



FARRAGUT BOARD OF MAYOR AND ALDERMEN
Farragut Community Center
239 Jamestowne Blvd

AGENDA
January 11, 2024

BEER BOARD MEETING
See Agenda
5:55 PM

BMA MEETING
6:00 PM

- I. Roll Call**
- II. Approval of Agenda**
- III. Approval of Minutes**
 - A. December 14, 2023**
- IV. Mayor's Report**
- V. Ordinances**
 - A. Public Notice and Second Reading**
 - 1. Ordinance 23-17, an ordinance to amend the Farragut Zoning Map to rezone all properties currently zoned Rural Single-Family Acre Residential (R-1-S-A) to Rural Residential (R-1) (Mike Tuell, Applicant)
 - 2. Ordinance 23-19, Ordinance to amend the General Fund Budget for Fiscal Year 2023-2024, passed by Ordinance 23-07
- VI. Citizens Forum**
- VII. Town Administrator's Report**
- VIII. Town Attorney's Report**

11408 MUNICIPAL CENTER DRIVE | FARRAGUT, TN 37934 | 865.966.7057 |
WWW.TOWNOFFARRAGUT.ORG

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

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 Community Center , 239 Jamestowne Blvd

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.



FARRAGUT BEER BOARD

Farragut Community Center
239 Jamestowne Blvd

January 11, 2024
5:55 PM

- I. Approval of Minutes
 - A. September 14, 2023

- II. Beer Permit
 - A. Approval of Class 3, On-Premise, Hotel/Motel Beer Permit for Hampton Inn, 11340 Campbell Lakes Dr.



FARRAGUT BEER BOARD

September 14, 2023

Alderman Burnette, Chairman called the meeting to order at 5:55 PM. Members present; Mayor Williams, Vice-Mayor Povlin, Alderman Burnette, and Alderman White; Alderman Meyer was absent.

Motion was made to approve the minutes of February 9, 2023, as presented. 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.

Approval of Minutes

Motion was made to approve the minutes of August 24, 2023, as presented. Moved by Vice-Mayor Povlin, seconded by Alderman White; voting yes; Mayor Williams, Vice-Mayor Povlin, Aldermen Burnette and White; Alderman Meyer was absent; no nays; motion passed.

Beer Permit

Approval of Class 6, Farragut Business Alliance HARVEST FEST Event

Motion was made to waive the \$100 application fee and approve the special occasion beer permit for the Harvest Fest for October 22, 2023, and valid through December 31, 2023. Moved by Vice-Mayor Povlin, seconded by Alderman White; voting yes; Mayor Williams, Vice-Mayor Povlin, Aldermen Burnette and White; Alderman Meyer was absent; no nays; motion passed.

Drew Burnette, Chairman

Allison Myers, Town Recorder

APPLICATION FOR BEER PERMIT

STATE OF TENNESSEE

TOWN OF FARRAGUT

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

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

Class 1 On-Premise

Class 2 On-Premise, Other

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

Class 5 Off-Premise

Class 6, Special Occasion

3. Name of Applicant(s) (Owner(s) of Business) Farragut Lodging, LLC
4. Type of applicant (check one):
Person ____ Firm ☒ Corporation ____ Joint-Stock Company ____ Syndicate ____ Other ____
5. List all persons, firms, corporations, joint-stock companies, syndicates, or associations having at least a 5% ownership interest in the business: **4Core Ventures, LLC, Harshad Naik, HSSD Family, LLC, Lisa Naik,**
6. Applicant's present home address:
7. Date of Birth **05/21/**: Home Telephone Number Business Telephone Number **(423) 664** Social Security Number
8. Representative Email Address: **hiren@3h.group**
9. Under what name will the business operate? **Hampton Inn & Suites Knoxville Turkey Creek/Farragut**
10. Business address **11340 Campbell Lakes Dr., Knoxville, TN 37934**
Business Telephone number **(865) 966-0303**
11. Specify the identity, email and physical address of the person to receive annual privilege tax notices and any other communication from the Town: **11340 Campbell Lakes Dr., Knoxville, TN 37934**
12. Information of any manager, other than the applicant:
Name: **Corey Bodnar** Birth Date: **12/11/1992**
Address: **11340 Campbell Lakes Drive Knoxville TN 37934**

