Town of Farragut, Tennessee
**Farragut Board of Mayor & Aldermen Meeting**

Farragut Beer Board 5:50 PM; see Beer Board Agenda

Farragut Town Hall
11408 Municipal Center Drive
Thursday, June 26, 2025 at **6:00 PM**

**AGENDA**

I. Roll Call, Silent Prayer, Pledge of Allegiance

II. Approval of Agenda

III. Approval of Minutes

A. June 12, 2025

IV. Mayor's Report

V. Ordinances & Resolutions

A. Ordinances

1. Second Reading

a. Approval of Ordinance 25-05 on second reading, an ordinance amending Chapter 2, Article 6, Finance, of the Farragut Municipal Code to add section 2-300, Competitive Sealed Proposals.

b. Approval of Ordinance 25-10 on second reading, an ordinance adopting the annual budget for the Town of Farragut for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026.

B. Resolutions

1. Approval of Resolution R-2025-08, Town of Farragut Fund Balance Policy

2. Approval of Resolution R-2025-12, Utilizing Competitive Sealed Proposals for

Enterprise Resources Planning System

VI. Business Items

A. Approval of Contract 2026-01, On-Call Road Maintenance

B. Approval of Contract 2026-04, On-Call Traffic Signal Maintenance

C. Approval of Contract 2026-05, Resurfacing of Various Streets

D. Approval of Change Order 3, Contract 2024-09, Stormwater Infrastructure Repairs

E. Approval of Amendment 5 to the Professional Services Agreement between the Town and Kimley Horn Associates, Inc. for Additional Design Services for Union Road Improvements

VII. Citizens Forum

VIII. Town Administrator’s Report

A. Report for FY2025 transfer request

IX. Town Attorney’s Report

## The Board of Mayor and Aldermen welcomes and invites Farragut residents to participate in public meetings.

**Public Participation Guidelines for Farragut Board of Mayor and Aldermen meetings**

At the end of each business meeting, there will be time reserved for public comment under the Citizen Forum agenda item. If you are interested in speaking, please fill out a blue comment card and turn it in to the Town Recorder or staff member. This time is set aside specifically for comments on items that are <u>not</u> on the Board of Mayor and Aldermen regular agenda for the meeting. Each speaker will be given three (3) minutes to speak on his/her topic.

The Board also seeks public comment on regular agenda items during the portion of the meeting devoted to discussion and consideration of the specific agenda item.

The Mayor may recognize individuals for public comment during both the regular agenda and Citizen Forum portions of the meeting based on the following guidelines.

1. The Mayor shall maintain and control the meeting to provide a professional and objective environment conducive to presentation and discussion of the agenda items;
2. Any Farragut resident interested in speaking should fill out a blue comment card stating which agenda item they would like to comment on and turn it in to the Town Recorder or a staff member;
3. Speakers shall come to the podium and identify themselves by name and street address;
4. Public comment shall be limited to three (3) minutes per individual. Time for public comment

may be amended at the discretion of the Mayor; provided that when additional time is allowed, speakers with differing points of view are allowed the same amount of time if requested. Time is not transferable to other speakers;

5. Speakers should strive to avoid redundancy; different considerations than expressed by previous speakers on a subject are encouraged;
6. Comments that threaten violence or imminent physical harm toward any individual will not be tolerated.
7. Comments may support or oppose issues or measures;
8. Personal attacks on the character of individuals who hold different points of view that have no relationship to the merits of the matter or issue raised for discussion will not be tolerated.
9. An applicant, and/or their representative(s), for an item on the regular agenda shall be afforded the time necessary to present their request and respond to questions. The three (3) minute limitation shall not apply. However, the Mayor may ask an applicant to stay on point in order to facilitate the efficiency of the meeting.

Each speaker will be asked if they can agree to abide by the Comment Protocol. If so, please be prepared to speak when your name is called.

Tennessee Code Annotated 39-17-306. Disrupting meetings or processions.

1. A person commits an offense if, with the intent to prevent or disrupt a lawful meeting, procession, or gathering, the person substantially obstructs or interferes with the meeting, procession, or gathering by physical action or verbal utterance.

2. A violation of this section is a Class A misdemeanor.

Town of Farragut, Tennessee
**Farragut Beer Board Meeting**

Farragut Town Hall
11408 Municipal Center Drive
Thursday, June 26, 2025 at **5:50 PM**

**AGENDA**

I) Approval of Minutes

A) Minutes of April 24, 2025

II) Beer Permit

A) Approval of the Farragut Business Alliance Special Occasion Beer Permit for DOG DAZE IX

B) Approval of the Farragut Business Alliance Special Occasion Beer Permit for HARVESTFEST 25

# FARRAGUT BEER BOARD MINUTES

## Farragut Town Hall
## 11408 Municipal Center Drive

April 24, 2025
5:55 PM

The meeting was called to order at 5:55 PM. Members present; Mayor Williams, Vice-Mayor Meyer, Aldermen Burnette, Cain, and White.

### Approval of Minutes

Motion was made to approve the minutes of April 10, 2025, as presented. Moved by Mayor Williams, seconded by Vice-Mayor Meyer; voting yes; Mayor Williams, Vice-Mayor Meyer, Aldermen Burnette, Cain, and White; no nays; motion passed.

### Beer Permit

**Approval of a Class 1 On-Premise beer permit for Little Bangkok, 603 N. Campbell Station Road**

Motion was made to approve Class 1 On-Premise beer permit for Little Bangkok, 603 N. Campbell Station Road. Moved by Vice-Mayor Meyer, seconded by Alderman Cain; voting yes; Mayor Williams, Vice-Mayor Meyer, Aldermen Burnette, Cain, and White; no nays; motion passed.

______________________________

Drew Burnette, Chairman

______________________________

Allison Myers, Town Recorder

**Agenda Number: II.A.** **Meeting Date: June 26, 2025**

# REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

**Prepared By:** Allison Myers, Finance Director/Town Recorder

**Subject:** Approval of the Farragut Business Alliance Special Occasion Beer Permit for DOG DAZE IX

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**Discussion & Recommendations:**

The Farragut Business Alliance is planning a DOG DAZE IX event and is requesting a special occasion beer permit. The Town's Municipal Code governing special occasion beer permits is below.

**Sec. 8-212. - Special occasion beer permit.**
The special occasion beer permit request shall be made on such form as the board shall prescribe and/or furnish and shall be accompanied by a non-refundable application fee of one hundred dollars ($100.00).
(1) The beer board is authorized to issue a special occasion beer permit to bona fide charitable or nonprofit organizations for special events.
(2) The special occasion beer permit shall not be issued for longer than one (1) forty-eight-hour period, unless otherwise specified by the beer board, subject to the limitations on the hours, imposed by law.
(3) The application for the special occasion beer permit shall state whether the applicant is a charitable or nonprofit organization, include documents showing evidence of the type of organization, and state the location of the premise upon which alcoholic beverages shall be served and the purpose for the request of the license.
(4) For purposes of this section:
Bona fide charitable or nonprofit organization means any corporation or other legal entity which has been recognized as exempt from federal taxes under section 501(c) of the Internal Revenue Code.
(5) No charitable or nonprofit organization possessing a special occasion beer permit shall purchase, for sale or distribution, beer from any source other than a licensee as provided pursuant to state law.
(6) Failure of the special occasion permittee to abide by the conditions of the permit and all laws of the State of Tennessee and the Town of Farragut will result in a denial of a special occasion beer permit for the sale of beer for a period of two (2) years.

The Farragut Business Alliance is a nonprofit organization and is requesting the permit for August 15-17, 2025. If the event date changes, the approval of this special event permit is valid until December 31, 2025. The FBA is also requesting the $100 application fee be waived as the Town is an event sponsor of the event.

**Recommended By:** Allison Myers, Finance Director/Town Recorder
for approval.

**Proposed Motion:** Motion to waive the $100 application fee and approve the special occasion beer permit for the DOG DAZE IX for August 15-17, 2025, and valid through December 31, 2025.

# APPLICATION FOR BEER PERMIT

## STATE OF TENNESSEE

## TOWN OF FARRAGUT

I hereby make application for a permit to sell, store, manufacture, or distribute Beer under the provisions of Tennessee Code Annotated Section 57-5-101 et seq. and base my application upon the answers to the following questions:

1. Reason for application: New Business ____ New Ownership ____ Name Change ____ Other ✓
2. Type of permit requested, please circle all that apply:

   Class 1 On-Premise    Class 2 On-Premise, Other

   Class 3 On-Premise, Hotel/Motel    Class 4 On-Premise, Tavern

   Class 5 Off-Premise    Class 6, Special Occasion

3. Name of Applicant(s) (Owner(s) of Business) ____
   Farragut Business Alliance
   P.O. Box 23583
   Farragut, TN 37933
4. Type of applicant (check one):
   Person ____ Firm ____ Corporation ✓ Joint-Stock Company ____ Syndicate ____ Other ____
5. List all persons, firms, corporations, joint-stock companies, syndicates, or associations having at least a 5% ownership interest in the business:
   ____
6. Applicant's present home address:
   ____
7. Date of Birth 10/04/55 Home Telephone Number ____
   Business Telephone Number 865.307.2486 Social Security Number ____
8. Representative Email Address: steve@shopfarragut.com
9. Under what name will the business operate? Shop Farragut
10. Business address P.O. Box 23583 Farragut, TN 37933
    Business Telephone number 865.307.2486

11. Specify the identity, email and physical address of the person to receive annual privilege tax notices and any other communication from the Town:

______________________________________________

______________________________________________

12. Information of any manager, other than the applicant:

Name: ____________________ Birth Date: ____________________

Address: ______________________________________________

Phone Number: ______________________________________________

13. Has any person having at least a 5% ownership interest, any of the managers, or any other employee of the business, been convicted of any violation of the beer or alcoholic beverage laws or any crime within the last ten (10) years: ____Yes ____No. If yes, give particulars of each charge, court, and date convicted.

______________________________________________

______________________________________________

______________________________________________

14. Have you or your organization ever had a Beer Permit revoked, suspended, or denied in the State of Tennessee? NO If so, specify, where, when, and why:

______________________________________________

______________________________________________

15. Name and address of property owner, if other than the business owner:

White Realty P.O. BOX 10028 Knoxville, TN 37939

16. What is the name and address of the Church (or other place of worship) nearest to your business?

______________________________________________

17. What is the name and address of the school nearest to your business?

______________________________________________

18. Special Occasion Event Name: DOG DAZE IX and HARVESTFEST '25

Location of the special occasion event: 11505 Kingston Pike Village Green Shopping

Event Date & Times: 8/15-17/25 DDIX and 10/26/25 HarvestFest

Representative name & phone number: Steve Krempasky 865-307-2486

Have you received a special event permit to hold the event in the Town of Farragut? pending

19. Tennessee Sales Tax Number: ______________________________________________

20. Town of Farragut Business License Number ______________________________________________

# WHITE REALTY & SERVICE CORPORATION

Post Office Box 10028 • Knoxville, Tennessee 37939-0028

Phone: (865) 588-2244 • Fax: (865) 588-3233

REAL ESTATE DEVELOPMENT • MANAGEMENT • LEASING

May 22, 2025

Attention: Tennessee State ABC Commission and
Town of Farragut

Via: Mr. Stephen F. Krempasky
Executive Director
Farragut Business Alliance dba SHOP FARRAGUT
PO Box 23583
Farragut, TN 37934

RE: DOG DAZE IX/Permissions

To whom this may concern:

Please have this letter serve as notice that White Realty gives permission for "Shop Farragut" to hold the Dog Daze Event August 15 – August 17, 2025 on the outparcel beside Truist Bank in the Village Green Shopping Center, Farragut, Tennessee. It has become an amazing attraction that Farragut and the surrounding community eagerly anticipates each year.

We are aware that this event is supported by the Town of Farragut and organizers will be serving alcoholic beverages to legally aged individuals showing proper identification.

Should you have any questions, or wish to discuss this event further, please do not hesitate to contact me.

Sincerely,

Davis A. Overton
Sr. Vice President, Real Estate

**Agenda Number: II.B.** **Meeting Date: June 26, 2025**

# REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

**Prepared By:** Allison Myers, Finance Director/Town Recorder

**Subject:** Approval of the Farragut Business Alliance Special Occasion Beer Permit for HARVESTFEST 25

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**Discussion & Recommendations:**

The Farragut Business Alliance is planning a HARVESTFEST 2025 event and is requesting a special occasion beer permit. The Town's Municipal Code governing special occasion beer permits is below.

**Sec. 8-212. - Special occasion beer permit.**
The special occasion beer permit request shall be made on such form as the board shall prescribe and/or furnish and shall be accompanied by a non-refundable application fee of one hundred dollars ($100.00).
(1) The beer board is authorized to issue a special occasion beer permit to bona fide charitable or nonprofit organizations for special events.
(2) The special occasion beer permit shall not be issued for longer than one (1) forty-eight-hour period, unless otherwise specified by the beer board, subject to the limitations on the hours, imposed by law.
(3) The application for the special occasion beer permit shall state whether the applicant is a charitable or nonprofit organization, include documents showing evidence of the type of organization, and state the location of the premise upon which alcoholic beverages shall be served and the purpose for the request of the license.
(4) For purposes of this section:
Bona fide charitable or nonprofit organization means any corporation or other legal entity which has been recognized as exempt from federal taxes under section 501(c) of the Internal Revenue Code.
(5) No charitable or nonprofit organization possessing a special occasion beer permit shall purchase, for sale or distribution, beer from any source other than a licensee as provided pursuant to state law.
(6) Failure of the special occasion permittee to abide by the conditions of the permit and all laws of the State of Tennessee and the Town of Farragut will result in a denial of a special occasion beer permit for the sale of beer for a period of two (2) years.

The Farragut Business Alliance is a nonprofit organization and is requesting the permit for October 26, 2025. If the event date changes, the approval of this special event permit is valid until December 31, 2025. The FBA is also requesting the $100 application fee be waived as the Town is an event sponsor of the event.

**Recommended By:** Allison Myers, Finance Director/Town Recorder
for approval.

**Proposed Motion:** Motion to waive the $100 application fee and approve the special occasion beer permit for the HARVESTFEST, October 26, 2025, and valid through December 31, 2025.

# APPLICATION FOR BEER PERMIT

## STATE OF TENNESSEE

## TOWN OF FARRAGUT

I hereby make application for a permit to sell, store, manufacture, or distribute Beer under the provisions of Tennessee Code Annotated Section 57-5-101 et seq. and base my application upon the answers to the following questions:

1. Reason for application: New Business ____ New Ownership ____ Name Change ____ Other ✓
2. Type of permit requested, please circle all that apply:

   Class 1 On-Premise — Class 2 On-Premise, Other

   Class 3 On-Premise, Hotel/Motel — Class 4 On-Premise, Tavern

   Class 5 Off-Premise — Class 6, Special Occasion

3. Name of Applicant(s) (Owner(s) of Business) Farragut Business Alliance
   P.O. Box 23583
   Farragut, TN 37933
4. Type of applicant (check one):
   Person ____ Firm ____ Corporation ✓ Joint-Stock Company ____ Syndicate ____ Other ____
5. List all persons, firms, corporations, joint-stock companies, syndicates, or associations having at least a 5% ownership interest in the business:
6. Applicant's present home address:
7. Date of Birth 10/04/55 Home Telephone Number ____
   Business Telephone Number 865·307·2486 Social Security Number ____
8. Representative Email Address: steve@shopfarragut.com
9. Under what name will the business operate? Shop Farragut
10. Business address P.O. Box 23583 Farragut, TN 37933
    Business Telephone number 865·307·2486

11. Specify the identity, email and physical address of the person to receive annual privilege tax notices and any other communication from the Town:

_______________________________________________

_______________________________________________

12. Information of any manager, other than the applicant:

Name: ____________________ Birth Date: ____________________

Address: _______________________________________________

Phone Number: _______________________________________________

13. Has any person having at least a 5% ownership interest, any of the managers, or any other employee of the business, been convicted of any violation of the beer or alcoholic beverage laws or any crime within the last ten (10) years: ____Yes ____No. If yes, give particulars of each charge, court, and date convicted.

