



FARRAGUT BOARD OF MAYOR AND ALDERMEN
Farragut Town Hall
11408 Municipal Center Drive

WORKSHOP
5:30 PM
Purchasing Guidelines Review

AGENDA
May 25, 2023
6:00 PM

- I. Roll Call**
- II. Approval of Agenda**
- III. Approval of Minutes**
 - A. May 11, 2023**
- IV. Mayor's Report**
- V. Ordinances**
 - A. First Reading**
 - 1. Ordinance 23-05**, an ordinance to amend the Farragut Zoning Map for 630 Everett Road, 2.3 Acres, from R-2, General Single-Family Residential, to R-1, Rural Single-Family Residential (Michael Reina, Applicant)
 - 2. Ordinance 23-06**, Ordinance of The Town of Farragut, Tennessee Adopting the Annual Budget for the Fiscal Year Beginning July 1, 2023, and Ending June 30, 2024
- VI. Business Items**
 - A.** Approval of Professional Services Agreement with Tunnell-Spangler & Associates (TSW) for professional services for the Mixed-Use Town Center Visioning Plan and Updates to the Comprehensive Land Use Plan (CLUP)
 - B.** Approval of Contract with Avero Advisors to develop SharePoint collaboration infrastructure.

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It is the policy of the Town of Farragut not to discriminate on the basis of race, color, natural origin, gender, gender identity, sexual orientation, age, religion, disability or veteran status 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

- C. Approval of Bids for Contract 2023-11, Mayor Bob Leonard Park West Baseball Infield Soil Mix
- D. Approval of Change to McFee Park Court Lighting Regulations
- E. Approval of Resolution R-2023-06, FY2024 Fee Schedule

VII. Town Administrator's Report

VIII. Town Attorney's Report

IX. Citizens Forum

This meeting can be viewed live on the Farragut YouTube Channel and the Town of Farragut website www.townoffarragut.org/livestream.

The meeting will be held at the Farragut Town Hall, 11408 Municipal Center Drive

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

At the end of each business meeting, there will be time reserved for public comment under the Citizen Forum agenda item. If you are interested in speaking, please fill out a blue comment card and turn it in to the Town Recorder or staff member. This time is set aside specifically for comments on items that are not on the Board of Mayor and Aldermen regular agenda for the meeting. Each speaker will be given five (5) minutes to speak on his/her topic.

During the regular agenda portion of the meeting there may be an allowance for public comment for each agenda item. The Mayor may recognize individuals for public comment based on the following guidelines.

1. The Mayor shall maintain and control the meeting to provide a professional and objective environment;
2. Any Farragut resident interested in speaking should fill out a blue comment card stating which agenda item they would like to comment on and turn in to the Town Recorder or a staff member;
3. Speakers shall come to the podium and identify themselves by name and street address;
4. Public comment shall be limited to five (5) minutes per individual. Time for public comment may be amended at the discretion of the Mayor. Time is not transferable to other speakers;
5. Speakers should strive to avoid redundancy; each speaker should have their own original viewpoint;
6. Comments shall address issues, not individuals or personalities;
7. Comments may support or oppose issues or measures, but the motives of those with differing views shall not be questioned or attacked;
8. Personal attacks and malicious comments shall not be tolerated;
9. An applicant, and/or their representative(s), for an item on the regular agenda shall be afforded the time necessary to present their request and respond to questions. The five (5) minute limitation shall not apply. However, the Mayor may ask an applicant to stay on point in order to facilitate the efficiency of the meeting.

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

BMA MEETING MINUTES

May 25, 2023

WORKSHOP

5:30 PM

Purchasing Guidelines Review

David Smoak, Town Administrator, presented a state law change that authorizes the Town competitive bid threshold to increase to \$25,000 from \$10,000.

BMA Meeting

Roll Call

Mayor Williams called the meeting to order at 6:00 PM. Roll Call for attendance: Alderman Burnette, yes; Alderman Meyer, yes; Vice-Mayor Povlin, yes; Alderman White, yes; Mayor Williams, yes; In addition to staff and member of the press.

Approval of Agenda

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

Approval of Minutes

Motion was made to approve the minutes of May 11, 2023, as presented. Moved by Vice-Mayor Povlin, seconded by Alderman Meyer; voting yes; Mayor Williams, Vice-Mayor Povlin, Alderman Burnette, Meyer and White; no nays; motion passed.

Mayor's Report

Mayor Williams thanked the staff for a very successful Bob Watt Fishing Rodeo. Vice-Mayor Povlin congratulated the Class of 2023.

Ordinances

First Reading

Ordinance 23-05, an ordinance to amend the Farragut Zoning Map for 630 Everett Road, 2.3 Acres, from R-2, General Single-Family Residential, to R-1, Rural Single-Family Residential (Michael Reina, Applicant)

Motion was made to approve Ordinance 23-05 on first reading. Moved by Vice-Mayor Povlin, seconded by Alderman Meyer; roll call vote, Alderman Burnette, yes; Alderman Meyer, yes; Vice-Mayor Povlin, yes; Alderman White, yes; Mayor Williams, yes; motion passed.

Ordinance 23-06, Ordinance of The Town of Farragut, Tennessee Adopting the Annual Budget for the Fiscal Year Beginning July 1, 2023, and Ending June 30, 2024

Motion was made to approve Ordinance 23-06 on first reading. Moved by Vice-Mayor Povlin, seconded by Alderman Meyer; roll call vote, Alderman Burnette, yes; Alderman Meyer, yes; Vice-Mayor Povlin, yes; Alderman White, yes; Mayor Williams, yes; motion passed.

The FY24 budget ordinance number is changed to 23-07 for the second reading. All the information is the same.

Business Items

Approval of Professional Services Agreement with Tunnell-Spangler & Associates (TSW) for professional services for the Mixed-Use Town Center Visioning Plan and Updates to the Comprehensive Land Use Plan (CLUP)

Motion was made to approve the professional services agreement with Tunnell-Spangler & Associates in the amount of \$103,000. Moved by Vice-Mayor Povlin, seconded by Alderman Meyer; roll call vote, Alderman Burnette, yes; Alderman Meyer, yes; Vice-Mayor Povlin, yes; Alderman White, no; Mayor Williams, yes; motion passed.

Approval of Contract with Averro Advisors to develop SharePoint collaboration infrastructure.

Motion was made to approve the contract with Averro Advisors for SharePoint collaboration infrastructure in the amount of \$11,608.96. Moved by Alderman White, seconded by Alderman Meyer; voting yes, Mayor Williams, Vice-Mayor Povlin, Aldermen Burnette, Meyer and White; no nays; motion passed.

Approval of Bids for Contract 2023-11, Mayor Bob Leonard Park West Baseball Infield Soil Mix

Motion was made to approve the Contract 2023-11 with American Sports Field in the amount of \$40,500. Moved by Alderman Meyer, seconded by Alderman White; voting yes, Mayor Williams, Vice-Mayor Povlin, Aldermen Burnette, Meyer and White; no nays; motion passed.

Approval of Change to McFee Park Court Lighting Regulations

Motion was made to approve the McFee Park Court Lighting Regulations. Moved by Alderman Burnette, seconded by Vice-Mayor Povlin. The following citizens spoke against the regulation change:

David Zena, 12646 Brass Lantern Lane

Marc Patti, 12663 Brass Lantern Lane

Susan Gartenberg, 12662 Brass Lantern Lane

George Ellis, 12650 Brass Lantern Lane

After much discussion a roll call vote was taken; Alderman Burnette, no; Alderman Meyer, no; Vice-Mayor Povlin, no; Alderman White, no; Mayor Williams, no; motion failed.

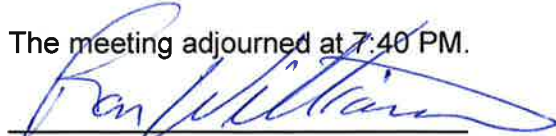
Approval of Resolution R-2023-06, FY2024 Fee Schedule

Motion was made to approve Resolution R-2023-06. Moved by Vice-Mayor Povlin, seconded by Alderman Meyer; voting yes, Mayor Williams, Vice-Mayor Povlin, Aldermen Burnette, Meyer and White; no nays; motion passed.

Town Administrator's Report

David Smoak, Town Administrator, announced that the Public Works crew is celebrating Public Works Week and that Town Hall and Community Center will be closed Monday, May 29.

The meeting adjourned at 7:40 PM.



Ron Williams, Mayor



Allison Myers, Town Recorder

REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY: Allison Myers, Finance Director/Town Recorder****SUBJECT: Purchasing Guidelines Review**

BACKGROUND:

The Town's Charter (state law) provides that formal sealed bids shall be obtained for all expenditures of an amount to be set by ordinance over \$10,000. In 2007, the Municipal Code was amended to raise the bidding threshold to this limit. Although other parts of the Town's purchasing policy have changed since then, the bid threshold has not because the state law limit has remained constant.

DISCUSSION: The Charter has not been changed, however the Tennessee General Assembly approved a new law which modified a different section of state code (Tenn. Code Ann. 12-3-1212). This change provides that regardless of any specific state law requirements, towns and cities without centralized purchasing offices may increase the competitive sealed bidding threshold up to \$25,000, with three written quotes being required for amount up to 40% of the threshold chosen.

Staff believes it is in the best interest of the Town to amend the Municipal Code to increase the competitive bidding thresholds to the full amounts allowed by the recent state law change. Specifically, a formal publicly advertised bid process will be used for expenditures over \$25,000. For purchases between \$10,000 and \$24,999, three quotes must be obtained. These increased thresholds will greatly reduce the workload for staff in preparing formal requests for bids and agenda items. Over the past two years, approximately 25 purchases or contracts would not have had to go through the formal bid process had this proposed change been implemented

This item is for discussion purposes only.

DIVISION 2. PURCHASING REGULATIONS

Sec. 2-299. Authorization of purchases

Current Farragut Municipal Code

Public advertisement and competitive bidding shall be required for the purchase of all goods and services exceeding an amount of \$10,000 except for those purchases specifically exempted from advertisement and bidding by the Municipal Purchasing Law of 1983 (T.C.A. § 6-56-301 et seq.). All purchases shall be made in accordance with the Municipal Purchasing Law of 1983 (T.C.A. § 6-56-301 et seq.), this division and purchasing policies and procedures approved by the governing body.

(Code 2007, § 5-202; Ord. No. 11-02, § 1, 3-10-2011)

New Section 2-299

Public advertisement and competitive bidding shall be required for the purchase of all goods and services exceeding the maximum applicable threshold established pursuant to T.C.A. § 12-3-1212 (\$25,000.00), except for those purchases specifically exempted from advertisement and bidding by the Municipal Purchasing Law of 1983 (T.C.A. § 6-56-301 et seq.). All purchases shall be made in accordance with the Municipal Purchasing Law of 1983 (T.C.A. § 6-56-301 et seq.), this division, and purchasing policies and procedures adopted and approved by the governing body.

BMA MEETING MINUTES

May 11, 2023

WORKSHOP MINUTES

Turkey Creek Greenway

Jason Elliott, LDA Engineering, presented three routes for the Turkey Creek Greenway extension. The board had an opportunity to ask Mr. Elliott questions concerning the routes.

BMA MEETING

Roll Call

Mayor Williams called the meeting to order at 6:00 PM. Roll Call for attendance: Alderman Burnette, yes; Alderman Meyer, yes; Vice-Mayor Povlin, yes; Alderman White, yes; Mayor Williams, yes; In addition to staff and member of the press.

Approval of Agenda

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

Approval of Minutes

Motion was made to approve the minutes of April 27, 2023, as presented. Moved by Vice-Mayor Povlin, seconded by Alderman Burnette; voting yes; Mayor Williams, Vice-Mayor Povlin, Alderman Burnette, Meyer and White; no nays; motion passed.

