



FARRAGUT BOARD OF MAYOR AND ALDERMEN AGENDA

May 11, 2017

**BUDGET WORKSHOP
GRANT APPLICATION POLICY REVIEW
5:30 PM**

**BMA MEETING
7:00 PM**

- I. Silent Prayer, Pledge of Allegiance, Roll Call**
- II. Approval of Agenda**
- III. Mayor's Report**
 - A. Farragut Freedom Run
 - B. Education Relations Committee
- IV. Citizens Forum**
- V. Approval of Minutes**
 - A. April 27, 2017
- VI. Business Items**
 - A. Approval of Event Application for the Knoxville Track Club's Farragut 13.1 Half-Marathon/5K Kids Run
 - B. Approval of Contract 2017-10, Strategic Planning Services
- VII. Town Administrator's Report**
- VIII. Town Attorney's Report**

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WWW.TOWNOFFARRAGUT.ORG

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

Mayor McGill called the meeting to order at 7:00 PM. Members present were Mayor McGill, Aldermen Pinchok, Povlin and Williams; Alderman Markli was absent.

Approval of Agenda

Motion was made to approve the agenda as presented. Moved by Alderman Povlin, seconded by Alderman Pinchok; voting yes, Mayor McGill, Aldermen Pinchok, Povlin and Williams; Alderman Markli was absent; no nays; motion passed.

Mayor's Report

Farragut Freedom Run

The Freedom Run will take place on July 4th prior to the parade.

Education Relations Committee

Kristen Trent presented a request to the Board to budget monies for awards to outstanding teachers at the schools within the Town limits. Members of the board requested some additional information.

Citizens Forum

Robert Hill, 11504 Mountain View Road, requested the board look into adopting an ordinance concerning Airbnb. The City of Knoxville is working on one.

Approval of Minutes

Motion was made to approve the minutes of April 27, 2017 as presented. Moved by Alderman Pinchok, seconded by Alderman Povlin; voting yes, Mayor McGill, Aldermen Pinchok, Povlin and Williams; Alderman Markli was absent; no nays; motion passed.

Business Item

Approval of Event Application for the Knoxville Track Club's Farragut 13.1 Half-Marathon/5K Kids Run

Motion was made to approve the application for the Farragut 13.1 event. Moved by Alderman Povlin, seconded by Alderman Williams; voting yes, Mayor McGill, Aldermen Pinchok, Povlin and Williams; Alderman Markli was absent; no nays; motion passed.

Approval of Contract 2017-10, Strategic Planning Services

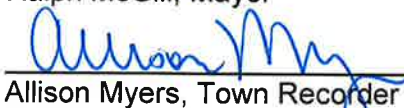
Motion was made to award Contract 2017-10 to Novak Consulting, not to exceed \$19,800. Moved by Alderman Povlin, seconded by Alderman Williams; voting yes, Mayor McGill, Aldermen Pinchok, Povlin and Williams; Alderman Markli was absent; no nays; motion passed.

Town Administrator's Report

David Smoak, Town Administrator, announced that the ICSC Convention is Las Vegas beginning May 20 and the Farragut West Knox Chamber Auction May 12

Meeting adjourned at 7:35 PM.


Ralph McGill, Mayor


Allison Myers, Town Recorder



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BMA WORKSHOP

PREPARED BY: David Smoak, Town Administrator 

SUBJECT: Discussion of Town of Farragut Program Changes for the FY2018 proposed budget

INTRODUCTION: The purpose of this agenda item is to review proposed new positions, equipment and employee health insurance for the FY2018 proposed budget.

INTRODUCTION: Each year staff makes requests for various items during the budget planning process that are reviewed by the Town Administrator prior to submitting a proposed budget to the Board of Mayor and Aldermen. When either a new position or a new piece of equipment is requested those items are reviewed separately as a program change. This year we will also be discussing changes to employee health insurance coverage and costs to employees as well.

DISCUSSION: Three new personnel positions are being proposed for FY2018, which include a Building Official and Planner I in the Community Development Department, and an additional Equipment Operator in the Public Works department. An attached organizational chart and justification forms detail the changes being proposed.

The Community Development department has seen a record number of inspections over the past 2 years and adding a Building Official to supervise and work with the local building community will allow our code inspectors to work more in the field and be able to respond more rapidly to requests for inspections (**Exhibit B**). The Planner I position will allow our planning staff to be more proactive in reviewing and researching ordinance changes, land use plan amendments, and subdivision regulations. The Planner will also be responsible for code enforcement initiatives and will back up the front office staff when needed (**Exhibit C**).

The Public Works department is requesting an additional Equipment Operator due to workload increases and staffing shortages throughout the year due to increased longevity of personnel, which results in increased uses of annual and sick leave as well (**Exhibit D**).

The Information Technology department is requesting an upgrade to the Town's Enterprise Resource Planning (ERP) software, which is the backbone of our internal software that connects all the Town's operating departments together (**Exhibit A**). This system, if implemented, would allow for integration of data across departments and would help streamline many processes that we currently have that are being done manually and are very time consuming.

Finally, the Town has been fortunate to be able to offer outstanding health insurance coverage for all employees and dependents for many years at no cost to the employee. This year the Town received an extremely high insurance renewal premium and the purpose of the workshop will be to discuss proposed changes to the plan and to employee premiums as well (**Exhibit E**).

FY2018 Proposed Program Changes

Equipment Operator		50,946	
	Base Salary		29,982
	Benefits		19,969
	Uniforms		995
Building Official		73,294	
	Base Salary		49,620
	Benefits		18,924
	Uniforms		1,200
	Supplies		3,550
Planner (Community Development)		61,888	
	Base Salary		36,581
	Benefits		20,387
	Uniforms		1,370
	Supplies		3,550
Information Technology		100,000	
	Enterprise Resource Planning (ERP) Software		
Total Program Change Requests		286,128	

Enterprise Resource Planning Program Change Request

PROGRAM CHANGE DESCRIPTION/EXPLANATION

- ☐ Reorganization of your department/business function – How will this be implemented? How will it affect your department, the Town, etc.? How will it be different from your current function?
- ☐ New position (There is currently no position within the Town.) – Explain what the position will do. Who will they report to? How does this affect your operations?
- ☐ Position reclassification – Explain what this person will be doing differently. How does this affect your operations? What needs aren't being met?
- ☐ Additional position (There is a position currently within the Town.) – Explain what the position will do. Who will they report to? How does this affect your operations?
- ☐ New equipment (not equipment replacement) – Explain what the equipment will be used for. Who will be operating/using it? How does it enhance your operations?
- ☐ New software/technology (not replacement)
- ☐ New business/function – Describe in detail what your department will be doing. How will it affect your operations?

Each submission for a program change must contain the following sections. If any section does not apply, list the section but state "NA" or "Does not apply". Each applicable section should contain a brief narrative or bullet points. The sections are:

1. JUSTIFICATION – Enterprise Resource Planning is a business process software management platform that will integrate departmental practices and data collection across the Town's business areas. The ERP platform that we implement will address deficiencies in tracking permits, codes compliance, licensing, cashiering, GIS services and public maintenance work order tracking. The software will provide mobile solutions to those employees who are in the field and allow for real time data collection.

It is difficult to estimate time/cost savings of implementing ERP software due to variables outside of the control of the estimator. A simple example of time savings would be eight hours of reconciliation efforts done by the Town Recorder due to having multiple systems to track down and find missing entries into our financial software which. These entries were found in the bank statements as deposits and were documented in the software used by one department but were not manually entered properly into our financial software. This duplication of effort would be eliminated.

After consulting with BerryDunn (the consultant which recommended the implementation of ERP and other items), two items were provided and attached as exhibits to this document. The first item is a summation of the benefits of ERP and the second an email with savings seen by another municipality which implemented an ERP solution. We can expect to see similar results that were experienced by the City of Mesquite, Texas.

- a. Benefits – ERP system software will remove many manual, paper based components of common everyday work tasks while also discarding redundant data entries in multiple systems. This software will allow for better time management, project/permit tracking, compliance with ordinances and Town requirements for applications.

Efficiency. An ERP system eliminates repetitive processes and greatly reduces the need to manually enter information. The system will also streamline business processes and makes it easier and more efficient for companies to collect data.

Integrated Information. Instead of having data distributed throughout a number of separate databases, all information is now located in a single location. Data is also kept consistent and up-to-date.

Reporting. ERP software helps make reporting easier and more customizable. With improved reporting capabilities, your company can respond to complex data requests more easily. Users can also run their own reports without relying on help from IT.

Customer Service. It's easier to provide high-quality customer service using an ERP system. Town staff can interact with our business partners better and improve relationships with them, through faster, more accurate access to customers' information and history.

Security. A new system will improve the accuracy, consistency and security of data. Restrictions to data can also be enhanced.

- b. **Customers** – Users of the system will primarily include the Town staff on the organizational side with the recipient of the enhanced service being our external business partners.
- c. **Changes in operations** – Implementation of the software will ensure compliance with current best practices, departmental directives and administrative policies. This will impact the way we do business. We will be moving from a largely manual paper driven system to a semi-automated digitally based system. The Town will be able to conduct business internally AND externally in an electronic format. This includes everything from submitting plans/uploading docs to paying user fees for recreation.
- d. **Outcomes (What do you wish to accomplish?)** – ERP system software will reduce man hours from removal of duplication of data entry in current disparate systems, scheduling, mobile computing usage, work order processing and report generation. While it is hard to determine an overall net savings in man hours, I can give a simple example. Currently, for cashiering purposes for PALS, we have a process that requires data entry into two separate, distinct software systems. In a typical transaction in our current system, we spend roughly four man hours between data entry into both systems, reconciliation and reporting. This time will be reduced to a single entry and reconciliation reports or about one hour.

2. SUPPORTING MATERIALS/EQUIPMENT (List all materials needed to support the position or function, then whether they already exist or would have to be purchased.)

- a. **Estimated cost - \$100,000**
 - i. \$70,000 for one time software licensing
 - ii. \$25,000 for server side setup, customization of data entry forms, report generation for the Town's needs, and our branding for forms given to our clients.
 - iii. \$5,000 for training

3. DIRECT AND ALLOCATED COSTS

- a. **Salary per position (If above entry level, explain the need for a higher salary.)** N/A

- b. Equipment life cycle/replacement costs - \$5,000 per year annual support, which is slightly less than current software support
 - c. New construction /building improvement (Where would the position be located? Are voice/data connections needed, etc.?) Network infrastructure and data needs are being addressed in FYE 17 budget cycle.
4. PERFORMANCE MEASURES (List performance measures for each of these categories, if applicable.)
- a. How will you measure success? Successful implementation of the ERP software will be measured by reduction of man hours for a particular process (ie. compare hours between existing permit inspection times to post ERP implementation times). This includes elimination of double or even triple entries of data and follow up along with the employee frustration associated with archaic processes. We will have real time tracking of inspections eliminating unnecessary scheduling. We can measure through citizen surveys, reports from our systems related to response time, and end of transaction surveys (for example we can survey a contractor on his permitting experience with the Town).
 - b. How will service effectiveness be measured? We can measure through citizen surveys, reports from our systems related to response time and other variables, and end of transaction surveys (for example we can survey a contractor on his permitting experience with the Town).
 - c. How will customer satisfaction be measured?
Same as above.
 - d. How will you compare costs to benefits? We can track efficiency through departments' required reporting and compare the existing and future cost and efficiency estimates with past costs and efficiency trends.

The request with the Department Director's signature and any attachments must be submitted to the Town Administrator.

Below is a list of questions for each business criteria—Essential, Critical to Sustainability, and Non-essential. These questions may be helpful in writing the justification narrative of the program change request. This page is intended as a guide to help write your justification. You are not required to address each item.

Essential Business Criteria

1. Does the service protect the Town from legal liability? This software will help track the Town's performance and enforce rules, policies and other criteria the Town sets.
2. Is the service offered only by Town government? ERP will affect the services that the Town offers to the citizens, contractors and licensees.
3. Does the Town offer/provide the service cheaper and better than others? The ERP system software will be used in Permits and Licensing which are only offered by the Town.
4. Does the service enforce the laws and standards? ERP system software will be used to enforce codes and other Town ordinances.
5. Does the service make your home livable as defined by community standards and codes?
6. Does the service protect or enhance the environment and Farragut's natural resources?
7. Is the service a core business? ERP will definitely effect the core business of the Town. From tracking permits, to financial data, to work order processing.
8. Does the service assist in achieving a goal? ERP will enhance citizen, contractor, licensee and end user interactions with the Town.

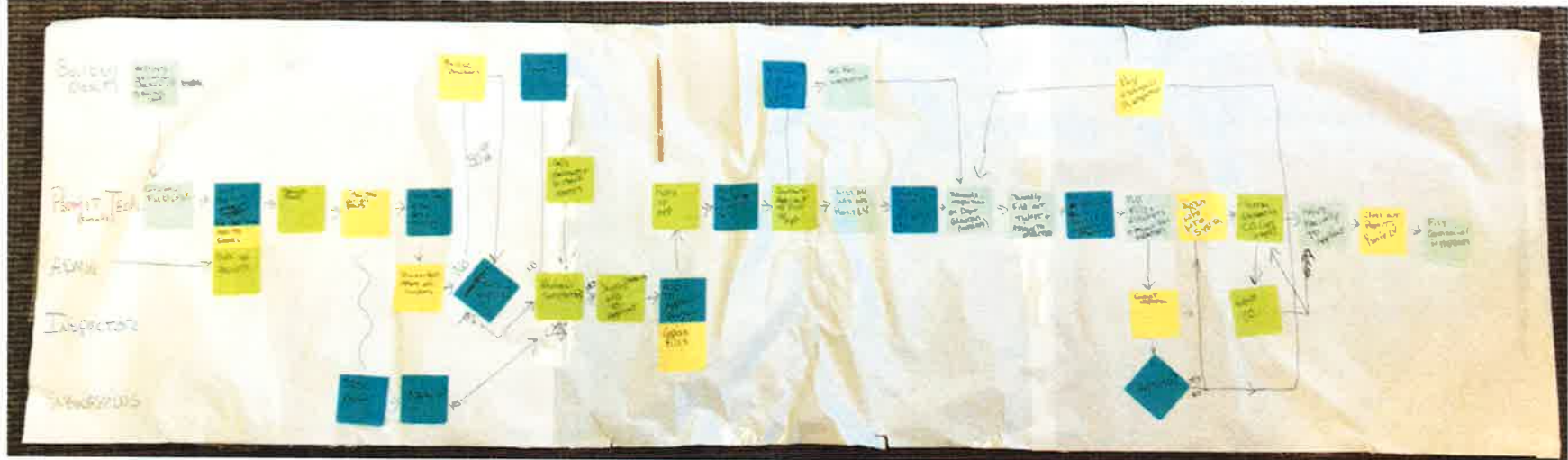
Critical to Sustainability Criteria

1. Does the activity reduce the cost of service delivery? By reducing personnel hours spent, ERP software will reduce the cost of service delivery. While it is difficult to measure savings, I can give an example. Elimination of duplicate data entry, electronic report generation instead of paper reports, real time tracking of permits and inspections. Currently an inspector is given a paper copy of an inspection request. The inspector must have knowledge of the project to be inspected or must go and find paper copies of previous inspections, plans, correspondence or other items necessary to carry out the inspection. Sometimes items are missed and the project is not ready to be inspected. This software will eliminate this confusion by providing a single space to find all required information for the inspection to occur. If a single document is missing, the inspector will know immediately and will not spend wasted time attempting to find the missing documents.
2. Does the activity increase the efficiency of Town government? Yes, dramatically. By setting efficient work processes and then tracking those goals ERP will increase efficiency. It will also reduce the number of hours taken to produce qualitative reporting. Some examples, duplicate data entry, single repository for permit applications and supporting documentation, shared information in an electronic environment making retrieval of information quicker.
3. Does the activity help the Town “control” the future? Yes, by implementing ERP the Town will be able to use qualitative data to track trends in the community. Using the data collected by the ERP platform, Town management will be able to evaluate trends in the business the town conducts. Data mining becomes more efficient since all of the data can be analyzed from within the view of one system.
4. Does the service/activity generate income? Possibly. ERP system software can be used to track problems as they arise, giving the Town the ability to assess fines to violators of ordinances and codes.
5. Do the benefits outweigh the costs? Absolutely! Common day to day tasks such as cashiering, permit application tracking, inspections and code enforcement will quickly bring a return on the investment. While this may not result in a savings of cash, it will
6. Does the Town receive long-term benefits? By reducing the cost of doing business through efficient work process management, the Town can provide better service to our citizens and business owners.
7. Does the activity promote citizen understanding? Possibly. It will help with the production of qualitative reporting which may help our citizens. It will definitely help contractors during inspections and those receiving code violations by providing definitive ordinance/code references during those processes.
8. Does the activity fulfill a need?
9. Can the Town do the activity with the same number of employees? Yes! With the level of oversight the software provides the Town should be able to analyze the best use of employee time and costs associated with each activity leading to less employee costs.
10. How does the service help Farragut to be competitive? (with our surrounding communities and peer cities)
11. Does the activity/service promote the local economy?

