000	\$220,000	\$0	\$0	\$0	\$550,000
Source of Funds	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total
CIP	\$66,000	\$44,000				\$110,000
Bonds						\$0
Other	\$264,000	\$176,000				\$440,000
Total Source	\$330,000	\$220,000	\$0	\$0	\$0	\$550,000
Project Schedule						
		Start	Start	Start	Start	Finish
		Land/Right of Way	Design/Engineering	Utility Relocation	Construction	Total Project
		Jun-17	Sep-16	Nov-17	Sep-16	Jun-18
		Oct-17	Aug-17	Jun-18	Jun-18	Jun-18

Project No. Eng-16-03		TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM				
RESPONSIBLE DEPARTMENT		PROJECT TITLE				
Engineering		Everett Road/-40 Greenway				
PROJECT DESCRIPTION		PROJECT MANAGER				
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.		Darryl Smith				
BACKGROUND/HISTORY		ACCOUNT NO.				
This project is currently 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. ***Due to new regulations (Public Right of Way Access Guidelines, or PROWAG), this project may need to be completed with Local Funds only. Staff should know more in April/May. ***		310-43910-960				
IMPACT ON OPERATING BUDGET						
Resurfacing anticipated at year 20, with cost of approximately \$20,000.						
						
Project Costs	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total
Land/Right of Way	\$40,000					\$40,000
Design/Engineering	\$40,000					\$40,000
Utility Relocation						\$0
Construction		\$320,000				\$320,000
Landscaping						\$0
Equipment/Furnishings						\$0
Other						\$0
Total Cost	\$80,000	\$320,000	\$0	\$0	\$0	\$400,000
Source of Funds	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total
CIP	\$16,000	64000				\$80,000
Bonds						\$0
Other	\$64,000	256,000				\$320,000
Total Source	\$80,000	\$320,000	\$0	\$0	\$0	\$400,000
Total Project						
Project Schedule		Start	Finish			
Land/Right of Way		Mar-17	Jun-17			
Design/Engineering		Aug-16	Mar-17			
Utility Relocation						
Construction		Jul-17	Nov-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			
PROJECT DESCRIPTION						
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.						
BACKGROUND/HISTORY						
The Board of Mayor and Aldermen 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).						
IMPACT ON OPERATING BUDGET						
Estimated \$2,000 per year for maintenance/cleanout						
						
Project Costs	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total
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
Total Cost	\$0	\$200,000	\$0	\$0	\$0	\$200,000
Source of Funds	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	
CIP		\$200,000				\$0
Bonds						
Other						
Total Source	\$0	\$200,000	\$0	\$0	\$0	\$200,000
Project Schedule						
	Land/Right of Way	Start	Feb-18	Finish	Feb-18	
	Design/Engineering	Start	Jul-17	Finish	Apr-18	
	Utility Relocation	Start	May-18	Finish	Sep-18	
	Construction	Start	Jul-17	Finish	Sep-18	
	Total Project					

Project No. PW-17-01		TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM						
RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT MANAGER	ACCOUNT NO.					
Public Works	HVAC Replacement Town Hall	Bud McKelvey	310-43989-915					
PROJECT DESCRIPTION								
Replace ten (10) twenty five year old Trane air handlers and condensing units that control the heat and air in the downstairs and first floor of Town Hall. These units are 70% efficient gas units. Updating them with 95% efficiency units with 13.5 seer air handlers or condensing units. Staff would also replace the condenser for the Parks and Leisure Services area. The blower was replaced 3 years ago under the maintenance agreement.								
BACKGROUND/HISTORY (add prior year expenditures if applicable)								
At 25 years of age, these units are simply past their life expectancy. They are no longer efficient units and are having to be patched together. New units will increase efficiency and save on utility costs.								
IMPACT ON OPERATING BUDGET								
Would decrease the Town Hall utility cost by approximately \$6,725.00 a year.								
Project Costs	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total		
Land/Right of Way						\$0		
Design/Engineering						\$0		
Utility Relocation						\$0		
Construction						\$0		
Landscaping						\$0		
Equipment/Furnishings	\$130,000					\$130,000		
Other						\$0		
Total Cost	\$130,000	\$0	\$0	\$0	\$0	\$130,000		
Source of Funds	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total		
CIP	\$25,000					\$25,000	Land/Right of Way	Start
Bonds							Design/Engineering	
Building Fund Reserves	\$105,000						Utility Relocation	
Total Source	\$130,000	\$0	\$0	\$0	\$0	\$130,000	Construction	Jul-16
Total Project								Jun-17
								Jun-17