Mayor's Report

National Public Works Week Proclamation

National Travel & Tourism Week Proclamation

Ordinances

Public Hearing & Second Reading

Ordinance 23-06, an ordinance to amend the Farragut Municipal Code, Chapter 105, Article 2. - International Building Code, Section 105-20 (i), to extend the expiration time frame for certain permits, and Section 105-20 (s), to correct a clerical error by referencing the appropriate section and to amend Chapter 105, Article 3. – International Residential Code, Section 105-53 (c), to extend the expiration time frame for certain permits, and Section 105—53 (h) to remove this section and renumber accordingly

Motion was made to approve Ordinance 23-06, on second and final reading. Moved by Vice-Mayor Povlin, seconded by Alderman Meyer; roll call vote, Alderman Burnette, yes; Alderman Meyer, yes; Vice-Mayor Povlin, yes; Alderman White, yes; Mayor Williams, yes; no nays; motion passed.

Business Items

Approval of Special Event for Farragut High School's Farragut Frost 5K, December 16, 2023

Motion was made to approve the Special Event for Farragut High School's Farragut Frost 5K on December 16, 2023, as presented. Moved by Vice-Mayor Povlin, seconded by Alderman Meyer; voting yes; Mayor Williams, Vice-Mayor Povlin, Alderman Burnette, Meyer and White; no nays; motion passed.

Approval of Amendments to Traffic Calming Policy

Motion was made to approve the Amendments to Traffic Calming Policy. Moved by Alderman Meyer, seconded by Vice-Mayor Povlin. An amended motion was made to require 50% + 1 in the speed zone area. Moved by Alderman Meyer, seconded by Vice-Mayor Povlin; roll call vote, Alderman Burnette, yes; Alderman Meyer, yes; Vice-Mayor Povlin, yes; Alderman White, yes; Mayor Williams, yes; no nays; motion passed.

Approval of Supplement Request from Urban Engineering, Inc. for Additional Design Services for Sonja Drive/Admiral Road Sidewalk Project

Motion was made to approve the Supplement Request from Urban Engineering, Inc. for Additional Design Services for Sonja Drive/Admiral Road Sidewalk Project in the amount of \$69,879. Moved by Alderman Meyer, seconded by Vice-Mayor Povlin; voting yes; Mayor Williams, Vice-Mayor Povlin, Alderman Burnette, Meyer and White; no nays; motion passed.

The meeting adjourned at 6:37 PM.

Ron Williams, Mayor

Allison Myers, Town Recorder

REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY:** Mark Shipley, Community Development Director**SUBJECT:** Ordinance 23-05, an ordinance on first reading to amend the Farragut Zoning Map for 630 Everett Road, 2.3 Acres, from R-2, General Single-Family Residential, to R-1, Rural Single-Family Residential (Michael Reina, Applicant)

INTRODUCTION AND BACKGROUND: During discussion with the Planning Commission, staff noted that this involves a rezoning request for a parcel that predates the Town. The parcel is surrounded by Berkeley Park, the Battery at Berkeley Park, and Hickory Woods and is accessed from a long driveway that extends to Everett Road. When the Battery at Berkeley Park was platted, a portion of this driveway was paved and platted as a joint access and walking trail easement. The rezoning request would not affect this and is being submitted so that the property owner may have chickens on their property.

DISCUSSION: The property's current zoning of General Single Family Residential (R-2) does not permit agricultural uses (unless the property is more than five acres and then only agricultural crops are permitted – no farm animals). The R-2 District is intended for subdivision developments with lots generally smaller than one-half acre. As staff noted to the Planning Commission, the requested Rural Single-Family Residential (R-1) District is more suited to the size of the applicant's property and does permit farm animals and other agricultural uses on lots larger than one acre. The applicant's property is 2.3 acres.

The property in question is not part of a subdivision and, due to its access, cannot be further subdivided. The Future Land Use Map (FLUM) shows this property and much of the surrounding properties as Very Low Density Residential. Such a designation is consistent with the R-1 Zoning District.

RECOMMENDATION: At the April 20, 2023, Planning Commission meeting, Community Development Director, Mark Shipley, recommended approval of the rezoning request due to the size of the parcel and consistency with the FLUM. The Planning Commission then unanimously recommended approval of Ordinance 23-05.

PROPOSED MOTION: To approve Ordinance 23-05 on first reading.**BOARD ACTION:****MOTION BY:** _____ **SECONDED BY:** _____

<u>VOTE/TOTAL</u>	<u>WILLIAMS</u>	<u>MEYER</u>	<u>WHITE</u>	<u>POVLIN</u>	<u>BURNETTE</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

RESOLUTION PC-23-06

FARRAGUT MUNICIPAL PLANNING COMMISSION

A RESOLUTION TO APPROVE AN AMENDMENT TO THE FARRAGUT ZONING MAP, ORDINANCE 86-16, TO RECOMMEND THE APPROVAL OF THE REZONING OF PARCEL 02802, TAX MAP 142, 630 EVERETT ROAD, FROM GENERAL SINGLE-FAMILY RESIDENTIAL (R-2) TO RURAL SINGLE-FAMILY RESIDENTIAL (R-1)

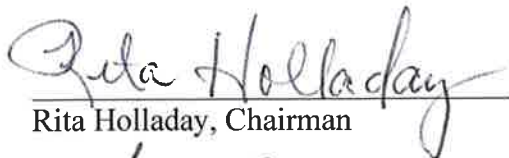
WHEREAS, the Tennessee Code Annotated, Section 13-4-201et seq, provides that the Municipal Planning Commission shall make and adopt a general plan for the physical development of the municipality; and

WHEREAS, the Farragut Municipal Planning Commission has adopted various elements of a zoning plan as an element of the general plan for physical development; and

WHEREAS, a public hearing was held on this request on April 20, 2023;

NOW, THEREFORE, BE IT RESOLVED that the Farragut Municipal Planning Commission hereby recommends approval of Ordinance 23-05 to the Farragut Board of Mayor and Aldermen, an ordinance amending the Farragut Zoning Ordinance and Map, Ordinance 86-16, by rezoning the above noted property.

ADOPTED this 20th day of April 2023.


Rita Holladay, Chairman


Scott Russ, Secretary

ORDINANCE: 23-05
PREPARED BY: Shipley
REQUESTED BY: Michael Reina
CERTIFIED BY FMPC: April 20, 2023
PUBLIC HEARING: _____
PUBLISHED IN: _____
DATE: _____
1ST READING: _____
2ND READING: _____
PUBLISHED IN: _____
DATE: _____

AN ORDINANCE AMENDING THE ZONING ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE, ORDINANCE 86-16, AS AMENDED, PURSUANT TO SECTION 13-4-201, TENNESSEE CODE ANNOTATED.

BE IT ORDAINED by the Board of Mayor and Aldermen of the Town of Farragut, Tennessee, that the Farragut Zoning Ordinance, Ordinance 86-16, as amended, is hereby amended as follows:

SECTION 1.

The Farragut Zoning Ordinance, Ordinance 86-16, as amended, is hereby amended by rezoning Parcel 02802, Tax Map 142, 630 Everett Road, from General Single-Family Residential (R-2) to Rural Single-Family Residential (R-1) (See Exhibit A).

SECTION 2.

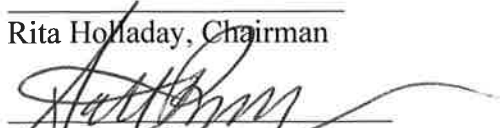
This ordinance shall take effect from and after its final passage and publication, the public welfare requiring it.

Ron Williams, Mayor

Allison Myers, Town Recorder

Certified to the Farragut Board of Mayor and Aldermen this ____ day of _____, 2023, with approval recommended by the Farragut Municipal Planning Commission (FMPC).

Rita Holladay, Chairman



Scott Russ, Secretary



Exhibit A
Ordinance 23-05

Rezone of 630 Everett Road
Parcel 02802, Tax Map 142

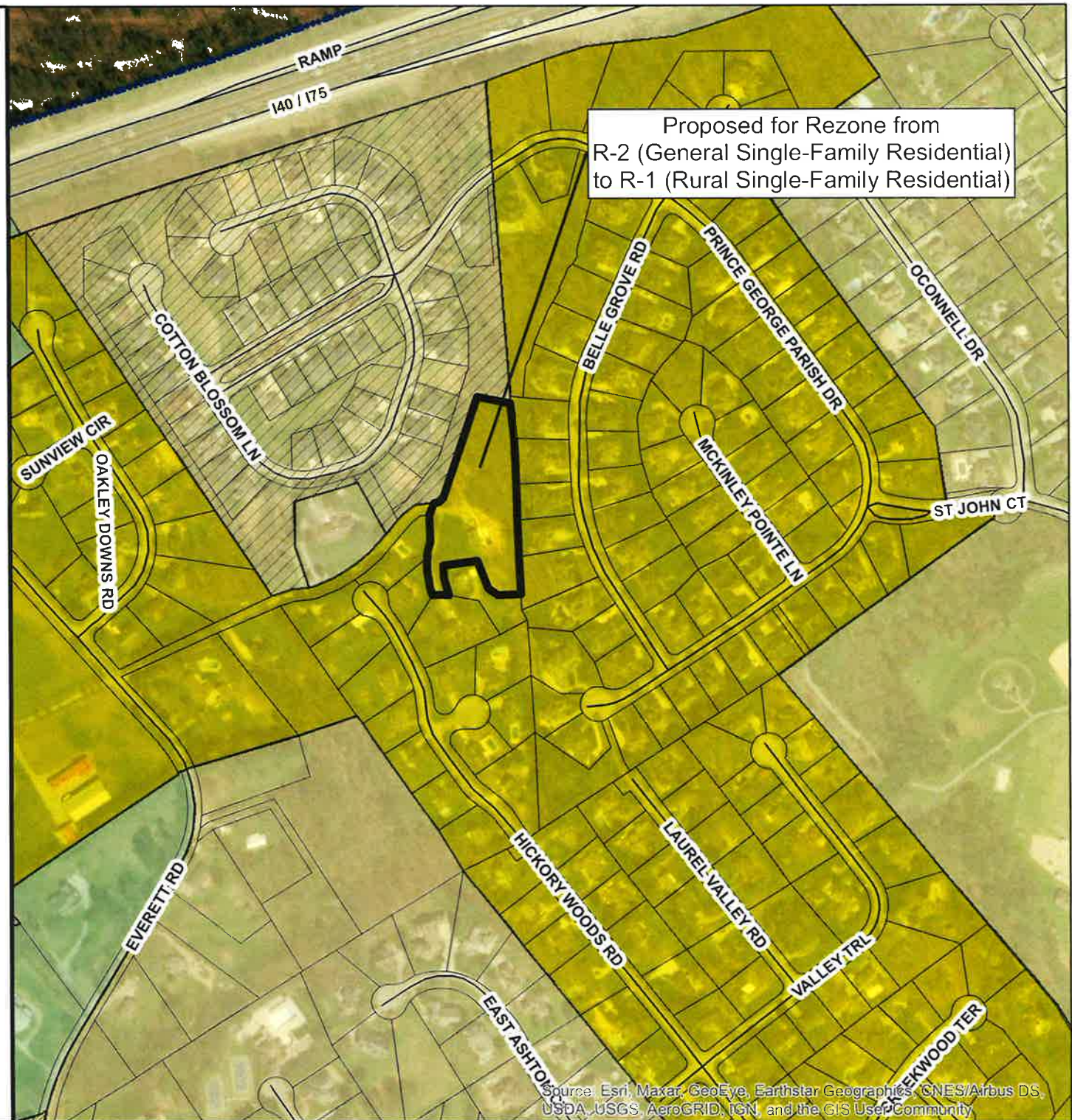
R-2 (General Single-Family Residential)
to R-1 (Rural Single-Family Residential)

Legend

-  Streets
-  Parcels
-  Subject Area
-  A, Agricultural
-  R-1, Rural Single-Family Residential
-  R-2, General Single-Family Residential
-  R-1/OSR, Open Space Residential Overlay



1 in = 400 ft



Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS,
USDA, USGS, AeroGRID, IGN, and the GIS User Community

AGENDA NUMBER V.A.2.