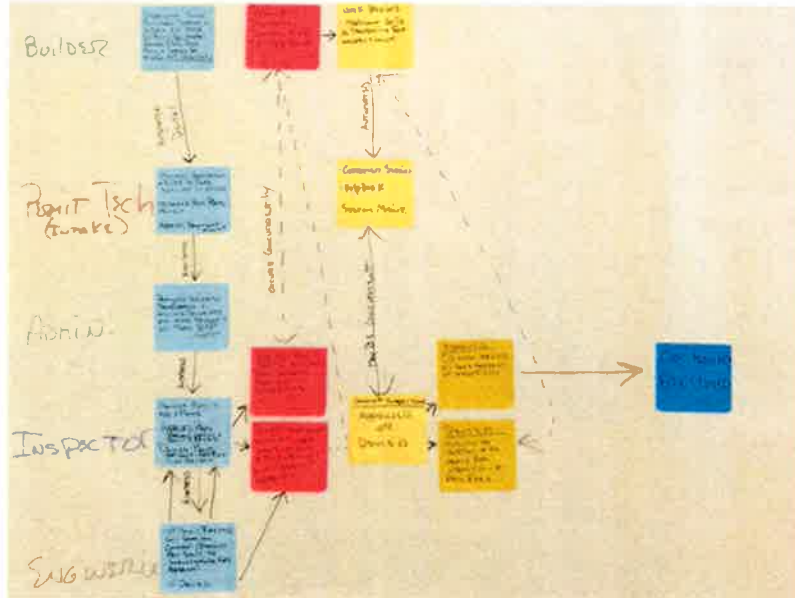
Non-essential Business Criteria

1. Is the service needed infrequently? ERP will be used each day. It will become a critical part of the Town’s infrastructure.
2. Is the service/activity more a “want” than a “need”? ERP is a critical fix to processes that are in dire need of improvement.
3. Are the start-up costs reasonable? Yes!

CURRENT BUILDING PERMIT APPLICATION PROCESS MAPPING



BUILDING PERMIT APPLICATION PROCESS MAPPING POST ERP SYSTEM IMPLEMENTATION



Narrative: There are two major differences between the current process and the post ERP system implementation process: **automation** and **mobility**.

Automation: None of the permitting process is automated. It is a completely manual process whereby the permitting system basically acts as an archival service with minimal reporting capabilities. Moreover, only a couple staff members can access and operate the current system so this critical repository of public information is basically closed off to the rest of the organization and citizenry.

As you can see from the process mapping, our current process is filled with several manual steps involving multiple departments. The illustration is for just *one permit* application and the mapping *only* illustrates the process with no revisions or issues (per the CDD ~80% of applications have re submittals of some sort). So if there is an issue the manual processes have to be repeated every time.

The Town staff is still using paper calendars for scheduling with nothing being archived. When an applicant is ready to pick up an application, submit an application, pay for an application or request an inspection he/she has to contact the CD Dept. and the CD Dept. has to manually go through the illustrated process. These steps are repeated for every inspection for every permit issued.

Post ERP System Implementation: Upon successful deployment of the selected system the process appears to be reduced by 2/3. The new permitting system will be accessible organization-wide along with a citizen-facing portal on the website. The new system will allow for account creation for our continuous building-partners whereby they can login through a web-portal to: apply for a permit, submit digital documents, pay associated fees, schedule an inspection or re inspection, check on and maintain their submittals, and even have a digital "chat" through a customer service chat portal.

The new permitting system will remove all of the current manual steps involved in permitting but it will have to be manually maintained and overseen by a Permit Technician (Town staff). The goal of all transactions is to eventually be digital with a human customer service component.

ERP systems by definition are tied into one another and communicate automatically with pre-determined protocols. For example, the permitting system will be tied into the financial software, document management system (Laserfiche), Geographic Information Systems (GIS), and other related systems. Therefore, when an action is initiated by an applicant or by Town staff the pre-determined protocols will auto populate the other systems (when an applicant pays for a building permit, the electronic payment is auto populated into our financial system and digital receipt generated which is emailed to the applicant or uploaded to their account. This removes about 5 manual steps and 3 departments from the process....for every permit.

Mobility: The current system is not accessible remotely by either the Town staff or business partners. All data has to be manually entered at the one or two workstations that have the permitting program installed and a paper inspection form is generated. The Permit Tech must check each inspector's calendar, each day, and then schedules the daily list of inspections on a paper master calendar located at the CD Dept. desk. Building Inspectors pick up their paper inspection form and head out to the inspection sites for their appointments. The inspectors fill out the forms and turn them back in at the end of the day to have the results of the inspection manually entered into the permitting system. Depending on the outcome of the inspection, the applicant and Town staff may have to repeat the process all over again. If the applicant has a question the inspector has no remote resources in which to refer. The inspectors do not have remote access to the permitting system, network files, or other digital

resources necessary for the efficient delivery of services. This leads to frustrated staff and business partners who have to wait to get information or inspection results.

Post ERP System Implementation: Upon successful deployment of the selected system the Town staff will be able to login to the permitting program remotely through a secure web-portal. Daily inspections will be auto populated and synced with their work calendars. Data will be entered in real time into the permitting system, on site, with an ipad or similar mobile device. Once an action is transmitted the system will auto populate and send the applicant their receipt/certificate/determination immediately. The applicant will have the capability to access their account and reschedule or conduct other business without waiting until the end of the day or until they are notified by the CD Dept. There should be no "paper" involved in this process unless requested by the applicant.

The goal of mobility is to be able to conduct the same business remotely as you would be able to in person at Town Hall.

Work Order Processing: Shared with all departments

Current process: Internal

- Internal work order generated
- Town Staff notified of work order
- Department Administrative Assistant prints work order and passes printed copy to appropriate town personnel
- Work order prioritized
- Town Staff member(s) dispatched to complete work order
- Notes regarding completion of work order completed on paper.
- Completed work order passed back to Administrative Assistant for input into system
- Paper work order filed
- See attached document for Community Development Permitting process

Current Process: Citizen generated

- Citizen calls with complaint
- Administrative Assistant takes call and inputs work order (or citizen files CivicPlus work order)
- Public Works Director notified and prioritizes work order
- Paper copy generated and passed to supervisors
- Team member(s) dispatched to complete work order
- CivicPlus (citizen) updated with status
- Notes regarding completion of work order completed on paper.
- Completed work order passed back to Administrative Assistant for input into system for notification
- Paper work order filed

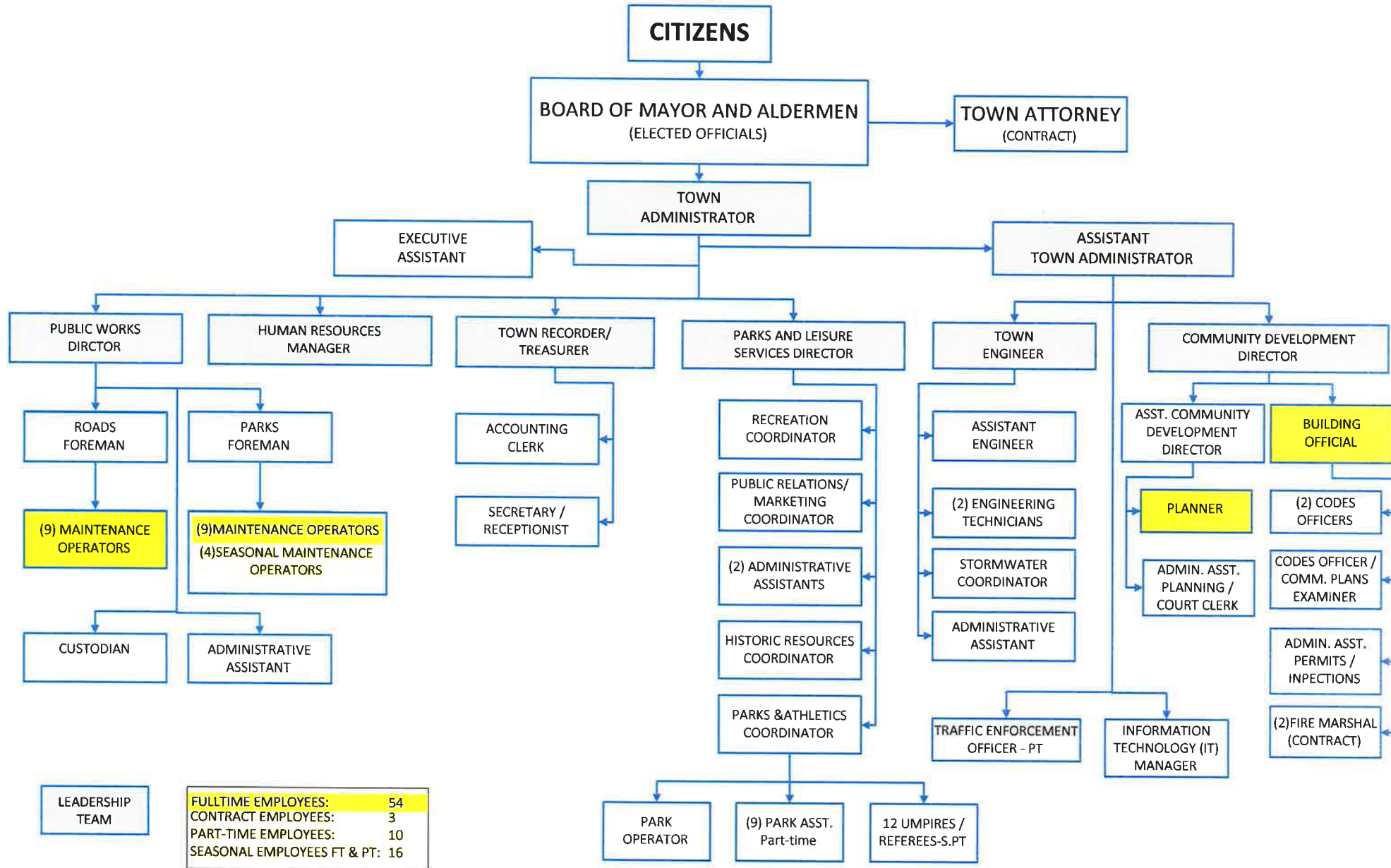
ERP revision: Citizen Generated and Internal

- Work order generated
- All parties are notified simultaneously through software
- Work orders prioritized by appropriate staff and/or supervisors
- Team member(s) dispatched
- Notes and completion information updated in system and viewable by all. Automatic notification to all involved throughout process.
- Work order reviewed and closed by appropriate personnel.

Savings:

- One work order generated and tracked from start to finish. No duplication of data entry, no paper tracking
- Work orders can be generated by all users of ERP software using traditional or mobile computing devices
- Automatic notification of status concerning work order
- Automated preventative maintenance scheduling
- Report generation simplified (no paper files to sort through)

TOWN OF FARRAGUT ORGANIZATIONAL CHART FY 2017-18



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

PROGRAM CHANGE REQUEST

PREPARED BY: Mark Shipley, Community Development Director

SUBJECT: Building Official

DATE: February 9, 2017

PROGRAM CHANGE DESCRIPTION/EXPLANATION:

- ☐ New position (There is currently no position within the Town.) –
 - Explain what the position will do:
 - Provide for a “head” building inspector to administer the Codes Enforcement Division of the Community Development consistent with the IBC.
 - Who will they report to?
 - The Community Development Director
 - How does this affect your operations?
 - The codes enforcement officers would be managed by an inspector familiar with all aspects of the IBC and the various inspections conducted by the Town. Code related amendments, training, questions, interpretations, processes and procedures would be handled through this position. The Town does not currently have a designated official responsible for these important tasks.

PROGRAM CHANGE SECTIONS:

1. JUSTIFICATION

a. Benefits

- This position would provide for an individual with a thorough knowledge of the building, fire, and property maintenance codes (the code) to manage other inspectors and make necessary code interpretations or department policies and procedures as they would apply to the application of the code. This position would also provide for an additional staff person to conduct inspections and review plans so that customer service would be optimized through a quicker turn-around time and designated “go to” person for code related interpretations or questions.
- As shown in the table below, the Town has had some significant increases in inspections, permits, and citizen requests in recent years. In addition, large assisted living and multi-family developments that could take years to complete will likely be initiated soon and this will further necessitate the need for an additional inspector and plans review official.

Performance Categories	Years		
	2014	2015	2016
Number of Inspections	1963	2156	2566
Number of Permits	764	810	1049
Number of Citizen Requests	83	88	132

b. Customers

- The consistent and substantial increases in inspections, permits, and citizen requests has reached a point where, at times, significant delays are being experienced by homeowners and contractors. The department simply does not have enough staff to provide optimal customer service in a manner that is consistent with the Town's history.
- This position would manage the code enforcement aspect of the department in order to provide for improved scheduling, plans review completion, and answers to questions or interpretations that affect a project and its time line.
- This position would be the "go to" person for our customers when a question is raised concerning a code provision or a department process that relates to codes enforcement.
- This position would be an official person that the other codes staff could consult with for purposes of administering certain aspects of the code.

c. Changes in operations

- This position will oversee the codes enforcement component of the Community Development Department. The other inspectors would have a designated official to go to for guidance on different questions or procedures.
- This position would be responsible for using a broad knowledge of the code and the comprehensive code enforcement process to enhance efficiency, quality, and general customer service. This position should constantly audit and question operations in order to make improvements and ensure that the Town is maintaining a leadership role in code enforcement throughout the region.

d. Outcomes (What do you wish to accomplish?)

- Provide for a senior level code professional to administer the codes enforcement division. This would provide for an opportunity for a more managed and efficient process that is based on the guidance of someone intimately familiar with the codes adopted by the Town and how these can be most effectively administered to provide for the best possible customer service.

2. SUPPORTING MATERIALS/EQUIPMENT (List all materials needed to support the position or function, then whether they already exist or would have to be purchased.)
 - a. Estimated cost (please see chart below)
 - b. List each expense by line-item (please see chart below)

Building Official	Cost
Computer	\$1,200.00
Cabling	\$1,000.00
Telephone	\$500.00
Desk	\$350.00
Additional Gas	\$500.00
Uniforms	\$1,200.00
Steel Toed Boots	\$170.00
Vehicle Purchase	\$25,000.00
TOTAL	\$29,920.00

3. DIRECT AND ALLOCATED COSTS

- a. Salary per position (If above entry level, explain the need for a higher salary.):

Grade 16

Building Official	Cost
Base Salary	\$49,620.00
Medical Insurance	\$17,138.76
Dental Insurance	\$1,331.16
Vision Insurance	\$180.24
Life and Disability	\$274.00
Retirement	\$1,984.82
TOTAL	\$70,528.98

- b. Equipment life cycle/replacement costs:
 - o Uniforms and Steel Toed Boots would need to be budgeted on an annual basis
 - c. New construction /building improvement (Where would the position be located? Are voice/data connections needed, etc.?)
 - o This position will be located in the Community Development Department. Some reconfiguring of workspaces would be required to establish a workstation for this new position. This project has been accounted for under a separate budget request.

4. PERFORMANCE MEASURES (List performance measures for each of these categories, if applicable.)

This position's effectiveness could be measured in improved customer service whereby quicker responses to questions or interpretations could be given. This position would also help shorten the turn-around time for plans review and scheduling since the building official would also conduct inspections and be responsible for a significant portion of plans review.

The position could enhance the Town's ISO rating by having a designated professional consistent with the IBC to administer the codes enforcement division of the Town. Such a professional would be seen as the administrator of the codes and the go-to person when questions arise or process related decisions are formulated.

This position would help with the work flow and lessen the potential for errors due to having an additional inspector and a process that is managed by someone very familiar with the code and the complete review and inspection process.

- a. How will you measure success?
 - By quicker turn-around times for scheduling and plans review
 - By improved ISO audit scores.
 - By improved work flow within codes enforcement.
 - By improved morale.
 - By enhanced and streamlined decision making in code related questions and interpretations.
- b. How will service effectiveness be measured?
 - By the Department Head by means of an annual performance evaluation.
- c. How will customer satisfaction be measured?
 - By supervisory staff and the comments received from customers.
- d. How will you compare costs to benefits?
 - N/A

Department Head

Building Official

FLSA Status: *Exempt*

General Definition of Work

Performs difficult skilled technical work planning, coordinating, supervising and participating in building, electrical, mechanical and plumbing inspection activities, reviewing plans, issuing permits, maintaining records and files, preparing reports, and related work as apparent or assigned. Work is performed under the general direction of the Community Development Director. Departmental supervision is exercised over Codes Officers and Sr. Administrative Assistant-Permits.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

1. Serves as the Town Building Official and supervises the codes staff and permit process support staff.
2. Coordinates the activities of support staff and participates in checking plans and inspecting buildings for compliance with all applicable laws and codes.
3. Meets with and acts as arbitrator between various professionals concerning technical requirements of codes, municipal ordinances and disputes over inspections.
4. Interprets and enforces provisions of building codes, life/safety codes, property maintenance ordinances and other applicable federal, state and local codes and initiates actions necessary to correct identified deficiencies or violations.
5. Issues standard construction and occupancy permits and approves final inspection certifications.
6. Reviews building plan applications and submittals, receives complaints regarding defective construction and handles enforcement problems.
7. Issues warnings and stop-work orders in the event construction activities are not being performed in compliance with existing regulations.
8. Provides information on building regulations, required inspections and permits and related matters to contractors, architects, developers and the public.
9. Investigates and attempts to resolve building codes, ordinance complaints and/or concerns.
10. Provides information on building regulations, required inspections and permits and related matters to contractors, architects, developers and the public.
11. Explains and interprets regulations and ordinances to the public, contractors, developers, local officials, etc.
12. Represents the codes division at public meetings and at professional associations.
13. Performs technical inspections in codes officials's absence and when making final decisions for code interpretations; approves before occupancy.
14. Maintains records and files in a computer database and produces reports and other documentation as needed.
15. Addresses citizen requests, complaints and concerns and reacts in an appropriate and timely manner to emergency and/or urgent situations.
16. Remains current with proposed and/or newly enacted legislation pertaining to building codes and related regulations.
17. Assists in the formulation of ordinances for code adoption and changes to municipal code concerning construction.
18. Schedules required training of code enforcement officers.