_______________________________________________

_______________________________________________

_______________________________________________

14. Have you or your organization ever had a Beer Permit revoked, suspended, or denied in the State of Tennessee? NO If so, specify, where, when, and why:

_______________________________________________

_______________________________________________

15. Name and address of property owner, if other than the business owner:

White Realty P.O. BOX 10028 Knoxville, TN 37939

16. What is the name and address of the Church (or other place of worship) nearest to your business?

_______________________________________________

17. What is the name and address of the school nearest to your business?

_______________________________________________

18. Special Occasion Event Name: DOG DAZE IX and HARVESTFEST '25

Location of the special occasion event: 11505 Kingston Pike Village Green Shopping

Event Date & Times: 8/15-17/25 DDIX and 10/26/25 HarvestFest

Representative name & phone number: Steve Krempasky 865-307-2486

Have you received a special event permit to hold the event in the Town of Farragut? pending

19. Tennessee Sales Tax Number: ____________________

20. Town of Farragut Business License Number ____________________

Town of Farragut, Tennessee
**Farragut Board of Mayor & Aldermen Meeting**

Farragut Town Hall
11408 Municipal Center Drive
Thursday, June 12, 2025 at 6:00 PM

**MINUTES**

I. Roll Call, Silent Prayer, Pledge of Allegiance

Mayor Williams called the meeting to order at 6:00 PM. Roll Call for attendance: Alderman Burnette, present; Alderman Cain, present; Alderman White, present; Vice-Mayor Meyer, present; Mayor Williams, present; in addition to staff and members of the press.

II. Approval of Agenda

Motion was made to approve the agenda as presented. Moved by Alderman Burnette, seconded by Vice-Mayor Meyer; voting yes, Mayor Williams, Vice-Mayor Myer; Aldermen Burnette, Cain and White; no nays; motion passed.

III. Approval of Minutes

A. May 22, 2025

Motion was made to approve the minutes of May 22, 2025, as presented. Moved by Alderman Burnette, seconded by Vice-Mayor Meyer; voting yes, Mayor Williams, Vice-Mayor Myer; Aldermen Burnette, Cain and White; no nays; motion passed.

IV. Mayor's Report

Mayor Williams thanked the museum committee and staff for the ribbon cutting and grand opening of the Farragut Museum. He also thanked the staff for the chalk walk event.

Alderman Burnette attended the ribbon-cutting events at Dullahans and SWTHZ.

Alderman Cain thanks the community and staff following his father's passing.

V. Ordinances & Resolutions

A. Ordinances

1. First Reading

a. Approval of Ordinance 25-05, an ordinance amending Chapter 2, Article 6, Finance, of the Farragut Municipal Code to add section 2-300, Competitive Sealed Proposals

Motion was made to approve Ordinance 25-05 on first reading. Moved by Vice-Mayor Meyer, seconded by Alderman White; Roll call vote; Alderman Burnette, yes; Alderman Cain, yes;

Alderman White, yes; Vice-Mayor Meyer, yes; Mayor Williams, yes; motion passed.

b. Approval of Ordinance 25-10, an ordinance on First Reading, adopting the annual budget for the Town of Farragut for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026

Motion was made to approve Ordinance 25-10 with the amendments in attachment titled, Proposed amendments from 1st to 2nd reading, on first reading. Moved by Vice-Mayor Meyer, seconded by Alderman Burnette.

Louise Povlin, 275 Biddle Farms, spoke to the board about adding a position for Economic Development relations.

Alderman Cain made an amended motion to remove the Turkey Creek Multi-Modal project from the budget due to safety issues in the current design discussed and attempt to settle the lawsuit. Moved by Alderman Cain, seconded by Alderman White. After much discussion, a roll call vote was taken on Alderman Cain's amendment. Alderman Burnette, no; Alderman Cain, yes; Alderman White, yes; Vice-Mayor Meyer, no; Mayor Williams, no; motion failed.

Roll call vote on the original motion; Alderman Burnette, yes; Alderman Cain, no; Alderman White, no; Vice-Mayor Meyer, yes; Mayor Williams, yes; motion passed.

2. Second Reading

a. Approval of Ordinance 25-08, ordinance on Second Reading and Public Hearing, amending the Fiscal Year 2024-2025 General Fund, Capital Investment Program & Tourism Funds

Motion was made to approve Ordinance 25-08 on second and final reading. Moved by Vice-Mayor Meyer, seconded by Alderman Burnette; Roll call vote; Alderman Burnette, yes; Alderman Cain, yes; Alderman White, yes; Vice-Mayor Meyer, yes; Mayor Williams, yes; motion passed.

B. Resolution

1. Approval of the Resolution R-2025-10, Fiscal Year 2026 Fee Schedule

Motion was made to approve Resolution R-2025-10, Fiscal Year 2026 Fee Schedule. Moved by Alderman White, seconded by Alderman Cain; voting yes, Mayor Williams, Vice-Mayor Myer; Aldermen Burnette, Cain and White; no nays; motion passed.

VI. Business Items

A. Approval of ADA Trail Improvements at Mayor Bob Leonard Park

Motion was made to approve the contract with Whaley Construction LLC for their qualified quote of $161,486 for construction of ADA Trail Improvements at Mayor Bob Leonard Park. Moved by Alderman White, seconded by Vice-Mayor Meyer; voting yes, Mayor Williams, Vice-Mayor Myer; Aldermen Burnette, Cain and White; no nays; motion passed.

B. Approval to reject the bid for Contract #2025-14 McFee Park Prefabricated Restroom

Motion was made to approve the rejection of the bid for Contract #2025-14 McFee Park Prefabricated Restroom. Moved by Alderman White, seconded by Vice-Mayor Meyer; voting yes, Mayor Williams, Vice-Mayor Myer; Aldermen Burnette, Cain and White; no nays; motion passed.

C. Approval of Change Order 5 (Final Quantities Closeout) and Liquidated Damages, Contract 2022-07, Farragut Advanced Traffic Management System Phase 1

Motion was made to approve Change Order 5 (Final Quantities Closeout) and Liquidated Damages, Contract 2022-07, Farragut Advanced Traffic Management System Phase 1. Moved by Vice-Mayor Meyer, seconded by Alderman Cain; voting yes, Mayor Williams, Vice-Mayor Myer; Aldermen Burnette, Cain and White; no nays; motion passed.

D. Approval of the re-appointment of Joe LaCroix to the Visual Resources Review Board

Motion was made to approve the re-appointment of Joe LaCroix to the Visual Resources Review Board. Moved by Alderman White, seconded by Alderman Burnette; voting yes, Mayor Williams, Vice-Mayor Myer; Aldermen Burnette, Cain and White; no nays; motion passed.

E. Approval of Fiscal Year 2026 Volunteer Committee Appointments

Motion was made to approve the following Fiscal Year 2026 Volunteer Committee Appointments.

Arts & Beautification Committee, 2-year term:
Jennifer Craddick
Sue-Ann Hansler
Ashley Lynch
Brian Walker
Darryl Whitehead

Board of Zoning Appeals, 5-year term:
Jim Holladay

Museum Advisory Committee, 2-year term:
Sue-Ann Hansler
Dot LaMarche
John Osborne
William Rhodes

Farragut Tourism/Visitor Committee, 2-year term
Darryl Whitehead, Attractions Rep
Crystal McNamee, Retail Rep
Michelle Campbell, Lodging Rep
Marianne McGill, At-large
Debbie Pinchok, At-large
Joey Ruffalo, At-Large
Farragut Tourism/Visitor Committee, 1-year term
Reed Honken

Parks & Athletics Council, 2-year term:
Dian Hall
Brian Walker
Jennifer Craddick
Bettina Ruffalo
Ashley Lynch

Stormwater Advisory Committee, 2-year term:
Jennifer Mayfield, Water Quality

Qiang He, Engineer
Patrick La Pine, At-large

Visual Resources Review Board, 2-year term:
Jonathan Francis
Marty Layman
Stephen Marlowe
Scott Russ

Tree Board, 1-year term:
Gerald Thornton, At-large
Adam Dunca, Utility Rep

Education Relations Committee:
Yolanda Catlett

Moved by Alderman White, seconded by Vice-Mayor Myer; voting yes, Mayor Williams, Vice-Mayor Myer; Aldermen Burnette, Cain and White; no nays; motion passed.

F. Approval of the Village Green Swim Team Triathlon on July 1, 2025

Motion was made to approve the Village Green Swim Team Triathlon event on July 1, 2025. Moved by Alderman Burnette, seconded by Vice-Mayor Meyer; voting yes, Mayor Williams, Vice-Mayor Myer; Aldermen Burnette, Cain and White; no nays; motion passed.

VII. Citizens Forum

No comments.

VIII. Town Administrator’s Report

No Report.

IX. Town Attorney’s Report

No Report.

______________________________
Ron Williams, Mayor

______________________________
Allison Myers, Town Recorder

**Agenda Number: V.A.1.a.** **Meeting Date: June 26, 2025**

# REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

**Prepared By:** Allison Myers, Finance Director/Town Recorder

**Subject:** Approval of Ordinance 25-05 on second reading, an ordinance amending Chapter 2, Article 6, Finance, of the Farragut Municipal Code to add section 2-300, Competitive Sealed Proposals.

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**Introduction & Background:** The purpose of this agenda item is to approve Ordinance 25-05 on second reading, which would approve a process to authorize the Town of Farragut to utilize competitive sealed proposals and outline guidelines in the Town's procurement code.

**Discussion & Recommendations:** Tennessee Code Annotated 12-3-1207 authorizes municipalities to use, under certain circumstances, competitive sealed proposals to purchase goods and services and requires that a municipality adopt by ordinance a procurement code outlining the guidelines.

The procurement code shall provide that competitive sealed proposals may be used only when qualifications, experience, or competence are more important than price in making the purchase and:

1. When there is more than one (1) solution to a purchasing issue and the competitive sealed proposals will assist in choosing the best solution; or
2. When there is no readily identifiable solution to a purchasing issue and the competitive sealed proposals will assist in identifying one (1) or more solutions.

Municipalities may make purchases using competitive sealed proposals rather than competitive sealed bids when the governing body determines that competitive sealed bidding is either not practicable or not advantageous to the municipality. This act places the following restrictions and requirements on purchasing through competitive sealed proposals:

- The governing body must adopt a procurement code by ordinance before purchases may be made through competitive sealed proposals. MTAS, in conjunction with the Comptroller's Office, developed a code that municipalities may adopt.
- Purchases using competitive sealed proposals may be made only in instances when qualifications, experience, and competence are more important than price.
- These purchases may be made only when there is either:
    - More than one solution to a purchasing issue and the competitive sealed proposals will assist in choosing the best solution, or
    - No readily identifiable solution to a purchasing issue and competitive sealed proposals will assist in identifying one or more solutions.
- Adequate public notice must be given for the request for proposals in the same manner as for requests for competitive sealed bids.
- The request for proposals must state the relative importance of price and other factors.
- Proposals must be opened in a manner that avoids disclosure of contents to competing respondents during the later negotiations. Proposals must be open to

public inspection when the intent to award the contract to a particular respondent is announced.

- Discussions for clarification may be conducted with responsible respondents who submit proposals that have been determined by the purchasing agent to be viable for selection. These respondents must be given fair treatment relative to discussion and revision of proposals.
- Revisions to submitted proposals are permitted before the intent to award to a particular respondent is announced.
- In the discussions, the purchasing agent and other municipal personnel may not disclose information derived from competing proposals.
- The award must be made to the responsible respondent whose proposal the governing body determines is most advantageous to the municipality. The purchasing agent must place in the file a statement containing the basis on which the award was made.

Some examples of comparative sealed proposals would be used for the automated traffic enforcement program contract, GIS Services, and Visit Farragut Website maintenance.

**Recommended By:** Allison Myers, Finance Director/Town Recorder
for approval.

**Proposed Motion:** To approve Ordinance 25-05 on second reading, an ordinance amending Chapter 2, Article 6, Finance, of the Farragut Municipal Code to add section 2-300, Competitive Sealed Proposals.

| | |
|---|---|
| ORDINANCE | 25-05 |
| PREPARED BY | Myers |
| 1$^{ST}$ READING | June 12, 2025 |
| 2$^{ND}$ READING | June 26, 2025 |
| PUBLISHED IN | Farragut Press |
| DATE | |

**AN ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE AMENDING CHAPTER 2, ARTICLE 6, FINANCE, OF THE MUNICIPAL CODE REGARDING THE MUNICIPAL PURCHASING REGULATIONS.**

**WHEREAS**, Tennessee Code Annotated § 12-3-1207 authorizes municipalities to use, under certain circumstances, competitive sealed proposals to purchase goods and services rather than competitive sealed bids; and

**WHEREAS**, Tennessee Code Annotated § 12-3-1207 requires that a municipality adopt by ordinance a procurement code before purchases may be made as authorized; and

**WHEREAS**, the Board of Mayor and Aldermen desires to exercise the power and authority granted to municipalities under said legislation and in that regard desires to adopt a procurement code in accordance with such legislation;

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Mayor and Aldermen of the Town of Farragut, Tennessee that:

**SECTION 1.** Chapter 2, Article 6-Finance, Division 2-Purchasing of the municipal code is hereby amended by adding a new section 2-300 to the town's purchasing regulations:

> **2-300. Competitive Sealed Proposals.** (1) Notwithstanding anything to the contrary in the municipal ordinances and/or resolutions governing purchases, the town may use competitive sealed proposals to purchase goods and services rather than competitive sealed bids when the Board, acting under the restrictions and requirements of Tennessee Code Annotated Title 12, Chapter 3, Part 12, as same may hereinafter be amended, and the procurement code adopted by this section, determines that the use of competitive sealed bidding is either not practicable or not advantageous to the town. The Board must make the aforesaid determination with regard to each use of competitive sealed proposals rather than competitive sealed bids, except that in actual emergencies caused by unforeseen circumstances such as natural or human-made disasters, delays by contractors, delays in transportation, or unanticipated volume of work, purchases through competitive sealed proposals may be made without specific authorizing action of the Board. A record of any emergency purchase shall be made by the person authorizing the emergency purchase, specifying the amount paid, the items and services purchased, from whom the purchase was made, and the nature of the emergency. A report of the emergency purchase purchased through competitive sealed proposals containing all

relevant information shall be made as soon as possible by the person authorizing the purchase to the Board.

(2) Criteria and Procedure. The following shall constitute the criteria and procedures for purchasing through competitive sealed proposals:

(a) *Conditions for Use*.

(i) Competitive sealed proposals may be used only after the municipality has documented the reasons why competitive sealed bids are not practicable or not advantageous to the municipality, and

(ii) Competitive sealed proposals may be used only when qualifications, experience, or competence are more important than price in making the purchase and:

(1) When there is more than one solution to a purchasing issue and the competitive sealed proposals will assist in choosing the best solution; or

(2) When there is no readily identifiable solution to a purchasing issue and the competitive sealed proposals will assist in identifying one or more solutions.

(b) *Public Notice.* Adequate public notice of the request for competitive sealed proposals shall be given in the same manner provided by applicable law for competitive sealed bids.

(c) *Request/Evaluation Factors.* The request for competitive sealed proposals must state the relative importance of price and other evaluation factors. Among other things, the request shall include the desired specifications (which may be expressed in the context of the result sought to be obtained); the qualifications of each proposer; warranties, time frame for performance, the contract; and, if applicable, the bond or other security that the successful proposer will be required to furnish. The request for competitive sealed proposals shall provide that, after receipt by the town of a proposal, interviews, presentations, demonstrations, and discussions, either oral or in writing or both, may be conducted for clarification to assure full understanding of, and responsiveness to, the solicitation requirements with one (1) or more responsible proposers who submit proposals determined by the purchasing agent to be reasonably susceptible of being selected. The request shall set forth the date, time, and place for submission of proposals.