MEETING DATE MAY 25, 2023

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: David Smoak, Town Administrator



SUBJECT: Ordinance 23-06, on first reading, to adopt the annual General Fund, State Street Aid Fund, Capital Investment Fund, Tourism Fund, ARPA Fund, Equipment Replacement Fund, ADA Fund and Insurance Fund budgets of the Town of Farragut, Tennessee for the fiscal year beginning July 1, 2023 and ending June 30, 2024

INTRODUCTION: The purpose of this agenda item is to approve Ordinance 23-06, on first reading, adopting the annual budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

BACKGROUND: The annual budget for the Town of Farragut must be approved prior to July 1, which is the start of the fiscal year for our community. The budget is also required to be balanced and remitted to the State of Tennessee Comptroller for review once it has been approved by the Board of Mayor and Aldermen (BMA). Planning for the upcoming FY2024 budget started in January 2023, with departments turning in their budget requests. The BMA had a series of workshops starting in March to review revenue and expenditures projections, set priorities for capital expenditures and review operational needs in each department.

DISCUSSION:

GENERAL FUND

The proposed year end FY2023 General Fund revenues are estimated at \$15,487,340, with expenditures of \$9,425,145. This year end estimate accounts for a 9.2% increase in sales tax revenue from the FY23 budget, as well as additional revenue increases in the state sales tax, wholesale liquor taxes, building permits and interest earnings. The proposed FY2024 General Fund revenues are \$15,502,240, which is a slight increase from estimated FY2023. Sales tax revenue is estimated to increase 6.25% from FY23 estimated at \$9,350,000. This revenue source accounts for 60.3% of the Town's total general fund revenue. A second major revenue source is State Sales Tax. This tax is distributed from the State of Tennessee to local governments and is based on the Farragut population base, which is currently 23,506 according to the 2020 Census. Total FY24 proposed revenue in State Sales Tax is \$2,750,000.

General Fund Expenditures for FY2024 are proposed at \$10,374,296, which is a 10.0% increase over the FY2023 end of year estimate. Costs of goods and services has remained high as inflation rates remain elevated over historical trends at 5.0% over the past 12 months. For FY24, current employees will be eligible for a 5% Cost of Living Adjustment and a 3% merit package for a total cost of \$391,357. In addition, the budget includes 4% in additional expenses for employee health insurance.

This year the Town of Farragut will be adding one new position, which is a Staff Accountant for the Finance division to assist in coordinating the Town's financial records and perform budget analyses. The total cost of this new position is \$98,337. There is also a proposed organizational structure change in the Public Works department that would allow highly skilled and experienced Maintenance Technicians to move one grade higher based on a specific skill set and years of experience. The cost to implement this program change is \$17,000.

The overall General Fund budget projects \$5.13 million in revenues over expenditures for FY24. The budget funds the rainy-day fund at a total of \$3.112 million, with an assigned fund balance of \$6,000,000 and an available fund balance at the end of the FY24 budget year to be \$15.17 million.

STATE STREET AID FUND

The State Street Aid Fund has projected revenues of \$868,000 and estimated expenditures of \$1,535,000. There is a proposed transfer from the General Fund to the State Street Aid Fund of \$500,000. This fund is primarily used to resurface streets in the Town of Farragut. With energy prices remaining high over the past year, the number of lane miles the town is able to repave will require additional funding to keep pace with our historical average. At the end of the FY24 budget year there will be an estimated \$1,828,010 in fund balance.

TOURISM FUND

The Tourism Fund is a special revenue fund where the primary source of funding comes from the 3% occupancy tax on hotel night stays by visitors to the local Farragut hotels. Revenues from hotel stays have rebounded since the beginning of the Covid pandemic in 2020, with estimated revenues for FY24 at \$555,500. In FY24 the Tourism Fund is receiving ARPA grant funds, which will be utilized for additional marketing for the tourism program. Also this year, the museum will be included in the tourism fund to align with restructuring that occurred in FY23. Proposed expenditures for FY24 are \$501,180, with an ending fund balance of \$562,744.

ARPA FUND

The American Rescue Plan Act (ARPA) Fund includes funding from the U.S. Government to all local governments based on population. The Town has received two equal payments totaling \$7,055,252. The Town also received additional TDEC grant funds in FY23 of \$1,791,566 to utilize on stormwater infrastructure projects. Funds up to \$10 million may be spent on any local government service or project. For FY24, the Town will be allocating a total of \$7,400,000 on broadband infrastructure, town hall building improvements, additional parking at McFee Park and stormwater improvements. Funding from ARPA must be obligated by December 31, 2024 and spent by December 31, 2026.

EQUIPMENT REPLACEMENT FUND

The Equipment Replacement Fund will have projected expenditures of \$111,000 in FY24 and a transfer from the general fund of \$215,000. There will be an estimated fund balance in the Equipment Replacement fund of \$1,043,778.

ADA CAPITAL PROJECTS FUND

The ADA Capital Projects Fund does not have any major projects planned for FY2024. Since developing the Town's ADA Transition Plan in 2018, the Town has made improvements to Anchor Park, the restroom facilities at Town Hall and dozens of curb ramps as street resurfacing projects are completed. There are more proposed curb ramps to be replaced in FY2024 to be brought into compliance with ADA standards and those funds will be paid out of the State Street Aid Fund. There is a proposed \$150,000 transfer from the General Fund to the ADA Fund in FY2024, with a projected fund balance of \$528,472.

CAPITAL INVESTMENT PROGRAM FUND

The Capital Investment Program (CIP) Fund budget has a total of \$17,267,500 in projects planned to get underway in FY24. These projects include sidewalk and greenway extensions, town hall improvements, turf field replacement and ADA improvements at Mayor Bob Leonard Park, pedestrian crosswalk improvements, improvements to Union Road and purchase of parkland. Revenues for the CIP come from Town resources in the form of a \$7,500,000 transfer from the General Fund, \$1,679,428 from CIP Reserves, \$1,958,072 in land acquisition reserves and \$5,930,000 from federal and/or state matching grants. Overall, the FY2024 projected fund balance is \$7,277,353.

INSURANCE FUND

The Insurance Fund includes funding for a closed employee pension plan and retirement health insurance. There are no fund transfers proposed in the FY24 budget and the available fund balance is \$378,705.

The FY2024 budget aligns with the Town of Farragut strategic plan of Connecting our Community with Excellent Parks, Greenways, Trails, Sidewalks and Recreation Programs; Advancing a High-Quality and Well-Maintained Community; Enhancing the Town’s Financial Position; Collaborating at a Local, State and Federal Level and Supporting and Caring for our Team. The FY2024 budget will allow the Town of Farragut to continue providing exceptional service to our community while living well within our projected revenues and maintaining a healthy fund balance.

Attached are the summary pages of each fund and Ordinance 23-06 for the Board’s consideration.

RECOMMENDATION BY: Town Administrator David Smoak for approval.

PROPOSED MOTION: To approve Ordinance 23-06, on first reading, to adopt the annual budget for the Town of Farragut, Tennessee for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

BOARD ACTION:

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

<u>VOTE/TOTAL</u>	<u>WHITE</u>	<u>MEYER</u>	<u>POVLIN</u>	<u>BURNETTE</u>	<u>WILLIAMS</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

General Fund

	FY2020-21	FY2021-22 <u>Estimated</u>	FY2022-23	FY2022-23	FY2023-24
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Proposed</u>
Beginning Balance	19,850,527	27,262,362	27,761,205	27,761,205	27,523,400
Revenue	14,705,338	15,132,290	13,521,706	15,487,340	15,502,240
Expenditures	6,986,003	8,158,447	9,604,520	9,425,145	10,374,296
Transfers Out	-307,500	-6,475,000	-6,300,000	-6,300,000	-8,365,000
Ending Balance	27,262,362	27,761,205	25,378,391	27,523,400	24,286,344
Assigned Fund Balance	0	0	6,000,000	6,000,000	6,000,000
30% of Expenditure	2,095,801	2,447,534	2,881,356	2,827,544	3,112,289
AVAILABLE FUND BALANCE	25,166,561	19,197,215	16,497,035	18,695,857	15,174,056

State Street Aid Fund

	FY2020-21	FY2021-22 <u>Estimated</u>	FY2022-23	FY2022-23	FY2023-24
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Proposed</u>
Beginning Balance	2,143,959	2,215,307	2,242,010	2,242,010	1,995,010
Revenue	817,991	831,703	869,600	878,000	868,000
Transfers In	0	225,000	250,000	250,000	500,000
Expenditures	746,643	1,030,000	1,430,000	1,375,000	1,535,000
Ending Balance	2,215,307	2,242,010	1,931,610	1,995,010	1,828,010

Tourism Fund

	FY2020-21	FY2021-22 <u>Estimated</u>	FY2022-23	FY2022-23	FY2023-24
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Proposed</u>
Beginning Balance	0	155,335	265,866	265,866	509,180
Revenue	296,110	253,728	500,100	631,208	555,500
Tourism Expenditures	140,775	143,197	393,164	387,894	433,925
Museum Expenditures	0	0	0	0	68,011
Total Tourism Expenditures	140,775	143,197	393,164	387,895	501,936
Ending Balance	155,335	265,866	372,802	509,180	562,744

ARPA Fund

	FY2020-21	FY2021-22 <u>Estimated</u>	FY2022-23 <u>Budget</u>	FY2022-23 <u>Estimated</u>	FY2023-24 <u>Proposed</u>
Beginning Balance	0	0	3,203,710	3,203,710	6,315,336
Revenue	0	3,534,333	3,527,626	3,647,626	1,791,566
Expenditures	0	330,623	2,290,000	536,000	7,400,000
Ending Balance	0	3,203,710	4,441,336	6,315,336	706,902

Equipment Replacement Fund

	FY2020-21	FY2021-22 <u>Estimated</u>	FY2022-23 <u>Budget</u>	FY2022-23 <u>Estimated</u>	FY2023-24 <u>Proposed</u>
Beginning Balance	994,049	980,176	913,926	1,018,691	932,778
Revenue	50,929	22,015	250	94,337	7,000
Transfers In	157,500	200,000	400,000	400,000	215,000
Expenditures	222,302	183,500	580,250	580,250	111,000
Ending Balance	980,176	1,018,691	733,926	932,778	1,043,778

ADA Capital Fund

	FY2020-21	FY2021-22 <u>Estimated</u>	FY2022-23 <u>Budget</u>	FY2022-23 <u>Estimated</u>	FY2023-24 <u>Proposed</u>
Beginning Balance	126,468	172,932	222,972	222,972	377,472
Revenue	179	200	50	4,500	1,000
Transfers In	50,000	50,000	150,000	150,000	150,000
Expenditures	3,715	450	0	0	0
Ending Balance	172,932	222,682	373,022	377,472	528,472

Capital Investment Program

	FY2024	FY2025	FY2026	FY2027	FY2028	FY2029
Beginning Balance	13,610,459	9,972,959	9,045,459	8,452,959	4,409,459	6,084,459
Greenway & General						
Government Projects	6,735,000	1,450,000	500,000	2,170,000	300,000	300,000
Park Projects	2,570,000	50,000	0	1,135,000	845,000	1,302,000
Engineering Projects	7,962,500	3,187,500	3,112,500	9,742,500	200,000	800,000
Expenditure Totals	17,267,500	4,687,500	3,612,500	13,047,500	1,345,000	2,402,000
Revenue	8,088,072	760,000	20,000	6,004,000	20,000	20,000
Transfers In	7,500,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000
CIP Reserves	1,679,428	927,500	592,500	4,043,500	0	0
Funding Total	17,267,500	4,687,500	3,612,500	13,047,500	3,020,000	3,020,000
Ending Balance	9,972,959	9,045,459	8,452,959	4,409,459	6,084,459	6,702,459
Assigned Fund Balance	2,695,606	2,695,606	2,695,606	2,695,606	2,695,606	2,695,606
Available Fund Balance	7,277,353	6,349,853	5,757,353	1,713,853	3,088,853	3,406,853