Phone Number: **865-607-4848**

13. Has any person having at least a 5% ownership interest, any of the managers, or any other employee of the business, been convicted of any violation of the beer or alcoholic beverage laws or any crime within the last ten (10) years: ____ Yes **X** No. If yes, give particulars of each charge, court, and date convicted.
- _____

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

15. Name and address of property owner, if other than the business owner:
- _____
16. What is the name and address of the Church (or other place of worship) nearest to your business?
- _____
17. What is the name and address of the school nearest to your business?
- _____
18. Special Occasion Event Name: _____
Location of the special occasion event: _____
Event Date & Times: _____
Representative name & phone number: _____
Have you received a special event permit to hold the event in the Town of Farragut? _____
19. Tennessee Sales Tax Number: 1002340091
20. Town of Farragut Business License Number _____

AS/Knoxville @ Kaproperties.com

December 14, 2023

BMA MEETING MINUTES

Roll Call

Mayor Williams called the meeting to order at 6:00 PM. Roll Call for attendance: Alderman Burnette, yes; Alderman Meyer, absent; 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 Alderman White, seconded by Vice-Mayor Povlin; voting yes, Mayor Williams, Vice-Mayor Povlin, Aldermen Burnette, and White; Alderman Meyer was absent; no nays; motion passed.

Approval of Minutes

Motion was made to approve the minutes of November 9, 2023. Moved by Vice-Mayor Povlin, seconded by Alderman White; voting yes, Mayor Williams, Vice-Mayor Povlin, Aldermen Burnette, and White; Alderman Meyer was absent; no nays; motion passed.

Motion was made to approve the minutes of special called meeting on November 30, 2023. Moved by Alderman White, seconded by Alderman Burnette; voting yes, Mayor Williams, Aldermen Burnette, and White; Vice-Mayor Povlin abstained; Alderman Meyer was absent; no nays; motion passed.

Mayor's Report

Mayor Williams welcomed a number of new businesses that have opened in Farragut. Vice-Mayor Povlin thanked the staff for the Light the Park and Celebrate the Season events.

Ron Oestreich reported on the LPFR grant presentation at Henry Horton State Park.

Ordinances

Public Notice and Second Reading

Ordinance 23-16, an ordinance to amend the Farragut Zoning Ordinance to address buffer strip requirements where an adjacent property is shown as non-residential on the Future Land Use Map

Motion was made to approve Ordinance 23-16 on second and final reading. Moved by Vice-Mayor Povlin, seconded by Alderman White; Roll call vote: Alderman Burnette, yes; Alderman Meyer, absent; Vice-Mayor Povlin, yes; Alderman White, yes; Mayor Williams, yes; motion passed.

Ordinance 23-18, Ordinance to amend the ARPA Fund Budget for Fiscal Year 2023-2024, passed by Ordinance 23-07

Motion was made to approve Ordinance 23-18 on second and final reading. Moved by Alderman White, seconded by Vice-Mayor Povlin; Roll call vote: Alderman Burnette, yes;

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

First Reading

Ordinance 23-17, an ordinance to amend the Farragut Zoning Map to rezone all properties currently zoned Rural Single-Family Acre Residential (R-1-S-A) to Rural Residential (R-1) (Mike Tuell, Applicant)

Motion was made to approve Ordinance 23-17 on first reading. Moved by Vice-Mayor Povlin, seconded by Alderman White; Roll call vote: Alderman Burnette, yes; Alderman Meyer, absent; Vice-Mayor Povlin, yes; Alderman White, yes; Mayor Williams, yes; motion passed.

Ordinance 23-19, Ordinance to amend the General Fund Budget for Fiscal Year 2023-2024, passed by Ordinance 23-07

Motion was made to approve Ordinance 23-19 on first reading. Moved by Alderman Burnette, seconded by Vice-Mayor Povlin; Roll call vote: Alderman Burnette, yes; Alderman Meyer, absent; Vice-Mayor Povlin, yes; Alderman White, yes; Mayor Williams, yes; motion passed.