(d) *Opening of Proposals.* Competitive sealed proposals must be opened in a manner that avoids disclosure of the contents to competing proposers during the negotiation. The proposals and all related materials must be open for public inspection after, but not before, the intent to award the contract to a particular proposer is announced.

(e) *Discussions with Responsive Proposers and Revisions to Proposals.* After receipt by the town of a proposal, interviews, presentations, demonstrations, and discussions, either oral or in writing or both, may be conducted for clarification to assure full understanding of, and responsiveness to, the solicitation requirements with one (1) or more responsible proposers who submit proposals determined by the purchasing agent to be reasonably susceptible of being selected. The proposers must be accorded fair and equal treatment with respect to an opportunity for an interview, presentation, demonstration, discussion, or revision of proposals, both as to the particular goods or services to be furnished and the price thereof. In order to permit the town to obtain the best offers of proposers, revisions may be permitted after submission and before the intent to award to a particular proposer is announced. In conducting interviews, presentations, demonstrations, or discussions, the purchasing agent and other municipal personnel shall not disclose to a proposer during the negotiations information derived from proposals submitted by competing proposers. Nothing contained herein shall preclude the town from conducting conferences or otherwise communicating with all parties who may be interested in responding to a proposal prior to the time that proposals are to be received.

(f) *Best and final offers.* If interviews, presentations, demonstrations, or discussions are conducted, the purchasing agent shall issue a written request for best and final offers. The request shall set forth the date, time, and place for submission of best and final offers. Best and final offers shall be requested only once, unless the purchasing agent makes a written determination that it is advantageous to the town to conduct further discussion or clarify the town's requirements. The request for best and final offers shall inform proposers that, if they do not submit a notice of withdrawal or a best and final offer, their latest written offer will be construed as their best and final offer. Nothing contained herein shall preclude the Board from rejecting all proposals and thereafter requesting new proposals.

(g) *Award.* The award shall be made to the responsible proposer whose proposal the Board determines is the most advantageous to the town, taking into consideration price and the evaluation factors set out in the request for competitive sealed proposals. No other factor may be used in the evaluation. The purchasing agent shall place in the contract file a statement containing the basis on which the award was made.

(h) *Protest.* In the event that any proposer to a request for competitive sealed proposals is aggrieved by the decision of the town, such aggrieved proposer may protest the intended award to another proposer if the protest is filed within seven (7) days after the intended award is announced. The protest must be filed with the Board in care of the Town Administrator of the town and shall be promptly decided by the Board. The purchase shall not be finalized and work may not commence until the Board has reviewed and made a decision on the protest.

(i) *No Conflict with Other Laws.* Nothing contained herein is intended to change the authority of the town with respect to contracting for professional services in accordance with the applicable laws of the state of Tennessee.

**SECTION 2.** This ordinance shall take effect upon publication after its final passage in a newspaper of general circulation, the public welfare requiring it.

__________________________________
Ron Williams, Mayor

__________________________________
Allison Myers, Town Recorder

**Agenda Number:** **V.A.1.b.** **Meeting Date:** **June 26, 2025**

# REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

**Prepared By:** David Smoak, Town Administrator

**Subject:** Approval of Ordinance 25-10 on second reading, an ordinance adopting the annual budget for the Town of Farragut for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026.

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**Introduction & Background:**

The purpose of this agenda item is to approve Ordinance 25-10 on Second and Final Reading, adopting the annual budget for the Town of Farragut for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026.

The planning for fiscal year end 2025 and projected 2026 budget that starts on July 1 has been in process since early January when the Town began our strategic planning process for the year. This year our local economy has continued to be resilient and is reflected through positive sales tax growth and continued residential and commercial development in FY2025 that should continue throughout FY2026.

**Discussion & Recommendations:**

**CHANGES BETWEEN FIRST & SECOND READING**

- General Fund Amendments
  - **Human Resources**-Add ICMA Membership $1,200
  - **Human Resources**-Add to benefit disbursement (2 receptionists and new hire) $1,000
  - **Community Development-**Deduct benefit disbursement (2 receptionists) -$500
  - **Information Technology-**Add Enterprise Resource Planning Annual Maintenance $105,000
  - **Legislative**-Deduct special census -$75,000
  - **General Government-**Campbell Station Inn Building Maintenance $10,000
  - **Community Center-**Add personnel benefits $4,177

**Total Increase in Expenditures: $45,877**

- Tourism Fund Amendments
  - **Revenue-**Event Tickets/Fees $10,000
  - **Museum-**Deduct Overtime Cost -$4,153
  - **Museum-**Add Benefit Disbursement $500
  - **Tourism-**Add Benefit Disbursement $1,500

**Total Increase in Expenditures: $2,153**

- Capital Investment Program Fund Amendments
  - **Greenway Paving & Maintenance -**Add $75,000
  - **Town Hall HVAC Unit Replacements-**Add $65,000

- **McFee Tennis Resurfacing**-Deduct -40,000

**Total Increase in Expenditures: $100,000**

**GENERAL FUND**

The proposed year-end FY2025 General Fund revenues are estimated at $18,386,115, with expenditures of $10,892,180. This year-end estimate accounts for a 6.4% increase in sales tax revenue from the FY25 budget, as well as additional revenue increases in the state sales tax, wholesale liquor taxes, recreation fees and interest earnings. The proposed FY2026 General Fund revenues are $17,817,804, which is a slight decrease from estimated FY2025 revenues due to conservative estimates for interest earnings. Local sales tax revenue is estimated to increase slightly from FY25 estimated end of year projection to $10,763,802. This revenue source accounts for 60.4% of the Town's total general fund revenue. A second major revenue source is State Sales Tax. This tax is distributed from the State of Tennessee to local governments and is based on the Farragut population base, which is currently 23,506 according to the 2020 Census. Total FY26 proposed revenue in State Sales Tax is $2,910,000.

General Fund Expenditures for FY2026 are proposed at $12,128,642, which is a 6.9% increase over the FY2025 budget. The Town of Farragut conducted a classification and compensation study for all employee positions to remain competitive for both salaries and benefits in the current employment market. Based on the results of the study, the budget reflects an overall adjustment of 5.6% to current payroll to implement the recommendations from the study. Employees will also be eligible for a 3% merit package. The cost to implement the classification and compensation study and merit package for personnel is $413,112. The budget also includes higher expenses for employee health insurance that are estimated to cost an additional 3% over FY25 or $46,634.

For FY26, the Town Administrator is proposing to add 2.5 full-time equivalent positions, including a restructuring of the leadership team. The current Assistant Town Administrator position will be eliminated and allow for internal promotional opportunities to include an Administrative Services Director and a Public Services Director. This restructuring will facilitate improved efficiency within the departments, help align our strategic goals with our resources, give us greater adaptability and provide a greater focus on our customer service initiatives. Included in this restructuring is the addition of a Training and Development Coordinator in the Human Resources Department. These proposed changes will provide a total savings of $35,162 to the current FY25 budget.

The Public Works department will be moving a Part-Time Administrative Assistant to Full-time and adding a Fleet Service Mechanic to oversee all aspects of fleet service. The total cost of these positions is budgeted at $159,130.

The overall General Fund budget projects $5.8 million in revenues over expenditures for FY26. The budget funds the rainy-day fund at a total of $3.6 million, with an assigned fund balance of $7 million and an available fund balance at the end of the FY26 budget year to be $21 million.

**STATE STREET AID FUND**

The State Street Aid Fund has projected revenues of $870,917 and estimated expenditures of $2,205,000. This fund is primarily used to resurface streets in the Town of Farragut. With energy prices remaining high over the past year, the number of lane miles the town is able to repave will require additional funding to keep pace with our historical average. At the end of the FY26 budget there will be an estimated $2,291,516 in fund balance.

**TOURISM FUND**

The Tourism Fund is a special revenue fund where the primary source of funding comes from the 3% occupancy tax on hotel night stays by visitors to the local Farragut hotels. Revenues from hotel stays have remained consistent due to the heavy travel volume along the I-75/I-40 corridor and the convenient shopping and entertainment in the area, with estimated revenues for FY26 at $661,000. In FY26 the Tourism Fund is receiving ARPA grant funds of $85,000, which will be utilized for additional marketing and promotional opportunities for the tourism program. The Tourism Fund this year has two large initiatives that are being funded, included the purchase of a portable stage for events and phase one of the wayfinding program for a total budget of $500,000. With the reopening of Farragut Town Hall, the Farragut Museum is also open for business, with total projected expenditures of $77,888. Proposed Tourism Fund expenditures for FY26 are $1,138,406, with an ending fund balance of $572,055.

**ARPA FUND**

The American Rescue Plan Act (ARPA) Fund includes funding from the U.S. Government to all local governments based on population. The Town has received two equal payments totaling $7,055,252. The Town also received additional TDEC grant funds in FY23 of $1,721,566 to utilize on stormwater infrastructure projects and in FY24 received a TDEC grant for a stormwater parking facility of $2,017,591. ARPA funds may be utilized on any local government service or project. For FY26, the Town will be allocating a total of $1,213,764 on broadband infrastructure enhancements to connect all town facilities. Funding for the remaining ARPA funded projects must be spent by December 31, 2026.

**EQUIPMENT REPLACEMENT FUND**

The Equipment Replacement Fund provides a long-term plan for equipment and vehicle replacement and has projected expenditures of $585,000 in FY26 and a transfer from the general fund of $225,000. There will be an estimated fund balance in the Equipment Replacement fund of $1,063,383.

**ADA CAPITAL PROJECTS FUND**

The ADA Capital Projects Fund does not have any major projects planned for FY2026. Since developing the Town's ADA Transition Plan in 2018, the Town has made improvements to Anchor Park, Mayor Bob Leonard Park, Town Hall improvements and dozens of curb ramps as street resurfacing projects are completed. There are more proposed curb ramps to be replaced in FY2026 to be brought into compliance with ADA standards and those funds will be paid out of the State Street Aid Fund. There is a proposed $150,000 transfer from the General Fund to the ADA Fund in FY2026, with a projected fund balance of $740,477.

**CAPITAL INVESTMENT PROGRAM FUND**

The Capital Investment Program (CIP) Fund budget has a total of $17,402,000 in projects planned to get underway in FY26. These projects include security enhancements; Enterprise Resource Planning software upgrades; sand volleyball complex reconstruction; construction of Boyd Station Road multi-modal improvements and Union Road multi-modal improvements; intersection improvements at Campbell Station Road and Jamestown Blvd, as well as Concord Road and Loop Road; and adaptive traffic signal upgrades throughout Farragut. Revenues for the CIP come from Town resources in the form of a $6,000,000 transfer from the General Fund, $4,882,000 from CIP Reserves, and $6,320,000 from federal and/or state matching grants. Overall, the FY2026 projected available fund balance is $8,894,719.

**INSURANCE FUND**

The Insurance Fund includes funding for retiree health insurance and annual leave disbursements at an employee's retirement date. There are no budget transfers from the General Fund proposed in the FY26 budget and the available fund balance is $303,265.

The FY2026 budget aligns with the Town of Farragut strategic plan of Connecting our Community with Excellent Parks, Greenways, Trails, Sidewalks and Recreation Programs; Enhancing the Town's Financial Position; Collaborating at a Local, State and Federal level; Supporting and Caring for our Team; and Advancing a High-Quality and Well-Maintained Community. The FY2026 budget will allow the Town of Farragut to continue providing exceptional service to our community while living well within our projected revenues and maintaining a healthy fund balance.

**Recommended By:** David Smoak, Town Administrator
for approval.

**Proposed Motion:** To approve Ordinance 25-10 on Second and Final Reading, adopting the annual budget for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026.

| | |
|---|---|
| ORDINANCE | 25-10 |
| PREPARED BY | Myers |
| 1$^{ST}$ READING | June 12, 2025 |
| 2$^{nd}$ READING | June 26, 2025 |
| PUBLISHED IN | Farragut Press |
| DATE | July 3, 2025 |

**AN ORDINANCE OF THE**
**TOWN OF FARRAGUT, TENNESSEE**
**ADOPTING THE ANNUAL BUDGET**
**FOR THE FISCAL YEAR BEGINNING JULY 1, 2025 AND ENDING JUNE 30, 2026**

WHEREAS, Tenn, Code Ann. § 9-1-116 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 Board will consider final passage of the budget.

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

SECTION 1: That the governing body projects anticipated revenues from all sources and appropriates planned expenditures for each department, board, office or other agency of the municipality, herein presented together with the actual annual receipts and expenditures of the last preceding fiscal year and the estimated annual expenditures for the current fiscal year, and from those revenues and unexpended and unencumbered funds as follows for fiscal year 2026, and including the projected ending balances for the budget year, the actual ending balances for the most recent ended fiscal year and the estimated ending balances for the current fiscal years:

| GENERAL FUND | Actual FY 2024 | Estimated Actual FY 2025 | Budget FY 2026 |
|---|---|---|---|
| **Revenues** | | | |
| Local Taxes | $ 10,406,132 | $ 10,748,826 | $ 10,763,802 |
| State Sales Tax | $ 2,884,673 | $ 2,913,000 | $ 2,910,000 |
| Wholesale Beer, Liquor & Mixed Drink Tax | $ 1,676,346 | $ 1,705,800 | $ 1,650,800 |
| Intergovernmental | $ 769,308 | $ 761,687 | $ 758,445 |
| Building Permits & Licenses | 835,811 | 585,815 | 569,550 |
| Recreation Fees | 526,916 | 450,600 | 480,000 |
| Traffic Enforcement Program & Fines | 123,051 | 21,000 | 48,000 |
| Rent | 137,886 | 118,407 | 135,207 |
| Miscellaneous | 1,379,988 | 1,080,980 | 502,000 |
| **Total Revenues and Other Financing Sources** | $ 18,740,111 | $ 18,386,115 | $ 17,817,804 |
| **Appropriations** | | | |
| **Expenditures** | | | |
| Legislative | $ 33,923 | $ 38,390 | $ 59,210 |
| Town Court | 88,427 | 65,970 | 60,944 |
| Administration | 974,452 | 916,908 | 686,258 |
| Finance | 89,438 | 506,883 | 552,700 |
| Information Technology | 587,673 | 779,854 | 911,812 |
| Human Resources | 216,494 | 283,587 | 486,097 |
| Communications | 204,364 | 222,637 | 246,275 |
| Engineering | 937,169 | 989,658 | 1,071,239 |
| Community Development | 1,334,657 | 1,414,823 | 1,539,506 |
| General Government | 385,889 | 439,900 | 553,570 |
| Public Works | 2,433,566 | 1,758,738 | 2,314,507 |
| Non-Departmental | 634,063 | 640,000 | 697,200 |
| Community Center | 440,661 | 625,490 | 685,046 |
| Parks Department | 903,522 | 2,096,342 | 2,161,279 |
| Economic Development | 119,510 | 113,000 | 103,500 |
| **Other Financing Uses** | | | |
| Transfers Out - to other funds | 8,365,000 | 7,425,000 | 6,375,000 |
| **Total Appropriations** | $ 17,748,808 | $ 18,317,180 | $ 18,504,143 |
| **Change in Fund Balance (Revenues - Appropriations)** | **991,303** | **68,935** | **(686,339)** |
| **Beginning Fund Balance July 1** | 31,130,472 | 32,121,775 | 32,190,710 |
| **Ending Fund Balance June 30** | **$ 32,121,775** | **$ 32,190,710** | **$ 31,504,371** |
| **Ending Fund Balance as a % of Total Appropriations** | 181.0% | 175.7% | 170.3% |