Insurance Fund

	FY2020-21	FY2021-22	FY2022-23	FY2022-23	FY2023-24
	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Estimated</u>	<u>Proposed</u>
Beginning Balance	126,468	120,538	120,745	120,745	473,545
Revenue	152	207	26	1,800	5,160
Transfers In	0	0	500,000	500,000	0
Expenditures	6,082	0	500,000	149,000	100,000
Ending Balance	120,538	120,745	120,771	473,545	378,705

ORDINANCE	23-06
PREPARED BY	Myers
1 ST READING	May 25, 2023
2 nd READING	June 8, 2023
PUBLISHED IN	Farragut Shopper News
DATE	May 17, 2023

**AN ORDINANCE OF THE
TOWN OF FARRAGUT, TENNESSEE
ADOPTING THE ANNUAL BUDGET AND TAX RATE
FOR THE FISCAL YEAR BEGINNING JULY 1, 2023, AND ENDING JUNE 30, 2024**

WHEREAS, Tenn, Code Ann. § 9-1-116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

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

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

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

SECTION 1: That the governing body projects anticipated revenues from all sources and appropriates planned expenditures for each department, board, office or other agency of the municipality, herein presented together with the actual annual receipts and expenditures of the last preceding fiscal year and the estimated annual expenditures for the current fiscal year, and from those revenues and unexpended and unencumbered funds as follows for fiscal year 2024, and including the projected ending balances for the budget year, the actual ending balances for the most recent ended fiscal year and the estimated ending balances for the current fiscal years:

GENERAL FUND	Estimated		
	Actual FY 2022	Actual FY 2023	Budget FY 2024
Revenues			
Local Taxes	\$ 8,600,000	\$ 8,800,000	\$ 9,350,000
State Sales Tax	2,600,000	2,700,000	2,750,000
Hall Income Tax	400,000	0	0
Wholesale Beer, Liquor & Mixed Drink	1,526,700	1,543,000	1,545,000
Intergovernmental	652,393	750,600	738,600
Licenses And Permits	701,502	669,100	559,000
Recreation Fees	330,282	277,300	259,000
Traffic Enforcement Program & Fines	109,261	122,000	95,000
Rent	149,350	119,740	103,340
Miscellaneous	62,802	505,600	102,300
	-	-	-
Total Revenues and Other Financing Sources	\$ 15,132,290	\$ 15,487,340	\$ 15,502,240
Appropriations			
Expenditures			
Legislative	\$ 42,400	\$ 41,773	\$ 56,040
Town Court	54,565	95,850	94,652
Administration	786,529	1,219,926	1,135,240
Human Resources	213,431	202,596	211,756
Information Technology	413,127	606,857	689,315
Communications	-	-	216,121
Engineering	823,974	955,008	1,081,209
Community Development	1,031,830	1,074,934	1,290,315
General Government	181,310	256,550	256,750
Parks & Recreation	1,200,216	1,134,726	1,134,017
Public Works	2,344,604	2,607,323	2,850,423
Non-Departmental	515,000	573,480	586,500
Community Center	449,146	533,122	655,358
Economic Development	102,315	123,000	116,600
Other Financing Uses			
Transfers Out - to other funds	6,475,000	6,300,000	8,365,000
Total Appropriations	\$ 14,633,447	\$ 15,725,145	\$ 18,739,296
Change in Fund Balance (Revenues - Appropriations)	498,843	(237,805)	(3,237,056)
Beginning Fund Balance July 1	27,262,362	27,761,205	27,523,400
Ending Fund Balance June 30	\$ 27,761,205	\$ 27,523,400	\$ 24,286,344
Ending Fund Balance as a % of Total Appropriations	189.7%	175.0%	129.6%

STATE STREET AID FUND	Estimated		
	Actual FY 2022	Actual FY 2023	Budget FY 2024
Revenues			
State Gas and Motor Fuel Taxes	\$ 827,248	\$ 838,000	\$ 838,000
Interest	\$ 4,455	\$ 40,000	\$ 30,000
Other Financing Sources			
Transfers In - from other funds	225,000	250,000	500,000
Total Revenues and Other Financing Sources	\$ 1,056,703	\$ 1,128,000	\$ 1,368,000
Appropriations			
Public Works Department	\$ 1,030,000	\$ 1,375,000	\$ 1,535,000
Total Appropriations	\$ 1,030,000	\$ 1,375,000	\$ 1,535,000
Change in Fund Balance (Revenues - Appropriations)	26,703	(247,000)	(167,000)
Beginning Fund Balance July 1	2,215,307	2,242,010	1,995,010
Ending Fund Balance June 30	\$ 2,242,010	\$ 1,995,010	\$ 1,828,010
Ending Fund Balance as a % of Total Appropriations	217.7%	145.1%	119.1%

TOURISM FUND	Estimated		
	Actual FY 2022	Actual FY 2023	Budget FY 2024
Revenues			
Room Occupancy Tax	\$ 253,000	\$ 540,000	\$ 500,000
Interest Earnings	728	10,000	8,000
Grant-Other Government	-	6,000	-
ARPA Funding	-	75,208	47,500
Total Revenues and Other Financing Sources	\$ 253,728	\$ 631,208	\$ 555,500
Appropriations			
Tourism	\$ 143,197	\$ 377,894	\$ 386,425
ARPA		\$ 10,000	\$ 47,500
Farragut Museum	-	-	68,011
Total Appropriations	\$ 143,197	\$ 387,894	\$ 501,936
Change in Fund Balance (Revenues - Appropriations)	110,531	243,314	53,564
Beginning Fund Balance July 1	155,335	265,866	509,180
Ending Fund Balance June 30	\$ 265,866	\$ 509,180	\$ 562,744
Ending Fund Balance as a % of Total Appropriations	185.7%	131.3%	112.1%

ADA CAPITAL PROJECTS FUND		Actual	Estimated	Budget
		FY 2022	FY 2023	FY 2024
Revenues				
Interest	\$	200	\$ 4,500	\$ 1,000
Other Financing Sources				
Transfers In - from other funds		50,000	150,000	150,000
Total Revenues and Other Financing Sources		\$ 50,200	\$ 154,500	\$ 151,000
Appropriations				
Improvements		450	-	-
Total Appropriations		\$ 450	\$ -	\$ -
Change in Fund Balance (Revenues - Appropriations)		49,750	154,500	151,000
Beginning Fund Balance July 1		172,932	222,682	377,182
Ending Fund Balance June 30		\$ 222,682	\$ 377,182	\$ 528,182
Ending Fund Balance as a % of Appropriations		49484.9%		

EQUIPMENT FUND		Actual	Actual	Budget
		FY 2022	FY 2023	FY 2024
Revenues				
Interest	\$	2,265	\$ 14,000	\$ 7,000
Sale of Equipment		19,750	80,337	-
Other Financing Sources				
Transfers In - from other funds		200,000	400,000	215,000
Total Revenues and Other Financing Sources		\$ 222,015	\$ 494,337	\$ 222,000
Appropriations				
Major Equipment		183,500	580,250	111,000
Total Appropriations		\$ 183,500	\$ 580,250	\$ 111,000
Change in Fund Balance (Revenues - Appropriations)		38,515	(85,913)	111,000
Beginning Fund Balance July 1		980,176	1,018,691	932,778
Ending Fund Balance June 30		\$ 1,018,691	\$ 932,778	\$ 1,043,778
Ending Fund Balance as a % of Appropriations		555.1%	160.8%	940.3%

INSURANCE FUND		Actual	Estimated	Budget
		FY 2022	FY 2023	FY 2024
Revenues				
Interest	\$	207	\$ 1,800	\$ 1,000
Insurance Reimbursement		-	-	4,160
Other Financing Sources				
Transfers In - from other funds		-	500,000	-
Total Revenues and Other Financing Sources		\$ 207	\$ 501,800	\$ 5,160
Appropriations				
Retirement Administrative Expenses	\$	-	\$ 12,850	\$ 12,850
Retirement Benefit			\$ 110,150	\$ 35,150
Retirement Health Cost		-	26,000	52,000
Total Appropriations		\$ -	\$ 149,000	\$ 100,000
Change in Fund Balance (Revenues - Appropriations)		207	352,800	(94,840)
Beginning Fund Balance July 1		120,538	120,745	473,545
Ending Fund Balance June 30		\$ 120,745	\$ 473,545	\$ 378,705
Ending Fund Balance as a % of Appropriations			317.8%	378.7%

ARPA FUND		Actual	Estimated	Budget
		FY 2022	FY 2023	FY 2024
Revenues				
Interest	\$	6,707	\$ 120,000	\$ 70,000
Federal ARPA Grant #1	\$	3,527,626	\$ -	\$ -
Federal ARPA Grant #2	\$	-	\$ 3,527,626	\$ -
TDEC Non-Competitive Grant-Design Services (Stormwater Master Plan)	\$	-	\$ -	\$ 893,445
TDEC Non-Competitive Grant-Design Services (Stormwater Improvements)	\$	-	\$ -	\$ 828,121
Total Revenues and Other Financing Sources		\$ 3,534,333	\$ 3,647,626	\$ 1,791,566
Appropriations				
Town Hall Improvements	\$	-	\$ -	\$ 2,500,000
Stormwater Parking Facilities		38,788	0	2,100,000
Essential Personnel Pay		120,850	36,000	0
Vaccine Incentive Program		12,780	0	0
Broadband Infrastructure		0	100,000	1,200,000
Stormwater Master Plan		0	400,000	600,000
Stormwater Improvements		158,205	0	1,000,000
Total Appropriations		\$ 330,623	\$ 536,000	\$ 7,400,000
Change in Fund Balance (Revenues - Appropriations)		3,203,710	3,111,626	(5,608,434)
Beginning Fund Balance July 1		-	3,203,710	6,315,336
Ending Fund Balance June 30		\$ 3,203,710	\$ 6,315,336	\$ 706,902
Ending Fund Balance as a % of Appropriations		969.0%	1178.2%	9.6%

SECTION 2: At the end of the fiscal year 2023, the governing body estimates fund balances or deficits as follows:

Fund	Estimated Fund Balance/Net Position at June 30, 2023
General Fund	\$ 27,523,400
ARPA Fund	6,315,336
State Street Street Aid Fund	1,995,010
Equipment Fund	932,778
Tourism Fund	509,180
Insurance Fund	473,545
ADA Capital Projects Fund	377,182

SECTION 3: During the coming fiscal year (2024) the governing body has pending and planned capital projects with proposed funding as follows:

Pending Capital Projects	Pending Capital Projects - Total Expense	Pending Capital Projects Expense Financed by Estimated Revenues and/or Reserves	Pending Capital Projects Expense Financed by Debt Proceeds
Park Land Purchase	\$5,600,000	\$5,600,000	\$0
Sonja Drive Sidewalk	\$500,000	\$500,000	\$0
Red Mill Trailhead	\$170,000	\$170,000	\$0
Anchor Park Pedestrian Crossing	\$230,000	\$230,000	\$0
School Zone Improvements	\$175,000	\$175,000	\$0
PW Storage Shed Roof	\$60,000	\$60,000	\$0
Town Hall Playground Restroom Building	\$50,000	\$50,000	\$0
MBLP Field 2 Turf Replacement	\$820,000	\$410,000	\$410,000
MBLP Walktrail and ADA Repair & Repaving	\$180,000	\$90,000	\$90,000
McFee Park Phase 5: Dog Park & Storage	\$450,000	\$200,000	\$250,000
MBLP Field 1 Turf Replacement & ADA Access	\$1,000,000	\$500,000	\$500,000
McFee Park Entrance Gates	\$70,000	\$70,000	
Union Road Improvements	\$5,850,000	\$1,170,000	\$4,680,000
Watt Road Roundabout	\$50,000	\$50,000	\$0
Campbell Station Road/I-40 Interchange	\$2,062,500	\$2,062,500	\$0