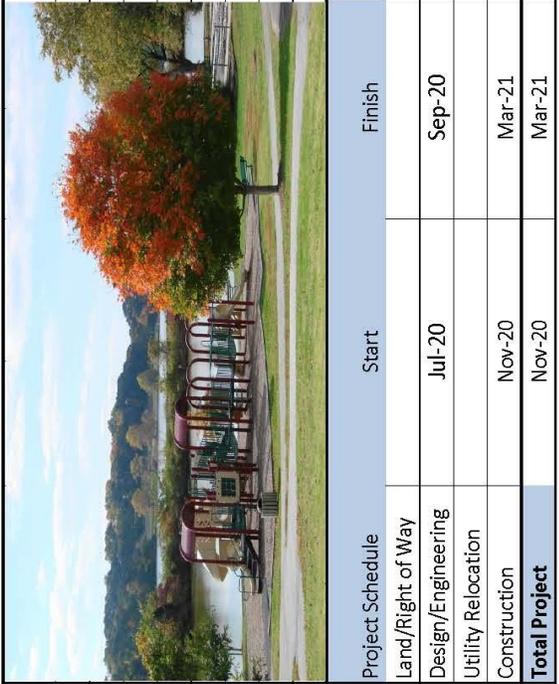


Project No. PALS-17-02		TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM				
RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT MANAGER	ACCOUNT NO.			
Parks & Leisure Services/ Eng.	McFee Park Phase 3	Sue Stuhl/David Sparks	310-43934			
PROJECT DESCRIPTION						
FY17: Development of A & E plans for phase 3 which 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 or asphalt at the overflow parking area in phase 2. This is a two step process - the first step will be to ascertain what elements are to be included relative to BMA priorities and cost. The second step is to complete the A & E Plans. FY18 & FY19: Construction of phase 3.						
BACKGROUND/HISTORY						
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.						
IMPACT ON OPERATING BUDGET						
\$30,000 expenditures for staffing, supplies, utilities and equipment. Possible \$4000 in revenue for disc golf tournaments and pavilion rentals.						
Project Costs	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total
Land/Right of Way						
Design/Engineering	\$300,000					\$300,000
Utility Relocation						
Construction		\$3,000,000				\$3,000,000
Landscaping						
Equipment/Furnishings						
Other						
Total Cost	\$300,000	\$3,000,000	\$0	\$0	\$0	\$3,300,000
Source of Funds	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total
CIP	\$300,000	3,000,000				\$3,300,000
Bonds						
Possible LRPF Grant						
Total Source	\$300,000	\$3,000,000	\$0	\$0	\$0	\$3,300,000
						
Project Schedule		Start	Finish			
Land/Right of Way		Oct-16	Jun-17			
Design/Engineering		Feb-18	Dec-18			
Utility Relocation		Oct-16	Dec-18			
Total Project		Oct-16	Dec-18			

Project No. PALS-20-01		TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM				
RESPONSIBLE DEPARTMENT	PROJECT TITLE	PROJECT MANAGER	ACCOUNT NO.			
Parks & Leisure Services/Eng	McFee Park Phase 4 Construction	Sue Stuhl & David Sparks	310-43934			
PROJECT DESCRIPTION						
Construction of the 4th phase of McFee Park. Plans may 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.						
BACKGROUND/HISTORY						
The master plan for the expansion of McFee Park into the old Seal and Dimmick properties was approved in the summer of 2012. This is the last phase of the current park construction.						
IMPACT ON OPERATING BUDGET						
\$70,000 in expenditures for staffing, supplies, utilities and equipment. Possible \$20,000 in revenue from amphitheater programming and field, tennis and shelter rentals.						
						
Project Costs	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total
Land/Right of Way						
Design/Engineering				\$250,000		\$250,000
Utility Relocation					\$3,000,000	\$3,000,000
Construction						
Landscaping						
Equipment/Furnishings						
Other						
Total Cost	\$0	\$0	\$0	\$250,000	\$3,000,000	\$3,250,000
Source of Funds	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total
CIP				\$250,000	\$2,750,000	\$2,750,000
Bonds						
Other - Possible LPRF					\$250,000	\$250,000
Total Source	\$0	\$0	\$0	\$250,000	\$3,000,000	\$3,000,000
Project Schedule		Start	Finish			
Land/Right of Way		Jan-19	Jan-20			
Design/Engineering		Jul-19	Jan-20			
Utility Relocation		Feb-21	Nov-21			
Construction		Jan-19	Nov-21			
Total Project						

Project No. PALS-17-01				TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM																																																																		
RESPONSIBLE DEPARTMENT		PROJECT TITLE		PROJECT MANAGER		ACCOUNT NO.																																																																
Parks & Leisure Services/Engin		MPLP Synthetic Turf, Restroom Renovation & Additional Parking		Sue Stuhl/David Sparks		310-43939-911																																																																
PROJECT DESCRIPTION																																																																						
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: \$650,000 for synthetic turf; \$210,000 for restroom renovation/reconstruction; \$250 for lighted parking; \$70,000 for A & E																																																																						
BACKGROUND/HISTORY																																																																						
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). *Applying for 2016 LPRF Grant funding - not approved yet. If approved construction end will likely be delayed.																																																																						
IMPACT ON OPERATING BUDGET																																																																						
Savings of approximately \$10,000 due to staff time (maintenance), utilities and supplies. Additional revenue projections are \$15,000 due to year round use with a net gain of approximately \$25,000.																																																																						
<table border="1"> <thead> <tr> <th>Project Costs</th> <th>FY 2017</th> <th>FY 2018</th> <th>FY 2019</th> <th>FY 2020</th> <th>FY 2021</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></td> </tr> <tr> <td>Design/Engineering</td> <td>\$70,000</td> <td></td> <td></td> <td></td> <td></td> <td>\$70,000</td> </tr> <tr> <td>Utility Relocation</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Construction</td> <td>\$1,110,000</td> <td></td> <td></td> <td></td> <td></td> <td>\$1,110,000</td> </tr> <tr> <td>Landscaping</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Equipment/Furnishings</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total Cost</td> <td>\$1,180,000</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$0</td> <td>\$1,180,000</td> </tr> </tbody> </table> 								Project Costs	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total	Land/Right of Way							Design/Engineering	\$70,000					\$70,000	Utility Relocation							Construction	\$1,110,000					\$1,110,000	Landscaping							Equipment/Furnishings							Other							Total Cost	\$1,180,000	\$0	\$0	\$0	\$0	\$1,180,000
Project Costs	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total																																																																
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Source of Funds	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total	Project Schedule	Start	Finish																																																													
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Total Project								Aug-16	Nov-16																																																													

Project No. PALS-19-01		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			
PROJECT DESCRIPTION						
Purchase and installation of the remaining 4 "Circle of Friends" collection of bronze animals at Founders' Park.						
BACKGROUND/HISTORY						
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.						
IMPACT ON OPERATING BUDGET						
Minimal - Installation done by Public Works Department						
						
Project Costs	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total
Land/Right of Way						
Design/Engineering						
Utility Relocation						
Construction						
Landscaping						
Equipment/Furnishings		\$130,000				\$130,000
Other						
Total Cost	\$0	\$0	\$130,000	\$0	\$0	\$130,000
Source of Funds	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Total
CIP			\$130,000			\$130,000
Bonds						
Other						
Total Source	\$0	\$0	\$130,000	\$0	\$0	\$130,000
Project Schedule						
				Start		Finish
				Land/Right of Way		
				Design/Engineering		
				Utility Relocation		
				Construction	Aug-18	Mar-19
				Total Project	Aug-18	Mar-19