Knowledge, Skills and Abilities

Thorough knowledge of the principles and practices of building, electrical, plumbing, mechanical inspection; thorough knowledge of building, construction, engineering and structural engineering principles and practices; ability to plan, direct and coordinate the various phases of inspection services; ability to plan and supervise the work of subordinates; ability to present facts and recommendations effectively in oral and written form; ability to establish and maintain effective working relationships with associates, government officials and the general public. Considerable knowledge of the geographic area of the Town of Farragut including significant geological sub-

Building Official

structures, soil types, etc. Considerable knowledge of acceptable grammatical form required for the composition of reports, memorandum and correspondence. Ability to read, understand and interpret blueprints, as-built drawings and schematics. Ability to analyze complex technical information, draw logical conclusions and make appropriate decisions taking into account all technical, legal and financial consequences. Ability to establish and maintain effective working relationships with the public, local and regional officials, architects, engineers, contractors and developers. Ability to prioritize job related activities in an effective and efficient manner to ensure meeting established deadlines and reporting requirements.

Education and Experience

Associates/Technical degree with coursework in business administration, or related field and extensive experience in engineering, construction and code enforcement, or equivalent combination of education and experience. Supervisory experience preferred.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, frequent standing, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to other accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to outdoor weather conditions, exposure to the risk of electrical shock and may be required to wear personalized protective equipment; work is generally in a moderately noisy location (e.g. business office with typewriters and/or computer printers, light traffic).

Special Requirements

Building Official certification.

Possession of an appropriate driver's license valid in the State of Tennessee.

Written: 3/31/2017

PROGRAM CHANGE REQUEST

PREPARED BY: Mark Shipley, Community Development Director

SUBJECT: Planner I

DATE: April 4, 2017

PROGRAM CHANGE DESCRIPTION/EXPLANATION:

- ☐ New position (There is currently no position within the Town.) –
 - Explain what the position will do:
 - A new position to administer the property maintenance code and sign ordinance, assist with planning and code related research and projects, and help cover both the planning and codes administrative assistant duties.
 - Who will they report to?
 - The Assistant Community Development Director
 - How does this affect your operations?
 - This position will greatly improve operations not only through enhanced property maintenance and sign ordinance enforcement but also by assisting the planning staff with research, graphics, and other information that will help with the implementation of planning related work program items. This position will also be cross trained to provide available back up in different portions of the department. Such capability is currently lacking within the department.

PROGRAM CHANGE SECTIONS:

1. JUSTIFICATION

a. Benefits

- This request is for approval of a new position to administer the property maintenance code. The Town has had an increase of 59% in citizen requests during the past three years and the time it takes to address and close out citizen requests has increased due to a lack of staff.
- Assist with planning and code related research and projects. The Town has numerous ordinances and plans in need of revision and this position would assist in gathering applicable information and conducting research needed for the development of these revisions or new documents.
- Support both the planning and codes administrative assistant duties. This is necessary in order to provide additional back up in the case of an unexpected absence or planned leave from one of the administrative assistants.
- The current process of property maintenance (including signage) enforcement is reactionary and often based on citizen requests that are

submitted through the Citizen Request Tracker. As the Town continues to grow the need for a more pro-active enforcement of property maintenance is increasingly evident. Some portions of the Town have notable property maintenance issues that, if not pro-actively addressed, could start to affect property values and quality of life. The requested position would be assigned most of the property maintenance and sign enforcement. This would relieve the inspectors from this responsibility and free up time for plans review and more inspections.

b. Customers

- The consistent and substantial increases in inspections, permits, and citizen requests have reached a point where, at times, significant delays are being experienced by homeowners and contractors. The department simply does not have enough staff to provide optimal customer service in a manner that is consistent with the Town's history.
- This position would be more proactive in addressing some portions of the Town that have notable property maintenance issues that, if not pro-actively addressed, could start to affect property values and quality of life. The requested position would be able to spend more time with citizens related to any Citizen Request submitted to the town.
- This position would assist the Director and Assistant Director with enforcement of the sign ordinance and research and other tasks that will help to facilitate the implementation of planning related work program items.
- This position would be another face for the public to interact with at the front desk, this is especially critical during times when one of the administrative positions is out.
- By assuming most of the property maintenance duties, this position would allow the inspectors to complete complex plans review and inspections which will lessen wait times for the customer.

c. Changes in operations

- This position will oversee the majority of the Citizen Requests, thereby providing the current inspectors more time for plans review and inspections, especially on the more complex construction projects.
- This position would check on sign and zoning violations and gather information and conduct research for the planning related aspects of the department.
- This position will also provide for additional administrative coverage at the front counter, this is especially critical given the longevity of the employees in our department and will help ensure that the highest level of customer service is not compromised during times of leave.

d. Outcomes (What do you wish to accomplish?)

- Provide better customer service by being more pro-active in addressing property maintenance, signage, and zoning issues and Citizen Requests. This position will also lessen the time it takes to complete a Citizen Request.
- Facilitate ordinance development and updates to existing planning related documents by conducting background research and assisting with graphics, photographs, and other illustrations.
- Improve the ability to provide better coverage of the front counter during peak permits times and during absences.

2. SUPPORTING MATERIALS/EQUIPMENT (List all materials needed to support the position or function, then whether they already exist or would have to be purchased.)

- a. Estimated cost (please see chart below)
- b. List each expense by line-item (please see chart below)

Planner 1	Cost
Computer	\$1,200.00
Cabling	\$1,000.00
Telephone	\$500.00
Desk	\$350.00
Additional Gas	\$500.00
Uniforms	\$1,200.00
Steel Toed Boots	\$170.00
TOTAL	\$4,920.00

The chosen applicant would use either a codes officer's vehicle or the pool car, so no additional vehicle would be necessary.

3. DIRECT AND ALLOCATED COSTS

- a. Salary per position (If above entry level, explain the need for a higher salary.):
- b. Note: Medical insurance is at the family rate.

Planner I	Cost
Salary	\$36,217.02
Medical Insurance	\$17,138.76
Dental Insurance	\$1,331.16
Vision Insurance	\$180.24
Life and Disability	\$274.00
Retirement	1448.68
Uniforms	\$1,200.00
Steel toed boots	170.00
TOTAL	57,595.86

- c. Equipment life cycle/replacement costs:
 - o Uniforms and Steel Toed Boots would need to be budgeted on an annual basis
 - d. New construction /building improvement (Where would the position be located? Are voice/data connections needed, etc.?)
 - o This position will be located in the Community Development Department. Some reconfiguring of workspaces would be required to establish a workstation for this new position. This project has been accounted for under a separate budget request.
4. PERFORMANCE MEASURES (List performance measures for each of these categories, if applicable.)

This position would enhance customer service by freeing up more time for inspectors to conduct plans review and inspections. This would help shorten the turn-around time for plans review and contribute to more timely inspections that limit delays in projects. This position will also contribute to an improvement in the Town's appearance by providing more proactive illegal sign removal and property maintenance code enforcement. This, in turn, would have an impact on the visual presentation of the community which would enhance its marketability as a tourist destination and desirable place to live, work, and do business. There would be a greater sense of protection of investment.

The position would decrease the response time for addressing citizen requests and would provide for a more professional level of front desk coverage in the event both administrative assistants would out of the office. Having such a position would lessen errors and create enhanced morale by ensuring that staff does not fall behind in their job duties as a result of insufficient coverage.

- a. How will you measure success?
 - o By always having professional level coverage at the front desk, especially during lunch periods and during absences;
 - o By being more pro-active in responding to Citizen Requests, illegal sign removal, and zoning violations.
 - o More timely development of ordinances and plan related development and updates.
- b. How will service effectiveness be measured?
 - o By the Assistant Director and Director by means of an annual performance evaluation.
- c. How will customer satisfaction be measured?
 - o By supervisory staff and the comments received from customers.
- d. How will you compare costs to benefits?
 - o N/A

Department Head

Planner I

Department: Community Development

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate technical and administrative work assisting with property maintenance codes, zoning codes, current and long-range planning, residential compliance inspections, front desk coverage, maintaining records and files, and related work as apparent or assigned. Work is performed under the moderate supervision of the Community Development Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Inspects and coordinates code, property maintenance, and zoning related matters in response to citizen requests and complaints.

Inspects commercial sites for compliance with Town approved plans and ordinances and authorizes codes staff to conduct final building inspections.

Research and data collection in association with writing ordinances for planning and land use.

Collects data, tabulates, updates and tracks information and performs other research to utilize in response to requests, report writing, and departmental metrics.

Reviews landscape plans and tree preservation or removal plans for compliance with Town ordinances.

Reviews sign applications for compliance with Town ordinance.

Prepares reports and makes recommendations for boards or committees; synthesizes the information from such meetings into the development of at the appropriate documents; synthesizes information from meetings in order to produce a finished document that is presented to the applicable entities for approval.

Reviews residential foundation surveys.

Serves as a back-up to the front desk and administrative support staff.

Approves and tracks temporary sign, event, and Grand Opening sign permits.

Investigates, verifies and follows-up on complaints and/or violations as directed.

Assists with the enforcement of the property maintenance and code violations.

Conducts field inspections and addresses applicable sign violations.

Posts, collects, and tracks rezoning notification signs.

Prepares staff review agendas and distributes plans.

Tracks and maintains records of submitted plans.

Prepares uniform and original draft written correspondence.

Initiates, drafts, obtains approval of and implements special projects, as requested.

Represents the department at public meetings and presents special project planning matters to the Planning Commission and the Board of Mayor and Aldermen as requested.

Provides staff support to the Town of Farragut Municipal Court.

Knowledge, Skills and Abilities

General knowledge of planning principles and practices; general knowledge of the economics, sociology, and environmental issues as applied to planning, development and construction; general knowledge of current literature and recent developments in the fields of planning and construction/development; thorough skill operating standard office equipment, hardware and software; general skill creating and maintaining records and reports; ability to analyze and systematically compile technical and statistical information and to prepare technical reports; ability to prepare and present technical information clearly to lay groups and the public; ability to make arithmetic

Planner I

computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with associates and the general public.

Education and Experience

Bachelor's degree in geography, land use, planning, public administration, or related field, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, frequently requires standing, walking, sitting, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Property Maintenance and Housing Inspector certificate within one (1) year of hire.

Tennessee department of environment and conservation erosion prevention and sediment control certification within one (1) year of hire.

Valid driver's license in the State of Tennessee.

Last Revised: 12/8/2010

Last Revised: 3/31/2017

Program Change Request Instructions as to Form and Content**PROGRAM CHANGE DESCRIPTION/EXPLANATION**

- ☐ Reorganization of your department/business function – How will this be implemented? How will it affect your department, the Town, etc.? How will it be different from your current function?
- ☐ New position (There is currently no position within the Town.) – Explain what the position will do. Who will they report to? How does this affect your operations?
- ☐ Position reclassification – Explain what this person will be doing differently. How does this affect your operations? What needs aren't being met?
- ☐ Additional position (There is a position currently within the Town.) – Explain what the position will do. Who will they report to? How does this affect your operations?
- ☐ New equipment (not equipment replacement) – Explain what the equipment will be used for. Who will be operating/using it? How does it enhance your operations?
- ☐ New software/technology (not replacement)
- ☐ New business/function – Describe in detail what your department will be doing. How will it affect your operations?

Each submission for a program change must contain the following sections. If any section does not apply, list the section but state "NA" or "Does not apply". Each applicable section should contain a brief narrative or bullet points. The sections are:

1. JUSTIFICATION

The Public Works Department would like to hire two new equipment operators. As the Town continues to grow, we have experienced a continuous increase in our work load over the past year. We also have additional items that will be added as the year and budget process is set into motion. The landscape project at the interstate is now complete. The maintenance of this area will include; weed control, plant maintenance, mulching, etc. The watering will have to be done by hand due to TDOT's regulations against installed irrigation lines at the site. We also have performed a study of annual leave and sick leave for the last two years (2015 & 2016). We have included this for your review. What the study shows is the number of days lost due to sick and annual leaves. Total hours divided by eight gives total working days and then that number divided by total working business days per year. The resulting total is the number of men it would take to replace this lost time. In 2015 we lost the equivalent of 1.9 crew members and in 2016 we lost the time of 2.4 crew members. With our daily, weekly, and monthly schedules that have to be met, any lost time puts us further behind with added maintenance. It then begins to compound our work loads. Right now (end of February), we are about two months behind schedule. We keep on schedule by mowing 4 days out of the week and using the 5th day for equipment maintenance and working on other parks/greenway lists. When a crew member is out on sick or annual leave, it throws us behind to the point that it's hard to catch up unless we start working overtime. We want to continue to provide a high level of maintenance to keep the Town's appearance at its best and responding to the citizen's requests in a timely manner.

a. Benefits

All of the work the Public Works Department handles is seen by the people that live, shop, drive through, stay overnight, or have recreational activities inside the Town boundaries. We want them to enjoy everything about the Town and how it is maintained.

b. Customers

We consider all of our citizens our customers and we want to continue to make them happy and proud to live in the Town.

- c. Changes in operations
NA

- d. Outcomes (What do you wish to accomplish?)

We would be able to maintain the growing new areas of responsibility to the highest level.

2. SUPPORTING MATERIALS/EQUIPMENT (List all materials needed to support the position or function, then whether they already exist or would have to be purchased.)

- a. Estimated cost

In addition to salary and benefits, the new employee would need to have steel toed boots, uniforms, and cold weather gear. The breakdown costs of these items are listed below.

- b. List each expense by line-item

New Equipment Operator	Cost
Base Salary	\$29,982.23
Medical Insurance	\$17,138.76
Dental Insurance	\$1,331.16
Vision Insurance	\$ 180.24
Life and Disability Insurances	\$ 120.00
Retirement	\$1,199.29
Uniforms	\$ 600.00
Steel Toed Boots	\$ 170.00
Cold Weather Attire	\$ 225.00
TOTAL	\$50,946.68

3. DIRECT AND ALLOCATED COSTS

- a. Salary per position \$29,982.23 plus benefits \$19,849.45 and attire \$1,115.00. The total cost for the two positions will be \$101,893.36.
- b. Equipment life cycle/replacement costs -NA
- c. New construction /building improvement - NA

4. PERFORMANCE MEASURES (List performance measures for each of these categories, if applicable.)

- a. How will you measure success?
We will be able to keep up with the required maintenance. Most of the demanding work we perform is between the months of March-November and they are on daily, weekly, and monthly schedules. With added manpower, we will be able to meet these schedules.
- b. How will service effectiveness be measured?
Response time citizen requests will decrease due to added man power. By meeting all our required timelines, we can stay on schedule and not get behind.
- c. How will customer satisfaction be measured?
Positive feedback from citizens.
- d. How will you compare costs to benefits?

This is hard to put into numbers. The Public Works Department is responsible for large portion of what goes into the Town and if the work is not being performed in a timely and high quality manner, it's not long before citizens begin to take notice. Therefore, citizen requests increase.

The request with the Department Director's signature and any attachments must be submitted to the Town Administrator.

Town of Farragut									
				BCBST - Current / Renewal				UHC - Alternate 1	
Provider Network				Blue Network S & P				Heritage Plus - Network P Equivalent	
Employer funded HRA Contribution (Single Family)				\$1,000		\$2,000		\$1,000	\$2,000
				In-Network		Out-of-Network		In-Network	Out-of-Network
Policy or Calendar Year Deductible				Calendar Year				Calendar Year	
Deductible				Embedded				Embedded	
Single				\$2,000		\$4,000		\$2,000	\$4,000
Family				\$4,000		\$8,000		\$4,000	\$8,000
Coinsurance				90%		70%		100%	80%
Out-of-Pocket Maximum				Includes Copays, Coinsurance, and Deductibles				Includes Copays, Coinsurance, and Deductibles	
Single				\$3,000		\$9,000		\$4,000	\$8,000
Family				\$6,000		\$18,000		\$8,000	\$16,000
Office Visits (PCP / SCP)				\$20/\$35 Copay		Ded, then 70%		\$25/\$50 Copay	Ded, then 80%
Hospital Services				Ded, then 90%		Ded, then 70%		Ded, then 100%	Ded, then 80%
Urgent Care				Varies by Provider		Ded, then 70%		\$100 Copay	Ded, then 80%
Emergency Room				\$250 Copay				\$200 Copay	
Retail Prescription Drugs				30-day Supply				31-day Supply	
BCBST Generic				\$10 Copay				Tier 1 - \$10 Copay	
BCBST Preferred				\$35 Copay				Tier 2 - \$35 Copay	
BCBST Non-Preferred				\$50 Copay				Tier 3 - \$60 Copay	
BCBST Specialty				\$100 Copay				Tier 4 - \$100 Copay; Specialty included in Tier 4	
Mail Order				3 Times 30-day RX				2.5 Times 31-day RX	
Monthly Premium Rates	3 Tier Net S	3 Tier Net P	4 Tier Net S&P	Current - Net S	Renewal - Net S	Current - Net P	Renewal - Net P	UHC - Alternate 1	
EE Only	9	1	10	\$489.26	\$588.56	\$548.78	\$660.99	\$538.91	
EE/SP	9	0	9	\$979.49	\$1,178.30	\$1,098.65	\$1,323.30	\$1,077.82	
EE/CH	N/A	N/A	2	N/A	N/A	N/A	N/A	\$996.98	
Family	29	1	28	\$1,424.23	\$1,713.29	\$1,597.50	\$1,924.14	\$1,535.89	
Monthly Premium	47	2	49	\$54,521	\$65,587	\$2,146	\$2,585	\$60,088	
Annual Premium				\$654,257	\$787,046	\$25,755	\$31,022	\$721,060	
Cost Difference Combined (%)				20.3%				6.0%	
Cost Difference Combined (\$)				\$138,055				\$41,048	

This comparison is intended to illustrate the carrier's proposed services and rates and should not be relied upon to fully determine benefits and rates. Refer to carrier's renewal/proposal for a complete representation of coverage terms and conditions. Rates shown above may be subject to disclosure and/or employer applications to be finalized.