Proposed Future Capital Projects	Proposed Future Capital Projects - Total Expense	Proposed Future Capital Projects Expense Financed by Estimated Revenues and/or Reserves	Proposed Future Capital Projects Expense Financed by Debt Proceeds
Land Acquisition	\$ 900,000	\$ 900,000	\$ -
Sonja Drive Sidewalk (Phases 1-3)	\$ 1,250,000	\$ 1,250,000	\$ -
Turkey Creek/Brixworth Greenway	\$ 2,500,000	\$ 2,500,000	\$ -
Everett Road Greenway Connection	\$ 70,000	\$ 70,000	\$ -
MBLP Field Reconstruction	\$ 1,302,000	\$ 1,302,000	\$ -
McFee Park Splash Pad Replacement	\$ 80,000	\$ 80,000	\$ -
Anchor Park Fence	\$ 175,000	\$ 175,000	\$ -
Anchor Park Playground	\$ 300,000	\$ 300,000	\$ -
McFee Park: Courts, Tennis Pavilion & Restrooms	\$ 535,000	\$ 535,000	\$ -
Sand Volleyball Complex Reconstruction	\$ 50,000	\$ 50,000	\$ -
MBLP Trail Lighting Update	\$ 125,000	\$ 125,000	\$ -
MBLP Field 3 Turf Replacement	\$ 725,000	\$ 725,000	\$ -
Resurfacing	\$ 40,000	\$ 40,000	\$ -
Stormwater Improvements	\$ 1,000,000	\$ 1,000,000	\$ -
Evans Road Improvements	\$ 600,000	\$ 600,000	\$ -
Virtue Road-Phase II (Brookmere to Boyd Station)	\$ 8,405,000	\$ 1,681,000	\$ 6,724,000
Watt Road Roundabout	\$ 850,000	\$ 850,000	\$ -
Samuel Station Road to Interchange	\$ 6,142,500	\$ 6,142,500	\$ -

SECTION 4: No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 (Tenn. Code Ann. § 6-56-208). In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Tenn. Code Ann. § 6-56-205.

SECTION 5: Money may be transferred from one appropriation to another in the same fund in an amount of up to \$10,000 by the Town Administrator, subject to such limitations and procedures as set by the Governing Body pursuant to Tenn. Code Ann. § 6-56-209. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

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

SECTION 7: This annual operating and capital budget ordinance and supporting documents shall be submitted to the Comptroller of the Treasury or Comptroller's Designee for approval pursuant to Title 9, Chapter 21 of the Tennessee Code Annotated within fifteen (15) days of its adoption. If the Comptroller of the Treasury or Comptroller's Designee determines that the budget does not comply with the Statutes, the Governing Body shall adjust its estimates or make additional tax levies sufficient to comply with the Statutes or as directed by the Comptroller of the Treasury or Comptroller's Designee.

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

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

SECTION 10: This ordinance shall take effect July 1, 2023, the public welfare requiring it.

Ron Williams, Mayor

Allison Myers, Town Recorder

REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY:** Mark Shipley, Community Development Director**SUBJECT:** Approval of Professional Services Agreement with Tunnell-Spangler & Associates (TSW) for professional services for the Mixed-Use Town Center Visioning Plan and Updates to the Comprehensive Land Use Plan (CLUP)

INTRODUCTION AND BACKGROUND: The purpose of this item is to approve a Professional Services Agreement with Tunnell-Spangler & Associates (TSW) for the development of a vision plan for the Mixed-Use Town Center (MUTC) and other updates to the Comprehensive Land Use Plan (CLUP). The Scope of Services and associated fees are included in your packet.

BACKGROUND: A critical success factor from the Town's Strategic Plan is "Advancing a High-Quality Built Environment." One of the priorities associated with this critical success factor is to make updates to the CLUP. Since the CLUP was updated in 2012, it has been used frequently to help guide various implementation measures and zoning map amendment requests. Town staff has also worked with the community in the past few years to review different priority areas in the Town to determine if the policies and mapped future land uses were still applicable and, if not, what changes would be recommended. Amendments have been made to the plan and associated maps for the completed priority areas. The next area planned for review is the MUTC.

When the CLUP was updated in 2012 and a future land use map was first created, the area around the intersection of Kingston Pike and Campbell Station Road from Glen Abbey Boulevard to Concord Road was identified as a possible location for a town center. Since the Town is relatively young and was founded in 1980 it does not have a traditional downtown. This desire for a "downtown" has been expressed throughout the Town's history and noted in previous vision and land use plans. The CLUP that was updated in 2012 included "Bringing About a Downtown" as one of eight key strategies for the Town to pursue.

Given the historical importance of pursuing a town center, the idea of using an outside consultant to guide the visioning process as it applies to the MUTC was suggested. The Board of Mayor and Alderman allocated \$100,000 in the current budget to provide for this. Due to this project being initiated in the next fiscal year, staff is recommending that this funding be carried over for the upcoming fiscal year.

RECOMMENDATION: TSW was selected based on their demonstrated ability to produce vision plans that are realistic and developed with substantial and innovative community input. Community Development Director, Mark Shipley, recommends approval of the Professional Services Agreement with TSW.

PROPOSED MOTION:**BOARD ACTION:****MOTION BY:** _____ **SECONDED BY:** _____

<u>VOTE/TOTAL</u>	<u>WILLIAMS</u>	<u>MEYER</u>	<u>WHITE</u>	<u>POVLIN</u>	<u>BURNETTE</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

TOWN OF FARRAGUT
PROFESSIONAL SERVICES AGREEMENT

This Agreement is made by and between **Town of Farragut** (“Client”) and **Tunnell-Spangler & Associates d/b/a TSW** (“Contractor”) for professional services for the assignment described as follows:

Project: Mixed Use Town Center Visioning Plan

Location: Town of Farragut, TN

Description of Project: Mixed Use Town Center Visioning Plan

1. **Professional Services**. Contractor agrees to perform the following Basic Services under this Agreement:

See **Attachment A** to this Agreement for a description of Basic Services.

2. **Compensation**. Client shall compensate Contractor for the Basic Services as follows: A lump sum fee of \$103,000, including reimbursable expenses. In addition, Client shall pay Contractor for additional services that may be requested by the Client beyond the Basic Services in accordance with the hourly rate schedule attached as **Attachment B** to this Agreement.

3. **Schedule**. 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 March 31, 2024. The schedule for the various meetings and presentations as outlined in the Basic Services shall be agreed upon by the Client and Contractor before beginning work.

4. **Invoicing and Payments**. Invoices or payment requests shall be submitted to the Client no more than monthly and shall include such information, documentation or data as the Town Administrator may require including, but not limited to, the amount and breakdown of the payment requested, the period covered by the request, and the work performed during the period covered by the payment request. After review, the Town Administrator will indicate his approval of the payment request, or shall explain to Contractor, in writing, his reasons for not approving any portion or all of the request, and authorize payment of the amount approved. In the event the Town Administrator does not approve any portion of a payment request, and has communicated the reasons to Contractor, Contractor will then take the necessary action to satisfy the reasons for non-approval and resubmit the payment request. Client shall endeavor to remit payment of payment requests or portions thereof which are approved by the Town Administrator within thirty (30) days of receipt by Client. From time to time approval of a payment request may require action by the Board of Mayor and Aldermen which meets on the second and fourth Thursday of most months.

5. **Time.** Contractor will perform its services in a timely manner commensurate with the exercise of due professional care which it acknowledges can be done consistent with the schedule provided for in Paragraph 3. Time for performance shall be extended as necessary for delays or suspensions due to circumstances beyond Contractor's control. If such delay or suspension extends more than six (6) months (cumulatively), Contractor's compensation shall be equitably adjusted; provided, however, such adjustment and amendment to this Agreement must be approved by the Board of Mayor and Aldermen before Client is bound.

6. **Suspension of Services.** If Client fails to pay any invoice when due or otherwise is in material breach of this Agreement, Contractor may, at its sole discretion, suspend performance of services upon five (5) days' written notice to Client. Contractor shall have no liability to Client and Client agrees to make no claim for any delay or damage as a result of such suspension, unless (i) the Town Administrator has refused to approve payment, (ii) his reasons are justified pursuant to this Agreement, and (iii) Contractor has failed to satisfy the reasons as required by Paragraph 4 hereof. Upon cure of the cause of a justified suspension, Contractor shall resume services within a reasonable time, and there shall be equitable adjustments of the project schedule and fees to reflect the effects of such suspension, if such adjustments are deemed reasonable and appropriate by the parties.

7. **Standard of Care.** Notwithstanding any other provision of this Agreement or any other document describing the services produced by Client, Contractor shall perform its services in accordance with the standard of professional care ordinarily exercised under similar circumstances by reputable members of its profession in the same locality at the time the services are provided. Beyond the foregoing and unless otherwise provided herein or in other documents produced, generated or provided by Contractor, no warranty, expressed or implied, is made or intended by Contractor. The parties further agree that Contractor is not a fiduciary of Client.

8. **Termination.** The obligation to provide further services under this Agreement may be terminated with or without cause by either party upon ten (10) days' written notice to the other party. On termination by either Client or Contractor, Client shall pay Contractor all amounts due for any services performed to the date of termination (plus all reimbursable expenses incurred) as Contractor's sole and exclusive remedy, subject to any setoffs to which the Client is entitled as a result of Contractor's failure to perform as required by this Agreement.

9. **Reuse of Documents.** All documents, including drawings, specifications, and reports, prepared by Contractor pursuant to this Agreement are instruments of professional service and shall become the property of the Client. They are not intended or represented to be suitable for reuse by Client or others for additions or modifications of the Project or on any other project. Any reuse without written consent, verification or adaption by Contractor for the specific purposes intended shall be at Client's sole risk and without liability or legal exposure to Contractor. Any such verification and adaption will entitle Contractor to further compensation at rates to be agreed upon by Client and Contractor.

10. **Access to the Site/Jobsite Safety.** Unless otherwise stated, Contractor will have access to the site for activities necessary for the performance of its services. Client agrees that Contractor shall have no responsibility for the means, methods, sequences, procedures, techniques, and scheduling of construction, as these decisions are solely the responsibility of the

contractors. Contractor further shall have no authority or duty to supervise the construction workforce and shall not be responsible for jobsite safety or for any losses or injuries that occur at the Project site.

11. **Insurance.** Prior to any access to the Project site, Contractor shall deliver to Client a certificate of insurance evidencing general liability coverage with a limit of not less than \$1,000,000 each occurrence for bodily injury, personal injury and property damage. If such insurance contains a general aggregate limit, it shall apply separately to the work/location of the Project in this Agreement or be no less than \$2,000,000. In addition, Contractor shall endeavor to secure and maintain insurance in such amounts as it deems necessary to protect itself from claims of professional negligence arising from the performance of services under this Agreement. Such insurance shall:

a. Contain or be endorsed to contain a provision that includes Client, its officials, officers, employees, and volunteers as additional insureds with respect to liability arising out of work performed by or on behalf of the Contractor. The coverage shall contain no special limitations on the scope of its protection afforded to the above-listed insureds.

b. For any claims related to this Project, the Contractor's insurance coverage shall be primary insurance as respects the Client, its officers, officials, employees, and volunteers. Any insurance or self-insurance programs covering the Client, its officials, officers, employees, and volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

12. **Risk Allocation.** In recognition of the relative risks, rewards, and benefits of the Project to both Client and Contractor, to the fullest extent permitted by law, the parties agree to allocate the risks such that Contractor's total liability to Client for any and all injuries, claims, losses, expenses, damages, and/or claim expenses arising out of Contractor's services under this Agreement from any cause or causes shall not exceed the amount of Contractor's fee, or One Hundred Thousand Dollars (\$100,000), or the amount of insurance coverage Contractor has, or is required to have, covering the risk or claim that is the basis for the injury, claim, loss, expense or damages, recovery for which is sought, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

13. **Dispute Resolution.** It is agreed that all claims, disputes, or other matters in question arising out of or related to this Agreement shall be submitted to nonbinding mediation before any legal proceedings is commenced. The parties shall equally bear the fees and expenses charged by the mediator.

