



Farragut Board of Mayor & Aldermen Workshop Meeting

Thursday, April 9, 2026 at **5:00 PM**

Workshop

Farragut Town Hall
11408 Municipal Center Drive

AGENDA

- I. Roll Call
- II. Business Items
 - A. Review of Program Changes
 - B. Review of Fee Schedule
- III. Adjournment

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

Public Participation Guidelines for Farragut Board of Mayor and Aldermen meetings

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

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

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

1. The Mayor shall maintain and control the meeting to provide a professional and objective environment conducive to presentation and discussion of the agenda items;

**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

2. Any Farragut resident interested in speaking should fill out a blue comment card stating which agenda item they would like to comment on and turn it in to the Town Recorder or a staff member;
3. Speakers shall come to the podium and identify themselves by name and street address;
4. Public comment shall be limited to three (3) minutes per individual. Time for public comment may be amended at the discretion of the Mayor; provided that when additional time is allowed, speakers with differing points of view are allowed the same amount of time if requested. Time is not transferable to other speakers;
5. Speakers should strive to avoid redundancy; different considerations than expressed by previous speakers on a subject are encouraged;
6. Comments that threaten violence or imminent physical harm toward any individual will not be tolerated.
7. Comments may support or oppose issues or measures;
8. Personal attacks on the character of individuals who hold different points of view that have no relationship to the merits of the matter or issue raised for discussion will not be tolerated.
9. An applicant, and/or their representative(s), for an item on the regular agenda shall be afforded the time necessary to present their request and respond to questions. The three (3) minute limitation shall not apply. However, the Mayor may ask an applicant to stay on point in order to facilitate the efficiency of the meeting.

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

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

1. A person commits an offense if, with the intent to prevent or disrupt a lawful meeting, procession, or gathering, the person substantially obstructs or interferes with the meeting, procession, or gathering by physical action or verbal utterance.
2. A violation of this section is a Class A misdemeanor.

Memo

To: Board of Mayor and Alderman
 From: David Smoak, Town Administrator
 Date: 4/3/2026
 Re: FY 2026-2027 Program Changes- Position Adjustment, Pay Increases and Cost Summary

This memo provides a summary of proposed program changes for FY 2026–2027, including new positions, position reclassifications, pay increases and the associated fiscal impact. These changes are designed to support service delivery demands, organizational alignment, and operational efficiency across departments.

Proposed Position Additions or Changes:

Administrative Services:

Information Technology: Change of IT Manager position (eliminated) to an IT Director position and addition of a Part Time IT Technician

Public Services:

Economic Development: Addition of Economic Development Coordinator

Community Development: Addition of a Plans Examiner

Engineering: Reclassification of Traffic Signal Technician Position

Parks Maintenance: Addition of a Park Maintenance Technician I and reclassification of part time Park Maintenance Technician to Seasonal Park Maintenance Technician

Tourism: Addition of a Part Time Tourism Attendant

Museum: Addition of a Part Time Museum Attendant

Recreation: Change of Lead Recreation and Event Attendant position (eliminated) to an additional Recreation and Events Program Coordinator Position

Position Addition or Change	Budget Impact
Economic Development Coordinator	\$115,936
IT Manager to IT Director	\$13,467
Part Time IT Technician	\$41,007
Plans Examiner	\$126,314
Reclass of Traffic Signal Technician	\$11,430
Park Maintenance Technician I	\$74,909
Part Time Park Maintenance Tech to Seasonal Tech	(\$5,574)
Part Time Tourism Attendant	\$19,502
Part Time Museum Attendant	\$27,394
Lead Rec & Event Attendant to Rec & Event Program Coordinator	\$6,745
Total Budget Impact	\$431,130

We are also proposing a 3% COLA, and a 3% Merit increase for the Staff. The total budget impact would be \$396,000.

Overall Budget Impact would be \$830,130.

PROGRAM CHANGE REQUEST

PREPARED BY: Michelle Pence, Human Resources

SUBJECT: Program Change for FY 2026-2027: New Economic Development Coordinator Position

DATE: 03/18/2026

INTRODUCTION: This request is for the addition of a full-time Economic Development Coordinator position within the Administration Department to support the Town's economic vitality, business engagement, and commercial development initiatives. This is a new position designed to provide dedicated coordination and support for economic development efforts that are currently handled in a fragmented and reactive manner across departments.

BACKGROUND: The Town of Farragut has experienced continued growth and increasing complexity in commercial development, redevelopment activity, and business engagement needs. While economic development functions currently exist within various departments, there is no single position responsible for proactively managing business relationships, tracking development activity, or coordinating economic strategy across the organization.

The addition of an Economic Development Coordinator will centralize these efforts and provide a consistent, strategic approach to supporting the Town's commercial base and long-term economic vitality.

REQUEST/JUSTIFICATION: The Economic Development Coordinator will serve as the Town's primary point of coordination for business engagement, commercial development tracking, and economic data analysis. This role fills a critical gap between operations, planning, and strategic economic initiatives.