Project No. PALS-21-01		TOWN OF FARRAGUT CAPITAL INVESTMENT PROGRAM				
RESPONSIBLE DEPARTMENT		PROJECT TITLE		PROJECT MANAGER		
Parks & Leisure Services/Eng		Anchor Park Improvements		Sue Stuhl & David Sparks		
ACCOUNT NO.		3:10-43:200-900				
PROJECT DESCRIPTION						
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.						
BACKGROUND/HISTORY						
The playground, fencing and fishing docks will be at end of their life cycle and the restrooms do not currently meet ADA standards.						
IMPACT ON OPERATING BUDGET						
0						
						
Project Costs	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total
Land/Right of Way					\$25,000	\$25,000
Design/Engineering					\$300,000	\$300,000
Utility Relocation						
Construction						
Landscaping						
Equipment/Furnishings						
Other						
Total Cost	\$0	\$0	\$0	\$0	\$325,000	\$325,000
Source of Funds	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	Total
CIP					\$325,000	\$325,000
Bonds						
Other						
Total Source	\$0	\$0	\$0	\$0	\$325,000	\$325,000
Project Schedule						
				Start		Finish
				Land/Right of Way		
				Design/Engineering	Jul-20	Sep-20
				Utility Relocation		
				Construction	Nov-20	Mar-21
				Total Project	Nov-20	Mar-21

State Street Aid Fund

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

		FY2013-14	FY2014-15	FY2015-16	2016-2017
		<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Approved</u>
	Beginning Balance	1,023,391	1,076,916	1,131,911	646,411
121	Revenues				
33551	State Gasoline & Motor Fuel	536,958	542,193	540,000	632,800
36190	Interest Earnings	720	756	500	500
	Revenue Total	537,678	542,949	540,500	633,300
43100	Expenditures				
268	Street Maintenance	60,066	70,372	65,000	65,000
269	Resurfacing	467,119	517,730	958,000	500,000
291	Street Striping	39,640	15,771	40,000	40,000
423	Guardrails	3,813	0	15,000	15,000
424	Traffic Signal Maintenance	30,000	0	0	0
425	Traffic Calming	0	0	18,000	18,000
43267					
267	Sidewalks/Greenways	3,215	4,081	50,000	50,000
	Expenditure Total	603,853	607,954	1,146,000	688,000
	Other Funding Sources				
37940	Transfer from General Fund	120,000	120,000	120,000	93,253
	Total Transfers in	120,000	120,000	120,000	93,253
	Revenue over (under) expenditures	53,825	54,995	-485,500	38,553
	Ending Balance	1,076,916	1,131,911	646,411	684,964

State Street Aid Descriptions-121

Gasoline and Motor Fuel State Shared Taxes	\$632,800
Local share of state gasoline and motor fuel taxes comprising the Gasoline Tax, Diesel Tax and Liquefied Tax on vehicles. Compresses Natural Gas Tax, and the Prepaid User Diesel Tax. The Town receives \$26.65 per capita, monthly.	
Street Maintenance	\$65,000
Maintenance of local street potholes, failures and patches.	
Resurfacing	\$500,000
Resurfacing of Town of Farragut streets not maintained by the Tennessee Department of Transportation.	
Street Striping	\$40,000
Re-striping of local streets as needed.	
Guardrails	\$15,000
Replacement and addition of guardrails where needed.	
Traffic Calming	\$18,000
Sidewalk/Greenways	\$50,000
Sidewalk and greenway maintenance and repair.	

Equipment Replacement Fund

Town of Farragut							
Capital Equipment Replacement Schedule							
Fiscal Years 2017-2021							
	Purchase	Original					
Description	Date	Cost	fy 16-17	fy 17-18	fy 18-19	fy 19-20	fy 20-21
Community Development							
2003 Ford Ranger	2/13/2003	15,681		26,000			
2007 Chevy Colorado Ext Cab	12/5/2006	14,280		26,000			
2008 Ford Escape Hybrid	9/15/2008	20,014		35,000			
2010 Ford Escape Hybrid	2/23/2010	27,744			35,000		
Leisure Services							
2005 Ford Freestar Van	11/8/2004	19,380		28,000			
2016 Ford F-150	8/14/2015	19,720					25,000
2007 Chevy Colorado 4WD	11/1/2006	18,221			18,000		
Engineering							
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		
Public Works							
Equipment							
Description	Date	Cost	fy 16-17	fy 17-18	fy 18-19	fy 19-20	fy 20-21
Aerator/plugger	8/31/1992	2,750		5,000			
2004 Brush chipper/mulcher	7/12/2004	21,216			38,000		
2003 Kubota Tractor	9/20/2002	15,277		25,000			
2003 Backhoe Super M	9/20/2003	56,136		90,000			
Hotsy pressure washer	8/20/2004	4,900		7,500			
2013 John Deere Tractor	1/28/2014	105,347					140,000
2016 X-Mark lawn mower	7/1/2015	5,587					7,000
John Deere 2016 1570 Mower	3/1/2016	23,387					28,000
John Deere 2016 1570 Mower	3/1/2016	23,387					28,000

Description	Purchase Date	Original Cost	fy 16-17	fy 17-18	fy 18-19	fy 19-20	fy 20-21
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		50,000			
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		
2015 John Deere 997 Mid Z Trak Mower	8/14/2015	16,250					20,000
John Deere 997 2011	9/1/2011	12,840	19,000				
Description	Date	Cost	fy 16-17	fy 17-18	fy 18-19	fy 19-20	fy 20-21
Vehicles							
2010 Dodge Bucket Truck	5/1/2015	67,209					80,000
2013 Ford 2-wd pickup	1/10/2013	20,098				26,000	
2016 Freightliner Dump Truck	3/1/2016	89,914					
06 Chevy Dump Truck #1	11/1/2005	68,342	100,000				
2008 Ford F250	11/1/2007	18,998		33,000			
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		26,000			
2012 Ford F150 Pick-up 2wh	12/1/2011	22,875			26,000		
2014 Ford F150 4-wheel drive	3/20/2015	24,190				26,000	
TOTALS		1,066,151	119,000	572,500	282,000	59,500	328,000
			fy 16-17	fy 17-18	fy 18-19	fy 19-20	fy 20-21
Beginning Balance			665,894	697,244	275,094	143,444	234,294
Transfers in			150,000	150,000	150,000	150,000	150,000
Interest Earnings & Sale Proceeds			350	350	350	350	350
Expenditures			119,000	572,500	282,000	59,500	328,000
Ending Balance			697,244	275,094	143,444	234,294	56,644