14. **Opinions of Construction Cost.** Any opinion of probable construction cost prepared by Contractor represents the judgment of one or more Contractor design professionals and is supplied for general guidance of Client. Since Contractor has no control over the construction marketplace and does not use the same pricing methods used by contractors, Contractor does not guarantee the accuracy of such opinions.

15. **Indemnification.**

a. The Contractor shall defend, indemnify and hold harmless the Client, its officers, employees and agents from any and all liabilities which may arise or be claimed against the Client, its officers, employees and agents or any third party for any and all lawsuits, claims, demands, losses or damages alleged to have arisen from an act or omission of the Contractors, its employers, agents or contractors in performance of this Agreement or from the Contractor's failure to perform this Agreement using ordinary care and skill, except where such injury, damage, or loss was caused by the sole negligence of the Client, its agents or employees.

b. The Contractor shall save, indemnify and hold the Client harmless from the cost of the defense of any claim, demand, suit or cause of action made or brought against the Client alleging liability referenced above, including, but not limited to, costs, fees, attorney fees, and other expenses of any kind whatsoever arising in connection with the defense of the Client; and the Contractor shall assume and take over the defense of the Client in any such claim, demand, suit, or cause of action upon written notice and demand for same by the Client. The Contractor will have the right to defend the Client with notice and demand for same by the Client. The Contractor will have the right to defend the Client with counsel of its choice that is satisfactory to the Client and the Client will provide reasonable cooperation in the defense as the Contractor may request. The Contractor will not consent to the entry of any judgment or enter into any settlement with respect to an indemnified claim without the prior written consent of the Client, such consent not to be unreasonably withheld or delayed. The Client shall have the right to participate in the defense against the indemnified claims with counsel of its choice at its own expense.

c. The Contractor shall save, indemnify and hold Client harmless and pay judgments that shall be rendered in any such actions, suits, claims or demands against Client alleging liability referenced above.

d. The indemnification and hold harmless provisions of this Agreement shall survive termination of the Agreement.

16. **Miscellaneous.**

a. The Contractor will not assign or transfer any interest in this Agreement without obtaining the prior written approval of the Client.

b. The Contractor will not enter into a subcontract for any of the services performed under this Agreement without obtaining the prior written approval of the Client.

c. The contract between the parties consists of this Agreement, its attachments, any written request for services issued by Client and any response thereto made by Contractor, including any addenda thereto. To the extent there is a conflict between the terms of any of the documents that constitute the contract between the parties, the terms that are most specific to the matter in dispute shall govern over the more general. In the event the conflicting terms cannot be characterized as specific vs. general, then the terms that provide the greater benefit to the Client and/or impose the greater obligation on the Contractor shall control.

d. This Agreement may be modified only by a written amendment or addendum that has been executed and approved by the appropriate officials shown on the signature page of this Agreement.

e. If any provision of this Agreement is determined to be unenforceable or invalid, such determination will not affect the validity of the other provisions contained in this Agreement. Failure to enforce any provision of this Agreement does not affect the rights of the parties to enforce such provision in another circumstance, nor does it affect the rights of the parties to enforce any other provision of this Agreement at any time.

f. In the event legal action is necessary to enforce the terms of the contract between the parties, the prevailing party shall be entitled to recovery of its attorney's fees, court costs, and other expenses of the legal action.

g. In the performance of this contract, Contractor will comply with all applicable laws, ordinances, rules, regulations and orders of local, state and federal governments, including, but not limited to, the President's Executive Order No. 11246 and 11375, which prohibit discrimination in employment regarding race, color, religion, sex or national origin, Title VI of the Civil Rights Act of 1964, Copeland Anti-Kick Back Act, the Contract Work Hours and Safety Standards Act, Section 402 of the Vietnam Veterans Adjustment Act of 1974, Section 503 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, all of which are herein incorporated by reference.

h. This Agreement will be governed and construed in accordance with the laws of the state of Tennessee.

CLIENT:

Town of Farragut

By: _____

Printed
Name: _____

Title: _____

Date: _____

CONTRACTOR:

By:



Printed
Name: Adam Williamson

Title: Principal

Date: 05/08/2023

Scope of Services

Task 1: Initiate + Understand

1.1: Facilitate project management meetings (in-person and virtually) with City staff throughout the project's duration to review draft documents, presentations to boards and City Council, and community engagement activities and agendas.

1.2: Hold an Initial Consultation Session with the Town of Farragut staff to finalize:

- Confirm project scope, study area boundary, and specifics of project.
- Available data resources (to be provided by Town of Farragut).
- Detailed schedule for meetings, review periods, and deliverables.
- Community engagement strategies, activities, and dates.
- Roles and responsibilities.
-

Task 1.3: Existing Conditions Analysis

The Team will prepare an existing conditions assessment, including:

- Conduct a site visit in order to gain a better understanding of existing conditions.
- Collect available data from local, regional, state, and private resources as determined in the Initial Consultation Session.
- Analyze past planning efforts and status of each item.
- Identify vacant and underutilized land.
- Examine zoning, current land use, and future land use policies and identify areas that may conflict with implementation.
- Examine Town-owned properties.
- Identify recent and ongoing development.
- Identify facilities serving the study area, including libraries, police stations, schools, etc.
- Identify parks, open spaces, and recreation facilities serving the study area, along with sites that lend themselves to such new facilities.
- Identify streams, wetlands, and environmentally sensitive areas.
- Develop maps and graphics to communicate Existing Conditions Analysis findings.

1.4: Prepare Market Analysis:

The Team will collect and assemble available economic and market data, including:

- Review any prior planning documents, economic development studies, and existing town data to understand the local real estate and economic development context.
- Develop an economic and real estate "snapshot," identifying big-picture economic and real estate trends that should help inform the visioning and planning process. The first component of this task is an economic snapshot. The economic analysis will leverage ESRI Business Analysis data to identify business and employment trends and conditions within the study area and how they compare within the broader city and region. The second component is a real estate snapshot. The Team will use CoStar and applicable local data to assess and summarize real estate trends for residential, office, and retail land uses. This will include key information pertaining to building condition, construction, supply, absorption, vacancy, rents, and real estate values. Again, downtown-specific conditions will be compared with citywide and regional trends to better understand market need and investment opportunities.
- Summarize the key takeaways from the real estate and economic analysis and identify corresponding

ATTACHMENT A: **SCOPE OF SERVICES + FEES**

implications and opportunities for the town to address core needs not currently being satisfied by the market.

- The Real Estate Market Snapshot and Opportunity Assessment will consist of a concise summary memorandum and will be integrated within the larger final document.

1.5: Prepare Transportation and Infrastructure Analysis:

The Team will inventory and analyze available transportation and infrastructure elements, including:

- Review transportation plans and traffic data.
- Assess existing street network connectivity and circulation.
- High level assessment of stormwater and utility (sewer/water) capacity for the Town Center.
- Assess current parking supply.

Task 2: Engage + Explore

The Team will work with the Town to finalize Community Engagement activities during the Initial Consultation Session. The Team understands that a robust community engagement process is key in establishing a clear vision for the desired land use and transportation elements related to new development and redevelopment in the Town Center. Based on the RFP and similar planning efforts, we are recommending the following:

2.1: Stakeholder Interviews (5–8 virtual meetings) with public sector officials/agencies and private sector stakeholders to better understand the history and previous planning efforts of redevelopment of the Town Center area.

2.2: Steering Committee Meetings will occur two times throughout the planning process. The first will occur towards the beginning of the process to collect insight on the Town Center vision and goals. The second meeting will occur towards the end of the process to review and receive input on final plans before presenting at the Final Plan Open House. (Virtual or in-person).

2.3: Host a Public Visioning Meeting to introduce the Town Center planning process, discuss the study purpose and goals, provide dates for other public input opportunities, and gather input regarding study area vision, opportunities, challenges, and issues. As part of the meeting, the Team will conduct a Visual Preference Survey (VPS) and other interactive engagement activities. A VPS is a tool in which participants are shown images and asked to score each for their appropriateness for the future of the study area. Scores are then analyzed to determine the most liked, disliked, and agreed-upon images. These become a starting point for the plan.

This meeting may also collect input and progress preliminary concepts through a workshop format. Workshop sessions provide an opportunity to engage the community and collaborate with the planners, architects, landscape architects, market analysts, City staff and officials, and various stakeholders to develop a cohesive vision. Possible workshop options include, but not limited to, facilitated conversations, brainstorming forums, and interactive feedback activities.

2.6: Conduct a Final Plan Open House focusing on presenting recommendations and an implementation plan to the community for review and comments. Participants will have the opportunity to submit feedback anonymously or talk one-on-one to Team members. We envision the Open House as a fun community experience for participants.

Task 3: Guide the Future

Based on findings from Task 1: Initiate + Understand and Task 2: Engage + Explore, the Team will develop recommendations to guide the future of Farragut's Town Center.

3.1: Prepare Land Use & Zoning Recommendations, including:

- Recommended updates to the Future Land Use Map and/or Comprehensive Land Use Plan showing desired development character (height, density, etc.) for the Town Center.
- Recommended zoning changes for the Town Center to support the plan.

3.2: Prepare Market Recommendations, including:

- Building off of the Real Estate Market Snapshot, the stakeholder engagement conducted to date, and the planning and design analysis, the team will identify top-level recommendations pertaining to economic development opportunities and objectives.
- Review and help align the plan recommendations to enhance its impact on supporting the local economy, providing a stable employment base, and creating a vibrant and livable local environment.

3.3: Prepare Transportation and Infrastructure Recommendations, including:

- Pedestrian, bicycle, and multi-use trail facilities.
- Streetscape and gateway enhancements into the Town Center area.
- Vehicular recommendations, such as intersection upgrades, parking (surface, on-street, shared options), improved connectivity, signalizations, etc.
- Parking strategies for on-street surface, possible parking structures, and shared opportunities.
- Transportation Framework Map showing all recommended upgrades.
- High level recommendations for stormwater and utility (sewer/water) capacity for the Town Center.

3.4: Develop Additional Visioning Graphics, Maps, and Narrative as needed to support the Town Center recommendations not noted above, including, but not limited to:

- Concept plan graphics.
- (3) Perspective renderings that illustrate the recommended updates to the Town Center.
- Conceptual-level programming for potential park/community spaces.

3.5: Develop Implementation and Action Plan that describes the organizational structure and process that will be used to help ensure that recommendations are implemented. The team will focus on collaboration opportunities with other organizations and strategies to ensure continued support from local elected officials, citizens, and businesses.

- Phasing of potential improvements and priority projects.
- Proposed Policy updates.

3.6: Comprehensive Land Use Plan Updates including:

- TSW Team will transfer the existing CLUP to an Adobe InDesign format that can be exported to PDF and then exported to Microsoft Word to allow the Town to update in the future (if InDesign is not available at the Town).
- For the Town Center chapter, TSW Team will provide a full update to the maps, images, and text.
- For areas outside the Town Center, maps and photographs will be updated to reflect changes completed in the recent past, but no new content will be produced. The Town of Farragut will note and provide updated text and necessary changes to maps, graphs, images.
- **The fee for Task 3.6 is NOT TO EXCEED.**

Task 4: Finalize Deliverables

The TSW Team will develop a final plan document that compiles all the relevant findings and recommendations from the planning process and Community Engagement activities. The team will provide one (1) printed copy of the Plan Document, along with electronic files on CD (original format and PDF, Excel spreadsheets, GIS shapefiles, and supporting graphics). The document will include, but not be limited to, the following specific components:

- Description of the plan process and methodology, data gathering techniques and findings, and general outcomes.
- Description of the Community Engagement process and findings.
- Maps and other graphics to support recommendations.
- Implementation and Action Plan focusing on collaboration opportunities, phasing recommendations, and proposed policy updates.
- All document information in an easily editable format.