Key responsibilities include:

- Conducting proactive business outreach and retention efforts to identify expansion opportunities and operational concerns
- Maintaining and tracking the Town's commercial development and redevelopment pipeline
- Monitoring vacancies, underutilized properties, and corridor activity
- Serving as a liaison between developers, business owners, and Town departments
- Collecting and analyzing economic indicators and development trends to support decision-making
- Coordinating with regional economic development partners and initiatives
- Supporting strategic projects related to commercial growth and redevelopment

Establishing this position will:

- Improve business retention and satisfaction
- Enhance visibility into commercial activity and trends
- Strengthen cross-department coordination
- Support data-driven decision making
- Position the Town to be more competitive in attracting and retaining investment

CONCLUSION: The addition of an Economic Development Coordinator establishes a dedicated, proactive approach to managing the Town's economic development efforts. This position will improve coordination, strengthen relationships with the business community, and support sustainable commercial growth.

This program change represents a strategic investment in the Town's long-term economic health and aligns with the goal of maintaining a strong, vibrant, and resilient business environment.

DIRECT AND ALLOCATED COSTS:

Grade G

Min: \$61,901

Mid: \$77,376

Max: \$96,720

Cost details are as follows:

Salary-Mid Level	\$77,376
Benefit Costs- family plan	\$35,000
Logo Shirts/Uniform	\$200
IT Hardware	\$3000
Cell Phone Allowance	\$360
Total Cost	\$115,936

SUPPORTING DOCUMENTS: Attached is role description to reflect the requested position.

Economic Development Coordinator

Department: Administration

FLSA Status: Exempt

General Definition of Work

Performs professional coordination work supporting the Town's economic vitality, business engagement, and commercial development initiatives. Responsibilities include maintaining the Town's commercial development pipeline, supporting business retention and expansion efforts, coordinating redevelopment and corridor monitoring activities, and serving as a liaison between the Town, local businesses, developers, and regional partners. Work is performed under the supervision of the Director of Public Services.

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

Business Retention & Engagement

- Serves as a primary point of contact for local businesses regarding economic and operational concerns.
- Conducts regular business outreach visits to identify expansion opportunities, challenges, and business needs.
- Coordinates Town responses to business-related issues by working with appropriate departments.
- Maintains positive working relationships with business owners, property owners, and commercial stakeholders.

Development & Redevelopment Coordination

- Tracks and maintains the Town's commercial development and redevelopment pipeline.
- Monitors commercial vacancies, redevelopment opportunities, and underutilized properties.
- Serves as liaison between developers, property owners, Community Development, and Engineering to facilitate communication and project coordination.
- Assists in identifying infrastructure or operational barriers impacting commercial growth.

Economic Data & Reporting

- Collects and analyzes economic indicators such as commercial activity, vacancy trends, development patterns, and business expansion.
- Prepares periodic economic development reports for leadership and strategic planning.
- Maintains databases related to business engagement, development activity, and economic indicators.

Corridor & Business Environment Monitoring

- Supports monitoring and improvement of key commercial corridors and activity centers.
- Assists with identifying opportunities for revitalization, reinvestment, and economic activation.
- Coordinates with internal departments regarding infrastructure or operational improvements supporting business vitality.

Regional Partnerships & Coordination

- Serves as Town liaison with regional and local economic development partners
- Participates in economic development meetings, forums, and partnership initiatives.
- Assists in coordinating business-focused programs and initiatives.

Strategic & Operational Support

- Supports implementation of the Town's economic development goals and initiatives.
- Assists with special projects related to commercial growth, redevelopment, and economic vitality.
- Performs related work as assigned.

Knowledge, Skills, and Abilities

Knowledge of economic development principles, business retention strategies, and commercial growth dynamics. Understanding of municipal government structure and development process. Strong relationship-building and stakeholder coordination skills. Ability to analyze and interpret economic and development data. Effective communication and facilitation skills. Ability to coordinate cross-department collaboration. Strong organizational and project tracking skills. Proficiency in Microsoft Office and data management tools.

Economic Development Coordinator

Education and Experience

Bachelor's degree in Public Administration, Business Administration, Urban Planning, Economic Development, or a related field required. Two (2) to four (4) years of experience in economic development, municipal government, planning support, business engagement, or related field preferred. Equivalent combination of education and experience may be considered.