Equipment Replacement Fund

		FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Approved</u>
Beginning Balance		383,718	519,336	561,058	619,044	665,894
314	Revenues					
36190	Interest	606	485	485	350	350
	Sale of equipment Proceeds	5,110	3,101	0	37,000	0
	Total Revenues	5,716	3,586	485	37,350	350
Other Funding Sources						
37940	Transfer from General Fund	150,000	150,000	150,000	150,000	150,000
	Total Other Funding Sources	150,000	150,000	150,000	150,000	150,000
Expenditures						
43949						
949	Major Equipment	20,098	111,864	92,499	140,500	119,000
	Total Expenditures	20,098	111,864	92,499	140,500	119,000
	Revenue over (under) expenditures	135,618	41,722	57,986	46,850	31,350
	Ending Balance	519,336	561,058	619,044	665,894	697,244

Insurance Fund

		FY2012-13	FY2013-14	FY2014-15	FY2015-16	FY2016-17
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Approved</u>
	Beginning Balance	1,785	172,592	199,573	99,667	99,796
611	Revenues					
36190	Interest	163	102	94	129	80
	Total Revenues	163	102	94	129	80
	Other Funding Sources					
37940	Transfer from General Fund	365,000	200,000	0	0	0
41000-100	Transfer to General Fund	0	0	0	0	0
	Total Other Funding Sources	365,000	200,000	0	0	0
	Expenditures					
43935						
600	Retirement Benefit	194,356	173,121	100,000	0	0
	Total Expenditures	194,356	173,121	100,000	0	0
	Ending Balance	172,592	199,573	99,667	99,796	99,876

Appendix A-Summary of Significant Accounting Policies

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.

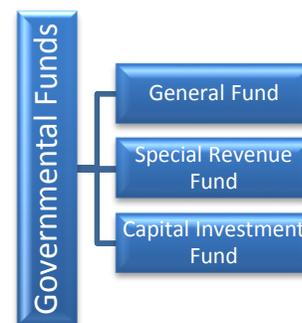
Generally, the effect of interfund activity has been removed from the government-wide financial statements. However, interfund services, if any, are not eliminated. Net interfund activity is shown in the government-wide financial statements.

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 B-Long-Term Plan

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.

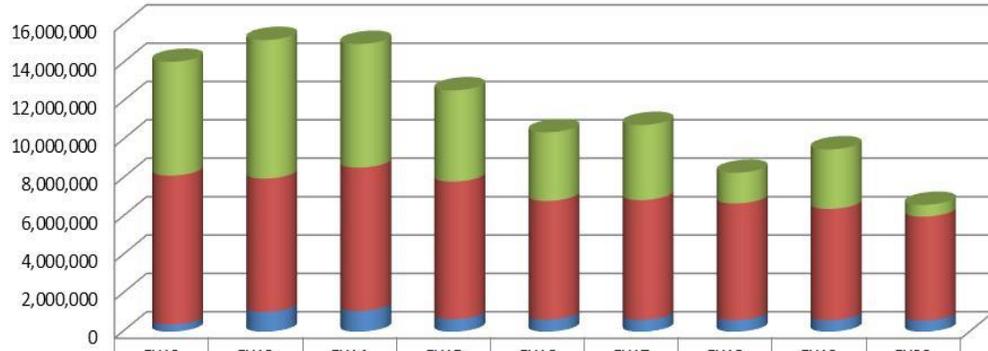
Approximately 60 percent of the General Fund's expenditures are associated with employee compensation. The Board of Mayor and Aldermen approved a 3 percent merit increase for FY16.

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

General Fund

Long Term Financial Plan	FY2013-14 <u>Actual</u>	FY2014-15 <u>Actual</u>	FY2015-16 <u>Estimated</u>	2016-2017 <u>Approved</u>
BEGINNING FUND BALANCE	6,959,767	7,475,197	9,023,953	9,732,973
REVENUE				
Local Sales Tax	5,579,606	5,897,535	5,600,000	5,650,000
State Sales Tax	1,473,393	1,556,773	1,680,000	1,830,600
Hall Income Tax	413,993	427,423	926,774	375,000
Wholesale Beer, Liquor & Mixed Drink	1,192,129	1,245,044	1,148,000	1,090,000
Intergovernmental	615,784	645,129	640,570	604,580
Building Permits & Licenses	411,501	353,356	282,406	262,900
Recreation Fees	138,411	138,943	112,050	111,600
Traffic Enforcement Program & Fines	44,728	61,136	72,000	40,000
Rent	82,544	101,963	105,918	82,882
Miscellaneous	14,289	20,958	14,736	8,800
Total Revenue	9,966,378	10,448,260	10,582,454	10,056,362
EXPENDITURES				
Legislative	38,647	44,172	61,150	61,150
Town Court	50,764	52,942	65,885	66,435
Administration	638,028	666,567	745,265	726,896
Human Resources	149,185	152,789	171,988	160,599
Information Technology	210,496	259,873	238,360	314,585
Engineering	592,280	577,997	710,167	703,537
Community Development	686,594	733,539	737,162	756,718
General Government	161,687	191,274	261,850	204,950
Parks & Leisure Services	813,677	787,281	1,017,037	1,024,766
Public Works	1,610,175	1,593,847	1,690,136	1,766,683
Non-Departmental	834,730	409,614	781,434	841,328
Economic Development	146,925	159,609	123,000	158,000
Total Expenditures	5,933,188	5,629,504	6,603,434	6,785,647
Revenue over (under) expenditures	4,033,190	4,818,756	3,979,020	3,270,716
Total Transfers In	903	0	0	0
Total transfers out	-3,470,000	-3,270,000	-3,270,000	-3,348,253
Assigned Fund Balance	438,070	318,070	78,070	104,817
Unassigned Fund Balance	7,037,127	8,705,883	6,122,502	9,550,619
ENDING BALANCE	7,475,197	9,023,953	9,732,973	9,655,436
Percentage Change in Fund Balance	7%	21%	8%	-1%