ATTACHMENT A: DESCRIPTION OF SCOPE + FEES

Fee Breakdown

TASK	FEE TOTAL
Task 1: Initiate + Understand	\$30,000
1.1: Project Management + Monthly Team Coordination Meetings	\$4,700
1.2: Initial Consultation Session and Site Visit	\$3,380
1.3: Existing Conditions Analysis	\$7,920
1.4: Market Analysis	\$11,000
1.5: Transportation and Infrastructure Analysis	\$3,000
Task 2: Engage + Discover	\$20,410
2.1: Stakeholder Interviews (5-8 virtual interviews)	\$1,780
2.2: Steering Committee Meetings (2 meetings)	\$4,030
2.3: Public Visioning Meeting	\$8,000
2.4: Final Plan Open House	\$6,600
Task 3: Guide the Future	\$36,300
3.1: Prepare Land Use & Zoning Recommendations	\$11,570
3.2: Prepare Market Recommendations	\$9,000
3.3: Prepare Transportation and Infrastructure Recommendations	\$5,000
3.4: Additional Visioning Graphics, Maps, and Narratives	\$5,740
3.5: Implementation Plan & Action Plan	\$1,990
3.6: Comprehensive Land Use Plan Updates (NOT TO EXCEED)	\$3,000*
Task 4: Finalize Deliverables	\$12,790
4.1: Finalize Downtown MP Document	\$8,790
4.2: Up to 2 Final Recommendations Presentation	\$4,000
Reimbursables	\$3,500
TOTAL	\$103,000

* Note: The fee for Task 3.6 is Not to Exceed.

REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY:** Allison Myers, Finance Director/Town Recorder**SUBJECT:** Approval of Contract with Avero Advisors to develop SharePoint collaboration infrastructure.

INTRODUCTION: In February the Town approved a contract with Avero Advisors to conduct an Information Technology 5-year strategic plan and other various projects relating to the plan and the town's IT infrastructure. This agenda item is to approve the cost of the development of the SharePoint platform for employee collaboration.

DISCUSSION: SharePoint, a collaboration software tool, has been identified as a tool that would allow the staff to collaborate on files and projects. The software is included in the Office 365 Suite currently utilized by Town employees; no additional software purchases will be needed.

Avero will be working with Travis Ramsey, IT Manager, to rebuild the Microsoft 365 to fully utilize the platform's services.

This rebuild includes:

- Migrating from enterprise to government licensing to take advantage of public sector discounted pricing.
- Implement best cyber security practices and configurations.
- Migrate end user mailboxes to new tenant.
- Design and construct the Sharepoint team site.

FINANCIAL SECTION:

Account Number: 110-41640-2540

<u>Total Budget</u>	<u>Requested Amount</u>	<u>Expenditures to Date</u>	<u>Remaining Amount</u>
\$140,000	\$11,608.96	\$98,451	\$29,940.04

Approved By: A. Myers

RECOMMENDATION BY: Finance Director/Town Recorder Allison Myers for approval.

PROPOSED MOTION: Motion to approve a Contract with Avero Advisors to develop SharePoint collaboration infrastructure in the amount of \$11,608.96.

Avero Advisors

512 W. Broadway Ave.
Maryville, TN 37801 US
info@averoadvisors.com
http://www.averoadvisors.com



Estimate

ADDRESS

Town of Farragut
11408 Municipal Center Drive
Farragut, TN 37934

SHIP TO

Town of Farragut
11408 Municipal Center Drive
Farragut, TN 37934

ESTIMATE # 1066**DATE** 05/09/2023**EXPIRATION DATE** 06/09/2023

ACTIVITY	QTY	RATE	AMOUNT
Consulting	1	11,608.96	11,608.96
License migration & SharePoint Consulting			
Kickoff meeting			
List of all domains and Aliases			
- UP to 60 Mailboxes			
Identify SMTP Relay requirements/provisioning			
Create Communication Channel			
Create Mailbox target list w/Customer Signoff			
Export PSTs			
AD Server HealthCheck			
Disable on Nonessential Domain Admins during Migration			
Create AD structure for AD Sync & Cleanup			
Install AD Audit Tools			
Setup AD sync			
Migration Licenses			
Migration server setup			
Migration			
Import Public Folders if needed and available			
Manual verification of imported email account			
Sign off meeting			
20 hours of Sharepoint Consulting time block			

TOTAL**\$11,608.96**

Accepted By

Accepted Date

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Lauren Cox, Park Manager

SUBJECT: Approval of Bids for Contract 2023-11, Mayor Bob Leonard Park West Baseball Infield Soil Mix

INTRODUCTION: The purpose of this item is consideration of bids and award of Contract 2023-11, Mayor Bob Leonard Park West Baseball Infield Soil Mix

BACKGROUND: Hazardous debris was discovered in the infield soil mixture of the West Diamond Baseball Field at Mayor Bob Leonard Park. Parks & recreation staff worked with public works to assess the debris and organize a removal plan. The debris is a risk to our park users and will require staff to remove and replace 4" of infield soil which is approximately 420 tons of material. The public works department and Park Facility Operator will begin removing the infield on June 1, 2023, and will replace the infield with a mixture of athletic infield soil mix.

DISCUSSION: The Board of Mayor and Alderman approved to add \$50,000 in the FY 22/23 CIP budget for this project. We received two quotes for this project on May 9, 2023.

- American Sports Fields - \$40,500.00
- Site One Landscape Supply - \$41,810.00

Once approved by the Board of Mayor and Aldermen, the awarded company will deliver the athletic field soil mixture to Mayor Bob Leonard Park. The projected timeline for delivery is one week beginning June 19, 2023. Staff recommends moving forward with American Sports Fields as they are the low bid, and the total price is within the project budget. Their references support excellent quality work.

FINANCIAL SECTION:

**Project: Contract 2023-11, Mayor Bob Leonard
Park West Diamond Infield Soil Mix**

<u>Total Budget</u>	<u>Requested Amount</u>	<u>Expenditures to Date</u>	<u>Remaining Amount</u>
\$50,000.00	\$40,500.00	\$0	\$9,500

Approved By: A. Myers

RECOMMENDATION BY: Ron Oestreich, Parks & Recreation Director and Lauren Cox, Parks Manager for approval.

PROPOSED MOTION: Approval of bids and award of Contract 2023-11 to American Sports Fields for their low bid of **\$40,500.00**.

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

<u>VOTE/TOTAL</u>	<u>WILLIAMS</u>	<u>MEYER</u>	<u>WHITE</u>	<u>POVLIN</u>	<u>BURNETTE</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Lauren Cox, Park Manager

SUBJECT: Change to McFee Park Court Lighting Regulations

INTRODUCTION: McFee Park has four lighted tennis courts that can be converted into eight pickleball courts and one full-size basketball court. Installation of basketball court lighting was completed summer 2022.

DISCUSSION: The Parks & Athletics Council voted unanimously to recommend the following changes to the lighting regulations for the McFee Park courts:

- **Current Lighting Regulations:** Lights are only available with a paid court reservation. If the courts are reserved, the lights are turned off at 9:45 p.m. at the latest.
- **Proposed change: Lights will be on nightly from sunset – 9:45 p.m. with or without reservations.**
This modification is to allow the community access to the courts in the evenings without reservations. This will also create a well-lit space in the evenings to discourage vandalism in the park. Evening tennis and pickleball court paid rentals will continue to be available so that the community can reserve a court for play. Courts are available for drop-in use at no charge if there is not a reservation.

RECOMMENDATION BY: Ron Oestreich, Parks & Recreation Director; Lauren Cox, Park Manager; Parks and Athletics Council for approval.

PROPOSED MOTION: To approve McFee Park court lighting to be turned on nightly from sunset until 9:45pm.

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

<u>VOTE/TOTAL</u>	<u>WILLIAMS</u>	<u>MEYER</u>	<u>WHITE</u>	<u>POVLIN</u>	<u>BURNETTE</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Town Recorder

SUBJECT: Approval of Resolution R-2023-06, FY2024 Fee Resolution

INTRODUCTION:

Each fiscal year the Board of Mayor and Aldermen establish a general fee schedule for necessary fees for all Town services, including but not limited to application, filing, license and permit fees.

DISCUSSION:

Attached is the proposed schedule of fees. Changes to the current fee schedule are in red and descriptions of the changes are below:

Community Development:

- **Resubmittal Plan Review Fees:** The primary purpose of the proposed fee change is to separate the commercial and residential plan review fees and the number of submittals.
- **Signs expiration extension of 180 days:** \$100 for a permanent sign (non-tenant panel) and \$50 for a tenant panel sign permit extension

Parks & Recreation:

The following fees have been approved by the Parks & Athletics Council:

- **Fields (Diamond & rectangular) Grass:** New tournament rental fees of ½ day \$100 & all day \$200
- **McFee Park Great Pavilion only:** ½ day \$100 & full day \$175
- **McFee Great Lawn & Pavilion rental non-profit:** ½ day \$400 & full day \$600
- **McFee Great Lawn & Pavilion rental for profit:** ½ day \$500 & full day \$700
- **Assembly Hall Sunday rental for profit & non-profit:** \$300

RECOMMENDATION BY: Town Recorder/Treasurer Allison Myers for approval.

PROPOSED MOTION: Approve Resolution R-2023-06, FY2024 Fee Resolution

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

<u>VOTE/TOTAL</u>	<u>WILLIAMS</u>	<u>MEYER</u>	<u>WHITE</u>	<u>POVLIN</u>	<u>BURNETTE</u>
YES	_____	_____	_____	_____	_____
NO	_____	_____	_____	_____	_____
ABSTAIN	_____	_____	_____	_____	_____



TOWN OF FARRAGUT

RESOLUTION R-2023-06

WHEREAS, the Board of Mayor and Aldermen desires to establish a general fee schedule for Fiscal Year 2024, setting the necessary fees for all Town services and collection of Town accounts and expenditures, including but not limited to application, filing, license and permit fees; and

WHEREAS, it is the desire of the Board of Mayor and Aldermen to consolidate all fees and adopt them by resolution;

NOW, THEREFORE BE IT RESOLVED by the Town of Farragut Board of Mayor and Aldermen, that all fees are hereby adopted as listed on the attached schedule.

This Resolution is duly adopted by the Board of Mayor and Aldermen of the Town of Farragut on this 25th day of May 2023.