| STATE STREET AID FUND | Actual FY 2024 | Estimated Actual FY 2025 | Budget FY 2026 |
|---|---|---|---|
| **Revenues** | | | |
| State Gas and Motor Fuel Taxes | $ 820,393 | $ 822,752 | $ 850,917 |
| Interest Earnings | 135,128 | 225,000 | 20,000 |
| **Other Financing Sources** | | | |
| Transfers In - from other funds | 500,000 | 1,500,000 | - |
| **Total Revenues and Other Financing Sources** | $ 1,455,521 | $ 2,547,752 | $ 870,917 |
| **Appropriations** | | | |
| Road & Sidewalk Maintenance | $ 1,001,092 | $ 1,765,000 | $ 2,205,000 |
| **Total Appropriations** | $ 1,001,092 | $ 1,765,000 | $ 2,205,000 |
| **Change in Fund Balance (Revenues - Appropriations)** | **454,429** | **782,752** | **(1,334,083)** |
| **Beginning Fund Balance July 1** | 2,388,418 | 2,842,847 | 3,625,599 |
| **Ending Fund Balance June 30** | **$ 2,842,847** | **$ 3,625,599** | **$ 2,291,516** |
| **Ending Fund Balance as a % of Total Appropriations** | 284.0% | 205.4% | 103.9% |

| ARPA FUND | Actual FY 2024 | Estimated Actual FY 2025 | Budget FY 2026 |
|---|---|---|---|
| **Revenues** | | | |
| Interest | $ 347,701 | $ 100,000 | $ 30,000 |
| TDEC Non-Competative Grant-Desing Services | 290,645 | 473,800 | - |
| TDEC Non-Competative Grant-Construction | | 957,121 | |
| ARP Competative Grant-Parking Facility | | 2,017,591 | |
| Transfers In - from other funds | - | 410,907 | - |
| **Total Revenues and Other Financing Sources** | $ 638,346 | $ 3,959,419 | $ 30,000 |
| **Appropriations** | | | |
| Town Hall Building Improvements | $ 1,583,960 | $ 2,668,232 | $ - |
| Stormwater Parking Facilities | $ 3,616 | $ 2,500,000 | |
| Broadband Infrastructure | $ 160,170 | $ 572,310 | $ 1,213,764 |
| Stormwater Master Plan | $ 549,199 | $ 206,849 | |
| Stormwater Improvements | $ - | $ 1,708,131 | |
| **Total Appropriations** | $ 2,296,945 | $ 7,655,522 | $ 1,213,764 |
| **Change in Fund Balance (Revenues - Appropriations)** | **(1,658,599)** | **(3,696,103)** | **(1,183,764)** |
| **Beginning Fund Balance July 1** | 6,642,843 | 4,984,244 | 1,288,141 |
| **Ending Fund Balance June 30** | **$ 4,984,244** | **$ 1,288,141** | **$ 104,377** |
| **Ending Fund Balance as a % of Total Appropriations** | 217.0% | 16.8% | 8.6% |

| TOURISM FUND | Actual FY 2024 | Estimated Actual FY 2025 | Budget FY 2026 |
|---|---|---|---|
| **Revenues** | | | |
| Room Occupancy | $ 500,000 | $ 555,000 | $ 557,000 |
| Event Tickets/Fees | $ - | $ - | $ 10,000 |
| Interest Earnings | 8,000 | 50,000 | 15,000 |
| Museum & Gift Shop Revenue | - | 1,850 | 4,000 |
| ARPA Grant Funding | 117,536 | 47,500 | 85,000 |
| **Total Revenues and Other Financing Sources** | $ 625,536 | $ 654,350 | $ 671,000 |
| **Appropriations** | | | |
| Tourism | $ 503,961 | $ 516,864 | $ 1,051,331 |
| Farragut Museum | 68,011 | 51,211 | 77,075 |
| **Total Appropriations** | $ 571,972 | $ 568,075 | $ 1,128,406 |
| **Change in Fund Balance (Revenues - Appropriations)** | **53,564** | **86,275** | **(457,406)** |
| **Beginning Fund Balance July 1** | 909,622 | 963,186 | 1,049,461 |
| **Ending Fund Balance June 30** | **$ 963,186** | **$ 1,049,461** | **$ 592,055** |
| **Ending Fund Balance as a % of Total Appropriations** | 168.4% | 184.7% | 52.5% |

| ADA CAPITAL PROJECTS FUND | Actual FY 2024 | Estimated Actual FY 2025 | Budget FY 2026 |
|---|---|---|---|
| **Revenues** | | | |
| Interest | $ 27,211 | $ 28,000 | $ 1,000 |
| **Total Revenues and Other Financing Sources** | $ 27,211 | $ 28,000 | $ 1,000 |
| **Appropriations** | | | |
| ADA Improvements | $ 0 | $ 150,000 | $ 0 |
| **Total Appropriations** | $ 0 | $ 150,000 | $ 0 |
| **Change in Fund Balance (Revenues - Appropriations)** | **27,211** | **(122,000)** | **1,000** |
| **Beginning Fund Balance July 1** | 384,266 | 411,477 | 289,477 |
| **Ending Fund Balance June 30** | **$ 411,477** | **$ 289,477** | **$ 290,477** |
| **Ending Fund Balance as a % of Total Appropriations** | 4114769900.0% | 193.0% | 2904769800.0% |

| EQUIPMENT FUND | Actual FY 2024 | Estimated Actual FY 2025 | Budget FY 2026 |
|---|---|---|---|
| **Revenues** | | | |
| Interest | $ 58,427 | $ 45,000 | $ 20,000 |
| Sale of Equipment | 23,957 | 18,850 | - |
| Transfers In - from other funds | 215,000 | 725,000 | 225,000 |
| **Total Revenues and Other Financing Sources** | $ 297,384 | $ 788,850 | $ 245,000 |
| **Appropriations** | | | |
| Major Equipment | $ 312,334 | $ 375,000 | $ 585,000 |
| **Total Appropriations** | $ 312,334 | $ 375,000 | $ 585,000 |
| **Change in Fund Balance (Revenues - Appropriations)** | **(14,950)** | **413,850** | **(340,000)** |
| **Beginning Fund Balance July 1** | 1,004,483 | 989,533 | 1,403,383 |
| **Ending Fund Balance June 30** | **$ 989,533** | **$ 1,403,383** | **$ 1,063,383** |
| **Ending Fund Balance as a % of Total Appropriations** | 316.8% | 374.2% | 181.8% |

| INSURANCE FUND | | Actual FY 2024 | | Estimated Actual FY 2025 | | Budget FY 2026 |
|---|---|---|---|---|---|---|
| **Revenues** | | | | | | |
| Interest | $ | 26,927 | $ | 20,400 | $ | 10,000 |
| Transfers In - from other funds | | - | | 50,000 | | - |
| **Total Revenues and Other Financing Sources** | $ | 26,927 | $ | 70,400 | $ | 10,000 |
| **Appropriations** | | | | | | |
| Retirement Benefit | $ | 11,139 | $ | 30,000 | $ | 30,000 |
| OPEB Health Cost | | 126,521 | | 52,000 | | 52,000 |
| **Total Appropriations** | $ | 137,660 | $ | 82,000 | $ | 82,000 |
| **Change in Fund Balance (Revenues - Appropriations)** | | **(110,733)** | | **(11,600)** | | **(72,000)** |
| **Beginning Fund Balance July 1** | | 497,598 | | 386,865 | | 375,265 |
| **Ending Fund Balance June 30** | **$** | **386,865** | **$** | **375,265** | **$** | **303,265** |
| **Ending Fund Balance as a % of Appropriations** | | 281.0% | | 457.6% | | 369.8% |

SECTION 2: At the end of the fiscal year 2025, the governing body estimates fund balances or deficits as follows:

| Fund | | Estimated Fund Balance/Net Position at June 30, 2025 |
|---|---|---|
| General Fund | $ | 31,504,371 |
| State Street Street Aid Fund | | 2,291,516 |
| ARPA Fund | | 104,377 |
| Tourism Fund | | 592,055 |
| ADA Capital Projects | | 290,477 |
| Equipment Fund | | 1,063,383 |
| Insurance Fund | | 303,265 |

SECTION 3: During the coming fiscal year (2026) the governing body has pending and planned capital projects with proposed funding as follows:

| Pending Capital Projects | Pending Capital Projects - Total Expense | Pending Capital Projects Expense Financed by Estimated Revenues and/or Reserves | Pending Capital Projects Expense Financed by Debt Proceeds |
|---|---|---|---|
| Land Acquisition | $ 300,000.00 | $ 300,000.00 | $ - |
| Public Works Facility Improvements | $ 500,000.00 | $ 500,000.00 | $ - |
| Anchor Green Restroom | $ 400,000.00 | $ 400,000.00 | $ - |
| Enterprise Resource Planning (ERP) | $ 160,000.00 | $ 160,000.00 | $ - |
| Town Facilities Security Plan | $ 295,000.00 | $ 295,000.00 | $ - |
| Town Hall HVAC Replacement | $ 65,000.00 | $ 65,000.00 | $ - |
| Sand Volleyball Complex Reconstruction | $ 50,000.00 | $ 50,000.00 | $ - |
| McFee Tennis Court Resurfacing | $ 40,000.00 | $ 40,000.00 | $ - |
| McFee Road Property | $ 150,000.00 | $ 150,000.00 | $ - |
| Greenway Paving & Maintenance | $ 75,000.00 | $ 75,000.00 | $ - |
| Stormwater Improvements | $ 400,000.00 | $ 400,000.00 | $ - |
| Adaptive Traffic Signal Upgrades | $ 250,000.00 | $ 250,000.00 | $ - |
| Illuminated Street Signs | $ 150,000.00 | $ 150,000.00 | $ - |
| Boyd Station Road Multi-Modal Improvements | $ 1,667,000.00 | $ 1,667,000.00 | $ - |
| Campbell Station Road/JamestowneBlvd. Intersection Improvements | $ 700,000.00 | $ 700,000.00 | $ - |
| Concord Road/Loop Road Intersection Improvements | $ 650,000.00 | $ 650,000.00 | $ - |
| Everett Road Greenway Connection | $ 20,000.00 | $ 20,000.00 | $ - |
| Red Mill Trailhead | $ 170,000.00 | $ 170,000.00 | $ - |
| Sonja Drive/Admiral Road Multi-Modal Improvements | $ 1,375,000.00 | $ 1,375,000.00 | $ - |
| Boring Road/Smith Road Intersection Improvements | $ 25,000.00 | $ 25,000.00 | $ - |
| Boring Road Mid-Block Pedestrian Crossing | $ 150,000.00 | $ 150,000.00 | $ - |
| Sugarwood Drive Access to Kingston Pike | $ 600,000.00 | $ 600,000.00 | $ - |
| Turkey Creek Road Multi-Modal Improvements | $ 500,000.00 | $ 500,000.00 | $ - |
| Union Road Multi-Modal Improvements | $ 7,900,000.00 | $ 7,900,000.00 | $ - |
| Watt Road Roundabout | $ 850,000.00 | $ 850,000.00 | $ - |

| Proposed Future Capital Projects | Proposed Future Capital Projects - Total Expense | Proposed Future Capital Projects Expense Financed by Estimated Revenues and/or Reserves | Proposed Future Capital Projects Expense Financed by Debt Proceeds |
|---|---|---|---|
| Land Acquisition | $ 1,500,000.00 | $ 1,500,000.00 | |
| Anchor Park Fence | $ 175,000.00 | $ 175,000.00 | $ - |
| Anchor Park Playground | $ 300,000.00 | $ 300,000.00 | $ - |
| MBLP Trail Lighting Update | $ 125,000.00 | $ 125,000.00 | $ - |
| MBLP Field 3 Turf Replacement | $ 725,000.00 | $ 725,000.00 | $ - |
| McFee Road Property | $ 2,600,000.00 | $ 2,600,000.00 | $ - |
| McFee Park Splash Pad Elements | $ 80,000.00 | $ 80,000.00 | $ - |
| Stormwater Improvements | $ 2,000,000.00 | $ 2,000,000.00 | $ - |
| Adaptive Traffic Signal Upgrades | $ 750,000.00 | $ 750,000.00 | $ - |
| Illuminated Street Signs | $ 150,000.00 | $ 150,000.00 | $ - |
| Campell Station Road/Eddy Courtney Way Intersection Improvements | $ 750,000.00 | $ 750,000.00 | $ - |
| Everett Road Greenway Connection | $ 80,000.00 | $ 80,000.00 | $ - |
| Boring Road/Smith Road Intersection Improvements | $ 75,000.00 | $ 75,000.00 | $ - |
| Boring Road Closure | $ 50,000.00 | $ 50,000.00 | $ - |
| Sugarwood Drive Access to Kingston Pike | $ 1,400,000.00 | $ 1,400,000.00 | $ - |
| Turkey Creek Road Multi-Modal Improvements | $ 2,000,000.00 | $ 2,000,000.00 | $ - |
| Virtue Road-Phase II Multi-Modal Improvements (Brookmere to Boyd Station) | $ 7,480,000.00 | $ 7,480,000.00 | $ - |
| KP Pedestrian Underpass at N. Fork Turkey Creek | $ 765,000.00 | $ 765,000.00 | $ - |
| Municipal Center Drive Extension to Kingston Pike | $ 3,800,000.00 | $ 3,800,000.00 | $ - |
| Evans Road Multi-Modal Improvements | $ 1,550,000.00 | $ 1,550,000.00 | $ - |

SECTION 4: No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 (Tenn. Code Ann. § 6-56-208). In addition, no appropriation may be made in excess of 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 Tenn. Code Ann. § 6-56-205.

SECTION 5: Money may be transferred from one appropriation to another in the same fund in an amount of up to $25,000 by the Town Administrator, subject to such limitations and procedures as set by the Governing Body pursuant to Tenn. Code Ann. § 6-56-209. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

SECTION 6: A detailed financial plan will be attached to this budget and become part of this budget ordinance.

SECTION 7: This annual operating and capital budget ordinance and supporting documents shall be submitted to the Comptroller of the Treasury or Comptroller's Designee for approval pursuant to Title 9, Chapter 21 of the Tennessee Code Annotated within fifteen (15) days of its adoption. If the Comptroller of the Treasury or Comptroller's Designee determines that the budget does not comply with the

Statutes, the Governing Body shall adjust its estimates to comply with the Statutes or as directed by the Comptroller of the Treasury or Comptroller's Designee.

SECTION 8: All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

SECTION 9: All ordinances or parts of ordinances in conflict with any provision of this ordinance are hereby repealed.

SECTION 10: This ordinance shall take effect after its final passage and publication, the public welfare requiring it.

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Ron Williams, Mayor

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Allison Myers, Town Recorder

**Agenda Number: V.B.1.** **Meeting Date: June 26, 2025**

# REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

**Prepared By:** Allison Myers, Finance Director/Town Recorder

**Subject:** Approval of Resolution R-2025-08, Town of Farragut Fund Balance Policy

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**Introduction & Background:**

The Fund Balance Policy is intended to provide guidelines 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 should be 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.

**Discussion & Recommendations:**

The Fund Balance consists of five categories: **Non-spendable, Restricted, Committed, Assigned, and Unassigned**.

- **Non-spendable Fund Balance** consists of funds that cannot be spent due to their form (e.g. inventories and pre-paids) 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 city's highest level of decision making authority (governing body). 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 city's highest level of decision making authority or a body or 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.

The fund balance policy establishes a minimum unassigned fund balance equal to 30 percent of general fund expenditures.

The primary changes between the existing policy and the revised version are as follows: First, the title of "Treasurer" has been removed and replaced with "Finance Director" to reflect the current organizational structure. Second, under the section titled *Authority to Assign Funds*, the maximum amount previously set at $20,000 has been updated to $25,000, in accordance with an ordinance recently passed by the Board of Mayor and Aldermen. The resolution has been revised to reflect this new authorization limit.