Business Items

Approval of Supplement Request from Cannon & Cannon, Inc. for Additional Engineering Services for Advanced Traffic Management System (ATMS) Project

Motion was made to approve the supplement request from Cannon & Cannon, Inc. for additional design services for the Advanced Traffic Management System Project, with a fee of \$18,500. Moved by Vice-Mayor Povlin, seconded by Alderman White; voting yes, Mayor Williams, Vice-Mayor Povlin, Aldermen Burnette, and White; Alderman Meyer was absent; no nays; motion passed.

Approval of Supplement Request from Cannon & Cannon, Inc. for Additional Plat Map Services for 70 acres of property located off McFee Road and adjacent to the railroad track in Farragut, TN, being a portion of Knox County Tax Map 24.02 and 24.03.

Motion was made to approve the supplement request from Cannon & Cannon, Inc. for additional plat maps services for the property located off McFee Road and adjacent to the railroad track in Farragut, TN being a portion of Knox County Tax Map 24.02 & 24.03 with a fee of \$9,800. Moved by Vice-Mayor Povlin, seconded by Alderman White; voting yes, Mayor Williams, Vice-Mayor Povlin, Aldermen Burnette, and White; Alderman Meyer was absent; no nays; motion passed.

Approval of Resolution R-2023-13, Surplus Property

Motion was made to approve Resolution R-2023-13m Surplus Property. Moved by Vice-Mayor Povlin, seconded by Alderman White; voting yes, Mayor Williams, Vice-Mayor Povlin, Aldermen Burnette, and White; Alderman Meyer was absent; no nays; motion passed.

Approval of Appointments to the TVAC Committee

Motion was made to appoint Joey Ruffalo to the TVAC Committee with his term expiring June 2025. Moved by Vice-Mayor Povlin, seconded by Alderman Burnette; voting yes, Mayor Williams, Vice-Mayor Povlin, Aldermen Burnette, and White; Alderman Meyer was absent; no nays; motion passed.

Approval of a variance from the distance between driveways requirement in the Driveways and Other Access Ways Ordinance associated with a requested right in right out access for the Dollar General and Advance Auto Parts, 13020 and 13024 Kingston Pike (JMB Investment Company, Applicant)

Motion was made to approve the variance from the distance between driveways requirement in the Driveways and Other Access Ways Ordinance associated with a requested right in right out access for the Dollar General and Advance Auto Parts, 13020 and 13024 Kingston Pike. Moved by Alderman White, seconded by Vice-Mayor Povlin; voting yes, Mayor Williams, Vice-Mayor Povlin, Aldermen Burnette, and White; Alderman Meyer was absent; no nays; motion passed.

Approval of a variance from the distance between driveways requirement in the Driveways and Other Access Ways Ordinance associated with a requested access for the Dogtopia Dog Day Care, 12925 Kingston Pike (Chris Sharp – Urban Engineering, Applicant)

Motion was made to approve the variance request from the distance between driveways requirement in the Driveways and Other Access Ways Ordinance associated with a requested access for the Dogtopia Dog Day Care, 12925 Kingston Pike. Moved by Alderman White, seconded by Vice-Mayor Povlin; voting yes, Mayor Williams, Vice-Mayor Povlin, Aldermen Burnette, and White; Alderman Meyer was absent; no nays; motion passed.

Town Administrator's Report

David Smoak, Town Administrator, reported on the following:

- Wreaths Across America, December 16 at Pleasant Forest and Virtue Road cemeteries.
- Knox County Growth Policy Plan December 19th
- Town Hall will be closing the end of the year
- Farragut offices are closed December 22 & 25

Town Attorney's Report

Tom Hale, Town Attorney, reported that the McFee Road land purchase had been completed.

The meeting adjourned at 8:00 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 23-17, an ordinance on second reading to amend the Farragut Zoning Map to rezone all properties currently zoned Rural Single-Family Acre Residential (R-1-S-A) to Rural Residential (R-1) (Mike Tuell, Applicant)

INTRODUCTION AND BACKGROUND: During discussion with the Planning Commission, it was noted that one of the Town's residential zoning districts is the Rural Single-Family Acre Residential District (R-1-S-A). This district is very similar to the Rural Residential District (R-1) with the biggest difference being the requirement for a lot size of at least one acre. Only the Belleaire Subdivision and a portion of the Concord Baptist property are zoned R-1-S-A.