Ron Williams, Mayor

Allison Myers, Town Recorder

<u>FY2024 Fee Schedule</u>		Revised May 2023
		<u>Approved Fee</u>
<u>Administration</u>		
Beer Permit		\$250
Beer Permit Privilege Tax/Annual Renewal Fee		\$100
Retail Liquor Store Application		\$300
Liquor Privilege Tax		
	Private Club	\$300
	Hotel & Motel	\$1,000
	<u>Restaurants, according to seating</u>	
	75-125 seats	\$600
	126-175 seats	\$750
	176-225 seats	\$800
	226-275 seats	\$900
	276 seats & over	\$1,000
Wine Only Privilege Tax		\$120
Solicitation Permit		\$15
Records Request/Copies	Black & White 8 1/2 X 11	\$0.15
(see Section 1-307 of Farragut Municipal Code)	Color 8 1/2 X 11 or 8 1/2 X 14	\$0.50
	Color 36 X 24	\$5
	Larger copies	Cost of production
	Labor to fill request	Charges based on employee hourly rate and time to fulfill request
Notary Service	\$0 for Farragut residents	\$10 per stamp/signature
Credit Card Fee		2% transaction fee
<u>Engineering</u>		
<u>Drainage Fee</u>		
	Commercial/Office Development	\$0.03 per square foot of impervious surface
	Residential Development	\$40 per subdivision lot

<u>Community Development</u>		<u>Approved Fee</u>
General		
	Illegal Parking (in fire lanes)	\$25
	Special Events Permit	\$25
	Home Occupation	\$50
	Local Contractor Licensing Fee	\$100
	Mobile Food Vendor Fire Safety Permit/per year	\$100
	Zoning Letter	\$25
Building Permits	Permit valuation shall include total value of work, including labor and materials, for which the permit is being issued	
	Total Valuation:	
	\$1,000 and less	\$35.00 minimum
	\$1,001 to \$50,000	\$35.00 for the first \$1,000, plus \$6.50 for each additional thousand or fraction thereof, to and including \$50,000
	\$50,001 to \$100,000	\$340 for the first \$50,000, plus \$5.25 for each additional thousand or fraction thereof, to and including \$100,000
	\$100,001 to \$500,000	\$600 for the first \$100,000, plus \$4.00 for each additional thousand or fraction thereof, to and including \$500,000
	\$500,001 and up	\$2,260 for the first \$500,000, plus \$2.60 for each additional thousand or fraction thereof
Plumbing Permits		\$35, plus \$5.00 for each fixture
Gas Permits		\$35 for first tap, plus \$5.00 for each additional tap
Mechanical Permits-Commercial		\$35 for first \$1,000, per total value of installation, plus \$5.00 for each additional thousand or fraction thereof
Mechanical Permits-Residential		\$35, plus \$35 per each unit
Plumbing, Gas, Mechanical Local License		\$100.00

Swimming Pool Permits	Public and Private Pool	Per total value of construction
Demolition Permits (for demolition of any building or structure)		\$100
Moving Permits (for moving any building or structure)		\$100
Re-Inspections		\$50 for 1st re-inspection and \$100 for 2nd re-inspection and \$200 for re-inspections of the same failure beyond the 2nd re-inspection
Commencing Work Without a Permit		Fee will be double the calculated building permit fee
Building Permit Application Extensions		\$100 with up to 90 days as the maximum extension
Building Permit Extensions		\$100 with up to 180 days as the maximum extension
Temporary Certificate of Occupancy	Residential-30 day maximum	\$100
Temporary Certificate of Occupancy	Non-residential-30 day maximum	\$200
Plan Reviews	Commercial	Fee is one half of the calculated Building Permit Fee, which is to be paid at the time of plan submittal.
Re-submittal Plan Reviews	Commercial	\$250 after the initial submittal and one correction submittal
Re-submittal Plan Reviews	Residential	\$50 after the initial submittal and one correction submittal
Fire Prevention		
	Fire Sprinkler System Permit	\$0.02 per square foot or \$100 (whichever is greater)
	Fire Alarm System Permit	\$0.02 per square foot or \$100 (whichever is greater)
	Modifications to existing fire alarm or sprinkler systems if work does not exceed \$1,000; if does exceed \$1,000, refer to Fire Alarm or Sprinkler System Permit fee	\$50
	All other permits	\$100

Fire Prevention Plan Resubmittal		\$100 after the second submittal
Concept Plans, Subdivision Plats and Subdivision Variances		
	Concept Plan	\$100
	Preliminary Plat	\$100 plus \$25/lot
	Final Plat	\$100 plus \$25/lot
	Variance Request	\$300
Site Plans (small acreage/building size)	Less than 3 acres or proposed gross square footage of building space is less than 10,000 square feet	\$100
Site Plans (large acreage/building size)	More than 3 acres or proposed gross square footage of building space is more than 10,000 square feet	\$200
Landscape Plans		\$50
Zoning Ordinance & Subdivision Regulations Text Amendments	Amend text	\$300
Zoning Map Amendments	Amend map	\$300
Board of Zoning Appeals - Variance Request		\$300
Board of Zoning Appeals - Special Exception, Use on Review, or Interpretation Request		\$100
Comprehensive Land Use Plan Amendments	Amend text or map	\$300
Municipal Code Text Amendments		\$300
Municipal Code Variance (Non- Board of Zoning Appeals)		\$300

Signs		
	Permanent Signs (non individual tenant panel)	\$100
	Temporary Signs	\$25
	Sign Fees for Tenant Panel Addition or Modification to Tenant Panel on Existing Ground Mounted Sign	\$50
	Signs Erected or Modified Without a Permit	Double the sign permit fee
Sign expiration extension of 180 days		
	Permanent Signs (non individual tenant panel)	\$100
	Tenant Panel Sign	\$50
Everett Road Corridor Fee		Ordinance 14-19

<u>Parks & Recreation</u>		<u>Approved Fee</u>
<u>Facility</u>		
Picnic/Pavilions Rental	Essex (AP); Burnside (CSP)	\$25 half day/ \$40 full day
	Hartford & Saratoga (AP); Longstreet (CSP)	\$45 half day/\$80 full day
	McFee Small	\$85 half day/\$125 full day (Monday through Thursday)
	McFee Small	\$100 half day/\$150 full day (Fri, Sat, Sun & Holidays)
	McFee Large	\$95 half day/\$145 full day (Monday through Thursday)
	McFee Large	\$120 half day/\$175 full day (Fri, Sat, Sun & Holidays)
	McFee Great Lawn and Great Lawn Pavilion-	see McFee Park Fees section
	Town Hall Park Pavilion	\$25 half day/ \$40 full day
	Anchor Park Restroom Pavilion	\$25 half day/ \$40 full day
Athletic	Fields (Diamond & Rectangular) Grass	\$25 per hour. Tournament Fees: 1/2 day \$100 All Day \$200
	Fields (Synthetic Turf)	\$50 per hour
	Competitive, Recreational & Intermediate Volleyball Fees	\$165 per team
	McFee Tennis	\$10 per court for 1 hour
	McFee Pickleball	\$5 per court for - 1 hour
	McFee Basketball	\$10 per court for 1 hour
Park Usage Fee for Non-Town Programs (Does not include any facility i.e. pavilions, etc.)	Professional photographers, fitness classes, trainers, Etc.	\$100 Annual Permit Fee
For-Profit/Park Usage Fee	Professional Photographers, For profit classes, Trainers, Etc.	\$100 Annual Permit Fee
Tournament/Camp/Clinic Usage Fee	Grass Field/Volleyball Complex	\$85 half day/\$150 full day
	Synthetic Turf Field	\$300 half day/\$600 full day
	Tennis (2)/Pickleball (4)	\$200 full day
	Tennis (4)/Pickleball (8)	\$400 full day
Tournament Deposit (Refundable)		\$500
Vendor Fee-Tournament	Per Vendor	\$20 per day
Special Event Park Use Fee - Founders Park		\$200 per 4 hours; \$50 per hour for each additional hour

McFee Park Fees

McFee Great Pavilion Only	<u>1/2 day rental</u> - \$100
	<u>Full day rental</u> - \$175

	Non-Profit	For Profit/Social
McFee Great Lawn and Pavilion- 120 person max		<u>1/2 day rental</u> -
	<u>1/2 day rental</u> - \$400	\$500
	<u>Full day rental</u> - \$600	<u>Full day rental</u> - \$700

Additional Fees for half or full day rentals:

Electrical Fees	\$100
TOF Tables & Chair rental	\$125
Refunable Deposit	\$250

<u>Mayor Ralph McGill Plaza</u>	Non Profit	For Profit/Social	
100 people or less	\$300	\$400	use of two grass lawns and sections of parking lot
101 people or more	\$450	\$600	use of two grass lawns, parking lot, and can shut down entry roads – parking provided at the Farragut Community Center
Electrical Fee	\$100	\$100	
Trash Fee-100 people or less	\$75	\$75	
Trash Fee-101 people or more	Renter must provide for private trash service		
Security Deposit (Refundable)-100 people or less	\$300	\$300	
Security Deposit (Refundable)-101 people or more	\$500	\$500	
Tent Permit/Fee	\$50	\$50	
Alcohol Fee	\$100	\$250 (No sales)	
Alcohol Fee		\$500 (sales)	
Any event serving or selling alcohol must hire an officer (not security guard), must receive a Town of Farragut beer board event permit (beer only) and must receive a State of Tennessee alcohol event permit (wine and liquor)			
<u>Tourism Rental Rebate Plan (Hotel Incentive)</u>			
Rebate for rental fees for Farragut hotel use (20 or more rooms)	Rentals of athletic fields, courts, McGill Plaza, CC Gym, CC Assembly Hall	\$2.55 per hotel night	

Community Center Fees				
Classrooms	Non Profit - Reg Hours	Non-Profit - After Hours	For Profit/ Social - Reg Hours	For Profit/ Social - After Hours
Small (1 - 1/2 hour block)	\$15	\$40	\$15	\$40
Small (1 - 1/2 hour block) - Holiday Fee		\$50		\$50
Medium	\$20	\$45	\$20	\$45
Medium (1 - 1/2 hour block) - Holiday Fee		\$55		\$55
Large	\$25	\$50	\$25	\$50
Large (1 - 1/2 hour block) - Holiday Fee		\$60		\$60
Gym				
Sports/Fitness (1 hour block)	\$30	\$55	\$30	\$55
Sports/Fitness (1 hour block) - Holiday Fee		\$75		\$75
Sports/Fitness - Setup Fee	\$15	\$15	\$15	\$15
Camp/Tournament (Half Day - 6 hours)	\$150	\$275	\$150	\$275
Camp Tournament (Whole Day)	\$325	\$600	\$325	\$600
Camp/Tournament (Half Day - 6 hours) - Holiday Fee (20%)		\$330		\$375
Camp/Tournament (Whole Day) - Holiday Fee (20%)		\$720		\$800
Special Event (8 hours)*	\$450	\$650	\$750	\$950
Special Event (8 hours)* - Holiday Fee (20%)		\$780		\$1,140
Special Event Additional Hours (Per Hour)	\$125	\$125	\$125	\$125
Special Event Additional Hours (Per Hour) Holiday Fee (20%)	\$150	\$150	\$150	\$150
Refundable Damage Deposit	\$250	\$250	\$250	\$250
<u>Assembly Hall (Monday-Saturday)</u>				
8 Hour Rental**	\$400	\$650	\$650	\$850
Holiday Fee (20%)		\$780		\$1,020
Additional Hours (Per Hour)	\$100	\$100	\$100	\$100
Additional Hours (Per Hour) Holiday Fee (20%)	\$120	\$120	\$120	\$120
Alcohol Fee (No Sales)	\$100	\$100	\$100	\$100
Alcohol Fee (Sales) - For Profit Business Only (Not social)			\$500	\$500
Refundable Damage Deposit	\$250	\$250	\$250	\$250
*Includes commercial kitchen				
**Includes pre-function room and catering kitchen				
<u>Assembly Hall - Special Rates (Monday-Thursday)</u>	Non-Profit - After Hours	For Profit/ Social - After Hours		
2 Hour Rental**	\$150	\$200		
Additional Hour		\$50		
Additional Table/Chair Rental		\$10	per table/8 chairs	
Refundable Damage Deposit		\$100		
<u>Assembly Hall - Special Rates (Sunday Only 1:00pm to 4:00pm)</u>	Non-Profit - After Hours	For Profit/ Social - After Hours		
3 Hour Rental** (Max of 40 attendees)	\$300	\$300		
Refundable Damage Deposit	\$250	\$250		
<u>Birthday Party Package</u>				
2 Hour Rental - (Saturday) 1 hour gym, 1 hour class room		\$100		
3 Hour Rental - (Sunday) 2 hours gym, 1 hour class room		\$150		
Additional Table/Chair Rental		\$10	per table/8 chairs	
Refundable Damage Deposit		\$100		