**Recommended By:** Allison Myers, Finance Director/Town Recorder for approval.

**Proposed Motion:** To approve Resolution R-2025-08, Town of Farragut Fund Balance Policy.

# TOWN OF FARRAGUT

## RESOLUTION 2025-08

**Fund Balance Policies as required by GASB 54**

**WHEREAS**, the Governmental Accounting Standards Board ("GASB") has adopted Statement 54 ("GASB 54"), a standard for governmental fund balance reporting and governmental fund type definitions that became effective in governmental fiscal years starting after June 15, 2010, and

**WHEREAS**, the Town of Farragut elected to implement GASB 54 requirements, and to apply such requirements to its financial statements; and

**WHEREAS**, in accordance with recommendations from the Tennessee Comptroller of the Treasury and best practices for municipal financial management, this Fund Balance Policy shall be reviewed and reaffirmed annually by resolution of the Board of Mayor and Aldermen; and

**NOW THEREFORE BE IT RESOLVED THAT** the Town of Farragut hereby adopts the following policy:

**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 also is 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 Finance Director to report all Non spendable 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 Finance Director 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**

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 $25,000 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 Finance Director 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 Finance Director 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.

This Resolution is duly adopted by the Board of Mayor and Aldermen of the Town of Farragut on this 26th day of June 2025.

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Ron Williams, Mayor

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Allison Myers, Finance Director/Town Recorder

# TOWN OF FARRAGUT

## RESOLUTION 2025-08

**Fund Balance Policies as required by GASB 54**

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**WHEREAS**, the Town of Farragut elected to implement GASB 54 requirements, and to apply such requirements to its financial statements; and

**WHEREAS**, in accordance with recommendations from the Tennessee Comptroller of the Treasury and best practices for municipal financial management, this Fund Balance Policy shall be reviewed and reaffirmed annually by resolution of the Board of Mayor and Aldermen; and

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**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 ~~$20,000~~ $25,000 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~~ Finance Director shall record the amount as Assigned Fund Balance.

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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~~ Finance Director 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.

This Resolution is duly adopted by the Board of Mayor and Aldermen of the Town of Farragut on this 26th day of June 2025.

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Ron Williams, Mayor

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Allison Myers, Finance Director/Town Recorder

**Agenda Number:** **V.B.2.** **Meeting Date:** **June 26, 2025**

# REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

**Prepared By:** Allison Myers, Finance Director/Town Recorder

**Subject:** Approval of Resolution R-2025-12, Utilizing Competitive Sealed Proposals for Enterprise Resources Planning System

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**Introduction & Background:** The purpose of this agenda item is to approve Resolution R-2025-12, Utilizing Competitive Sealed Proposals for Enterprise Resources Planning System.

**Discussion & Recommendations:**

The Town of Farragut is initiating the process to acquire a new Enterprise Resource Planning (ERP) system to improve the efficiency, functionality, and integration of its administrative and financial operations. Given the complexity of ERP software systems and the need for both a primary platform and multiple contributing vendors that are integrated into that platform, staff recommend that the qualifications, experience and services of potential providers are of greater importance than cost alone. Therefore, a request for proposals (RFP) process is recommended to be the most appropriate method to acquire this ERP system.

**Recommended By:** Allison Myers, Finance Director/Town Recorder
for approval.

**Proposed Motion:** To approve Resolution R-2025-12, Utilizing Competitive Sealed Proposals for Enterprise Resources Planning System.

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# TOWN OF FARRAGUT

## RESOLUTION R-2025-12

**WHEREAS**, state law authorizes municipalities under certain circumstances to purchase goods and services using competitive sealed proposals rather than competitive sealed bids; and

**WHEREAS**, pursuant to the laws of Tennessee, the Town has adopted an Ordinance published as Farragut Municipal Code § 2-300 describing the circumstances and procedures pursuant to which the Town may utilize competitive sealed proposals; and

**WHEREAS**, to better and more efficiently manage the increasing amount of information and data with which the Town is inundated, the Town desires to contract for the purchase of a customized Enterprise Resource Planning ("ERP") software system; and

**WHEREAS**, an ERP software system is complex and requires securing a primary software platform, as well as secondary software systems, which the Town staff has concluded is not readily available on the market and that could best be purchased through competitive sealed proposals because the qualifications, experience and competence of the contributors are more important to the Town than the price; and

**WHEREAS**, the need for multiple contributors to the ultimate software system that would be configured by the owner of the primary software platform also makes it most advantageous for the use of competitive sealed proposals rather than competitive sealed bids.

**NOW, THEREFORE BE IT RESOLVED** by the Town of Farragut, Board of Mayor and Alderman, in consideration of the foregoing preambles that said Board finds to be correct, it hereby determines that it is most advantageous for the Town to use competitive sealed proposals rather than competitive sealed bids in securing the most qualified providers of the critical, complex and complicated Enterprise Resource Planning Software System and the accompanying Implementation Services, and in ultimately awarding the contract for said goods and services that are of such importance to the Town and its citizens.

This Resolution is duly adopted by the Board of Mayor and Aldermen of the Town of Farragut on this 26th day of June, 2025.

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Ron Williams, Mayor

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Allison Myers, Town Recorder

**Agenda Number: VI.A.** **Meeting Date: June 26, 2025**

# REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

**Prepared By:** Darryl Smith, Town Engineer

**Subject:** Approval of Contract 2026-01, On-Call Road Maintenance

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**Introduction & Background:**

The purpose of this agenda item is to consider bids and award our Annual Road Maintenance contract to the selected contractor. Each year we advertise a request for bid proposals for the maintenance of our streets. Proposals are obtained for the various line items we typically see during a given year, and we recommend awarding to a contractor based upon their unit prices and their responsiveness (if they've completed this contract in the past) as well as their ability to perform the required work.

**Discussion & Recommendations:**

We received bids from two contractors on June 11. We have attached a tabulation of unit prices provided by PRI of East Tennessee, Inc. and J.G. Mullins Construction Company, Inc. Based upon the unit prices provided in their proposals, staff recommends award of this contract to J.G. Mullins. The Town has worked with Mullins in the past, and we have always been pleased with their performance.

**Financial Section**
**Account Number: 121-43100-2680**

| Total Budget | Requested Amount | Contracted Amount | Remaining Amount |
|---|---|---|---|
| $40,000 | $40,000 | $0 | $0 |

**Approved By:** A. Myers

**Recommended By:**

Darryl Smith, Town Engineer
for approval.

**Proposed Motion:**

To approve bids and award Contract 2026-01 to J.G. Mullins Construction Co., Inc.

**Bid Tabulation Sheet**

**Bid Title: On-Call Road Maintenance**
**Bid No. 2026-01**
**Opening Date & Time: June 11th, 2025 @ 10:00am**

| Item No. | Description | PRI of East TN, Inc Unit Price | J.G. Mullins Construction Co. Inc Unit Price |
|---|---|---|---|
| 1.1 | Minimum Charge - NORMAL Response Time See "NOTES" on bid form | $ 2,500.00 | $ 1,800.00 |
| 1.2 | Minimum Charge - EMERGENCY Response Time Response time less than 24-hours to complete work See "NOTES" on bid form | $ 3,000.00 | $ 2,300.00 |
| **SURFACE PATCH** | | | |
| 2.1 | Surface Patch, 1.5" ACS (PG 64-22) Gr E Roadway (maximum 500 Sq. Ft.) | $ 15.00 | $ 10.00 |
| 2.2 | Surface Patch, 1.5" ACS (PG 64-22) Gr E Roadway (minimum 500 Sq. Ft.) | $ 15.00 | $ 10.00 |
| 2.3 | Surface Patch applied with a burn truck (maximum single patch of 500 Sq. Ft.) | $ 17.00 | $ 13.00 |
| **ARTERIAL ROADWAY** | | | |
| 3.1 | Pavement Depth Patch, 1.5" ACS (PG 64-22) Gr E Roadway, 5" BPMB-HM (PG-64-22) B-M2 (maximum 500 Sq. Ft.) | $ 23.00 | $ 16.00 |
| 3.2 | Pavement Depth Patch, 1.5" ACS (PG 64-22) Gr E Roadway, 5" BPMB-HM (PG-64-22) B-M2 (minimum 500 Sq. Ft.) | $ 22.00 | $ 15.50 |
| 3.3 | Full Depth Patch, 1.5" ACS (PG 64-22) Gr E Roadway, 5" (Two Lifts) BPMB-HM (PG-64-22) B-M2, Mineral Aggregate Type A Base, 10", (Two Lifts) (maximum 500 Sq. Ft.) | $ 30.00 | $ 20.00 |
| 3.4 | Full Depth Patch, 1.5" ACS (PG 64-22) Gr E Roadway, 5" (Two Lifts) BPMB-HM (PG-64-22) B-M2, Mineral Aggregate Type A Base, 10", (Two Lifts) (minimum 500 Sq. Ft.) | $ 28.00 | $ 19.50 |
| **COLLECTOR ROADWAY** | | | |
| 4.1 | Pavement Depth Patch, 1.5" ACS (PG 64-22) Gr E Roadway, 3" BPMB-HM (PG-64-22) B-M2 (maximum 500 Sq. Ft.) | $ 22.00 | $ 15.00 |
| 4.2 | Pavement Depth Patch, 1.5" ACS (PG 64-22) Gr E Roadway, 3" BPMB-HM (PG-64-22) B-M2 (minimum 500 Sq. Ft.) | $ 21.00 | $ 14.50 |
| 4.3 | Full Depth Patch, 1.5" ACS (PG 64-22) Gr E Roadway, 3" BPMB-HM (PG-64-22) B-M2, Mineral Aggregate Type A Base, 8", (Two Lifts) (maximum 500 Sq. Ft.) | $ 26.00 | $ 19.50 |
| 4.4 | Full Depth Patch, 1.5" ACS (PG 64-22) Gr E Roadway, 3" BPMB-HM (PG-64-22) B-M2, Mineral Aggregate Type A Base, 8", (Two Lifts) (minimum 500 Sq. Ft.) | $ 25.00 | $ 19.00 |
| **LOCAL ROADWAY** | | | |
| 5.1 | Pavement Depth Patch, 1.5" ACS (PG 64-22) Gr E Roadway, 2.5" BPMB-HM (PG-64-22) B-M2 (maximum 500 Sq. Ft.) | $ 22.00 | $ 15.00 |
| 5.2 | Pavement Depth Patch, 1.5" ACS (PG 64-22) Gr E Roadway, 2.5" BPMB-HM (PG-64-22) B-M2 (minimum 500 Sq. Ft.) | $ 22.00 | $ 14.50 |
| 5.3 | Full Depth Patch, 1.5" ACS (PG 64-22) Gr E Roadway, 2.5" BPMB-HM (PG-64-22) B-M2, Mineral Aggregate Type A Base, 8", (Two Lifts) (maximum 500 Sq. Ft.) | $ 25.00 | $ 19.50 |
| 5.4 | Full Depth Patch, 1.5" ACS (PG 64-22) Gr E Roadway, 2.5" BPMB-HM (PG-64-22) B-M2, Mineral Aggregate Type A Base, 8", (Two Lifts) (minimum 500 Sq. Ft.) | $ 22.00 | $ 19.00 |
| 5.5 | 72" x 144" (3" ACS (PG-64-22) Gr E 72 Sq. Ft.) Asphalt Speed Cushion (Does NOT Include Pavement Markings and Signage). Price Per Speed Cushion. | $ 18,500.00 | $ 4,500.00 |
| 5.6 | 84" x 144" (3" ACS (PG-64-22) Gr E 84 Sq. Ft.) Asphalt Speed Cushion (Does NOT Include Pavement Markings and Signage). Price Per Speed Cushion. | $ 18,500.00 | $ 5,000.00 |

## Bid Tabulation Sheet Continued

**Bid Title: On-Call Road Maintenance**
**Bid No. 2026-01**
**Opening Date & Time: June 11th, 2025 @ 10:00am**

| | | PRI of East TN, Inc | J.G. Mullins Construction Co. Inc |
|---|---|---|---|
| **REMOVE & DISPOSE ROADWAY PAVEMENT** | | | |
| 6.1 | Remove/Dispose Existing Pavement for Arterial Roadway, 7" Depth (maximum 500 Sq. Ft.) | $ 18.00 | $ 11.50 |
| 6.2 | Remove/Dispose Existing Pavement for Arterial Roadway, 7" Depth (minimum 500 Sq. Ft.) | $ 17.00 | $ 11.00 |
| 6.3 | Remove/Dispose Existing Pavement for Collector/Local Roadway, 4.5" Depth (maximum 500 Sq. Ft.) | $ 17.00 | $ 10.00 |
| 6.4 | Remove/Dispose Existing Pavement for Collector/Local Roadway, 4.5" Depth (minimum 500 Sq. Ft.) | $ 16.00 | $ 10.00 |
| **ASPHALT TRAILS** | | | |
| 7.1 | Asphalt Trail (New), 8' or 10' Width, Grading, 6" Mineral Aggregate Base, 2" ACS (PG 64-22) Gr E Shoulder, Backfill, Seed and Matting) (minimum 500 Sq. Ft.) (~206 lbs./SY of 2" Gr E Shoulder) | $ 38.00 | $ 21.00 |
| 7.2 | Asphalt Trail (Full Depth Repair), Grading, 6" Mineral Aggregate Base, 2" ACS (PG 64-22) Gr E Shoulder, Backfill, Seed and Matting) (maximum 500 Sq. Ft.) | $ 45.00 | $ 31.00 |
| 7.3 | Asphalt Trail (Full Depth Repair), Grading, 6" Mineral Aggregate Base, 2" ACS (PG 64-22) Gr E Shoulder, Backfill, Seed and Matting) (minimum 500 Sq. Ft.) | $ 45.00 | $ 30.00 |
| 7.4 | Remove/Dispose Asphalt Trail Pavement, 2" Depth (maximum 500 Sq. Ft./approx. 5.8 Tons) | $ 15.00 | $ 8.00 |
| 7.5 | Remove/Dispose Asphalt Trail Pavement, 2" Depth (minimum 500 Sq. Ft./approx. 5.8 Tons) | $ 15.00 | $ 8.00 |
| 7.6 | Asphalt Trail (Resurfacing), 8' or 10' Width, 2" ACS (PG 64-22) Gr E Shoulder, (maximum 500 Sq. Ft.) (~206 lbs./SY of 2" ACS) | $ 16.00 | $ 8.50 |
| 7.7 | Asphalt Trail (Resurfacing), 8' or 10' Width, 2" ACS (PG 64-22) Gr E Shoulder, (minimum 500 Sq. Ft.) (~206 lbs./SY of 2" ACS) | $ 16.00 | $ 8.00 |
| **MISCELLANEOUS ITEMS** | | | |
| 10.1 | Cold Mix Patch | $ 46.00 | $ 40.00 |
| 10.2 | Saw Cut (Asphalt/Concrete) | $ 10.00 | $ 8.00 |
| 10.3 | Grader | $ 300.00 | $ 250.00 |
| 10.4 | Backhoe | $ 270.00 | $ 150.00 |
| 10.5 | Roller (Bomag-120 AD or Equal) | $ 230.00 | $ 120.00 |
| 10.6 | Single-Axle Truck | $ 160.00 | $ 120.00 |
| 10.7 | Tri-Axle Truck | $ 180.00 | $ 125.00 |
| 10.8 | Bobcat (Including Attachment Needed) | $ 230.00 | $ 160.00 |
| 10.9 | Shoulder Stone (Edge of Pavement) with Mineral Aggregate Type A Base, TDOT 303-01, Placed and Compacted, | $ 450.00 | $ 300.00 |
| 11.1 | Labor | $ 140.00 | $ 100.00 |

Bid tabulations with award recommendations are posted to Vendorlink www.vendorlink.com, the Town of Farragut website, www.townoffarragut.org, and Beacon, www.beaconbid.com.