Exhibit E



COMMUNITY GRANT POLICY TOWN OF FARRAGUT

Adopted by the Board of Mayor and Aldermen: April 8, 2010

Purpose:

The purpose of this policy is to establish a process for application for, and distribution of, the Town sponsored Community Grant awards. This policy is designed to assist with proper fiscal planning and promulgation of clear guidelines for prospective applicants.

Scope and Effective Date:

This policy shall cover all Community Grant applications beginning with FY 2010-2011 and annually thereafter.

General:

The Town of Farragut (the "Town") may in the discretion of the Board of Mayor and Alderman award grants to nonprofit charitable organizations or nonprofit civic organizations in accordance with the guidelines provided by T.C.A. 6-54-111, as may be limited by other laws to which the Town is subject, all as reasonably interpreted by representatives of the Town. It is the intent of these guidelines, first and foremost, to provide generally that any funds appropriated shall be used to promote the general welfare of the residents of the Town. Any funds appropriated under the provisions of this policy shall be used and expended under the direction and control of the Board of Mayor and Aldermen in accordance with the laws of the State of Tennessee and United States of America.

Eligibility to Apply:

The following groups are eligible to apply for a community grant from the Town:

- A. In general, a "nonprofit *charitable* organization" is one in which (i) no part of the net earnings inures or may lawfully inure to the benefit of any private shareholder or individual and (ii) that provides year-round services benefiting the general welfare of the residents of the Town.
- B. A "nonprofit *civic* organization" means a civic organization exempt from taxation pursuant to § 501(c)(4) or (c)(6) of the Internal Revenue Code of 1954, as amended, which operates primarily for the purpose of bringing about civic betterments and social improvements through efforts to maintain and increase employment opportunities in the Town by promoting industry, trade, commerce, tourism and recreation by inducing manufacturing, industrial, governmental, educational, financial, service, commercial, recreational, and agricultural enterprises to locate in or remain in the Town.

C. An organization that would otherwise qualify as eligible for a grant of municipal funds pursuant to Tennessee law (T.C.A. § 6-54-111), may be the type of organization to which it would be improper for separation of church and state principles for the Town to make a grant because it is, or is affiliated with, a religious organization.

D. Eligibility does not equate to entitlement. The Town retains the sole discretion to select from eligible applicants which receive grants.

Application:

A complete Town of Farragut Community Grant Application shall be required (Attachment). The Town operates on an annual Fiscal Year schedule beginning July 01 and ending on June 30 ("Fiscal Year").

Application Submittal Period:

The Town Administration Department will accept applications received on or before **March 31, 2017** for grants distributed in the next Fiscal Year.

General Application Requirements:

Any nonprofit organization that desires financial assistance from the Town shall attach to the Community Grant Application (if applicable as determined by the Town Administrator): a copy of an annual report of its business affairs and transactions, a detailed accounting (audited) of all previous year's receipts and expenditures by line item (not just grant funds), a detailed description of the program and how it serves the residents of the Town of Farragut, and how any Town financial contribution will benefit the residents of the Town of Farragut. The filed Community Grant Application and all accessory documents will be open for public inspection during regular business hours of the Town. The Town reserves the right to request, in its sole discretion, other information either in writing, in interviews or through presentations as the Town deems appropriate.

Application Evaluation:

Applications are reviewed for a number of considerations which will determine the merits of the Applicant and Application. These include, but are not limited to, review of the amount of the request, assessment of the applicant's ability to monitor and account for the awarding of funds, and determination of applicant eligibility and compliance with policy requirements. The applicant may be asked to submit additional information not outlined in the application. Making a grant application to the Town does not guarantee that the applicant will be awarded a grant. Following review of all applicable information, the Town Administrator, or his or her designee, will draft a recommendation to the Board of Mayor and Aldermen for consideration. The Board will determine by majority vote whether an award can be offered and the appropriate level of funding. Prior to distribution of any Town funds, a *Letter of Agreement* shall be drafted by the Town Attorney and executed between the Town of Farragut and the receiving

organization's duly authorized officer. The *Letter of Agreement* will indicate a timeline, the exact amount of funding to be provided by the Town to the organization, detail the benefits to the Town of Farragut from the grant, clearly outline the capital expense, or program of work to be funded, indicate documentation to be provided to the Town of Farragut by the Applicant, monitoring requirements, and outline the respective rights of rescission of the *Letter of Agreement*.

Public Notice Requirements:

Appropriations to nonprofit organizations other than charitable organizations may be made only after notices have been published in a newspaper of general circulation in the Town. The notice will proclaim the intent to consider an appropriation to a nonprofit, but not charitable, organization specifying the intended amount of the appropriation and the purposes for which the appropriation will be spent.

Monitoring:

Organizations receiving funds are responsible for managing the day-to-day operations of grant-supported activities using their established controls and policies, as long as they are in accordance with the State of Tennessee and Town of Farragut requirements. However, in order to fulfill its role in regard to the stewardship of public funds, the Town will monitor grants to identify potential problems and areas where technical assistance might be necessary. This active monitoring is accomplished through review of reports and correspondence from the receiving organization, audit reports, site visits, and other information as requested by the Town of Farragut. The names and telephone numbers of the individuals responsible for monitoring the programmatic and business management aspects of a project or activity will be provided to the receiving organization upon distribution of awarded funding.

Reporting:

The Town requires that the receiving organization periodically submit financial and progress reports. Other required reports may include an annual audit and a presentation to the Board of Mayor and Aldermen, or selected Town Committee, on the results of the funded program. Receiving organizations may also be expected to publish and provide information to the public on the program benefits to the residents of the Town of Farragut. Reports of expenditures are required as documentation of the financial status of grants according to the official accounting records of the receiving organization. Receiving organizations generally must retain financial and programmatic records, supporting documents, statistical records, and all other records that pertain to a grant, or may reasonably be considered pertinent to a grant, for a period of three (3) years from the date of award.



**COMMUNITY GRANT APPLICATION
THE TOWN OF FARRAGUT**

Refer to the Community Grant Policy for eligibility, instructions, and deadlines.

**APPLICANT ORGANIZATION
(As registered with the Tennessee Secretary of State's Office)**

1. Organization: _____
2. Organization Address: _____

3. Website: _____
4. Registered Agent: _____
5. Address: _____
6. Complete Contact Info:
Email: _____
Phone #: _____
Emergency Contact #: _____
7. Organization's Control #: _____

1. Have you applied for Town of Farragut funding in the past:

Yes ☐ No ☐ Date(s): _____

Amount(s) applied for:

Amount(s) received:

What was the money used for:

2. How much are you requesting for the upcoming Fiscal Year? _____

This request is for (check one):

Capital ☐ Program or Operating Expense ☐

3. Please describe in relation to any Town funding: the purpose of this request, products you are purchasing, services or programs offered, public accessibility, benefit to the residents of the Town of Farragut, and estimate the number of Town residents benefited.

- 4. Please describe your client base and/or the recipients of the service which will be provided (include geographic and demographic information as appropriate).**

- 5. What percentage of your clients/recipients are residents of the Town of Farragut and how is this quantified?**

- 6. What are the goals of the program or service to be provided?**

- 7. Please describe how you measure the success of this grant in helping your organization achieve its stated goal.**

ITEMS TO BE SUBMITTED WITH APPLICATION:

In addition to this completed, signed grant application, please attach the following items to your application packet if applicable (*initial next to each indicating attachment*):

- _____ Latest Annual Report
- _____ Specific Budget related to this request
- _____ IRS Corporate Determination letter
- _____ Supporting documents such as brochures, flyers, newspaper articles, sponsorship letters, etc. that describe your organization's activities

Attendance is requested by a representative of your choosing for a mandatory Community Grant Workshop with the Board of Mayor and Aldermen on April 27, 2017. Time of the workshop will be determined after the submittal deadline. All applicants will be notified by email of the workshop time. Additional interviews and/or presentations may be scheduled after the closing date for submission of applications.

Please sign and return this application to:

Town of Farragut
Attn: Jenn Hatmaker
11408 Municipal Center Drive
Farragut, TN 37934

I, _____, certify that the information provided is true and correct and that this application is made solely for the purpose of funding the described service or event. I understand that this application may be rejected if the information provided is incorrect. I also understand that the application does not release the applicant from the responsibility to secure the necessary Town of Farragut, Knox County, State or Federal permits and approvals which may be required to conduct any event or provide any service related to the applicant organization.

Registered Agent Signature

Date

State of _____

County of _____

On this _____ day of _____, _____ before me personally appeared _____, to me known to be the person described in and who executed the foregoing instrument and acknowledged that he/she executed the same as his/her free act and deed, for the purposes therein set forth.

(Notary Public Signature)

My Commission Expires: _____



To: Ralph McGill, Mayor
Ron Pinchok, Vice Mayor and South Ward Alderman
Louise Povlin, North Ward Alderman
Bob Markli, North Ward Alderman
Ron Williams, South Ward Alderman

From: Farragut/Knox County Schools' Joint Education Relations Committee

CC: David Smoak, Town Administrator
Gary Palmer, Assistant Town Administrator

Date: May 3, 2017

Subject: Consideration of New Farragut Awards for Outstanding Educators

Since 2009 the Knox County Schools' Joint Education Relations Committee has been charged with building strong relationships between the five Knox County Schools in our area and the Board of Mayor and Aldermen. Administrators, educators, and parents have recognized the generous investments that the Town has made to each of the schools. In an effort to recognize and encourage the retention of outstanding educators in our area, we respectfully request consideration of adding an amount not to exceed \$10,000 to the budget to be designated for monetary awards of \$500 each for outstanding educators. Each year Knox County Schools selects Teachers of the Year as part of a county, state, and national recognition program for outstanding educators. The number of Teacher of the Year recipients varies according to student enrollment. In both 2016 and 2017, seventeen teachers were selected by Knox County as Teachers of the Year from the five schools that serve Farragut: two from Farragut Primary School, three from Farragut Intermediate School, four from Farragut Middle School, four from Farragut High School, and four from Hardin Valley Academy. The Committee would like to award each teacher selected as a Knox County Teacher of the Year from a school that serves the Town \$500 each to be presented by the Board of Mayor and Aldermen at a spring meeting, resulting in an

estimated total expense of \$8,500 if current trends in award recipients continue. The Education Relations Committee believes that great schools help make a great community, and that the Town's investment in Farragut schools is a wise decision that will pay dividends long into the future. Thank you for your consideration and your willingness to support the excellence of education in Farragut.



**FARRAGUT BOARD OF MAYOR AND ALDERMEN
MINUTES
April 27, 2017**

**GRANT WORKSHOP
5:00 PM**

**BEER BOARD MEETING
6:55 PM**

**BMA MEETING
7:00 PM**

- I. Silent Prayer, Pledge of Allegiance, Roll Call**
- II. Approval of Agenda**
- III. Mayor's Report**
- IV. Citizens Forum**
- V. Approval of Minutes**
 - A. April 13, 2017
- VI. Business Items**
 - A. Approval of Contract 2017-09, Structure Network Cabling
 - B. Approval of Re-Appointment to the Farragut Arts Council
 - C. Approval of Resolution R-2017-01, Appointment of Town of Farragut Municipal Judge
 - D. Approval of the Resolution R-2017-02, Fiscal Year 2018 Fee Schedule
- VII. Ordinances**
 - A. Public Hearing and Second Reading
 - 1. Ordinance 17-03, Ordinance to amend the text of the Farragut Zoning Ordinance by amending Chapter 3., Specific District Regulations, Section XXVI., Planned Commercial Development District (PCD)., to provide for new requirements
 - 2. Ordinance 17-04, Ordinance to amend the text of the Farragut Zoning Ordinance by amending Chapter 3., Section XI., Multi-Family Residential District (R-6), Subsection G., by providing new requirements

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WWW.TOWNOFFARRAGUT.ORG

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

related to Building Facades, as authorized pursuant to Section 13-4-201, Tennessee Code Annotated.

3. Ordinance 17-05, Ordinance to amend text of the Farragut Zoning Ordinance by amending Chapter 3., Section XXVIII., Open Space Multi-Family Residential Overlay District (OSMRF), Subsection H., by providing for new requirements related to Building Facades, as authorized pursuant to Section 13-4-201, Tennessee Code Annotated.
4. Ordinance 17-06, Ordinance to amend text of the Farragut Zoning Ordinance by amending Chapter 4., General Provisions and Exceptions, Section XXIV., Special Events Permit, Subsection A., 1., E., by providing for new requirements related to sales from trucks, as authorized pursuant to Section 13-4-201, Tennessee Code Annotated.
5. Ordinance 17-08, Ordinance to amend the text of the Farragut Zoning Ordinance by amending Chapter 4., General Provisions and Exceptions, Section III., Antennas and Towers, to provide for new requirements.

VIII. Town Administrator's Report

IX. Town Attorney's Report

Mayor McGill called the meeting to order at 7:00 PM. Members present were Mayor McGill, Aldermen Markli, Pinchok, Povlin and Williams.

Approval of Agenda

Motion was made to approve the agenda as presented. Moved by Alderman Markli, seconded by Alderman Williams; voting yes, Mayor McGill, Aldermen Markli, Pinchok, Povlin and Williams; no nays; motion passed.

Mayor's Report

The Farragut Food and Wine Festival is Friday, May 5 from 6:30-9:30 PM.

Approval of Minutes

Motion was made to approve the minutes of April 13, 2017 as presented. Moved by Alderman Povlin, seconded by Alderman Pinchok; voting yes, Mayor McGill, Aldermen Markli, Pinchok, Povlin and Williams; no nays; motion passed.

Business Items

Approval of Contract 2017-09, Structure Network Cabling

Motion was made to award Contract 2017-09 to M3 Technology Group in the amount of \$29,231.24. Moved by Alderman Povlin, seconded by Alderman Markli; voting yes, Mayor McGill, Aldermen Markli, Pinchok, Povlin and Williams; no nays; motion passed.

Approval of Re-Appointment to the Farragut Arts Council

Motion was made to re-appoint Nancy Wentz to the Farragut Arts Council. Moved by Alderman Povlin, seconded by Alderman Williams; voting yes, Mayor McGill, Aldermen Markli, Pinchok, Povlin and Williams; no nays; motion passed.

Approval of Resolution R-2017-01, Appointment of Town of Farragut Municipal Judge

Motion was made to approve Resolution R-2017-01, Appointment of Keith Alley as the Farragut Municipal Judge. Moved by Alderman Povlin, seconded by Alderman Pinchok; voting yes, Mayor McGill, Aldermen Markli, Pinchok, Povlin and Williams; no nays; motion passed.

Approval of the Resolution R-2017-02, Fiscal Year 2018 Fee Schedule

Motion was made to approve Resolution R-2017-02. Moved by Alderman Povlin, seconded by Alderman Markli. The following amendments were recommended.

- Athletic Field fees are effective March 1, 2018
- Food Truck Fee is per day

Motion was made to approve the amendments as recommended. Moved by Alderman Povlin, seconded by Alderman Pinchok; voting yes, Mayor McGill, Aldermen Markli, Pinchok, Povlin and Williams; no nays; motion passed.

Voting yes on the amended resolution, Mayor McGill, Aldermen Markli, Pinchok, Povlin and Williams; no nays; motion passed.

Ordinances

Public Hearing and Second Reading

Ordinance 17-03, Ordinance to amend the text of the Farragut Zoning Ordinance by amending Chapter 3., Specific District Regulations, Section XXVI., Planned Commercial Development District (PCD)., to provide for new requirements

Motion was made to approve Ordinance 17-03 on second reading. Moved by Alderman Povlin, seconded by Alderman Markli.

After some discussion a minor amendment was made to the ordinance to include the language, "The planning commission may consider topography and other such terrain features when reviewing the height and scale of buildings proposed within one-hundred (100) feet of property zoned residential or agricultural". Motion was made to approve the amendment. Moved by Alderman Povlin, seconded by Alderman Markli; voting yes, Mayor McGill, Aldermen Markli, Pinchok, Povlin and Williams; no nays; motion passed.

Voting yes on Ordinance 17-03, as amended, voting yes, Mayor McGill, Aldermen Markli, Pinchok, Povlin and Williams; no nays; motion passed.

Ordinance 17-04, Ordinance to amend the text of the Farragut Zoning Ordinance by amending Chapter 3., Section XI., Multi-Family Residential District (R-6), Subsection G., by providing new requirements related to Building Facades, as authorized pursuant to Section 13-4-201, Tennessee Code Annotated.

Motion was made to approve Ordinance 17-04 on second and final reading. Moved by Alderman Povlin, seconded by Alderman Williams; voting yes, Mayor McGill, Aldermen Markli, Pinchok, Povlin and Williams; no nays; motion passed.

Ordinance 17-05, Ordinance to amend text of the Farragut Zoning Ordinance by amending Chapter 3., Section XXVIII., Open Space Multi-Family Residential Overlay District (OSMRF), Subsection H., by providing for new requirements related to Building Facades, as authorized pursuant to Section 13-4-201, Tennessee Code Annotated.