Year 1	Year 2	Year 3	Year 4
2017-2018	2018-2019	2019-2020	2020-2021
<u>Projected</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>
9,655,436	10,585,852	11,439,136	12,208,097
5,763,000	5,878,260	5,995,825	6,115,742
1,867,212	1,904,556	1,942,647	1,981,500
382,500	390,150	397,953	405,912
1,111,800	1,134,036	1,156,717	1,179,851
616,672	629,005	641,585	654,417
268,158	273,521	278,992	284,571
113,832	116,109	118,431	120,799
40,800	41,616	42,448	43,297
84,540	86,230	87,955	89,714
8,976	9,156	9,339	9,525
10,257,489	10,462,639	10,671,892	10,885,330
63,596	66,140	68,785	71,537
69,092	71,856	74,730	77,720
755,972	786,211	817,659	850,366
167,023	173,704	180,652	187,878
327,168	340,255	353,865	368,020
731,678	760,946	791,383	823,039
786,987	818,466	851,205	885,253
213,148	221,674	230,541	239,763
1,065,757	1,108,387	1,152,722	1,198,831
1,837,350	1,910,844	1,987,278	2,066,769
874,981	909,980	946,380	984,235
164,320	170,893	177,729	184,838
7,057,073	7,339,356	7,632,930	7,938,247
3,200,416	3,123,283	3,038,962	2,947,082
0	0	0	0
-2,270,000	-2,270,000	-2,270,000	-2,270,000
104,817	104,817	104,817	0
10,481,035	11,334,319	12,103,280	12,885,180
10,585,852	11,439,136	12,208,097	12,885,180
10%	8%	7%	6%

State Street Aid-121

Long Term Financial Plan	FY2013-14	FY2014-15	FY2015-16	2016-2017
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Approved</u>
Beginning Balance	1,023,391	1,076,916	1,131,911	646,411
Revenues				
State Gasoline & Motor Fuel	536,958	542,193	540,000	632,800
Interest Earnings	720	756	500	500
Revenue Total	537,678	542,949	540,500	633,300
Expenditures				
Street Maintenance	60,066	70,372	65,000	65,000
Resurfacing	467,119	517,730	958,000	500,000
Street Striping	39,640	15,771	40,000	40,000
Guardrails	3,813	0	15,000	15,000
Traffic Signal Maintenance	30,000	0	0	0
Traffic Calming	0	0	18,000	18,000
Sidewalks/Greenways	3,215	4,081	50,000	50,000
Expenditure Total	603,853	607,954	1,146,000	688,000
Other Funding Sources				
Transfer from General Fund	120,000	120,000	120,000	93,253
Total Transfers in	120,000	120,000	120,000	93,253
Revenue over (under) expenditures	53,825	54,995	-485,500	38,553
Ending Balance	1,076,916	1,131,911	646,411	684,964

Year 1	Year 2	Year 3	Year 4
2017-2018	2018-2019	2019-2020	2021-2021
<u>Projected</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>
684,964	629,712	573,902	517,530
639,128	645,519	651,974	658,494
500	500	500	500
639,628	646,019	652,474	658,994
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
50,500	51,005	51,515	52,030
694,880	701,829	708,847	715,936
0	0	0	0
0	0	0	0
-55,252	-55,810	-56,373	-56,941
629,712	573,902	517,530	460,589

Appendix C-Budget Ordinance

ORDINANCE	16-11
PREPARED BY	Myers
1 ST READING	June 9, 2016
2 nd READING	June 23, 2016
PUBLISHED IN	Farragut Shopper News
DATE	July 7, 2016

AN ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE
ADOPTING THE ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2016
AND ENDING JUNE 30, 2017.

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:

General Fund	FY2014-15	FY2015-16	FY2016-17
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
Local Sales Tax	5,897,553	5,600,000	5,650,000
State of Tennessee	1,556,773	1,680,000	1,830,600
Other Revenue	2,993,934	3,302,454	2,575,762
Transfer from Other Funds	0	0	0
Fund Balance			\$9,655,436

State Street Aid	FY2014-15	FY2015-16	FY2016-17
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
State Gasoline & Motor Fuel	542,193	540,000	632,800
Other Revenue	720	500	500
Transfer from General Fund	120,000	120,000	93,253
Fund Balance			\$684,964

Equipment Replacement Fund	FY2014-15	FY2015-16	FY2016-17
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
Other Revenue	485	37,350	350
Transfer from General Fund	150,000	150,000	150,000
Fund Balance			\$697,244

Insurance Fund	FY2014-15	FY2015-16	FY2016-17
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
Interest	94	129	80
Transfer from General Fund	100,000	0	0
Fund Balance			\$99,876

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

General Fund	FY2014-15	FY2015-16	FY2016-17
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
Personnel	3,598,930	3,855,004	3,979,157
Operating Expenditures	2,030,574	2,756,430	2,806,489
Operating Transfers	3,270,000	3,270,000	3,348,253
Total Appropriations	5,629,504	6,611,434	6,785,646
Total Transfers	3,270,000	3,270,000	3,348,253

State Street Aid	FY2014-15	FY2015-16	FY2016-17
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
Road Maintenance	607,954	1,146,000	688,000
Total Appropriations	607,954	1,146,000	688,000

Equipment Replacement Fund	FY2014-15	FY2015-16	FY2016-17
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
Major Equipment	92,499	140,500	119,000
Total Appropriations	92,499	140,500	119,000