**Agenda Number: VI.B.** **Meeting Date: June 26, 2025**

# REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

**Prepared By:** Darryl Smith, Town Engineer

**Subject:** Approval of Contract 2026-04, On-Call Traffic Signal Maintenance

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**Introduction & Background:** The purpose of this item is to consider bids and award our annual On-Call Traffic Signal Maintenance contract to the selected contractor.

**Discussion & Recommendations:** Each year we advertise a request for bid proposals for maintenance of our traffic signals. Proposals are obtained for the various line items we typically see during a given year, and we recommend awarding to a contractor based upon their unit prices and their responsiveness (if they've completed this contract in the past) as well as their ability to perform the required work. We received three bid proposals on June 12, from Stansell Electric Company, Inc., Progression Electric, LLC, and Davis H. Elliot Construction Company, Inc. We have attached a tabulation of unit prices from the three companies, and the three proposals are competitive. We have worked with all three contractors in the past, and found Stansell Electric Company, Inc. to be the most responsive. Staff recommends the award of Contract 2026-04 to Stansell Electric Company, Inc.

**Financial Section**
**Account Number: 110-41670-2640**

| Total Budget | Requested Amount | Contracted Amount | Remaining Amount |
|---|---|---|---|
| $20,000 | $20,000 | $0 | $0 |

**Approved By:** A. Myers

**Recommended By:** Darryl Smith, Town Engineer
for approval.

**Proposed Motion:** To approve bids and award Contract 2026-04, On-Call Traffic Signal Maintenance, to Stansell Electric Company, Inc.

**Bid Tabulation Sheet**

**Bid Title: On-Call Traffic Signal Maintenance**
**Bid No. 2026-04**
**Opening Date & Time: June 12th, 2025 @ 11:00am**

| | Description | Quantity | Unit | Stansell Electric Company, Inc Unit Price | Stansell Electric Company, Inc Total | Progression Electric Unit Price | Progression Electric Total | Davis H Elliot Construction Company, Inc. Unit Price | Davis H Elliot Construction Company, Inc. Total |
|---|---|---|---|---|---|---|---|---|---|
| **Scheduled Preventative Maintenance** | | | | | | | | | |
| | Scheduled Preventative Maintenance (Semi-Annual) per signal intersection | 26 | EA | $ 245.00 | $ 6,370.00 | $ 200.00 | $ 5,200.00 | $ 240.00 | $ 6,240.00 |
| | Scheduled Preventative Maintenance (Annual) per signal intersection | 26 | EA | $ 290.00 | $ 7,540.00 | $ 250.00 | $ 6,500.00 | $ 300.00 | $ 7,800.00 |
| **Non-Scheduled (On-Call) Maintenance Service** | | | | | $ 13,910.00 | | $ 11,700.00 | | $ 14,040.00 |
| | Emergency - (2-Hour Response Time) | | HR | $ 155.00 | | $ 170.00 | | $ 190.00 | |
| | Same-Day - (8-Hour Response Time) | | HR | $ 160.00 | | $ 150.00 | | $ 155.00 | |
| | After Hours - (8-Hour Response Time) | | HR | $ 175.00 | | $ 160.00 | | $ 155.00 | |
| | Regular | | HR | $ 150.00 | | $ 150.00 | | $ 135.00 | |
| | 15 Ton Crane (4 Hour Minimum per service call) | | HR | $ 175.00 | | $ 175.00 | | $ 300.00 | |
| **Miscellaneous Items (Labor Only)** | | | | | | | | | |
| | Service Truck - Operator/Electrician Included | | HR | $ 105.00 | | $ 90.00 | | $ 95.00 | |
| | Bucket Truck - Operator/Electrician Included | | HR | $ 155.00 | | $ 150.00 | | $ 135.00 | |
| | Laborer | | HR | $ 65.00 | | $ 60.00 | | $ 55.00 | |
| | Technician, MSA Level I | | HR | $ 75.00 | | $ 70.00 | | $ 70.00 | |
| | Technician, MSA Level II | | HR | $ 85.00 | | $ 70.00 | | $ 75.00 | |
| | Technician, MSA Level III | | HR | $ 95.00 | | $ 82.00 | | $ 80.00 | |
| | Licensed Electrician | | HR | $ 90.00 | | $ 90.00 | | $ 85.00 | |
| | Repair Master Controller or Controller (Remove & Install Only) | | HR | $ 145.00 | | $ 150.00 | | $ 200.00 | |
| **Miscellaneous Items** | | | | | | | | | |
| | Provide Temporary Controller | | EA | $ 225.00 | | $ 350.00 | | $ 400.00 | |
| | Provide Temporary Conflict Monitor | | EA | $ 150.00 | | $ 210.00 | | $ 200.00 | |
| | Prelace Existing Loop Detector, Includes Saw Cut Pavement & Lead-in | | LF | $ 14.00 | | $ 14.00 | | $ 11.75 | |

Bid tabulations with award recommendations are posted to Vendorlink www.vendorlink.com, the Town of Farragut website, www.townoffarragut.org, and Beacon, www.beaconbid.com.

**Agenda Number: VI.C.** **Meeting Date: June 26, 2025**

# REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

**Prepared By:** Darryl Smith, Town Engineer

**Subject:** Approval of Contract 2026-05, Resurfacing of Various Streets

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**Introduction & Background:** The purpose of this item is to consider bids and award a contract for the resurfacing of selected streets within the Town.

**Discussion & Recommendations:** A critical success factor from the Town's Strategic Plan is "Advancing a High-Quality and Well-Maintained Community." Each year the Engineering staff examines our street network and determines our priorities within the limits of our annual resurfacing budget. This year's contract includes the resurfacing of Campbell Station Road (from Old Colony Parkway to approximately 1200 feet north of Parkside Drive), North Williamsburg Drive, South Williamsburg Drive, Georgetowne Drive, Boundary Lane, Crofton Lane, Russgate Boulevard, North Monticello Drive, Weather Vane Drive, Hearthside Road, Turtle Creek Drive, Old Tavern Circle, Brooklawn Street, Ivey Lake Drive (from Cottage Stone Boulevard to Stone Villa Lane), and Admiral Road. Total length of resurfacing is approximately 10.1 lane miles. We received three bids for Contract 2026-05 on June 12:

| | |
|---|---|
| APAC-Atlantic, Inc. | $1,654,963.70 |
| PRI of East Tennessee, Inc. | $2,465,492.00 |
| Duracap Asphalt Paving Company, Inc. | $1,960,342.59 |

The bid tabulations are attached for your review. APAC-Atlantic has been awarded our resurfacing contract in the past, and we were pleased with their performance.

**Financial Section**

**Account Number: 121-43100-2690**

| Total Budget | Requested Amount | Contracted Amount | Remaining Amount |
|---|---|---|---|
| $1,900,000 | $1,654,963.70 | $0 | $245,036.30 |

**Approved By:**

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**Recommended By:** Darryl Smith, Town Engineer for approval.

**Proposed Motion:** To approve bids and award Contract 2026-05 to APAC-Atlantic for their low bid of $1,654,963.70.

**Detailed Bid Tabulation Sheet**

**Bid Title: Resurfacing of Various Streets**
**Bid No. 2026-05**

**Opening Date & Time: June 12th, 2025 @ 2:00pm**

| ITEM NO. | ITEM DESCRIPTION | QUANTITY | UNIT | PRI OF EAST TENNESSEE, INC | | Duracap Asphalt Paving Co Inc | | APAC-ATLANTIC, INC. | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE |
| 403-02.01 | trackless Tack Coat (TTT-1) | 4,635 | GAL | $ 8.00 | $ 37,080.00 | $ 5.00 | $ 23,175.00 | $ 6.00 | $ 27,810.00 |
| 411-01.10 | ACS Mix (PG 64-22) Grading D | 3,403.00 | TN | $ 198.00 | $ 673,794.00 | $ 145.69 | $ 495,783.07 | $ 138.75 | $ 472,166.25 |
| 411.-01.11 | ACS Mix (PG 64-22) Grading E | 5,112 | TN | $ 185.00 | $ 945,720.00 | $ 118.70 | $ 606,794.40 | $ 125.25 | $ 640,278.00 |
| 415-01.01 | Cold Planing of Bituminous Pavement | 8,614.00 | TN | $ 48.00 | $ 413,472.00 | $ 61.58 | $ 530,450.12 | $ 32.80 | $ 282,539.20 |
| 701-01.01 | Concrete Sidewalk (4") | 500 | SF | $ 29.00 | $ 14,500.00 | $ 28.00 | $ 14,000.00 | $ 18.00 | $ 9,000.00 |
| TOF-CC-RETROFIT | Concrete Curb ramp (retrofit) | 13 | EA | $ 6,000.00 | $ 78,000.00 | $ 5,450.00 | $ 70,850.00 | $ 4,950.00 | $ 64,350.00 |
| 712-01 | Traffic control | 1 | LS | $132,500.00 | $ 132,500.00 | $112,300.00 | $ 112,300.00 | $ 60,000.00 | $ 60,000.00 |
| 712-04.01 | FLEXIBLE DRUMS (CHANNELIZING) | 100 | EA | $ 45.00 | $ 4,500.00 | $ 40.00 | $ 4,000.00 | $ 58.00 | $ 5,800.00 |
| 713-16.01 | Changeable Message sign unit | 2 | EA | $ 9,200.00 | $ 18,400.00 | $ 7,875.00 | $ 15,750.00 | $ 8,000.00 | $ 16,000.00 |
| 716-02.03 | PLASTIC PAVEMENT MARKING (Crosswalk Line) 8" Line | 200 | LF | $ 18.00 | $ 3,600.00 | $ 11.00 | $ 2,200.00 | $ 11.00 | $ 2,200.00 |
| 716-02.04 | PLASTIC CHANNELIZATION | 0 | SY | $ 28.00 | $ - | $ 30.00 | $ - | $ 34.00 | $ - |
| 716-02.05 | PLASTIC PAVEMENT MARKING (STOP LINE) | 269 | LF | $ 18.00 | $ 4,842.00 | $ 16.00 | $ 4,304.00 | $ 16.25 | $ 4,371.25 |
| 716-02.06 | Plastic PAVEMENT Marking (TURN LANE arrow) | 31 | EA | $ 300.00 | $ 9,300.00 | $ 184.00 | $ 5,704.00 | $ 195.00 | $ 6,045.00 |
| 716-02.09 | Plastic Pavement Marking (Longitudinal/Continental) | 597 | LF | $ 30.00 | $ 17,910.00 | $ 31.00 | $ 18,507.00 | $ 32.00 | $ 19,104.00 |
| 716-03.01 | PLASTIC WORD PAVEMENT MARKING (ONLY) | 0 | EA | $ 360.00 | $ - | $ 275.00 | $ - | $ 300.00 | $ - |
| 716-03.04 | PLASTIC WORD PAVEMENT MARKING (SCHOOL) | 1 | EA | $ 720.00 | $ 720.00 | $ 275.00 | $ 275.00 | $ 270.00 | $ 270.00 |
| 716-04.01 | PLASTIC PAVEMENT MARKING (STRAIGHT-TURN LANE ARROWS) | 2 | EA | $ 420.00 | $ 840.00 | $ 250.00 | $ 500.00 | $ 240.00 | $ 480.00 |
| 716-04.05 | Plastic PAVEMENT Marking (STRAIGHT arrow) | 0 | EA | $ 240.00 | $ - | $ 200.00 | $ - | $ 210.00 | $ - |
| 716-04.13 | PLASTIC PAVEMENT MARKING (BIKELANE SYMBOL & ARROW) TO BE PLACED APPROACING ALL INTERSECTION AND EVERY 500' | 4 | EA | $ 540.00 | $ 2,160.00 | $ 495.00 | $ 1,980.00 | $ 525.00 | $ 2,100.00 |
| 716-05.01 | Painted pavement marking (4" Line) (TEMPORARY) | 4 | LM | $ 440.00 | $ 1,760.00 | $ 335.00 | $ 1,420.00 | $ 375.00 | $ 1,500.00 |
| 716-05.05 | Painted pavement marking (Stop Line) | 0 | LF | $ 1,100.00 | $ - | $ 1,500.00 | $ - | $ 1,700.00 | $ - |
| 716-13.01 | Spray thermo pavement Marking (60 Mil) 4" Line | 1.39 | LM | $ 4,600.00 | $ 6,394.00 | $ 5,000.00 | $ 6,950.00 | $ 5,000.00 | $ 6,950.00 |
| 717-01 | mobilization | 1 | LS | $100,000.00 | $ 100,000.00 | $ 45,400.00 | $ 45,400.00 | $ 34,000.00 | $ 34,000.00 |
| | | | | **TOTAL BID** | **$ 2,465,492.00** | | **$ 1,960,342.59** | | **$ 1,654,963.70** |

# REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

**Prepared By:** Darryl Smith, Town Engineer

**Subject:** Approval of Change Order 3, Contract 2024-09, Stormwater Infrastructure Repairs

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**Introduction & Background:**

The purpose of this item is the approval of Change Order 3 to Contract 2024-09, Stormwater Infrastructure Repairs. The Board of Mayor and Aldermen awarded Contract 2024-09 to Morgan Construction in January 2024, with a total bid of $1,471,352.90.

**Discussion & Recommendations:**

The project is nearing closeout, and Change Order 3 reconciles final quantities with the contract. Approved change orders to date add $204,327.73. Change Order 3 provides a credit of $185,717.31, for a net change order cost of $18,610.42.

After applying the net change order cost of $18,610.42, the final contract amount is $1,489,963.32.

**Financial Section**
**Account Number: 316-43150-9340**

| Total Budget | Requested Amount | Amended Contracted Amount |
|---|---|---|
| $1,675,680.63 | $ -185,717.31 | $1,489,963.32 |

**Approved By:** A. Myers

**Recommended By:**

Darryl Smith, Town Engineer
for approval.