The main issue with the R-1-S-A is that many of the lots in the Belleaire Subdivision that are zoned R-1-S-A are less than one acre and thus nonconforming. This inhibits modifications to these lots that would otherwise be reasonable. It is likely that the R-1-S-A was originally applied to Belleaire since most of the oldest platted lots along Belleaire Drive were more than one acre. The staff is unclear as to why the subdivision was not rezoned to R-1, which only requires a minimum lot size of 20,000 square feet (.46 acres) since the lots south of Belleaire Drive were mostly under one acre but more than 20,000 square feet.

As noted to the Planning Commission, the applicant's request to rezone the lots currently zoned R-1-S-A to R-1 would make all of the lots compliant with the minimum lot size and not affect how the properties are being used since, other than the minimum lot size, the R-1 District is virtually identical to the R-1-S-A. The only other differences are that the side yard setbacks for dwelling units are a combined 50 feet in R-1-S-A vs. 40 feet in R-1. The R-1-S-A also allows parks, playgrounds and playfields, neighborhood and municipal buildings, and libraries if approved as a special exception. These are not options in the R-1 and would best be covered under the Community Service District (S-1).

RECOMMENDATION: At the November 16 Planning Commission meeting, Ordinance 23-17 was unanimously recommended for approval. Ordinance 23-17 was also unanimously approved on first reading by the Board of Mayor and Alderman at their meeting on December 14. There have been no changes to Ordinance 23-17 since the first reading and Community Development Director, Mark Shipley, recommends approval of Ordinance 23-17 on second 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	_____	_____	_____	_____	_____

ORDINANCE: 23-17
PREPARED BY: Shipley
REQUESTED BY: Mike Tuell
CERTIFIED BY FMPC: November 16, 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 all properties currently zoned Rural Single-Family Acre Residential (R-1-S-A) 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).

Scott Russ, Chairman

Shannon Preston, Secretary



Exhibit A Ordinance 23-17

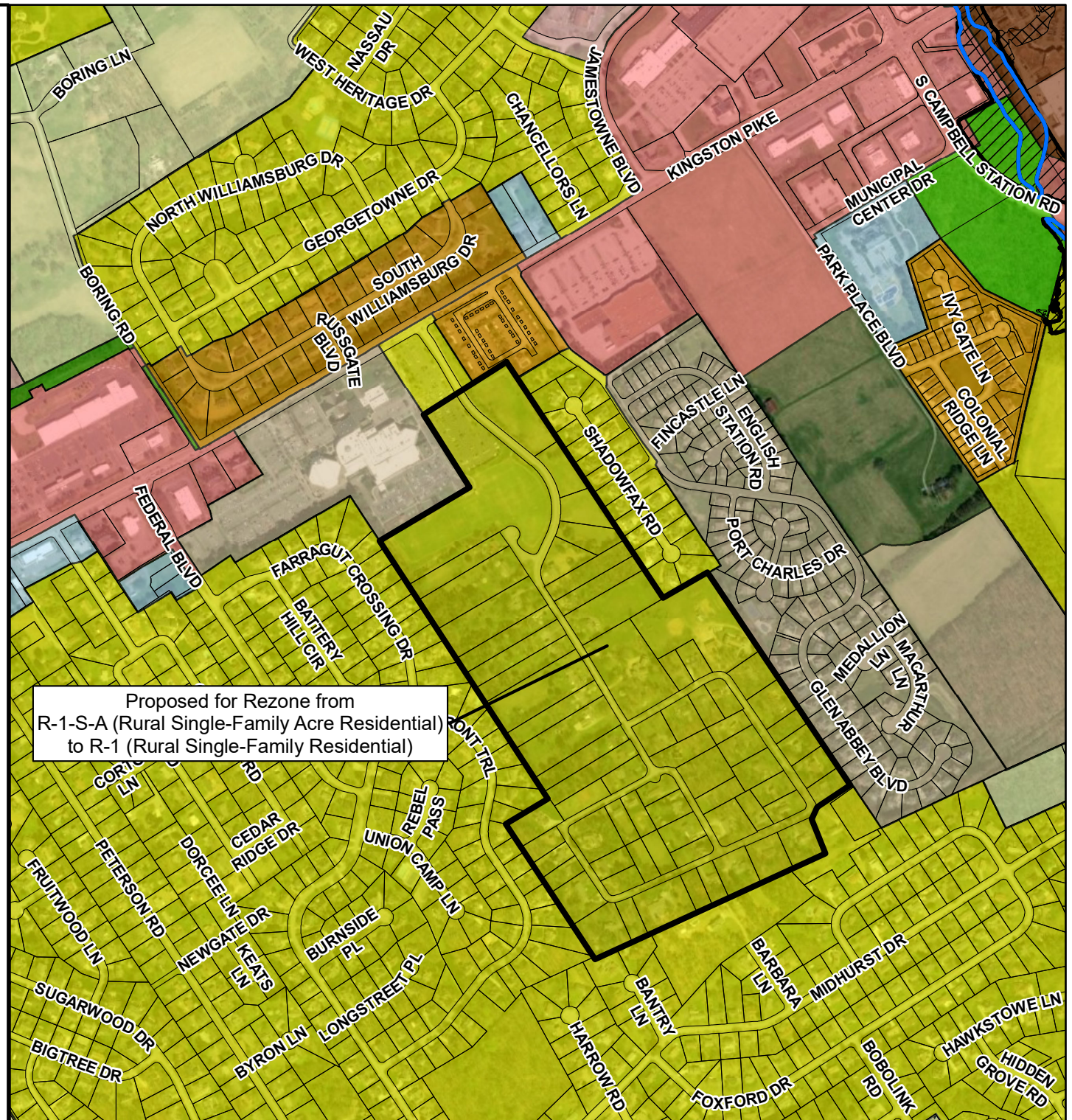
Proposed for Rezone from
R-1-S-A (Rural Single-Family Acre Residential)
to R-1 (Rural Single-Family Residential)