Motion was made to approve Ordinance 17-05 on second and final reading. Moved by Alderman Pinchok, seconded by Alderman Williams; voting yes, Mayor McGill, Aldermen Markli, Pinchok, Povlin and Williams; no nays; motion passed.

Ordinance 17-06, Ordinance to amend text of the Farragut Zoning Ordinance by amending Chapter 4., General Provisions and Exceptions, Section XXIV., Special Events Permit, Subsection A., 1., E., by providing for new requirements related to sales from trucks, as authorized pursuant to Section 13-4-201, Tennessee Code Annotated.

Motion was made to approve Ordinance 17-06 on second and final reading. Moved by Alderman Pinchok, seconded by Alderman Williams; voting yes, Mayor McGill, Aldermen Markli, Pinchok, Povlin and Williams; no nays; motion passed.

Ordinance 17-08, Ordinance to amend the text of the Farragut Zoning Ordinance by amending Chapter 4., General Provisions and Exceptions, Section III., Antennas and Towers, to provide for new requirements.

Motion was made to approve Ordinance 17-08 on second and final reading. Moved by Alderman Povlin, seconded by Alderman Williams; voting yes, Mayor McGill, Aldermen Markli, Pinchok, Povlin and Williams; no nays; motion passed.

Town Administrator's Report

David Smoak, Town Administrator, announced that the Farragut West Knox Chamber Auction is scheduled for May 12.

Meeting adjourned at 7:35 PM.

Ralph McGill, Mayor

Allison Myers, Town Recorder

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Mark Shipley, Community Development Director

SUBJECT: Event Application for the Knoxville Track Club's Farragut 13.1 Half-Marathon/5K Kids Run

BACKGROUND:

The Knoxville Track Club (KTC) is requesting approval for an event application for the fourth annual Farragut Half-Marathon/5K Kids Run on Saturday, October 28, 2017.

DISCUSSION:

For the past three years the KTC has sponsored a Farragut half-marathon/5K kids run. These events have been well attended and very successful. In an effort to provide for a more safe and scenic route with less traffic disruption, this year's event will feature some slightly different courses. Rather than starting and ending at the Farragut High School, both the 5K and the half-marathon will start and finish at the old Kroger parking lot on the south side of Kingston Pike. Both routes will cross Kingston Pike and enter the high school property come back down to N. Campbell Station Road and follow N. Campbell Station Road to the intersection of Old Colony Parkway. Participants will then follow Old Colony Parkway and the 5K participants will turn around at the intersection of North Monticello and Briar Creek Road and re-trace their route. The half-marathon participants will continue through Village Green and Fox Den to Smith Road. They will follow Smith Road south to Kingston Pike and then proceed basically along the same route as last year with the exception, as noted above, of the finish being at the old Kroger parking lot rather than the Farragut High School. This will mean lessen interruption to Kingston Pike.

In previous years, the Town has received some complaints about drivers being held up on Kingston Pike so that runners could cross at the very end of the course. Given the course length, this meant that Kingston Pike could be impacted for over 3 hours at this last crossing. The proposed location for the finish for this year's event would avoid this crossing and should help lessen the impacts to motorists. Also, similar to last year, the KTC is starting earlier and closing the course at 3½ hours.

Course maps and cue sheets for the half-marathon and the 5K are included in your packet along with the event application. The half-marathon will have 3 aid stations that will also include portable toilets. KTC will be providing all materials needed for both the half-marathon and the 5K and will be responsible for all clean up. Given its length, the half-marathon will impact traffic flow on a number of roads. Due to the course changes some new roads will be affected by both the 5K and the half-marathon. The KTC will be using a number of police officers, cones, signage, and volunteers to address any potential vehicular/pedestrian conflicts. KTC is also proposing an extensive public outreach program to notify affected residents and advertise the event ahead of time. Those efforts include:

- 1) Notices in the Farragut Press in early-October explaining the upcoming half-marathon and that certain roads will be affected. The notices will include a course map and specifically outline the affected subdivisions;
- 2) Small portable signs placed (as permitted) at the entrances to affected subdivisions notifying the residents of the upcoming half-marathon and road impacts;
- 3) Flyers distributed to affected subdivisions;
- 4) KTC web site, radio, and other media and social network outlets;

- 5) Signage (approved by the Town) placed a few days before the event near the Kingston Pike/N. Campbell Station Road and Kingston Pike/Old Stage Road intersections advertising the half-marathon and to expect delays;
- 6) Detour signage, as appropriate, to provide motorists with options around the half-marathon route; and
- 7) In addition to the above outreach efforts, the Town will advertise the event through its different media outlets.

RECOMMENDATION BY:

The staff recommends as part of any approval for this event that KTC work closely with those individual property owners (particularly those along roads that are proposed to be closed) as well as affected subdivisions to ensure that all efforts are made to notify them of this event and the potential impact it could have.

A security deposit of \$500 will be required for this event since it will use public streets. The Town has experienced some issues with road races in the past using pavement markings for directional purposes which would then need to be removed from the streets. Such markings are not permitted and the deposit helps ensure that there is money available to correct any damage to public infrastructure. KTC will be using signage and volunteers to direct race participants and will have no pavement markings.

The staff would again commend the KTC for advertising this as the "Farragut" half-marathon. This event is second only to the Knoxville Marathon in terms of participation and is great publicity for the Town of Farragut.

Having an event such as this in the Town is consistent with the Pedestrian and Bicycle Plan that was adopted in 2010. This plan encourages events that promote the Town's significant emphasis on an active community that is reflected in its built environment. The staff recommends approval of this special event application with the recommendations noted above.

PROPOSED MOTION:

To approve the requested special event subject to staff's recommendations.

BOARD ACTION:

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

<u>VOTE/TOTAL</u>	<u>WILLIAMS</u>	<u>MARKLI</u>	<u>PINCHOK</u>	<u>POVLIN</u>	<u>MCGILL</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____



Town of Farragut Event Application

1

***Instructions: Please review all forms in this application package and submit a complete application to:**

The Town of Farragut: (865) 966-7057 Fax: (865) 671-2096

Email: events@townoffarragut.org

***If only a temporary sign permit is needed, please complete the Temporary Sign Permit application found on the Town of Farragut website. This application is not valid for temporary sign permits that do not accompany an event held within the Town of Farragut.**

Event applications will be reviewed by the Town of Farragut's Event Committee

- Event Meetings are held on the first Monday of each month at 2:00 p.m. at the Board Room of the Farragut Town Hall. Attendance is required for most events.
- There is a non-refundable permit fee of \$25. Other fees may apply for additional required permits.
- Event forms must be submitted to the Community Development Department as follows:
Events requiring use of public infrastructure (greenways, roads, closures, etc.) and/or are requesting a beer, liquor or wine permit must file at least 180 days prior to the event but not more than 365 days prior to the event. Events held on public property and are not requesting a beer, liquor or wine permit must file at least 60 days in advance and prior to the event committee meeting the month preceding the event. Applicants requesting only sidewalk sales or tent sales are required to file at least 10 days prior to their event in order to obtain all necessary permits and have questions answered by staff.
- Events that involve mobile vending shall meet fire suppression standards outlined by the Town of Farragut. Contact the Farragut Fire Marshal for more information.
- Prior to advertising and accepting registration entries for the event, all applicable town approvals shall be obtained.

Organization Information

Type of Organization: ☐ Neighborhood ☒ Non-Profit ☐ Government ☐ Corporation (Commercial/Office)

☐ Church and/or other place of worship ☐ School

☐ Other (please specify): _____

Name of Organization: Knoxville Track Club

Organization Address: P.O. Box 52266

City/State: Knoxville, TN Zip Code: 37950

Primary Contact: Karen Tindal Address: 11405 Old Colony Parkway

City/State: Knoxville, TN Zip Code: 37934

Work Number: 865-661-5897 Cell Number: 865-661-5897 Email: farragut13.1@gmail.com

It is the policy of Town of Farragut to assure that no person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.



Town of Farragut Event Application

3

☐ Grand Opening (for a sign only, complete the Temporary Sign Permit application)

☐ Parade Request

☐ Carnival

☐ Outdoor/Seasonal Event (must include a site plan)

☒ Race (Includes Closure or Delay of Public Streets and/or Greenways)

Race Events:

- **There shall be no markings placed on any street, sidewalk, greenway or pedestrian facility.**
- **Race events shall submit the finalized route and directional signage plan(s) with this application.**
- **Applicant shall pay a deposit of \$500.00 for race events that utilize public infrastructure, which is refundable if no damage to the public infrastructure.**

☐ Other (Please Specify) _____

Description of Event: Half-marathon, 5K and Kids Mile Race. This is the 4th year for the event. The 2017 course will begin and end from 11238 Kingston Pike to minimize the use of KP and highlights Farragut's neighborhoods, rural sector and local parks.

Purpose of Event: Fundraise for KTC

First Time Event: ☐ Yes ☒ No

If no, then please describe past events. For the past 3 years this event has drawn over 3500 participants to the race and has become a highlight on the KTC running calendar

What is your estimated attendance for event? 1500-2000; this includes runners, volunteers and spectators

Will your organization charge admission? ☒ Yes ☐ No

Will your organization accept donations? ☒ Yes ☐ No

Will your event be open to public? ☒ Yes ☐ No

Outline your plans for trash removal including the date and hour that will be removed from the event site:

We will remove all trash from the start/finish areas as well as throughout the entire course.

Will your organization have a marketing/publishing plan? ☒ Yes ☐ No

If yes, then briefly describe your plan.

Marketing for the event includes website, direct mail, billboards, print media, radio, local TV and word of mouth. We will continue to work closely with the Farragut Press and WFIV.

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Town of Farragut Event Application

4

Hold Harmless

All authorized events occurring within the Town limits shall be individually and severally responsible to the Town for any loss, bodily or personal injury, deaths, and/or property damage that may occur as a result of the event representative/organizer's negligence or that of its agents and employees. All event organizers/representatives hereby agree to indemnify and save the Town, its officers, employees, and agents harmless from any loss, cost, damages and other expenses, including attorney's fees, suffered or incurred by the Town by reason of the event representative/organizers negligence or that of its agents and employees; provided that the event representative/organizer shall not be responsible nor required to indemnify the Town for negligence of the Town, its officers, employees, or agents. Furthermore, I fully understand and agree to comply with the terms and conditions as stated in this application. All information provided in this application is correct and accurate to the best of my knowledge.

Signature: Karen Tindal

Date: 05/03/2017

Event Checklist (listed in alphabetical order)				
Will you have:	Yes	No	If yes, how many?	If yes, complete the event checklist below
Amplification	X		1 at start/finish area	
Animal(s)		X		
Carnival games		X		
Carnival rides		X		
Cleanup	X		KTC staff and volunteers will provide cleanup	
Entertainment/Music	X		1 at start/finish area	
Emergency Services/First Aid	X		we work with Rural Metro	
Entertainment/Music	X		1 at start/finish area	
Food Vendors	X		Post race food is provided by volunteers	
Inflatables		X		
Merchandise Vendors		X		
Movies		X		
Parade		X		
Portable Restrooms	X		at start/finish and 2 water stop	
Power and Lighting	X		1 at start/finish area	
Public Outreach	X		marketing plan	
Security	X		KCSO	
Signage	X		as approved by town	
Staff	X		KTC staff and volunteers	

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Town of Farragut Event Application

Tent(s)	X		if necessary due to weather	5
Traffic Control	X		KCSO	
Volunteers	X		numerous community volunteers	
Water	X		at start/finish and 2 water stop	
Mobile Vending		X		

Event Checklist Description:

Please answer all questions as applicable and add any other pertinent information.

Amplification (Sound or Speaker System):

Describe type of system; what hours will you be using the amplification system.

we use one portable sound system at the start/finish line.

Animals:

List what animals you plan to have at the event; how you will secure the area that the animals are contained; number and qualifications of staff and/or volunteers that will be in charge of the animal; describe your animal waste removal plan.

Carnival Games:

Describe type of games (dunking booth, etc.).

Carnival Rides:

Describe each type of ride and rental source.

Cleanup:

Explain your plan for cleanup

KTC staff and volunteers will provide all cleanup at the start/finish area and throughout the race course

Emergency Services

Explain your emergency services plan; types of services available

Rural Metro is notified of the race and supports race with onsite personnel as available. HAM radio operators are stationed along the course for emergency situations and we work closely with Randy Errington and approximately 25 KCSO along the course.

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Town of Farragut Event Application

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Entertainment:

Describe type (i.e. band, DJ, etc.) and list number of groups. What times during the event will there be live entertainment.

Music will be played in the start/finish area. We would like to have music at the water stops if possible by that is TBD.

Food:

List the types of food and/or drink that will be served and/or sold at your event; how many food vendors or areas you plan on having; if food is going to be prepared on site and if so, what type of fuel will be used for the preparation; how you will dispose of grease and other environmentally sensitive by-products; are the food vendors going to be located under a tent and if so, what size of tent.

Food is donated by various local restaurants for post-race refreshments. We are working with Farragut Wine and Spirits and the FBA on a post-race tailgate party which may include one free beer for participants over the age of 21. No food will be cooked on-site. If inclement weather occurs we will utilize a 16X20 tent.

Inflatables (Bounce House, Slide, Etc.):

Provide number of structures. Provide general description including target age group and approximate dimensions (include height also) of structure.

Parade

What is the estimate of the number of parade entries; what type of entries will be involved; describe plan for end of parade (participant drop-off, etc.); describe method of assembly for entries.

Power & Lighting:

Describe your source of power (generators, temporary pole/meter center, extension cords, etc.); if your event is in the evening or at night, how will you provide lighting to the event area (including parking).

KTC utilizes a generator at the start/finish area for the needs of our timing officials.

Public Outreach:

Describe your public outreach plan

We will work closely with the Farragut Press and WFIV local radio to make the public aware of the race and all road delays/closures that may occur on race day as well as to advertise the event. All local neighborhoods which will be affected by the course will have their HOA contacted at least 60 days prior to the race date to make them aware of all roads impacted in their neighborhood and to encourage neighborhoods to create cheer stations to support the runners on the course.

It is the policy of Town of Farragut to assure that no person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.



Town of Farragut Event Application

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Seasonal/Outdoor

Describe your site plan and provide documentation that you are permitted to use the site for your event.

Security

Describe your security plan (officer, security guards, etc.) for during the event and during setup (i.e. overnight).

We work with Randy Errington and a team of approximately 25 KCSO to provide traffic control and security all through the event.

Signage

Describe general location and type of signage both external and internal to the event.

Upon approval from the Town of Farragut we will once again utilize 2 large sign boards on Kingston Pike 3 days prior to the race notifying residents of the race date and expected delays. Along the route cones and volunteers are used to mark the course and monitor the runners progress. No signage will be used nor will any markings be used on roadways, greenways or sidewalks.

Tent(s)

How many, location, and size

If weather is inclement on race day we would need to utilize 2 16X 20 tents at the start/finish area for timing and post-race food.

Traffic Control:

Describe your traffic control plan

KCSO is on site all day and controls traffic throughout the course. Streets are opened up and returned to normal as soon as the KCSO clear the last runner from an intersection and gives the all clear to KTC officials.

Water:

Describe your source of water and what water will be used for.

Bottled water as well as water provided in coolers will be at the start/finish area and at each of the 2 water stops along the course.

It is the policy of Town of Farragut to assure that no person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.



Town of Farragut Event Application

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Permit Checklist (listed in alphabetical order)			
Will You Have:	Yes	No	If yes, complete application
Alcohol/Wine		×	State of Tennessee Special Occasion Alcohol/Wine License
Beer	×		TOF Beer Permit or Provide Copy of Current TOF Beer Permit
Public Road/Greenway Closure (Parade, Race, Etc.)	×		Provide Parade or Race Plan
Tents or Air Inflated Structure	×		TOF Tent Permit

Signage Requirements:

***Parameters Applicable to Signage for Commercial/Office/Schools/Non-Profit/Church/Other Place of Worship**

Sign

- Only one sign is permitted and it shall not exceed six feet in overall height and 16 square feet for churches and schools and 20 square feet in overall size for non-profit, commercial, businesses. A white background is required.
- The only material permitted for a special even sign is a minimum 10 millimeter thick corrugated plastic. No banners, streamers, balloons, flags on a rope, and/or other types of wind activated signs and/or portable or sandwich board signs are permitted
- If a sign is ground mounted, the sign shall be set back, in its entirety, at least 20 feet from the street edge of the nearest public street pavement and 10 feet from all entrance driveways. Please coordinate location with Town staff. Sign posts shall be removed completely at the end of the special event
- A drawing of the sign which shows dimensions, letter sizes, and appearance is required (at least 15% of the sign face shall include the Shop Farragut logo and the sign shall also include the entity's name)

It is the policy of Town of Farragut to assure that no person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.



Town of Farragut Event Application

Site:

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- If the event involves anything exterior to the applicant's space (no sales from trucks are permitted), please include a site plan which demonstrates that vehicular and pedestrian circulation will not be affected by the proposed event. No event is permitted on vacant or vacated property. On-site entities must sponsor any off-site not-for-profit or non-profit event. If a tent is involved, please include dimensions and proposed location. A separate tent permit may be required from the Fire Marshal.
- By submitting this form, you are acknowledging that all information included with this application is accurate and that you have read, understand, and will follow all parameters/conditions listed on this application.