**Proposed Motion:**

To approve Change Order 3 to Contract 2024-09, Stormwater Infrastructure Repairs

## Contract 2024-09
## Stormwater Infrastructure Repairs

| | |
|---|---|
| Original Contract Price = | $1,471,352.90 |
| Plus, Additional Work That Has Been Performed | |
| (Change Order #1) | + $38,748.00 |
| New Contract Price Due to CO#1 | **$1,510,100.90** |

| | |
|---|---|
| Contract Price After CO #1 | $1,510,100.90 |
| Plus, Proposed New Work To Be Performed | |
| (Change Order #2) | + $165,579.73 |
| New Contract Price Due To CO#2 | **$1,675,680.63** |

| | |
|---|---|
| Contract Price After CO#2 | $1,675,680.63 |
| Deduction Due To Work Not Necessary | |
| (Change Order #3) | - $185,717.31 |
| New Contract Price Due to CO#3 | **$1,489,963.32** |

PROGRESS PAYMENT DETAILED SCHEDULE OF VALUES

MORGAN CONTRACTING

PROJECT: Town of Farragut
Storm Water Infrastructure Repairs

PERIOD: 2/1/25 to 4/30/25
PAY APPLICATION NO: 4
MCI PROJECT NO: 240004 Project # 2023-13

| Item # | Item Description | Units | Estimated Quan. | Actual Quantities Previous | Current | To Date | Unit Price | Earned This Period | Earned To Date | Extended Bid Price |
|---|---|---|---|---|---|---|---|---|---|---|
| | **General Conditions** | | | | | | | | | |
| 100 | Mobilization | LS | 1 | 1 | | 1 | $53,000.00 | $ - | $ 53,000.00 | $ 53,000.00 |
| 110 | Erosion and Sediment Control Plan and Implementation | LS | 1 | 0.85 | 0.15 | 1 | $88,000.00 | $ 13,200.00 | $ 88,000.00 | $ 88,000.00 |
| 120 | Traffic Control - Plans & Implementation | LS | 1 | 0.6 | 0.40 | 1 | $91,000.00 | $ 36,400.00 | $ 91,000.00 | $ 91,000.00 |
| 130 | Pre Construction Video Site Recording | LS | 1 | 1 | | 1 | $25,000.00 | $ - | $ 25,000.00 | $ 25,000.00 |
| | **Location 1: 648 Hickory Woods Road (Sheet C100)** | | | | | | | | | |
| 140 | Bypass Pumping | EA | 1 | | | 0 | $22,000.00 | $ - | $ - | $ 22,000.00 |
| 210 Pipe Invert Repair by Grouting (a-c) | | | | | | | | | $ - | |
| e. | 48-inch Diameter | LF | 252.5 | 252.2 | 0.3 | 252.5 | $225.00 | $ 67.50 | $ 56,812.50 | $ 56,812.50 |
| 240 | Closed Ciruit Television (CCTV) Inspections | LF | 252.5 | 252.2 | 0.3 | 252.5 | $53.00 | $ 15.90 | $ 13,382.50 | $ 13,382.50 |
| A1-200 Pipe Lining, CIPP (a-h) | | | | | | | | | $ - | |
| e. | 48-inch Diameter | LF | 252.5 | | 253 | 253 | $989.00 | $ 250,217.00 | $ 250,217.00 | $ 249,722.50 |
| A1-321 | Cast in Place Concrete Square No. 3 Manhole for 48" CMP | EA | 1 | 1 | | 1 | $52,000.00 | $ - | $ 52,000.00 | $ 52,000.00 |
| | **Location 2: 516 Battle Front Trail (Sheet C100)** | | | | | | | | $ - | |
| 210 Pipe Invert Repair by Grouting (a-c) | | | | | | | | | $ - | |
| a. | 30-inch Diameter | LF | 139 | 107.7 | | 107.7 | $200.00 | $ - | $ 21,540.00 | $ 27,800.00 |
| 240 | Closed Ciruit Television (CCTV) Inspections | LF | 139 | 139 | | 139 | $26.00 | $ - | $ 3,614.00 | $ 3,614.00 |
| A2-200 Pipe Lining, CIPP (a-h) | | | | | | | | | $ - | |
| c. | 30-inch Diameter | LF | 139.0 | | 101 | 101 | $497.00 | $ 50,197.00 | $ 50,197.00 | $ 69,083.00 |
| Deduct | 30-inch Diameter | LF | -35.5 | | | | $497.00 | $ - | $ - | $ (17,643.50) |
| | CO1 - Location 2 | | | | | | | | $ - | |
| CO1.2.1 | OpenCut Replacement 30" 117-P to 179-I | LF | 35.5 | 35.5 | | 35.5 | $1,488.52 | $ - | $ 52,842.46 | $ 52,842.46 |
| CO1.2.2 | Paving of Battle Front | SY | 20.0 | | | 0 | $596.58 | $ - | $ - | $ 11,931.60 |
| CO1.2.3 | Point Repair (180-I to 119-I) | LF | 21.0 | 18 | | 18 | $2,036.13 | $ - | $ 36,650.34 | $ 42,758.73 |
| C01.2.4 | Locate and Raise Junction Box (118-P) | EA | 1.0 | | | 0 | $20,210.77 | $ - | $ - | $ 20,210.77 |
| | | | | | | | | | $ - | |
| | **Location 3: 313 Clover Fork Drive (Sheet C100)** | | | | | | | | | |
| 240 | Closed Ciruit Television (CCTV) Inspections | LF | 179 | 179 | | 179 | $26.00 | $ - | $ 4,654.00 | $ 4,654.00 |
| 320 | Locate, Excavate, and Raise Structure | EA | 2 | | 1 | 1 | $14,000.00 | $ 14,000.00 | $ 14,000.00 | $ 28,000.00 |
| Deduct | Locate, Excavate, and Raise Structure | EA | -1 | | | | $14,000.00 | $ - | $ - | $ (14,000.00) |
| A3-140 | Bypass Pumping | EA | 1 | | 1 | 1 | $22,000.00 | $ 22,000.00 | $ 22,000.00 | $ 22,000.00 |
| A3-200 Pipe Lining, CIPP (a-h) | | | | | | | | | $ - | |
| c. | 30-inch Diameter | LF | 182 | | 182 | 182 | $475.00 | $ 86,450.00 | $ 86,450.00 | $ 86,450.00 |
| f. | Other: 40-inch x 30-inch (SpanxRise) | LF | 73 | | 73 | 73 | $706.00 | $ 51,538.00 | $ 51,538.00 | $ 51,538.00 |
| A3-220 | Trim Protruding Strom Pipe | EA | 5 | | | 0 | $986.00 | $ - | $ - | $ 4,930.00 |
| A3-230 | Cut and Buff Connection | EA | 5 | | 1 | 1 | $986.00 | $ 986.00 | $ 986.00 | $ 4,930.00 |
| A3-300 Storm Sewer Point Repair, Unpaved (a) | | | | | | | | | $ - | |
| a. | 0-8 Feet Deep | LF | 6.5 | | | 0 | $1,800.00 | $ - | $ - | $ 11,700.00 |
| A3-410 Removal and Replacement | | | | | | | | | $ - | |
| a. | Existing 48" Concrete Cast in Place Headwall | EA | 1 | | | 0 | $41,000.00 | $ - | $ - | $ 41,000.00 |
| *A3-210* | *Pipe Invert Repair Via Grouting - 40" x 34" Diameter* | *LF* | *42* | *42* | | 42 | *$284.00* | *$ -* | *$ 11,928.00* | *$ 11,928.00* |
| | CO1 - Location 3 | | | | | | | | | |
| CO1.3.1 | 40" x 34" Point Repiar | *LF* | *10* | *10* | | 10 | *$3,100.14* | *$ -* | *$ 31,001.40* | *$ 31,001.40* |
| | **Location 4: 513 East Fox Den Drive (Sheet C100)** | | | | | | | | | |
| 240 | Closed Ciruit Television (CCTV) Inspections (as indicated in drawings or directed by Owner) | LF | 92.2 | 92.2 | | 92.2 | $32.00 | $ - | $ 2,950.40 | $ 2,950.40 |
| 320 | Locate, Excavate, and Raise Structure | EA | 2 | | | 0 | $14,000.00 | $ - | $ - | $ 28,000.00 |
| Deduct | Locate, Excavate, and Raise Structure | EA | -1 | | | | $14,000.00 | $ - | $ - | $ (14,000.00) |
| A4-200 Pipe Lining, CIPP (a-h) | | | | | | | | | | |
| a. | 24-inch Diameter | LF | 81 | | 81 | 81 | $435.00 | $ 35,235.00 | $ 35,235.00 | $ 35,235.00 |
| b. | 30-inch Diameter | LF | 12 | | 12 | 12 | $1,500.00 | $ 18,000.00 | $ 18,000.00 | $ 18,000.00 |
| g. | Other: 40-inch x 30-inch (SpanxRise) | LF | 39 | | 39 | 39 | $1,300.00 | $ 50,700.00 | $ 50,700.00 | $ 50,700.00 |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| A4-220 | Trim Protruding Strom Pipe | EA | 4 | | | 0 | $986.00 | $ - | $ - | $ 3,944.00 |
| A4-230 | Cut and Buff Connection | EA | 4 | | | 0 | $986.00 | $ - | $ - | $ 3,944.00 |
| A4-210 | *Pipe Invert Repair via Grouting - 24-inch Diameter* | *LF* | *81* | *81* | | *81* | *$200.00* | *$ -* | *$ 16,200.00* | *$ 16,200.00* |
| | **Location 5: 612 Union Camp Lane (Sheet C101)** | | | | | | | | | |
| 200 Pipe | Lining, CIPP (a-h) | | | | | | | | | |
| c. | 36-inch Diameter | LF | 49 | | 49 | 49 | $662.00 | $ 32,438.00 | $ 32,438.00 | $ 32,438.00 |
| d. | 42-inch Diameter | LF | 48 | | 48 | 48 | $880.00 | $ 42,240.00 | $ 42,240.00 | $ 42,240.00 |
| 210 Pipe | Invert Repair by Grouting (a-c) | | | | | 0 | | | | |
| b. | 36-inch Diameter | LF | 49 | 49 | | 49 | $284.00 | $ - | $ 13,916.00 | $ 13,916.00 |
| A5-210 | Pipe Invert Repair via Grouting - 42" Diameter | LF | 47.2 | 47.2 | | 47.2 | $225.00 | $ - | $ 10,620.00 | $ 10,620.00 |
| | **Location 6: President's Drive at Village Green near 109 Jamestowne Blvd. (Sheet C101)** | | | | | | | | | |
| 200 Pipe | Lining, CIPP (a-h) | | | | | | | | | |
| n. | Other: 34-inch x 24-inch (Span x Rise) | LF | 102 | | 102 | 102 | $525.00 | $ 53,550.00 | $ 53,550.00 | $ 53,550.00 |
| 250 | Pipe Heavy Cleaning | LF | 102 | 102 | | 102 | $99.00 | $ - | $ 10,098.00 | $ 10,098.00 |
| | **Location 7: 724 Hampton Road (Sheet C101)** | | | | | | | | | |
| 200 Pipe | Lining, CIPP (a-h) | | | | | | | | | |
| a. | 24-inch Diameter | LF | 231 | | 61 | 61 | $344.00 | $ 20,984.00 | $ 20,984.00 | $ 79,464.00 |
| Deduct | 24-inch Diameter | LF | -169.7 | | | 0 | $344.00 | $ - | $ - | $ (58,376.80) |
| 301 Storm | Sewer Point Repair, Paved (a) | | | | | 0 | | | | |
| a. | 0-6 Feet Deep | LF | 10 | 8 | | 8 | $1,800.00 | $ - | $ 14,400.00 | $ 18,000.00 |
| | CO1 - Location 7 | | | | | | | | | |
| CO1.7.1 | Additional Lining 137-P to 191-I | LF | 70 | | 70 | 70 | $344.00 | $ 24,080.00 | $ 24,080.00 | $ 24,080.00 |
| CO1.7.2 | Additional Lining 191-I to New Junction Box | LF | 30 | | | 0 | $344.00 | $ - | $ - | $ 10,320.00 |
| CO1.7.3 | New Junction Box | EA | 1 | 1 | | 1 | $20,210.77 | $ - | $ 20,210.77 | $ 20,210.77 |
| CO1.7.4 | 24 " Open Cut Replacement (New Junction Box to 138-P) | LF | 70 | 55 | | 55 | $1,403.49 | $ - | $ 77,191.95 | $ 98,244.30 |
| | **Location 8: 317 Treyburn Drive (Sheet C101)** | | | | | | | | | |
| 240 | Closed Ciruit Television (CCTV) Inspections (as indicated in drawings or directed by Owner) | LF | 191.5 | 192 | | 192 | $59.00 | $ - | $ 11,328.00 | $ 11,298.50 |
| 250 | Pipe Heavy Cleaning | LF | 191.5 | 192 | | 192 | $99.00 | $ - | $ 19,008.00 | $ 18,958.50 |
| A8-300 | Storm Sewer Point Repair, Unpaved (a) | | | | | | | | | |
| b. | 6-8 Feet Deep | LF | 20 | | | 0 | $2,100.00 | $ - | $ - | $ 42,000.00 |
| Deduct | 6-8 Feet Deep | LF | -20 | | | | $2,100.00 | $ - | $ - | $ (42,000.00) |
| | | | | | | | SUBTOTAL: | $802,298.40 | $ 1,489,963.32 | $ 1,675,680.63 |
| | | | | | | | | RETAINAGE 5% | $74,498.17 | |
| | | | | | | | | SUBTOTAL: | $ 1,415,465.15 | |
| | | | | | | | | Less Previous | $ 653,281.67 | |
| | | | | | | | | TOTAL DUE: | $ 762,183.48 | |

**Agenda Number: VI.E.** **Meeting Date: June 26, 2025**

# REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

**Prepared By:** Darryl Smith, Town Engineer

**Subject:** Approval of Amendment 5 to the Professional Services Agreement between the Town and Kimley Horn Associates, Inc. for Additional Design Services for Union Road Improvements

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**Introduction & Background:**

The purpose of this item is approval of an amendment to our original agreement with Kimley Horn and Associates, Inc. for additional design services related to the reconstruction of Union Road.

**Discussion & Recommendations:**

The Board of Mayor and Aldermen approved a professional services agreement with Kimley Horn and Associates in 2017 to develop plans for improvements to Union Road from Hobbs Road to Everett Road. Right of Way Plans have been completed, and we have been acquiring right of way and easements for three years. Staff recently met with owners of a tract that are distressed about the loss of several mature trees on their property, and we have requested changes that will likely save several of those trees. Kimley Horn requests additional fee of $12,950 to make the requested changes to the project plans.

The original contract with Kimley Horn was approved with a maximum fee of $473,185. Amendments to the original contract have since increased the total fee to $553,750, and this amendment will increase the total fee to $566,700.

**Financial Section**
**Account Number: 310-43720-2540**

| Total Budget | Requested Amount | Contracted Amount | Remaining Amount |
|---|---|---|---|
| $566,700 | $12,950 | $553,750 | $0 |

**Approved By:** A. Myers

**Recommended By:**

Darryl Smith, Town Engineer
for approval.

**Proposed Motion:**

To approve amendment 5 to the professional services agreement with Kimley Horn and Associates, Inc. for the Union Road project.

**AMENDMENT NUMBER 05 TO THE AGREEMENT BETWEEN CLIENT AND KIMLEY-HORN AND ASSOCIATES, INC.**

This is Amendment number 05 dated June 09, 2025 to the agreement between Town of Farragut ("Client") and Kimley-Horn and Associates, Inc. ("Consultant") dated February 23, 2017 ("the Agreement") concerning Union Road Improvements (the "Project").

The Consultant has entered into the Agreement with Client for the furnishing of professional services, and the parties now desire to amend the Agreement.

The Agreement is amended to include services to be performed by Consultant for compensation as set forth below in accordance with the terms of the Agreement, which are incorporated by reference.

The services currently authorized to be performed by Consultant in accordance with the Agreement and previous amendments, if any, shall be modified as followed:

**Task 6 – Final Design Services**

*Task 6.1 – Construction Plans*

Consultant will revise the construction plans to update the project impacts to Tract 7 per request from the Town of Farragut. These revisions will consist of updates to a driveway and updates to the temporary construction easement along the property. The following plan sheets will be modified to illustrate the design changes:

- Estimated Roadway Quantities
- Tabulated Quantities
- Right-of-Way Acquisition Table
- Property Map
- Present Layout
- Right-of-Way Layout
- Proposed Layout
- Driveway Profiles
- Erosion Prevention and Sediment Control Plans

For the services set forth above, Client shall pay Consultant on a lump sum basis the following compensation:

| PE-DESIGN PHASE | Original Budget | Amendment 05 | New Total |
|---|---|---|---|
| Task 6 – Final Design Services | $193,715 | $12,950 | $206,665 |
| **Subtotal** | **$271,235** | **$12,950** | **$284,185** |

| ALL PHASES | Original Budget | Amendment 05 | New Total |
|---|---|---|---|
| **Project Total** | **$553,750** | **$12,950** | **$566,700** |

| CLIENT: | CONSULTANT: |
|---|---|
| **TOWN OF FARRAGUT** | **KIMLEY-HORN AND ASSOCIATES, INC.** |
| By:______________________ | By: Christ D. Rhodes |
| Name:______________________ | Name: Christopher D. Rhodes |
| Title:______________________ | Title: Senior Vice President |
| Date:______________________ | Date: June 9, 2025 |

Rev. 7/18

# BUDGET TRANSFER REQUEST

| Preparer: | Department: | Fiscal Year: (YYYY) | | Date |
|---|---|---|---|---|
| W. Wiley/A. Myers | Public Works | 2025 | | 05/16/2025 |

| From | | | To | | | |
|---|---|---|---|---|---|---|
| **Account Number** | **Line Item Descripiton** | **Amount ($)** | **Account Number** | **Line Item Descripiton** | **Current Budget** | **Amended Budget ($)** |
| 110-41900-2610 | Vehicle Maintenance | $15,000 | 110-43000-2610 | Vehicle Maintenance | 35,000 | 50,000 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**Why money will not be needed for this line item:**

The funds were transferred to the Parks Department's vehicle maintenance line item when the park maintenance crew transitioned from Public Works to the Parks Department. However, vehicle maintenance continues to be performed by the Public Works Department.