Insurance Fund	FY2014-15	FY2015-16	FY2016-17
	<u>Actual</u>	<u>Estimated</u>	<u>Projected</u>
Retirement Benefit	100,000	0	0
Total Appropriations	100,000	0	0

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

General Fund	\$9,732,973
CIP Fund	\$12,615,645
State Street Aid	\$646,411
Equipment Fund	\$665,894
Insurance Fund	\$99,796

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

Bonded and/or Indebtedness	Debt	Interest	Total Debt
Notes (3 years @ 1.5%)	\$250,000	3,750	\$253,750
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>	Proposed Amount Financed by Appropriations
Land Acquisition	500,000
Pedestrian/Greenway Connectors	100,000
Old Stage to Everett Greenway Connector	330,000
Everett Rd/I-40 Greenway TDOT ROW	80,000
HVAC Replacement	130,000
Campbell Station Inn, Note Payable	253,750
McFee Park Expansion	300,000
MBLP Improvements (turf fields)	1,180,000
Watt Rd/KP Intersection Improvements	75,000
Union Road Improvements	400,000
Kingston Pike/CSR Intersection Improvements	300,000
Old Stage/Watt Road Extension	50,000
Outstanding Projects	4,088,726
Total Project Costs	\$7,787,476

<u>Funding Sources</u>	
STP Funding (Everett Road/I-40 Greenway)	80,000
STP Funding (KP/Campbell Station Int. Improvements)	240,000
LPRF Grant	500,000
Interest Earnings	9,000
Transfer from GF Building Fund	105,000
Transfer from General Fund	3,000,000
Land Acquisition Reserves	253,750
CIP Reserves	3,599,726
Total Funding Sources	\$7,787,476

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, 2016, the public welfare requiring it.

Appendix D-Compensation Plan

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 2016-2017 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	\$82,121.64	\$127,288.55
22	\$72,403.31	\$112,225.13
21	\$67,984.33	\$105,375.71
20	\$63,835.05	\$98,944.33
17	\$52,845.79	\$81,910.97
16	\$49,620.46	\$76,911.71
14	\$43,748.34	\$67,809.92
13	\$41,078.25	\$63,671.29
12	\$38,571.13	\$59,785.25
11	\$36,217.02	\$56,136.38
10	\$34,006.59	\$52,710.22
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

Position	FY 14/15	FY 15/16	FY 16/17
Administrative Assistant	6	7	7
Administrative Assistant (Part-Time)	1	0	0
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	1	1	1
Codes Officers	1	1	1
Custodian	1	1	1
Engineering Technicians	2	2	2
Equipment Operators	16	16	16
Equipment Operators-Seasonal	3	4	4
Executive Assistant	1	1	1
Fire Marshall	1	2	2
Folklife Museum Coordinator	1	1	1
GIS/IT Analysis	1	1	1
Human Resources Manager	1	1	1
Leisure Services Director	1	1	1
Park Assistants (Part-Time)	5	9	9
Parks Foreman	1	1	1
Park Operator	0	1	1
Payroll/Accounts Payable	1	1	1
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	1	1	1
Sustainability Coordinator	1	1	0
Town Administrator	1	1	1
Town Engineer	1	1	1
Town Recorder/Treasurer	1	1	1
Traffic Enforcement Manager	1	1	1
Total Employees	59	66	65

Appendix E-FY17 Fee Schedule

		<u>Approved Fee</u>
<u>Administration</u>		
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 Only Privilege Tax		\$120
Solicitation Permit		\$15
Records Request/Copies (see Section 1-307 of Farragut Municipal Code)	Black & White 8 1/2 X 11	\$0.15
	Color 8 1/2 X 11 or 8 1/2 X 14	\$0.50
	Color 36 X 24	\$5
	Larger copies	Cost of production
	Labor to fill request	Charges based on employee hourly rate and time to fulfill request

<u>Engineering</u>		
Drainage Fee	Commercial/Office Development	\$0.02 per square foot of impervious surface
	Residential Development	\$30 per subdivision lot
<u>Community Development</u>		<u>Approved Fee</u>
	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
Building Permits	The permit fees are per the "Building Valuation Data", which is provided by the International Code Council and the total valuation as follows:	
	Total Valuation:	
	\$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.

<u>Community Dev Continued</u>	<u>Approved Fee</u>
\$500,001 and up	\$2,260 for the first \$500,000, plus \$2.60 for each additional thousand or fraction thereof.
Plumbing Permit	\$25, plus \$5.00 for each fixture
Gas Permit	\$25 for first tap, plus \$5.00 for each additional tap
Mechanical Permit	\$25 for first \$1,000, per total value of installation, plus \$5.00 for each additional thousand or fraction thereof.
Boilers (any occupancy) 33,000 Btu (1BHp) to 165,000 (5BHp)	\$10.00 plus \$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
Swimming Pool Permit	
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

Demolition Permit (for demolition of any building or structure)		
	0-100,000 cu. Ft.	\$100
	100,001 cu. Ft. and over	\$1.00/1,000 cu. Ft.
Moving Permit (for moving any building or structure)		
		\$100, plus any applicable bonds
Re-Inspection Fee		
		\$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.
Plan 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. This fee includes an initial submittal and one correction submittal. All additional submittals will require a \$250 re-submittal fee.
Re-submittal Plans Review Fee		
		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.
Fire Prevention Fee		
	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

Subdivision Fees		
	Concept Plan	\$100
	Preliminary Plat	\$100 plus \$25/lot
	Final Plat	\$100 plus \$25/lot
Site Plan Fees		
		\$100
Landscape Plan Fees		
		\$50
Zoning Ordinance & Subdivision Regulations Text Amendment Fees	Amend written text	\$250
Zoning Map Amendment Fees	Amend map	\$300
Comprehensive Land Use Plan Amendment	Amend text or map	\$300
Municipal Code Text Amendment Fee		\$250
Sign Fees	Application to erect a sign.	\$100
	Replacement or installation of a sign erected prior to obtaining approval by the Town	\$200
Home Occupation Fee		
		\$50
Administrative Relief, Variance, and Special Exception		
		\$100
Everett Road Corridor Fee		
		Ordinance 14-19