***Parameters Related to Grand Opening**

- Business must have Certificate of Occupancy or approved Re-Occupancy per Code/Fire Inspector
- Applicant shall pay a deposit to use Town's "Grand Opening" sign (refundable if no damage)
- Approximately 15% of the "Grand Opening" sign can be used to personalize with users information (must stay within perimeter of sign)
- If a sign is ground mounted, the sign shall be firmly affixed to studded T-posts (town provides) so that it is not wind activated. Such sign shall be set back, in its entirety, at least 20 feet from the street edge of the nearest public street pavement and 10 feet from all entrance driveways. The maximum sign height shall be six (6) feet. Please coordinate location with Town staff.
- One "Grand Opening" sign per street on which the lot, parcel or tract fronts. When more than one "Grand Opening" sign is allowed, they shall be a minimum of 150 feet apart
- The business is also allowed to use a 20 sq. ft. "Special Event" sign along with the "Grand Opening" sign that could be used for future "Special Events". The "Special Events" sign shall comply with all "Special Event" sign requirements.
- Twenty (20) day maximum for posting sign (deposit and one Special Event will be forfeited for exceeding time frame) The T-posts and "Grand Opening" sign shall be returned to the Town Hall.

Supplemental Information:

A sketch plan of your event must be included with this application. Please include: vehicular and pedestrian circulation, staging areas, locations of tents, entertainment stages, portable restrooms, dumpsters, fencing, food and beverage booths, and all sponsor or vendor booths. Also indicate where streets will be blocked and what will be used to block the streets. **This application will not be processed without a completed site map.**

Applicants must provide the Town with an original copy of their insurance certificate of general liability insurance naming the "Town of Farragut, its employees, and agents" as additionally insured. This policy must have a minimum coverage of one million dollars (\$1,000,000.00). If it is determined that security is required for your event, certified, uniformed Knox County Sheriff's Deputies must be hired to provide this service. Applicants hiring off duty sheriff's Deputies must include the Knox County Sheriff's Office as additionally insured.

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Town of Farragut Event Application

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Applicants must abide by all Rural Metro Fire & Rescue rules and regulations. This information can be obtained by contacting the Fire Marshall at Town Hall (865 966-7057).

Applicants requesting to serve alcohol at their event must submit an application to the Farragut Beer Board. This can be done by contacting the Town Administrative Office at 865 966-7057, not less than sixty (60) days prior to the proposed event.

A clean up/damage deposit in the form of a check or money order in the amount determined by the Town must be submitted upon approval of this application if applicable. This deposit will be returned upon inspection of the event site at the conclusion of your event.

With this signature, I acknowledge that all information with this application is accurate and that I have read and understand, and will follow all parameters/conditions listed on this application.

SIGNATURE OF APPLICANT: Karen Tindal

PRINTED NAME OF APPLICANT: Karen Tindal

Office Use Only

_____ Event staff approval

_____ Insurance Certificate

_____ BMA approval

_____ Deposit

_____ Fire Marshal/tent permit

_____ Application fee

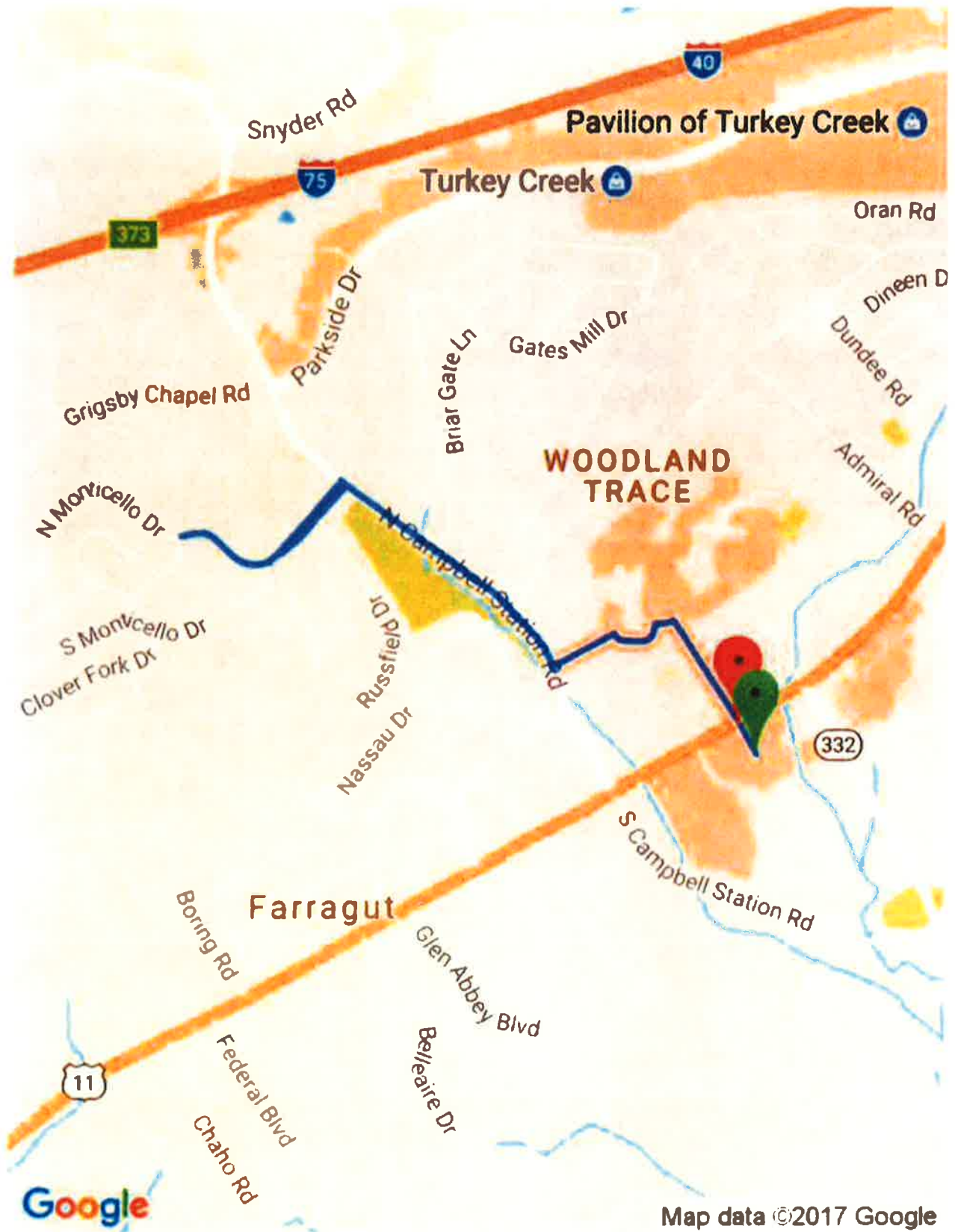
_____ Beer/Alcohol permit

_____ Site and or course map

It is the policy of Town of Farragut to assure that no person shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance.

Farragut 5K Course Descriptions and Road Closures 2017

Course Description		Traffic Control/Street Closures
1. Start in the parking lot in front of Farragut Wine and Spirits	1	KCSO will provide traffic control in and around the start finish area
2. Continue through the parking lot, across Kingston Pike onto Lyndon Welch Way, continue to the top and turn right onto the traffic circle of the HS	2	Intersection of Kingston Pike and Lyndon Welch will be controlled by KCSO from 7:30 - 8:30am
3. Turn right and continue down the side entrance toward Campbell Station Road	3	KCSO will provide traffic control in and around the high school circle
4. Turn right onto Campbell Station Road	4	One lane of Campbell Station Northbound from the side entrance of the high school to Old Colony Parkway will be closed 7:30 - 8:15am
5. Turn left onto Old Colony Parkway continue straight as Old Colony Parkway becomes N. Monticello Drive	5	One lane Old Colony/N. Monticello from CS Road to Briar Creek Road will be closed 7:35 - 8:20am
6. At the intersection of N. Monticello and Briar Creek Road turn around. There will be a water stop here.	6	One lane Briar Creek from N. Monticello to S. Monticelle will be closed from 7:40 - 8:30am
7. Continue down N. Monticello and Old Colony Parkway until the intersection with N. Campbell Station Road	7	One lane of N. Monticello/Old Colony will be closed from Briar Creek Road to CSR from 7:40 - 8:30am
8. Turn right onto N. Campbell Station and proceed in the southbound lane until the side entrance to Farragut High School.	8	One lane of CSR southbound will be closed from Old Colony to the side entrance to the high school from 7:40 - 8:30am
9. Turn left into the side entrance and follow the road around to Lyndon Welch Way.	9	KCSO will provide traffic control in and around the high school circle
10. Turn right onto Lyndon Welch Way and continue south crossing Kingston Pike and enter the shopping center to the finish line.	10	Intersection of Kingston Pike and Lyndon Welch will be controlled by KCSO from 7:30 - 8:30am



To view this route online:

<http://www.gmap-pedometer.com/?r=7030971>

<http://www.gmap-pedometer.com/gp/bookmark/view/id/7030971>

Farragut 13.1 Course Descriptions and Road Closures 2017

#	Course Description		Traffic Control/Street closures
1	Start in the parking lot/lamp post in front of Farragut Wine and Spirits (mile 0.0)	1	KCSO will provide traffic control in and around the start finish area
2	Continue through the parking lot, across Kingston Pike onto Lyndon Welch Way, continue to the top and turn right onto the traffic circle of the high school. (mile 0.3)	2	Intersection of Kingston Pike and Lyndon Welch will be controlled by KCSO from 7:30 - 8:30am
3	Turn right and continue down the side entrance toward Campbell Station Road (mile 0.5)	3	KCSO will provide traffic control in and around the high school circle
4	Turn right onto Campbell Station Road (mile 0.8)	4	One lane of Campbell Station Northbound from the side entrance of the high school to Old Colony Parkway will be closed 7:30 - 8:15am
5	Turn left onto Old Colony Parkway continue slight right as Old Colony Parkway becomes N. Monticello Drive (mile 0.5 at the Y)	5	One lane Old Colony/N. Monticello from CS Road to Briar Creek Road will be closed 7:35 - 8:20am
6	At the intersection of N. Monticello and Briar Creek Road turn left onto Briar Creek Road and continuing past the water stop. (mile 1.7) *water stop #1 and 5K water stop here	6	One lane Briar Creek from N. Monticello to S. Monticello will be closed from 7:40 - 8:30am
7	Turn right onto Old Tavern Circle. (mile 1.8)	7	One lane Old Tavern Circle from Briar Creek to Briar Creek will be closed 7:40 - 8:30am
8	Turn right again on Briar Creek Road. (mile 2.2)	8	One lane Briar Creek from N. Monticello to S. Monticello will be closed from 7:40 - 8:30am
9	Turn right onto S. Monticello Drive. (mile 2.3)	9	Right hand lane of S. Monticello from Briar Creek Lane to Weathervane Drive will be closed 7:40 - 8:30am
10	Turn left onto Weathervane Drive. (mile 2.6)	10	Right hand lane of Weathervane Drive from S. Monticello to E. Fox Den will be closed from 7:40 - 8:30am
11	Turn left onto E. Fox Den Road. (mile 2.7)	11	Right hand lane of E. Fox Den Road from Weathervane to Smith Road will be closed from 7:45 - 8:35am
12	Turn left onto Smith Road. (mile 3.4)	12	Right hand lane of Smith Road southbound from E. Fox Den to Olympic Drive will be closed from 7:45 - 8:35am; KCSO post extra officers
13	Turn right on Olympic Drive. (mile 3.8)	13	Right hand lane of Olympic Drive from Smith Road to S. Fox Den will be closed from 7:50 - 8:40am
14	Turn left onto S. Fox Den Drive. (mile 3.9)	14	Right hand lane of S. Fox Den from Olympic to the subdivision exit road will be closed from 7:50 - 8:40am
15	Turn left at the Fox Den subdivision entrance/exit road. (mile 4.5)	15	Right hand lane exiting Fox Den will be closed from 7:55 - 8:45am
16	Turn right onto Kingston Pike and continue east to Old Stage Road. (mile 4.8)	16	Right hand lane of Kingston Pike will be closed from Fox Den to Old Stage from 7:55 - 9:00am
17	Turn left onto Old Stage Road. (mile 4.8) *water/GU stop #2 at mile 5.0 preschool entrance – porta potties nearby – RELAY EXCHANGE POINT	17	Right hand lane of Old Stage Road from Kingston Pike to Dixon will be closed from 7:55 - 9:00am
18	Turn left onto Dixon Road. (mile 5.7)	18	Dixon Road will be closed to through traffic from 8:00 - 9:30am; KCSO will monitor local traffic

Farragut 13.1 Course Descriptions and Road Closures 2017

19	Turn left onto Virtue Road. (mile 7.1)	19	Virtue Road will be closed to through traffic from 8:15 - 9:45am; KCSO will monitor local traffic
20	Virtue Road will turn into Allen Kirby Road.	20	Allen Kirby Road will be closed to through traffic from 8:20 - 9:40am; KCSO will monitor local traffic
21	Turn right onto McFee Road. (mile 8.3)	21	Right hand lane of McFee Road Southbound from Allen Kirby to Evans Road will be closed from 8:30 - 9:50am
22	Turn left onto Evans Road. (mile 8.4)	22	Right hand lane of Evans Road will be closed from McFee to Virtue from 8:30 - 9:50am
23	Turn right onto Virtue Road. (mile 9.2)	23	Right hand lane of Virtue from Evans Road to T. Creek Road will be closed from 8:45 - 10:00am
24	Turn left onto Turkey Creek Road. (mile 9.3) *water/GU stop #3 at Anchor Park main entrance mile 10.6	24	Right hand lane of Turkey Creek Road from Virtue to Concord Road will be closed from 9:00 - 10:30am
25	Turn left onto Concord Road. (mile 11.8)	25	Right hand lane of Concord Road northbound from T. Creek Road to intersection with S. CS Road will be closed from 9:15 - 10:45am
26	At the Y intersection continue toward the right staying on Concord Road. (mile 12.2)	26	Right hand lane of Concord Road will remain closed to the entrance to the shopping center from 9:30 - 11
27	Turn left into the side entrance to the Farragut Wine and Spirits shopping center. (mile 12.7)	27	KCSO will provide traffic control in and around the start finish area
28	Continue through the parking lot making a right at first row and continuing around to the finish line. (mile 13.1)	28	KCSO will provide traffic control in and around the start finish area
	Additional Notes:		
	Traffic Control will be monitored at all times by KCSO officers; Roads will be opened as soon as last runner clears and KCSO deem it safe		
	KTC volunteers will serve as course monitors along the route to ensure runners stay on course and provide water stops		
	HAM radio operators will be set up at the start/finish area as well as 2 other key areas on the course and will be in communication with KCSO as well as KTC personnel		
	Rural/Metro will be set up at the start/finish area		
	KTC informs HOA organizations about the race and pending road closures at least 4 weeks prior to race day and week of race		



To view this route online:

<http://www.gmap-pedometer.com/?r=7030985>

<http://www.gmap-pedometer.com/gp/bookmark/view/id/7030985>

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: David Smoak, Town Administrator



SUBJECT: Approval of Consulting Contract for Strategic Planning Services

INTRODUCTION: The purpose of this agenda item is to approve a contract with Novak Consulting Group to provide strategic planning services for the Town of Farragut.

BACKGROUND: The Town of Farragut initiated its first strategic plan in 2010 and has been updating the annual priorities and programs of work each year. Since 2010, the Town has elected three new board members and has accomplished many of the goals and objectives that were approved as part of the original plan. Updating our strategic plan will give our citizens, businesses and town staff a clear picture of the future vision, mission and goals that our Town desires to accomplish over the next several years and will allow us to prioritize funding of our operations and projects through the budget process.

DISCUSSION: The Town received three Request for Qualification responses for strategic planning services and selected Novak Consulting Group as the most responsive firm. The scope of work includes initial meetings with the Board of Mayor and Aldermen and the Town's senior management team to identify our current initiatives. Next there will be a one day retreat to identify the future direction for the Town and after receiving community input the Novak group will facilitate a final session to finalize the priorities in the plan and corresponding deliverables. The total contract will be for a not to exceed amount of \$19,800 and will be completed by October 2, 2017.

FINANCIAL SECTION:Line Item: General Fund: Administration – 110-41340-254

<u>Total Budget</u>	<u>Current Expenditures</u>	<u>Encumbrances to Date</u>	<u>Remaining Amount</u>
<u>\$40,000</u>	<u>\$19,800</u>	<u>\$10,000</u>	<u>\$10,200</u>

Approved By:

**RECOMMENDATION BY:** Town Administrator David Smoak for approval.

PROPOSED MOTION: To approve the contract with Novak Consulting Group for strategic planning services for a not to exceed amount of \$19,800.

BOARD ACTION:

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

<u>VOTE/TOTAL</u>	<u>POVLIN</u>	<u>MARKLI</u>	<u>MCGILL</u>	<u>PINCHOK</u>	<u>WILLIAMS</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____



1

Prepare for Strategic Planning Facilitation

Review background information



Answer the question: Where are we today?

Meet with
Town Team



Interview Mayor
and Aldermen



Strengths
Weaknesses
Opportunities
Challenges

Plan and Facilitate Development of Strategic Planning Framework **2**

Answer the question: Where do we want to go?

Articulate vision
Develop key focus areas
Brainstorm key priority initiatives

3

Solicit Community Feedback on Strategic Plan Framework



Community
Meetings



Online
Engagement

4

Facilitate Final
Strategic Planning
Workshop

Work with Town staff
to develop
implementation action plans



Prepare Final Deliverables **5**

About The Novak Consulting Group

For nearly a decade, a highly respected management consulting firm named Public Management Partners helped a variety of organizations function more effectively. Through the years, the firm's founding partners built a sizeable client base of predominantly local governments and nonprofit organizations in the Midwest. Projects ranged from those as small as conducting community workshops to those as sweeping as analyzing the operational efficiency of entire departments within a municipality.