Legend

- Floodway
- 100 year Flood Zone
- 500 year Flood Zone
- Parcels
- Subject Area
- B-1, Buffer
- OS-P, Open Space/Park
- S-1, Community Service
- R-1, Rural Single-Family Residential
- R-1-S-A, Rural Single-Family Acre Residential
- R-2, General Single-Family Residential
- R-3, Small Lot Single-Family Residential
- R-4, Attached Single-Family Residential
- R-5, Two-Family Residential
- R-1/OSR, Open Space Residential Overlay
- R-1/OSMR, Open Space Mixed Residential Overlay
- O-1, Office
- C-1, General Commercial
- PCD, Planned Commercial Development



1 in = 800 ft



REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Allison Myers, Town Recorder/Treasurer

SUBJECT: Ordinance 23-19, Ordinance to amend the General Fund Budget for Fiscal Year 2023-2024, passed by Ordinance 23-07

INTRODUCTION:
The purpose of this agenda item is to approve Ordinance 23-19 on second and final reading to amend the Fiscal Year 2024 General Fund Budget.

DISCUSSION:
The General Fund Budget will be amended by increasing the appropriated expenditures from \$10,379,296 to \$10,439,602, an increase of \$60,306. This amendment is needed to budget for a temporary full-time Operations Manager position in the General Fund budget. Please refer to Attachment A for the details of the new position.

FINANCIAL SECTION: General Fund Budget

Account Number: General Fund Expenditures		
<u>FY2024 Budget</u>	<u>Requested Amendment</u>	<u>FY2024 Amended Budget</u>
\$10,379,296	\$60,306	\$10,439,602
Approved By: <u>A. Myers</u>		

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

PROPOSED MOTION: Motion to approve Ordinance 23-19 on second and final reading.