<u>Parks & Leisure Services</u>		<u>Approved Fee</u>
<u>Facility</u>		
Community Room Rental		\$20 per hour; \$30 with kitchen
Picnic/Pavilions Rental	Essex (AP); Burnside (CSP) Hartford & Saratoga (AP); Longstreet (CSP) McFee Small McFee Large	\$25 half day/ \$40 full day \$45 half day/\$80 full day \$60 half day/\$100 full day \$70 half day/\$120 full day
Athletic	Fields (Diamond & Rectangular) Fields (Artificial Turf) Softball Fees Competitive, Recreational & Intermediate Volleyball Fees Open Volleyball Fees	\$15 per hour \$30 per hour \$325 per team \$165 per team \$150 per team
Field Closed Non-Compliant Fee		\$100 per event
For-Profit/Park Usage Fee	Professional Photographers, For profit classes, Trainers, Etc.	\$25 per hour
For-Profit/Tournament Usage Fee	Grass Field Synthetic Turf Field	\$300 per day \$600 per day
Special Event Park Use Fee - Campbell Station Park Only		\$200 per 4 hours; \$50 per hour for each additional hour

2016 FARRAGUT FINANCES



Letter from the Mayor

In Fiscal Year 2017, 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.

The Town of Farragut has recently completed two Capital Investment Program park projects and is excited to offer these amenities to our community. The new and expanded splash pad at McFee Park opened in early June, offering five times the spray area of the previous splash pad and totaling over 5,700 square feet. I hope you and your family will enjoy hours of water fun in the months and years to come at this park. In addition, the Town completed construction of a second synthetic turf field at Mayor Bob Leonard Park. Opened in August, this field now offers year-round play opportunities for local athletic groups with nearly 1,300 more hours available for use annually versus a natural grass field.

Two very important road projects will also be complete later this year. The Everett Road improvement project – the Town's largest Capital Investment Project in its 35-year history at a total cost of \$3.9 million – will be finished by Oct. 31. The reconstructed 0.94-mile section will now offer two, 12-foot lanes with curb and gutter and sidewalk and greenway on the east side. One of the Town's busiest intersections – Virtue Road at Kingston Pike – will receive a traffic signal by early December. We hope this signal increases driving ease and safety for our residents who frequently utilize Virtue Road to access Kingston Pike.

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 about this great Town that we call home.

The Town of Farragut: Live Closer. Go Further.

Sincerely,

Mayor

DID YOU KNOW THE TOWN OF FARRAGUT...

- Operates the new expanded splash pad at McFee Park with 3,000 feet of underground pipe.
- Has a total insured value of \$17,149,387 of Town-owned property and amenities, which includes but is not limited to the Town Hall, Public Works facility, Campbell Station Inn, four parks and traffic signals.
- Has donated over 3,000 trees to the community through its Stormwater Matters program since 2013.
- Planted an additional 3,000 tulip bulbs and 4,000 daffodil bulbs on Town property in Fiscal Year 2016.
- Issued 34 special event permits in Fiscal Year 2016 to local businesses and organizations wishing to host a special event in Farragut.



Photo: The Town of Farragut offers numerous special events throughout the year for the community's enjoyment, including the Bob Watt Youth Fishing Rodeo held each May at Anchor Park on Turkey Creek Road.

TOWN OF FARRAGUT

FY2017 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 FY2017 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 FY2017 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 equaling 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 (57%) 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 16% of its total revenue. Upon completion of the Special Census 2016, the Town confirmed an increase in population by 2,076 from the 2010 U.S. Census for a total population of 22,676. The results of this special census ensure we will now receive the maximum funding from the state, which is currently set at \$123.30 per person.

Finally, the Board of Mayor and Aldermen have committed \$3,105,000 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 and grant funding. The CIP remains a priority for the Town, boasting a projected amount of \$25,332,476 for roadway improvements and park projects through the year 2021. See the chart below to view the top CIP projects for FY2017.

FARRAGUT OFFICIALS



RALPH MCGILL
Mayor



BOB MARKLI
Alderman, Ward I



LOUISE POVLIN
Alderman, Ward I



RON PINCHOK
Alderman, Ward II



RON WILLIAMS
Alderman, Ward II

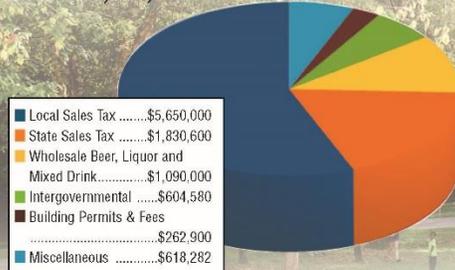


DAVID SMOAK
Town Administrator

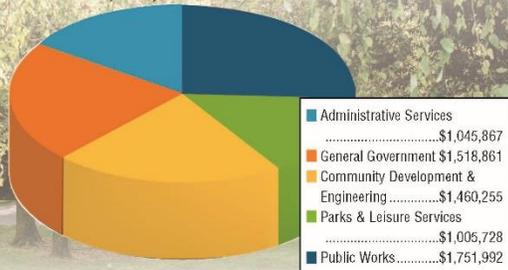
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General Fund Revenue Total \$10,056,362



General Fund Expenditures Total \$6,782,703



CAPITAL INVESTMENT PROGRAM HIGHLIGHTS

PROJECT	TOTAL COST
Mayor Bob Leonard Park Improvements (Synthetic Turf Field, Renovated Restroom and Parking)	\$1,180,000
Union Road Improvements Design and Engineering	\$400,000
Old Stage Hills to Everett Road Greenway Connector	\$330,000
McFee Park Phase 3 Design	\$300,000
Town Hall HVAC Replacement	\$130,000
Everett Road to Berkeley Park Greenway Design	\$80,000

CIP Spotlight:

McFee Park

Phase 3 Planning

If you visit McFee Park today, you will likely find the parking lots full with dozens of families enjoying the park's most popular amenities, including the splash pad, playground and picnic pavilions. The vision for the Town of Farragut's newest park started with the purchase of 26 acres of land on McFee Road in 1995.