In 2009, Julia D. Novak acquired Public Management Partners and founded The Novak Consulting Group, staffed by consultants with decades of collective experience. With The Novak Consulting Group, Julia built upon Public Management Partners' reputation for innovation and results while expanding the company's services nationwide. Her company meets a wider range of needs, consulting with governments in the areas of public works, public safety, human resources, finance, planning, IT, and more. We provide our clients with the best thinking and execution in organizational design, development, and improvement. Our services include:

- Strategic Planning
- Organizational Assessment and Optimization
- Executive Search

The Novak Consulting Group provides unparalleled service to our clients. Leaders in local governments and nonprofit communities have come to rely on The Novak Consulting Group for high caliber advice with the personal attention you expect.

- **Niche expertise.** Our expertise lies in strengthening two kinds of organizations: local governments and nonprofits. We're consulting specialists rather than generalists, focusing our strengths to do a highly effective job for a specific group of clients.
- **Flexibility to serve you better.** We employ a small core staff of senior-level consultants, and draw from our pool of subject matter experts when their expertise can help us serve you better. The result? A highly nimble, more efficient approach to giving you the services you need, when you need them.
- **Decades of collective experience.** Our associates and subject matter experts have decades of experience in strengthening local municipalities and nonprofit organizations. They've served in a wide range of positions, from city manager to public works director to director of management information systems.
- **Personal service from senior-level consultants.** You appreciate it when deadlines are met, phone calls are returned, and your challenges are given in-depth, out-of-the-box thinking. While a large firm may assign your business to junior-level people, we're small enough to offer very personal service from senior-level consultants.

The Novak Consulting Group is a women-owned firm led by President Julia Novak, headquartered in Cincinnati, Ohio. The firm is staffed with local government professionals, including eight full-time associates, five subject matter specialists, and an office manager.

Similar Projects and References

The Novak Consulting Group has extensive experience with strategic planning throughout the country. We encourage you to contact these or any of our current or previous clients. A complete listing of all clients is included with this proposal.

Windsor, Colorado engaged The Novak Consulting Group to facilitate a strategic planning process that involved the Town Board, department directors, and approximately 80 interested residents who contributed to a new Vision and four performance commitments. The Town identified short and long term initiatives designed to move the Town towards its vision of being the hub of Northern Colorado.

Kelly Arnold, Town Manager
(970) 674-2400 karnold@windsorgov.com

Oak Creek, Wisconsin engaged The Novak Consulting Group to develop its first strategic plan. The City's efforts were led by a team composed of staff from all City departments including department directors and line staff, as well as members of the public. The process involved engaging employees and department directors in articulating the organizational values and mission statement, as well as preparing a draft strategic planning framework for consideration by the Mayor and Common Council. Community input was solicited using both online engagement strategies and multiple community meetings.

Leslie Flynn, Communications Coordinator
(414) 766-7075 lflynn@oakcreekwi.org

Ferndale, Michigan engaged The Novak Consulting Group to develop the City's strategic plan. The process began with the development of an environmental scan and included sessions with the governing body and City's management team to create a vision, critical success factors, mission, and organizational values. The Novak Consulting Group then worked with staff to develop outcome measures for each of the critical success factors in order for the organization and the community to track progress on achieving the vision.

April Lynch, City Manager
(248) 546-2399 alynch@ferndalemi.gov

Westminster, Colorado initially engaged The Novak Consulting Group to conduct a strategic planning retreat with the City Council. Subsequently, Julia worked with the management team to develop implementation plans for the Council's key focus areas. Repeat engagements with the Council and with staff were recently conducted as an update to the previous year's process.

Barbara Opie, Assistant City Manager
(303) 658-2009 BOpie@CityofWestminster.us

Midland, Michigan engaged The Novak Consulting Group to conduct a community-based strategic planning process. The engagement used a Search Conference, which included involvement of over 100 community members who gathered to articulate the vision and key performance areas for the community, along with critical initiatives and action plans.

Bridgette Gransden, County Administrator
(989) 832-6797 BGransden@co.midland.mi.us

Clayton, Missouri has engaged The Novak Consulting Group annually since 2011 to facilitate retreats with both the governing body (Mayor and Board of Aldermen) and department heads. The retreats improved working relationships, established priorities, and articulated and clarified expectations. Additionally, The Novak Consulting Group assisted the City with a community-wide strategic planning process called "C – The Future." This process included approximately 60 stakeholders who participated in articulating the future vision and determining action steps to achieve the vision. The environmental scan was informed from focus groups, community surveys, and individual interviews with local leaders. Others were able to participate using MindMixer technologies on a site that became known as "Clayton Connects."

Craig Owens, City Manager
(314) 727-0671 cowens@ci.clayton.mo.us

Lancaster, Texas first engaged The Novak Consulting Group in 2010 and we have facilitated annual retreats since then with their governing body and department directors to develop their strategic plan. This process included visioning, goal setting, and articulating key priorities that would shape the direction of the City over the next five years.

Opal Mauldin-Robertson, City Manager
(214) 500-1383 ORobertson@lancaster-tx.com

Manhattan Beach, California engaged The Novak Consulting Group to facilitate a strategic planning process with the City Council and the City's management team. A vision, key focus areas, and priorities were collaboratively developed to ensure alignment among the Council and staff.

Nadine Nader, Assistant City Manager/Chief Operating Officer
(310) 802-5053 nnader@citymb.info

Fort Collins, Colorado has engaged The Novak Consulting Group multiple times since 2010. Work with the City has included goal setting/strategic planning with the governing body, retreats with the leadership team, a structural review of the budget and finance functions, and an organizational analysis designed to enhance service delivery for the customers of Transportation, Community Planning, and Environmental and Utility Services.

Darin Atteberry, City Manager
(970) 221-6505 datteberry@fcgov.com

Sierra Vista, Arizona engaged The Novak Consulting Group to facilitate a strategic planning workshop with the governing body and senior staff to lay out a two-year work plan of high priority policy initiatives. Work included individual interviews with the Council, a work shop with senior staff, and a two-day joint strategic planning workshop.

Mary Jacobs, Assistant City Manager
(520) 439-2147 Mary.Jacobs@SierraVistaAZ.gov

Project Team

Our project team is made up of senior level consultants with direct local government experience. What sets our project team apart is our ability to explore and relate to local community values while at the same time investigating realistic approaches for cost-effective and long-term strategic solutions.

President Julia Novak – Julia will serve as engagement director and lead facilitator. She will be the City's primary contact throughout this engagement. Julia has worked in and around local governments for over twenty-five years – 16 years in direct service to local governments and 13 years as a full-time consultant. She founded The Novak Consulting Group in 2009. As a professional consultant she has led engagements in communities of all sizes covering the full spectrum of local government services. She has facilitated more than 100 retreats and strategic planning sessions with elected officials and is an established thought leader in the area of governance and management. During her local government career, she worked in Fort Collins, Colorado; Lexington, Massachusetts; Rockville, Maryland; and was city manager of Rye, New York. Julia earned a bachelor's degree in government and politics from George Mason University and a master's degree in public administration from the University of Kansas. Julia was in the first class of individuals certified by ICMA as Credentialed Local Government Managers and maintains that designation.

Julia led all of the strategic planning projects referenced in this proposal. A complete list of her strategic planning and facilitation clients is included.

Analyst Haley Kadish – Haley has six years of government and consulting experience that inform her work as an analyst. She provides our project teams with a variety of staffing and operations analyses, researches best practices, and develops performance measures at the department, organizational, and community level. Prior to joining The Novak Consulting Group, Haley served as an ICMA Local Government Management Fellow in Catawba County, North Carolina where she improved the talent recruitment and selection process, developed departmental performance measures, assisted in the development and implementation of a community food sustainability plan, and improved operations by researching and analyzing options for special projects throughout the county.

Our project team members are employees of The Novak Consulting Group. No sub-consultants will be used to complete the scope of work outlined in this proposal. Complete resumes for each of our project team members are included.

Julia D. Novak, President

Julia established The Novak Consulting Group in September 2009 when she acquired Public Management Partners. From 2003 to 2009, she served as a vice president for a local government consulting firm. Julia has over 25 years of experience working with and for local governments. She is a consultant, trainer, and facilitator who worked with numerous organizations and community groups. During her local government career, she worked in Fort Collins, Colorado; Lexington, Massachusetts; Rockville, Maryland; and was city manager of Rye, New York.

Julia has extensive experience as a facilitator and trainer. She has worked with both elected and appointed officials across the country to conduct goal setting, develop strategic plans, and prioritize service delivery. She has conducted training for elected officials as an individual trainer and through the National League of Cities and a consortium of cities in California. Topics included leadership style and evaluating appointed officials.

Julia has also established herself as a thought leader in the area of governance and administration. In April 2002, Julia was one of 20 practitioners who participated in the ICMA-sponsored symposium on the future of local government administration.

Her response to Dr. James Svara's paper, "City Council, Roles, Performance, and the Form of Government," is included in the ICMA-published book, "The Future of Local Government Administration." Public Management Magazine has published multiple articles which she authored and co-authored, including "Preparing Councils for Their Work," co-authored with Dr. John Nalbandian; "Permission to Manage" which discusses the importance of using data to manage local governments; "Dreams That Make a Difference" on the value of community based strategic planning; "Civility" and most recently "Using Data in Police Management." In 2010, Julia served as a trainer for a USAID Initiative in Baghdad, Iraq to develop the capacity of local advisors and councils in Iraq to engage in strategic planning, project management, policy analysis, and policy advocacy.

In 2000, the International City/County Management Association (ICMA) awarded Julia its Assistant's Excellence in Leadership Award for her work in building community and increasing organizational capacity as deputy city manager of Rockville, Maryland.

Julia has been a speaker at national conferences for the ICMA, National League of Cities, and American Society of Public Administrators. She has been a featured speaker/trainer for many state associations, including Ohio, Vermont, Connecticut, New Hampshire, Pennsylvania, North Carolina, the Metropolitan (D.C.) Association of Local Government Administrators and the Illinois Assistant Municipal Managers Association.

Julia earned a bachelor's degree in government and politics from George Mason University and a master's degree in public administration from the University of Kansas. Julia was in the first class of individuals certified by ICMA as Credentialed Local Government Managers, and maintains that designation. Julia is a Master Facilitator of the popular Myers-Briggs Personality Type Indicator, and is certified to administer several other Level B psychological assessments, Apter Motivational Styles Profile, and the Strength Deployment Inventory. She also is trained in popular level-A assessments, including the Thomas-Killman Conflict Modes Inventory and the Human Element-B.

Education

*Master of Public Administration,
University of Kansas*

*Bachelor of Arts, George Mason
University*

Professional Certifications

*Certified Professional Manager,
International City/County
Management Association*

*Master Facilitator, The Myers-
Briggs Personality Type Indicator*

Industry Tenure

29 years

Consulting, 13 years

Local Government, 16 years

*The Novak Consulting Group
Strengthening organizations from the inside out.*

Haley Kadish, Analyst

Haley has six years of government and consulting experience that inform her work as an analyst. She provides our project teams with a variety of staffing and operations analyses, including workload and scheduling evaluations as well as staffing assessments. She also researches best practices and develops performance measures at the department, organizational, and community level.

Prior to joining The Novak Consulting Group, Haley served as an ICMA Local Government Management Fellow in Catawba County, North Carolina. As a Fellow, she improved the talent recruitment and selection process and developed departmental performance measures. She also assisted in the development and implementation of a community food sustainability plan and improved operations by researching and analyzing options for special projects throughout the County.

Haley started her career in the private sector as a virtual solutions subject matter expert for Procter & Gamble. During her tenure, she led a global team and launched and managed virtual consumer research services in multiple product categories.

While in graduate school at The Ohio State University, Haley served the Franklin County, Ohio Child Support Enforcement Agency as a program analysis intern. She also served as a public affairs intern for the U.S. State Department in Zambia.

Haley earned a bachelor's degree in business administration from University of Texas at Austin and a master's degree in public administration from Ohio State University. She is a member of the International City/County Management Association. Haley is an accomplished artist whose analytic and technical skills are complemented by her design skills.



Strategic Planning Approach and Work Plan

The Novak Consulting Group is interested, capable, and excited to help the Town of Farragut update its strategic plan for the community. We have provided a general scope of work that will result in a valuable tool that will serve as a guide for the future and assist in the realization of a shared vision. We understand that the specific work plan will be developed in close consultation with the Town.

Regardless of the detailed tasks, effective and efficient project management will be critical for ensuring successful completion of this engagement. Therefore, our approach is to work collaboratively with the Town to ensure all expectations are articulated from the start. We remain in close contact with our clients throughout all phases of each engagement to ensure these expectations are met. This also allows us to quickly address any contingencies that may arise. Our past experience with similar work enables The Novak Consulting Group to hit the ground running.

Additionally, we understand the unique roles of each stakeholder. Each participant in this process comes to this engagement with a different perspective and, perhaps, conflicting priorities. Each of these viewpoints is important and valuable. It is our responsibility to work in partnership with the Town to synthesize this information and facilitate a process that:

- Honors and respects the diversity of opinions of participants;
- Promotes group communication and collaboration through inclusivity and community building; and
- Provides useful information and direction for decision making and priority setting.

At its best, strategic planning engages individuals and strengthens a sense of community that undergirds strong civic engagement. Tapping individuals who are content, and even perhaps apathetic, creates new leaders for the future and energizes people in a positive way towards their local government. At The Novak Consulting Group, we believe that communities function best when there is engagement during *good* times, not just when people oppose something. By creating constructive dialogue, the community is much more likely to react productively and civilly when something occurs that might otherwise bring out nonproductive forms of engagement.

A visioning or strategic planning process involves articulating a clear vision and mission for the community, preparing an environmental scan that identifies the factors affecting the community, establishing goals, identifying priority strategies, and creating implementation plans that become the focus of activity and engagement long after the process itself has finished. The process of developing a strategic plan explores three specific questions:

- What do we know to be true? – Where are we today?
- What do we hope will be true in the future? – Where do we want to go?
- What must go well in order to make it so? – How do we get there?

In this way, a strategic plan is a road map to move a community towards its intended vision.

The following outlines our general approach to answering the three key questions in the development of a strategic plan.

Activity 1: Prepare for Strategic Planning Facilitation

A successful strategic planning process will benefit from a collaborative relationship between the consulting team and the Town from the very beginning of the process. This task is intended to begin building that relationship.

At the start of this engagement, we will request and review all background information, including the previous strategic plan, results of other planning processes, and other relevant data. Next, The Novak Consulting Group will meet with the Town to gain a clear picture of what the Town hopes to accomplish from the strategic planning process. We want to ensure that we have a shared understanding for how to develop the plan. We will review the project plan and finalize the schedule.

We will meet with the Mayor and each member of the governing body to hear their perspective about this process relative to the 2011 process and to develop an understanding of the context for the strategic plan. Additionally, we will also conduct a meeting with the Town's senior management team to review the project and begin engaging the Town's leaders in the process. To help answer the first question (Where are we today?), we will conduct a SWOC (Strengths, Weaknesses, Opportunities, and Challenges) exercise and begin identifying emerging priorities.

Activity 2: Plan and Facilitate Development of Strategic Planning Framework

Next, The Novak Consulting Group will facilitate a session with members of the governing body and key staff to develop the strategic plan framework. During the session, the results of the SWOC will be presented, and the participants will answer the second question (Where do we want to go?) and articulate a desired future (vision) for Farragut. The group will also spend time developing key focus areas – those things that must go well in the community in order for the vision to be realized. As a group, participants will also spend time articulating key priority initiatives for each key focus area.

Following the session, a written summary of the event will be prepared for the Town.

Activity 3: Solicit Community Feedback on Strategic Plan Framework

A strategic plan is best when touched by as many key stakeholders as possible. Therefore, The Novak Consulting Group will work with the Town to identify those individuals and groups from whom the Town wants feedback. A community summit or even a community survey would be conducted to gather input on the strategic planning framework.

Our trained facilitators use a variety of techniques to actively engage participants in the input process. We thoroughly prepare for each session and develop an agenda for the group. However, each session is slightly different, based on the participants. Our facilitators know how to "read the group" and determine the best techniques to use to solicit feedback from participants with different styles: some participants will readily voice their ideas, while others may need prompting or perhaps a written exercise to engage. Regardless of the methods, our goal in any facilitated session is create an environment that allows participants to feel comfortable sharing their honest feedback. For this process, we often use the World Café format to actively engage participants and encourage community building.

CONTRACT FOR SERVICES AND/OR PRODUCTS

THIS CONTRACT FOR SERVICES AND/OR PRODUCTS (herein "**Contract**") is made and entered into the _____ day of _____, 2017 by and between the TOWN OF FARRAGUT, TENNESSEE, a municipal corporation, (herein the "**Town**") and THE NOVAK CONSULTING GROUP, INC., an Ohio corporation (herein the "**Contractor**").

WITNESSETH:

WHEREAS, the TOWN desires to contract with a provider for the development of a strategic plan (herein the "**Contract Items**"), and

WHEREAS, the CONTRACTOR has the requisite experience, abilities and resources to perform and/or furnish the foregoing, and

WHEREAS, the CONTRACTOR desires to enter into the Contract as an independent contractor and is ready, willing and able to provide the services and/or furnish the products in accordance with the terms of and subject to the conditions in this Contract.

NOW, THEREFORE, for good and valuable consideration, received or to be received, the sufficiency of which the parties acknowledge, the parties agree as follows:

1. SCOPE OF CONTRACT

Upon receiving authorization to proceed from the Town, Contractor shall proceed in assisting the Town through the process of developing a strategic plan as outlined in **Exhibit A**, attached hereto and incorporated herein by reference (hereinafter referred to as "Services"). Unless otherwise specified herein, the Contractor is to furnish all materials, tools, equipment, manpower, and consumables necessary to complete the Contract Items.