**Purpose of Transfer (Required):**

Vehicle maintenance for all town vehicles is handled by the Public Works Department. Although funds were transferred to the Parks Department during the transition of the park maintenance crew, they should remain in Public Works to align with where the services are performed.

**Approval:** Dail Swah

**Town Administrator** **Date**

**Transaction:** 6/11/25 Allison Myers

**Transfer Date** **Town Recorder**

# BUDGET TRANSFER REQUEST

| Preparer: | Department: | Fiscal Year: (YYYY) | | Date |
|---|---|---|---|---|
| W. Wiley | Public Works | 2025 | | 06/11/2025 |

| From | | | To | | | |
|---|---|---|---|---|---|---|
| **Account Number** | **Line Item Descripiton** | **Amount ($)** | **Account Number** | **Line Item Descripiton** | **Current Budget** | **Amended Budget ($)** |
| 110-43000-4820 | Drainage Projects | 2,540 | 110-43000-3120 | Small Tools/Equipment | 6,071 | 8,611 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**Why money will not be needed for this line item:**

This line item is largely dependent on weather conditions, and to date, demand has been low.

**Purpose of Transfer (Required):**

There are several routinely used tools that Public Works does not have in inventory.

**Approval:**

6-18-25

**Town Administrator** **Date**

**Transaction:**

**Transfer Date** **Town Recorder**

## BUDGET TRANSFER REQUEST

| Preparer: | Department: | Fiscal Year: (YYYY) | | Date |
|---|---|---|---|---|
| R. Oestreich | Tourism | 2025 | | 06/11/2025 |

| From | | | To | | | |
|---|---|---|---|---|---|---|
| **Account Number** | **Line Item Descripiton** | **Amount ($)** | **Account Number** | **Line Item Descripiton** | **Current Budget** | **Amended Budget ($)** |
| 122-47210-3610 | Programs | 800 | 122-47210-1230 | Overtime Wages | 1,000 | 1,800 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**Why money will not be needed for this line item:**

2350- The Ice Rink expense came in under due to favorable Bid results.

**Purpose of Transfer (Required):**

1230- We utilized Tourism staff more than anticipated for combined events with Parks and Rec (Movie in the Park, Party in the Park, Fun with Farragut Fleet, and Chalk the Plaza). We also did more Tailgate drop off events than anticipated during the Football Season last fall.

**Approval:** David Smoak 6-18-25

**Town Administrator** **Date**

**Transaction:**

**Transfer Date** **Town Recorder**

# BUDGET TRANSFER REQUEST

| Preparer: | Department: | Fiscal Year: (YYYY) | | Date |
|---|---|---|---|---|
| A. Myers | Court, Administration, Communications, HR & Tourism | 2025 | | 06/11/2025 |

| From | | | To | | | |
|---|---|---|---|---|---|---|
| **Account Number** | **Line Item Descripiton** | **Amount ($)** | **Account Number** | **Line Item Descripiton** | **Current Budget** | **Amended Budget ($)** |
| 110-41210-1190 | Traffic Enforcement Program | $42 | 110-41210-1500 | Court Benefit Adjustment | 500 | 542 |
| 110-41340-1500 | Admin Travel & Training | $116 | 110-41340-1500 | Administration Benefit Adjustment | 2,000 | 2,116 |
| 110-41690-2890 | Communications Local Travel | $121 | 110-41690-1500 | Communications Benefit Adjustment | 1,000 | 1,121 |
| 110-41990-2540 | Professional Services | $42 | 110-41990-1500 | HR Benefit Adjustment | 500 | 542 |
| 122-47210-2210 | Printing | 1,173 | 122-47210-1500 | Tourism Benefit Adjustment | 0 | 1,173 |

**Why money will not be needed for this line item:**

1190-Traffic enforcement review cost have been reduced
41340-1500 Less training due to employee turnover
41690-2890 Local travel cost less than anticipated
41990-2540 Class/Comp study was below budget
47210-2210 Printing cost were less than anticipated

**Purpose of Transfer (Required):**

The benefit adjustment pertains to the Christmas bonus provided to all employees. The amended amounts are intended to cover the associated payroll taxes on the bonus.

**Approval:** 6-18-25

**Town Administrator** **Date**

**Transaction:**

**Transfer Date** **Town Recorder**

## BUDGET TRANSFER REQUEST

| Preparer: | Department: | Fiscal Year: (YYYY) | | Date |
|---|---|---|---|---|
| R. Oestreich | Community Center | 2025 | | 06/11/2025 |

| From | | | | To | | | |
|---|---|---|---|---|---|---|---|
| Account Number | Line Item Descripiton | Amount ($) | | Account Number | Line Item Descripiton | Current Budget | Amended Budget ($) |
| 110-44200-2660 | Building Maint | 750 | | 110-44200-1230 | Overtime | 1,250 | 2,000 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

**Why money will not be needed for this line item:**

We anticipated needing some equipment repair that was not needed.

**Purpose of Transfer (Required):**

We hosted several Special Events throughout FY25 that we did not plan for in the budget process. We required extra part time staff to safely operate. (Kid O Lympics, Bunny Brunch, Bike Week, Chalk the Plaza)

**Approval:** David Snook 6-18-25

**Town Administrator** **Date**

**Transaction:**

**Transfer Date** **Town Recorder**

# BUDGET TRANSFER REQUEST

| Preparer: | Department: | Fiscal Year: (YYYY) | | Date |
|---|---|---|---|---|
| R. Oestreich | Community Center-Shared | 2025 | | 06/11/2025 |

| From | | | | To | | | |
|---|---|---|---|---|---|---|---|
| Account Number | Line Item Descripiton | Amount ($) | | Account Number | Line Item Descripiton | Current Budget | Amended Budget ($) |
| 110-44400-2400 | Utilities-Shared | 6,125 | | 110-44400-1410 | Social Security & Medicare | 0 | 950 |
| | | | | 110-44400-1420 | Personnel Benefits | 0 | 3,900 |
| | | | | 110-44400-1430 | Retirement | 0 | 1,100 |
| | | | | 110-44400-1450 | Life Insurance | 0 | 100 |
| | | | | 110-44400-1480 | Long Term Disability | 0 | 75 |

**Why money will not be needed for this line item:**

Shared utility cost were lower than anticipated

**Purpose of Transfer (Required):**

Benefit cost were not included during the FY25 budget process. This is for Farragut personnel maintaining the community center. Cost are split 50/50 with Knox County.

**Approval:** David Smoak 6-18-25

Town Administrator | Date

**Transaction:**

Transfer Date | Town Recorder

# BUDGET TRANSFER REQUEST

| Preparer: | Department: | Fiscal Year: (YYYY) | | Date |
|---|---|---|---|---|
| D. Smith | Engineering | 2025 | | 06/11/2025 |

| From | | | To | | | |
|---|---|---|---|---|---|---|
| **Account Number** | **Line Item Descripiton** | **Amount ($)** | **Account Number** | **Line Item Descripiton** | **Current Budget** | **Amended Budget ($)** |
| 110-41670-2720 | Traffic Anaysis | 8,000 | 110-41670-2400 | Utility-Fiber Locate | 5,800 | 20,800 |
| 11041670-2340 | Education Reimbursement | 3,000 | | | | |
| 110-41670-3310 | Gasoline | 4,000 | | | | |
| | | | | | | |
| | | | | | | |

**Why money will not be needed for this line item:**

2720-All analysis has been completed for the fiscal year
2340-There were no request for education reimbursement this Fiscal Year
3310-Gasoline cost were less than anticipated

**Purpose of Transfer (Required):**

2400-Additional expenditures due to the TN One Call services for fiber locates

**Approval:** Daniel Smoak 6-18-25

**Town Administrator** **Date**

**Transaction:**

**Transfer Date** **Town Recorder**

## BUDGET TRANSFER REQUEST

| Preparer: | Department: | Fiscal Year: (YYYY) | | Date |
| --- | --- | --- | --- | --- |
| A. Myers | General Government | 2025 | | 06/11/2025 |

| From | | | To | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Account Number | Line Item Descripiton | Amount ($) | Account Number | Line Item Descripiton | Current Budget | Amended Budget ($) |
| 110-41800-2400 | Utilities | 1,200 | 110-41800-2540 | Professional Services | 6,400 | 7,600 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**Why money will not be needed for this line item:**

Utilities were less than budged due to Town Hall being closed for remodeling.

**Purpose of Transfer (Required):**

Security officers for the Board of Mayor and Aldermen and Planning Commission meetings

Approval: Daniel Smoak 6-18-25

Town Administrator Date

Transaction:

Transfer Date Town Recorder

# BUDGET TRANSFER REQUEST

| Preparer: | Department: | Fiscal Year: (YYYY) | | Date |
|---|---|---|---|---|
| R. Oestreich/Kristi Vining | Museum | 2025 | | 06/11/2025 |

| From | | | To | | | |
|---|---|---|---|---|---|---|
| **Account Number** | **Line Item Descripiton** | **Amount ($)** | **Account Number** | **Line Item Descripiton** | **Current Budget** | **Amended Budget ($)** |
| 122-44520-1140 | Regular Employee Wages | 1,110 | 122-44520-1410 | Social Security | 0 | 1,050 |
| 122-44520-1140 | Regular Employee Wages | 575 | 122-44520-1460 | Workers Comp | 0 | 60 |
| 122-44520-3120 | Small Tools & Equipment | 2,500 | 122-44520-2350 | Dues & Subscriptions | 475 | 1,050 |
| | | | 122-44520-2210 | Printing | 2,000 | 4,500 |
| | | | | | | |

**Why money will not be needed for this line item:**

1140-Benefits were included in the wages line item & need to be transfered
3120-All exhibit supplies have been purchased for the FY25 budget year

**Purpose of Transfer (Required):**

1410 & 1460 Benefits were included in the wages line item
2350 Additional subscription for CatalogIt & the museum fidelity bond
2210-Printing of the history children's activity booklet

**Approval:** David Smoak 6-18-25

**Town Administrator** **Date**

**Transaction:**

**Transfer Date** **Town Recorder**

## BUDGET TRANSFER REQUEST

| Preparer: | Department: | Fiscal Year: (YYYY) | | Date |
|---|---|---|---|---|
| W. Wiley | Public Works | 2025 | | 06/11/2025 |

| From | | | To | | | |
|---|---|---|---|---|---|---|
| **Account Number** | **Line Item Descripiton** | **Amount ($)** | **Account Number** | **Line Item Descripiton** | **Current Budget** | **Amended Budget ($)** |
| 110-43000-3210 | Gasoline | 200 | 110-43000-4510 | Crushed Stone, Sand | 2,000 | 2,200 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**Why money will not be needed for this line item:**

This account is largely dependent on weather and if call backs are needed or clean up after wind storms, flooding, or snow removal.

**Purpose of Transfer (Required):**

These products are variable each year as the need to address sink holes change and wash out on sides of roads from excessive rains such as this year.

**Approval:** 6-18-25

**Town Administrator** **Date**

**Transaction:**

**Transfer Date** **Town Recorder**

# BUDGET TRANSFER REQUEST

| Preparer: | Department: | Fiscal Year: (YYYY) | | Date |
|---|---|---|---|---|
| W. Wiley | Public Works | 2025 | | 06/11/2025 |

| From | | | To | | | |
|---|---|---|---|---|---|---|
| **Account Number** | **Line Item Descripiton** | **Amount ($)** | **Account Number** | **Line Item Descripiton** | **Current Budget** | **Amended Budget ($)** |
| 110-43000-3310 | Gasoline | 5,000 | 110-43000-2960 | Dumpster Service | 12,000 | 17,000 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| Why money will not be needed for this line item: | Purpose of Transfer (Required): |
|---|---|
| Gasoline cost have been lower than anticipated. | Extra dumpster service was needed for the Town Hall project, the moving process from the Annex back to Town Hall required more trash service, and Public Works has implemented new policy requiring trash to be discarded in a dumpster kept at Public Works. |

**Approval:** 6-18-25

**Town Administrator** **Date**

**Transaction:**

**Transfer Date** **Town Recorder**

# BUDGET TRANSFER REQUEST

| Preparer: | Department: | Fiscal Year: (YYYY) | | Date |
|---|---|---|---|---|
| W. Wiley | Public Works | 2025 | | 06/11/2025 |

| From | | | To | | | |
|---|---|---|---|---|---|---|
| **Account Number** | **Line Item Descripiton** | **Amount ($)** | **Account Number** | **Line Item Descripiton** | **Current Budget** | **Amended Budget ($)** |
| 110-43000-4820 | Drainage Projects | 2,000 | 110-43000-4520 | Snow Removal | 20,000 | 22,000 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| Why money will not be needed for this line item: | Purpose of Transfer (Required): |
|---|---|
| This line item is largely dependent on weather conditions, and to date, demand has been low | Additional funding is needed due to the replacement of the wear blades for snow removal on five trucks |

**Approval:** Daniel Smoak 6-18-25

**Town Administrator** **Date**

**Transaction:**

**Transfer Date** **Town Recorder**

## BUDGET TRANSFER REQUEST

| Preparer: | Department: | Fiscal Year: (YYYY) | | Date |
|---|---|---|---|---|
| W. Wiley | Public Works | 2025 | | 06/11/2025 |

| From | | | To | | | |
|---|---|---|---|---|---|---|
| **Account Number** | **Line Item Descripiton** | **Amount ($)** | **Account Number** | **Line Item Descripiton** | **Current Budget** | **Amended Budget ($)** |
| 110-43000-3310 | Gasoline | 500 | 110-43000-3000 | Supplies | 6,000 | 6,500 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**Why money will not be needed for this line item:**

This account is largely dependent on weather and if call backs are needed or clean up after wind storms, flooding, or snow removal.

**Purpose of Transfer (Required):**

This account is used for various items including PPE, safety items within the office, hydration for staff working outside, office supplies, and shop supplies. Many items depend on weather and also as equipment maintenance is needed.

**Approval:**

David Smoak 6-18-25

**Town Administrator** **Date**

**Transaction:**

**Transfer Date** **Town Recorder**

## BUDGET TRANSFER REQUEST

| Preparer: | Department: | Fiscal Year: (YYYY) | | Date |
|---|---|---|---|---|
| A. Myers | Public Works | 2025 | | 06/11/2025 |

| From | | | | To | | | |
|---|---|---|---|---|---|---|---|
| **Account Number** | **Line Item Descripiton** | **Amount ($)** | | **Account Number** | **Line Item Descripiton** | **Current Budget** | **Amended Budget ($)** |
| 110-43000-1230 | Overtime | 5,200 | | 110-43000-1390 | Employee Vehicle Allowance | 0 | 5,200 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

**Why money will not be needed for this line item:**

Overtime cost were lower than anticipated

**Purpose of Transfer (Required):**

1390-Vehicle allowance for the public works director; not previously budgeted

**Approval:** 6-18-25

**Town Administrator** **Date**

**Transaction:**

**Transfer Date** **Town Recorder**