An original master plan for phase 1 was completed in 1999, and, in 2008, construction was completed on phase 1 based on a redesign of this plan and included two soccer fields, a walk trail, restrooms and parking. Another exciting moment in this park's history occurred in 2008 when the Town purchased an additional 17 acres of land adjacent to the park.

In 2010, construction was completed on phase 2 which added several family-friendly amenities, including a playground, splash pad, two large picnic pavilions, and an additional restroom, walk trail and parking. Phase 2 is also a model of sustainable park design offering many environmentally sensitive and energy-saving features. These include solar panels on the large pavilion roof that provide partial power to phase 2; bioswales that collect, filter, and infiltrate stormwater runoff; a permeable paver parking lot that reduces

costs of typical stormwater management structures; native, low-maintenance trees, shrubs, and flowers; and LED light fixtures that offer lower power consumption and lower maintenance. In 2014, the Town of Farragut received a Green Project Award from the East Tennessee Chapter of the United States Green Building Council for its commitment to this sustainable design.

Also in 2010, the Town purchased 9.5 acres adjacent to the park bringing the total park acreage to 52+ acres. The Town updated the park master plan in 2011 to encompass all 52+ acres, and this plan included additional picnic pavilions, disc golf, an amphitheater, tennis courts, a dog park, a linear playground and additional athletic fields.

In 2016, the splash pad was reconstructed and expanded to 5,747 square feet of spray area, which is over five times the spray area in the previous splash pad. The Town is proud to now offer the largest public splash pad in the greater Knoxville area.

This fiscal year, Farragut staff will work with a consultant to update the concept plan and make specific plans for phase 3. The Parks and Athletics Council – along with a member from the



Arts Council, Beautification Committee and Farragut Museum Committee – will comprise the citizen group that will also work with this consultant. The process will include using data from a recently completed park amenities survey conducted by the Parks and Leisure Services Department as well as public meetings to garner citizen input. By the end of the

fiscal year, the construction plans for phase 3 should be complete with the budget estimated at approximately \$3 million. Construction is scheduled to begin on phase 3 in 2018 pending approval of the Fiscal Year 2018 budget.

Stay current on Farragut's park and road project updates at townoffarragut.org/projects.

Looking Ahead . . . FY2017 Goals

(July 1, 2016 – June 30, 2017)

- Resurface approximately three miles of residential streets.
- Begin design of Union Road improvements from Hobbs Road to Everett Road.
- Develop a plan to inventory and analyze the Town's stormwater infrastructure.
- Complete the southeast quadrant of the Town's Reflectivity Sign Replacement Program.
- Install new landscaping on entrance and exit ramps at I-40 interchange at Campbell Station Road.
- Update the Major Road Plan to reflect road projects and other changes that could affect classification of streets in Town.
- Update the sign ordinance to reflect a recent Supreme Court ruling.
- Launch a new "Friends of the Farragut Museum" program.
- Coordinate the review and update to the McFee Park master plan, including pricing and construction plans for phase 3.
- Coordinate the plans and construction of the Mayor Bob Leonard Park Field 3 conversion, reconstruction of the upper restroom and the addition of a parking lot.
- Add safety signage (stop signs, etc.) to greenways.



Looking Back... FY2016 Accomplishments (July 1, 2015 – June 30, 2016)

Photo: Coordinated 22 special events (including the Shamrock Ball, above) with over 12,500 participants.

- Received Certificate of Achievement for Excellence in Financial Reporting for the 24th consecutive year.
- Received Distinguished Budget Presentation Award from the Government Finance Officers Association of the United States and Canada (GFOA) for Fiscal Year 2016 budget.
- Issued a total of 851 permits (commercial, residential, remodel, gas/mechanical/plumbing, swimming pools, and decks) with an estimated construction value of \$57,273,461 in Fiscal Year 2016.

- Replaced all interior lighting at the Farragut Town Hall with LED bulbs and fixtures, including 253 light fixtures and 212 bulbs, with the help of a Clean Tennessee Energy Grant in the amount of \$30,466 from the Tennessee Department of Environment and Conservation.



- Graduated the third Introduction to Farragut class, which included 12 community members who learned about the operations of the Town.

- Resurfaced 2.20 miles of streets and 0.82 miles of greenway and added paved surface to the overflow parking lots at McFee Park and the Public Works facility on Fretz Road.

- Earned one of the highest Insurance Services Office (ISO) ratings in the state, with a Class 3 rank for commercial buildings and Class 4 rank for 1 and 2 Family Residential buildings, making Farragut one of only 11 cities in Tennessee with such an excellent rating.

- Honored Codes Officer Adam Price as East Tennessee Building Officers Association Code Official of the Year.
- Received a 2016 Orchids Beautification Award in the Outdoor Spaces category for the Farragut Outdoor Classroom.
- Completed construction on Field 1 at Mayor Bob Leonard Park converting it from a natural grass field to a synthetic turf field.

- Reserved 5,557.5 hours of use on the Town's athletic fields by 58 adult and youth athletic clubs.



UPCOMING EVENTS IN THE TOWN OF FARRAGUT

News Sentinel Open WEB.com Tour Aug. 18-21
Fox Den Country Club

Farragut/West Knox Chamber Fall 5K Saturday, Oct. 8
Mayor Bob Leonard Park/Watt Road

Farragut Food Festival (Farragut Business Alliance) Friday, Oct. 21
Renaissance | Farragut

Freaky Friday Fright Nite Friday, Oct. 28
Mayor Bob Leonard Park

Farragut 13.1, 5K and Kids Run (Knoxville Track Club) ... Saturday, Oct. 29
Farragut High School Start/Finish

Light the Park Monday, Nov. 28
Founders Park at Campbell Station

Celebrate the Season Thursday, Dec. 1
Farragut Town Hall

Glossary

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.