2. TERM

Contractor shall begin work upon notification of approval of this Agreement by the Board of Mayor and Aldermen and shall complete the work by submitting the final deliverables on or before October 2, 2017 in accordance with the Project Schedule attached as **Exhibit B** to this agreement. The schedule for the various meetings and presentations as outlined in the Basic Services shall be agreed upon by the Town and Contractor before beginning work.

3. COMPENSATION

Town shall compensate Contractor for the Basic Services as follows: A not to exceed fee of \$19,800.00, payable in monthly installments based on the percentage of work completed each billing period.

4. INVOICING AND PAYMENTS

All invoices received by the Town are payable within thirty (30) days from receipt, provided they have first been approved by the Town department that is the beneficiary of

the Contract Items, and such department has accepted the Contract Items. The Town reserves the right to partially pay any invoice submitted by the Contractor when requested to do so by the Town department that is the beneficiary of the Contract Items. All invoices shall be directed to the Town Administrator, Town of Farragut, 11408 Municipal Center Drive, Farragut, TN 37934. In the event any Contract Items are deemed unacceptable, the Town's representative shall notify the Contractor of the deficiencies in writing and the Town may withhold payment until the deficiencies are corrected to the satisfaction of the Town, such determination to be made in the sole and absolute discretion of the Town.

5. **INDEPENDENT CONTRACTOR**

The Contractor will be an independent contractor and is responsible for its work and is not the agent of the Town in performing the Services.

6. **PERSONNEL AND APPROVAL OF SUBCONTRACTORS**

The Contractor represents that it has, or will secure at its own expense, all personnel required to perform the Services under this contract. Such personnel shall not be employees of the Town nor shall such personnel have been employees of the Town during any time within the twelve-month period immediately prior to the date of the contract. None of the work or Services to be performed under this contract by the Contractor shall be subcontracted without the prior written approval of the Town. If such subcontracting is authorized as herein provided, all subcontract documents shall be submitted to the Town for review and approval prior to the execution of such subcontract. Further, if requested by the Town, the Contractor shall provide the Town with such documentation as the Town shall require regarding the method the Contractor used in selecting its subcontractor.

7. **ADDITIONAL SERVICES**

In the event the Town requests that the Contractor perform additional services and/or furnish additional products not covered by this Contract, the Contractor shall perform such additional services after the Town and the Contractor enter into an equitable agreement regarding the additional services and/or products.

8. **NOTICE TO PROCEED**

The Contractor shall commence to perform and/or furnish the Contract Items called for under this Contract upon the written Notice to Proceed by the Town.

9. **REPORTS AND INFORMATION**

At such times and in such forms as the Town may require, there shall be furnished to the Town such statements, records, reports, data and information, as the Town may request pertaining to matters covered in this Contract. Unless authorized by the Town, the Contractor will not release any information concerning the work product including any other documents prepared pursuant to this Contract until the final product is submitted to the Town. Contractor agrees that all reports, studies, specifications, compilations and other data prepared by or for it under the terms of

this contract shall be delivered to, become and remain the property of the Town upon termination or completion of the Services. The Town shall have the right to use same without restriction or limitation and without compensation to the Contractor other than as provided for in this contract. Records shall be maintained by the Contractor in accordance with applicable law and requirements prescribed by the Town with respect to all matters covered by this Contract. Except as otherwise authorized by the Town, such records shall be maintained for a period of three (3) years after receipt of final payment under this Contract.

10. CONFLICT OF INTEREST

The Contractor declares that neither the Mayor, nor any Aldermen, nor any other Town official or employee holds a direct or indirect interest in this Contract. The Contractor pledges that it will notify the Town in writing should any Town official become either directly or indirectly interested in the Contract. The Contractor declares that as of the date of this declaration that it has not given or donated or promised to give or donate, either directly or indirectly, to any official or employee of the Town, or to pay anyone else for the benefit of any official or employee of the Town any sum of money or other thing of value for aid or assistance in obtaining this Contract. The Contractor further pledges that neither it nor any of its owners, officers or employees will give or donate or promise to give or donate, directly or indirectly, to any official or employee of the Town or anyone else for the benefit thereof any sum of money or other thing of value for aid or assistance in obtaining any change order to this Contract.

11. COMPLIANCE WITH LAWS

The Contractor agrees to observe and to comply at all times with all applicable Federal, State, and local laws, ordinances and regulations in any manner affecting the provision of the Contract Item and to comply with all instructions and orders issued by the Town regarding the Contract Items.

12. TERMINATION

Upon thirty (30) days written notice, with or without cause, the Town may terminate this Contract. Following such termination, the Town and the Contractor shall agree upon an amount of payment for all Contract Items properly performed or furnished prior to the effective date of termination.

13. WARRANTY

The Contractor warrants that the Contract Items, including any equipment and products provided shall: in the case of services (i) conform to all applicable standards of care and practice in effect at the time of service is performed; (ii) be of the highest quality; and (iii) be free from all faults, defects or errors; and in the case of products meet the specifications in the Invitation to Bid. The Contractor warrants that all equipment and products provided shall be furnished to the Town in good and working condition. If the Contractor is notified in writing by the Town of any faulty Contract Items furnished by the Contractor, the Contractor shall, at the Town's option, either (i) perform again the relevant Contract Items to correct such fault, defect or error, at no additional cost of the Town; or (ii) refund to the Town the charge paid by the Town which is attributable to

such portions of the faulty, defective or erroneous Contract Items, including any costs for re-provision of the relevant Contract Items by other contractors. The Contractor warrants that all products provided by the Contractor shall be merchantable, be fit for the purpose intended and shall meet the specifications in the Invitation to Bid. The Contractor shall be liable for secondary, incidental or consequential damages of any nature resulting from any faulty, defective or erroneous work performed under this Contract, or work that does not otherwise comply with the warranties made herein.

14. INSURANCE

14.01 Comprehensive General Liability Insurance. The Contractor, at its own expense, shall keep in force and at all times maintain during the term of this Contract Comprehensive General Liability Insurance issued by a responsible insurance company and in a form acceptable to the Town, coverage for Contractor on an occurrence basis against claims for bodily injury, death or property damage with combined single limits of not less than One Million Dollars (\$1,000,000) for Bodily Injury and Property Damage.

14.02 Automobile Liability Insurance. The Contractor, at its own expense, shall keep on force and at all times maintain during the term of this Contract Automobile Liability coverage in the minimum amount of Five-Hundred Thousand Dollars (\$500,000) combined single limits for Bodily Injury and Property Damage.

14.03 Workers' Compensation Coverage. The Contractor, at its own expense, shall keep in force and at all times maintain during the term of this Contract full and complete Workers' Compensation Coverage as required by State of Tennessee law.

14.04 Certificate of Insurance. The Contractor shall provide the Town with Certificates of Insurance on all the policies of insurance and renewals thereof in forms acceptable to the Town. Said Comprehensive General Liability policy shall provide that the Town be an additional insured. The Town shall be notified in writing of any reduction, cancellation or substantial change of said policy or policies at least thirty (30) days prior to the effective date of said action. All insurance policies shall be issued by responsible companies who are acceptable to the Town and licensed and authorized to do business under the laws of the State of Tennessee.

15. CLAIMS, LIABILITY AND INDEMNITY

The Contractor shall assume all risk in connection with the performance of this Contract, and shall be liable for any damages to persons or property resulting from the negligent or willful acts, errors, or omissions of the Contractor, its agents, servants, and/or employees in connection with the prosecution and completion of the Contract Items covered by this Contract. The Contractor agrees that it will indemnify and hold the Town and its employees harmless from all claims of any type and for any expenses and costs including attorney's fees and court costs which may be incurred by the Town arising from the negligent or willful acts, errors and omissions of the Contractor, its agents, servants

and/or employees in the performance of this Contract, and the Contractor will carry sufficient general liability insurance to provide the above indemnification. The indemnities set forth herein shall survive the expiration or termination of the Contract

16. ATTORNEY'S FEES

If any legal action or other proceeding is brought for the enforcement of this Contract or because of any alleged dispute, breach, default, or misrepresentation in connection with any provisions of the contract and the Town is successful therein, the Town shall be entitled to recover from the Contractor reasonable attorney's fees, court costs and all expenses even if not taxable or assessable as court costs (including, without limitation, all such fees, costs and expenses incident to appeal) incurred in that action or proceeding in addition to any other relief to which the Town may be entitled.

17. EQUAL EMPLOYMENT OPPORTUNITY

17.01 Non-discrimination. In carrying out the Contract Items under this Contract, the Contractor shall not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, or disability. The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, color, national origin, age, sex, or disability. Such action shall include, but not limited to the following: employing; upgrading; demoting; transferring; recruiting or paying recruitment compensation; and selecting for training, including apprenticeship.

17.02 Posting and Advertising. The Contractor agrees to post in conspicuous spaces available to employees and applicants for employment a notice setting forth the provisions of the non-discrimination clause contained in Paragraph 17.01 hereinabove. The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of, the Contractor, state that all qualified applicants shall receive consideration for employment without regard to race, creed, color, national origin or sex. The Contractor shall incorporate the foregoing requirements of this Paragraph 17 in all subcontracts, if any, for services or products covered by this Contract.

18. TRANSFER, ASSIGNMENT OR SUBLETTING

This Contract shall not be transferred or assigned or sublet without prior written consent of the Town.

19. SAFETY MEASURES

The Contractor shall take all necessary precautions for the safety of the Town's and Contractor's employees and the general public and shall erect and properly maintain at all times all necessary vehicular and facility safeguards for the protection of workmen and

the public. If necessary, the Contractor shall post signs warning against hazards in and around the site where the Contractor is furnishing Contract Items.

20. FAMILIARITY WITH THE CONTRACT ITEMS

The Contractor, by executing this Contract, acknowledges full understanding of the extent and character of the Contract Items required and the conditions surrounding the provisions thereof. The Town will not be responsible for any alleged misunderstanding of the Contract Items to be furnished or completed, or any misunderstanding of conditions surrounding the performance thereof. It is understood that the execution of this Contract by the Contractor serves as the Contractor's stated commitment to fulfill all the conditions referred to in this Contract.

21. ENTIRE AGREEMENT

This Contract and all exhibits hereto and, if any, the Invitation to Bid and any response thereto by Contractor, constitute the entire agreement and understanding between the parties relating to the subject matter herein and shall not be modified, altered, changed or amended unless in writing and signed on behalf of the parties. Each and every modification and amendment of this Contract must be in writing and signed by all parties hereto. Each and every waiver of any covenant, representation, warranty, or other provision of the Contract must be in writing and signed by each party whose interest is adversely affected by such waiver. No waiver granted in any one instance shall be construed as a continuing waiver applicable in any other instance.

22. PERMITS, LICENSES AND CERTIFICATES

The Contractor is to procure all permits, licenses, and certificates, or any such approvals of plans or specifications as may be required by federal, state and local laws, ordinances, rules and regulations, for the proper execution and completion of the Contract Items under this Contract.

23. FIRE, THEFT, LOSS

The Contractor is responsible for all damage or loss by fire, theft or otherwise to materials, tools, equipment, and consumables left on Town property by the Contractor.

24. CONTRACTING AUTHORITY

The persons executing this Contract on behalf of the Town and the Contractor hereby personally represent and warrant to all other parties that they have been duly authorized to execute and deliver this Contract.

25. GOVERNING LAW

This Contract is being executed and delivered and is intended to be performed in the State of Tennessee, and the laws (without regard to principles or conflicts of law) of such state and of the United States of America shall govern the rights and duties of the parties hereto in the validity, construction, enforcement and interpretation hereto. Any litigation brought with respect to this Contract shall be brought in a court of competent jurisdiction in Knox County, Tennessee and the Contractor hereby consents to the jurisdiction of such

courts.

26. OPPORTUNITY FOR REVIEW

Each party has received and had the opportunity to review this Contract, and each party has had the opportunity, whether exercised or not, to have each respective party's attorneys review this Contract; and, accordingly, the normal rule of construction to the effect that any ambiguities are resolved against the drafting party shall not be employed in the interpretation of this Contract.

27. SECTION HEADINGS

The section headings contained in this Contract are for convenience of reference purposes only and are not intended to qualify the meaning of any section and shall not affect the interpretation of this Contract.

28. NOTICES

All notices, demands, and requests required or permitted by this Contract shall be in writing and shall be sent by email transmission, air and other courier, or hand delivery as follows:

- (i) To: Town of Farragut
Attn: David Smoak, Town Administrator
11408 Municipal Center Drive
Farragut, TN 37934
Email: dsmoak@townoffarragut.org
- (ii) To: Novak Consulting Group
Julia Novak, President
26 E. Hollister Street
Cincinnati, OH 45219
Email: jnovak@thenovakconsultinggroup.com

Any notice, demand, or request sent by facsimile transmission shall be deemed given for all purposes under this Contract when properly transmitted by telecommunication device. Any notice, demand, or request which is hand delivered or sent by air or other courier shall be deemed given for all purposes under this Contract when received.

Any party to this Contract may change such party's address and/or telecopier number for the purposes of notices, demands, and requests required or permitted under this Contract by providing written notice of such change of address to all of the parties, which change of address shall only be effective when notice of the change is actually received by the party who thereafter sends any notice, demand or request.

29. SEVERABILITY

If any provision of this Contract is held to be unlawful, invalid or unenforceable under present or future laws effective during the terms hereof, such provision shall be fully severable and this Contract shall be construed and enforced as if such unlawful, invalid,

or unenforceable provision were not contained herein by its severance here from. In addition, in lieu of such unlawful, invalid or unenforceable provision, there shall be added automatically as a part hereof a provision as similar in terms to such unlawful, invalid, or unenforceable provisions as may be possible and may be lawful, valid or enforceable. Furthermore, if any provision of this Contract is capable of two constructions, one of which would render the provision void and the other which would render the provision valid, then the provision shall have the meaning which renders it valid.

30. NO CONSENT TO BREACH

No consent or waiver, express or implied, by any party to this Contract to or of any breach or default by the other party to this Contract in the performance by such other party of its obligations hereunder shall be deemed or construed to be a consent or waiver to or of any other breach or default of the same or any other obligations hereunder. Failure on the part of any party to this Contract to complain of any act or failure to act of any other party to this Contract, or to declare such party in default, irrespective of how long such failure continues, shall not constitute a waiver by the non-defaulting party of its rights hereunder.

31. OTHER INSTRUMENTS

The parties shall execute and deliver all other appropriate supplemental agreements and other instruments and take any other action necessary to make this Contract fully and legally effective, binding and enforceable as between the parties and as against third parties.

[Signatures to follow on next page]

WITNESS THE DUE EXECUTION HEREOF.

**TOWN OF FARRAGUT,
TENNESSEE**

By: _____
Ralph McGill, Mayor

ATTEST:

By: _____
Town Recorder/Treasurer

APPROVED AS TO FORM AND CONTENT

Town Attorney

CONTRACTOR

By: J. J. Novak
Its: President

The Novak Consulting Group, Inc.
26 E. Hollister Street
Cincinnati, OH 45219

Activity 1: Prepare for Strategic Planning Facilitation

A successful strategic planning process will benefit from a collaborative relationship between the consulting team and the Town from the very beginning of the process. This task is intended to begin building that relationship.

At the start of this engagement, we will request and review all background information, including the previous strategic plan, results of other planning processes, and other relevant data. Next, The Novak Consulting Group will meet with the Town to gain a clear picture of what the Town hopes to accomplish from the strategic planning process. We want to ensure that we have a shared understanding for how to develop the plan. We will review the project plan and finalize the schedule.

We will meet with the Mayor and each member of the governing body to hear their perspective about this process relative to the 2011 process and to develop an understanding of the context for the strategic plan. Additionally, we will also conduct a meeting with the Town's senior management team to review the project and begin engaging the Town's leaders in the process. To help answer the first question (Where are we today?), we will conduct a SWOC (Strengths, Weaknesses, Opportunities, and Challenges) exercise and begin identifying emerging priorities.

Activity 2: Plan and Facilitate Development of Strategic Planning Framework

Next, The Novak Consulting Group will facilitate a one day retreat with members of the governing body and key staff to develop the strategic plan framework. During the session, the results of the SWOC will be presented, and the participants will answer the second question (Where do we want to go?) and articulate a desired future (vision) for Farragut. The group will also spend time developing key focus areas – those things that must go well in the community in order for the vision to be realized. Following the session, a written summary of the event will be prepared for the Town.

Activity 3: Support the Town's Effort to Receive Community Input on Strategic Plan Framework

If the Town is interested in receiving input from the community on the strategic planning framework we will provide suggestions for how to organize a successful community meeting or ask questions in an informal survey. The Town staff can then compile the information and share it with the governing body in advance of the final strategic planning workshop.

Activity 4: Facilitate Final Strategic Planning Workshop

The Novak Consulting Group will facilitate a final session with the governing body and key staff. The purpose of the session will be to review any community input, finalize the strategic planning framework and identify priority initiatives to guide the Town for the next several years.

We will provide templates the Town can use to track implementation on the priority initiatives and keep the governing body informed of progress.

Activity 5: Prepare Final Deliverables

At the conclusion of the above activities, The Novak Consulting Group will prepare a comprehensive deliverable that includes the results of the process. We will review the draft deliverables with the Town and make any necessary changes or modifications prior to finalization.

We will also work with the Town to develop strategies for continual engagement of the community as the strategic plan is implemented, and provide deliverables for public presentation.

Project Schedule