BOARD ACTION:

MOTION BY: _____ SECONDED BY: _____

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

ORDINANCE	23-19
PREPARED BY	Myers
1 ST READING	December 14, 2023
2 ND READING	January 11, 2024
PUBLISHED IN	Farragut Press
DATE	

AN ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE AMENDING THE FISCAL YEAR 2023-2024 GENERAL FUND BUDGET, PASSED BY ORDINANCE 23-07

WHEREAS, the Town of Farragut adopted the fiscal year 2023-24 budget by passage of Ordinance Number 23-07 on June 8, 2023; and

WHEREAS, pursuant to the Tennessee State Constitution, Section 24 of Article II, no public money shall be expended except pursuant to appropriations made by law; and

WHEREAS, expenses for the General Fund budget will be greater than budgeted; and

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF FARRAGUT, TENNESSEE THAT CHANGES BE MADE TO THE FISCAL YEAR 2023-2024 BUDGET AS FOLLOWS:

SECTION 1. Ordinance 23-07 is hereby amended by:

DISCUSSION:

The **General Fund Budget** will be amended by increasing the appropriated expenditures from \$10,379,296 to \$10,439,602, an increase of \$60,306. This amendment is needed to budget for a temporary full-time Operations Manager position in the General Fund budget. Please refer to Attachment A for the details of the new position.

SECTION 2. The Board of Mayor and Aldermen authorizes the Town Recorder to make said changes in the accounting system.

SECTION 3. This ordinance shall take effect after its final passage and publication, the public welfare requiring it.

Ron Williams, Mayor

Allison Myers, Town Recorder



DATE: December 7, 2023

TO: Board of Mayor and Aldermen

FROM: David Smoak, Town Administrator

RE: Added Operations Manager position to FY24 general fund budget

The FY24 General Fund budget includes 67 Full-time positions to provide services to the Town of Farragut. The attached proposal would add a Temporary Full-time Operations Manager position through the remainder of fiscal year 2024. This position would report to the Town Administrator and provide strategic and operational guidance to the Community Development, Engineering, Parks and Recreation and Public Works departments.

The proposed budget amendment for this position for the remainder of the fiscal year is:

Salary:	\$42,250
<u>Benefits:</u>	<u>\$18,056</u>
Total:	\$60,306

Operations Manager

Department: General Government

FLSA Status: *Exempt*

General Definition of Work

Provides leadership as an extension of the Town Administrator. Serves as a project lead for Town divisional projects that enhance the efficiency and effectiveness of the operations. Strategic, Tactical and Operational guidance is exercised over Community Development Director, Town Engineer, Parks and Recreation Director and Public Works Director. Work is performed under the general direction of the Town Administrator.

Qualification Requirements

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

Essential Functions

- Works closely with the Town Administrator and the Leadership Team to ensure ongoing coordination and collaboration on implementing the Town's strategic goals, department goals, and capital projects.
- Proactively communicates and engages with a diverse group of stakeholders, including residents, businesses, regional and community partners, members of the development community, staff, department directors, and Board members in a manner that promotes the Town's values of dedication, integrity, courtesy, and innovation.
- Ensures the application of systematic and strategic project management principles to Town projects. Identifies metrics, action plans, and scope management while applying sound decision-making and judgment to ensure delivery of project outcomes on time and on budget.
- Investigate, analyze, and resolve operational issues; plan and implement adjustments to improve operational performance and increase customer service.
- Review and provide guidance on Town policies in conjunction with HR and departmental leadership.
- Demonstrates stewardship of community needs related to community development, public safety, and quality of life for our residents and visitors.
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops, seminars, and training sessions as appropriate.
- Requires attendance at meetings outside regular business hours. Such meetings include but are not limited to Board of Mayor and Alderman, Municipal Planning Commission, and other relevant government and business meetings, where appropriate.
- Performs other related duties and special projects as required and assigned by the Town Administrator.

Knowledge, Skills, and Abilities

Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives. Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated areas of responsibility. May include ability to perform mathematical operations involving basic algebraic principles and formulas. Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgement to apply facts and principles for developing approaches and techniques to resolve problems. Requires the ability to exercise judgement, decisiveness and creativity in situations involving the evaluation of information against sensory, judgement, or subjective criteria, as opposed to that which is clearly measurable or verifiable. Requires the ability to establish and maintain effective working relationships with employees, elected officials, consultants, attorneys, vendors and the general public.

Education and Experience

Bachelor's degree in Public Administration, Business Administration, or closely related field required; supplemented by five (5) years previous experience in a municipal office at a professional level; or any equivalent combination of



FY 2023-2024

Full Time Employees Approved: 68
Part Time Employees Approved: 22
Contract Employees Approved: 2
Seasonal Employees Approved: 7
Total Employees Approved: 98