Physical Requirements

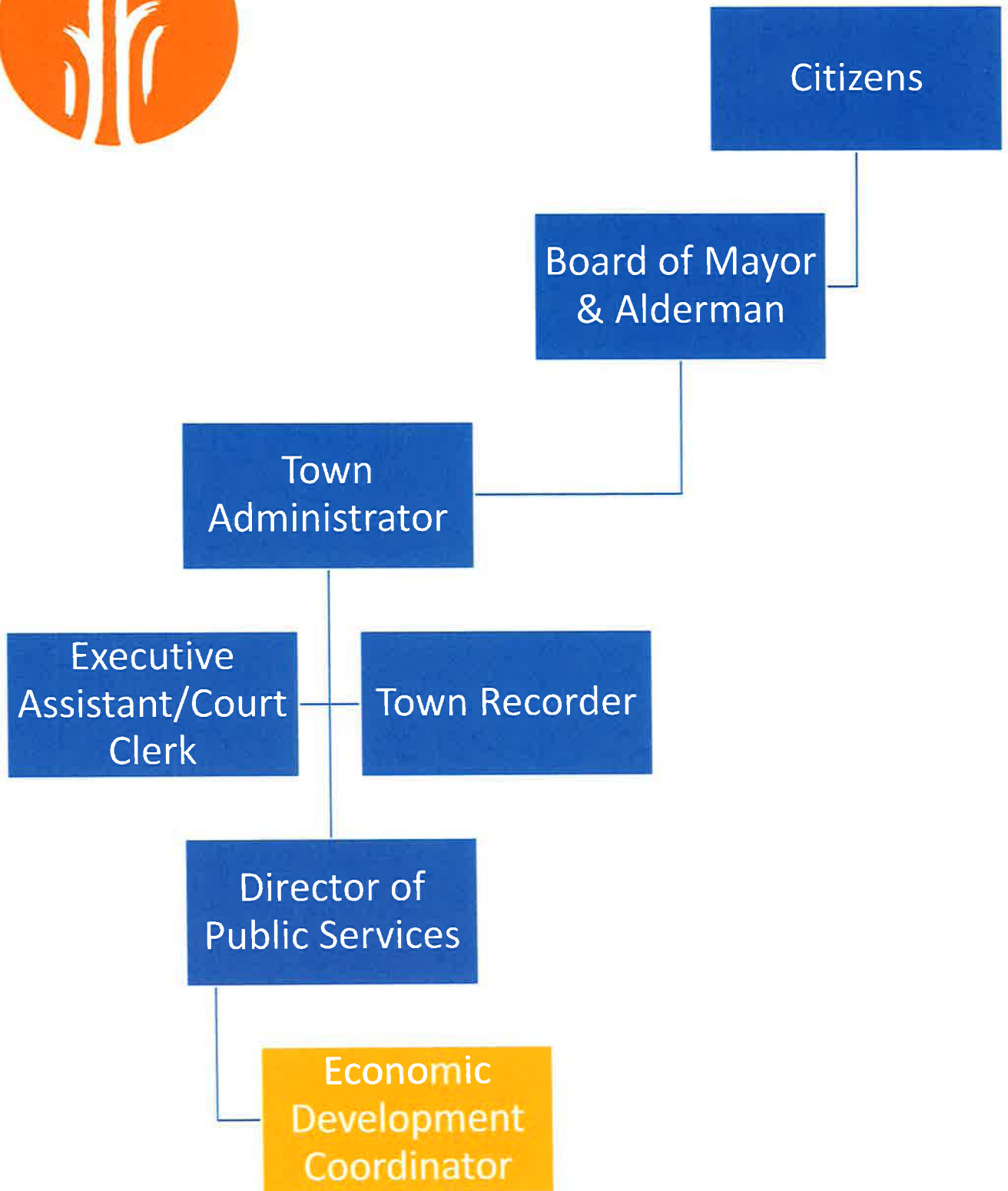
This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and repetitive motions, frequently requires speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Pre-Hire Required Screenings

Background Check
MVR Check
Drug Screen-Non DOT

Additional Benefits

Cell Phone Allowance



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PROGRAM CHANGE REQUEST

PREPARED BY: Michelle Pence, Director of Administrative Services

SUBJECT: Program Change in Personnel for FY 2026-2027: Reclassification and Title Change of IT Manager

DATE: 1/20/2026

INTRODUCTION:

This request is for a program change to update the title of the Information Technology Manager to Information Technology Director. This change reflects the evolution of the role, the level at which the position has been functioning, and the transformation of the Town's information technology operations from a primarily managed contract service model to a largely in-house, strategically led function.

BACKGROUND:

When the Information Technology Manager position was originally established, the Town's technology environment relied heavily on outsourced IT services, with the role primarily focused on vendor coordination, contract oversight, and limited internal system management. Since the hiring of the current IT Manager, the Town's IT operations have undergone significant growth and transformation.

Over the past year, the role has evolved into a director-level function, with the incumbent assuming responsibility for strategic planning, policy development, cybersecurity oversight, budget development, enterprise system management, and cross-departmental coordination. The position now plays a central role in shaping the Town's technology direction and ensuring that information systems support organizational goals, operational efficiency, and regulatory compliance.

The IT Manager has been actively participating in Director-level meetings, strategic discussions, and organizational planning efforts, functioning as a peer alongside other department directors. In parallel, the Town has shifted from a managed contract IT model to a near fully managed in-house operation, with internal oversight of systems, vendors, infrastructure, and projects. This evolution has occurred organically in response to operational needs and has been sustained over time, demonstrating that the change in function is permanent rather than transitional.

While the existing role description already reflects many director-level responsibilities, including policy development, budget oversight, and strategic planning-the current title no longer accurately represents the scope, authority, or organizational role of the position.

JUSTIFICATION:

Job titles should accurately reflect the level of responsibility, decision-making authority, and organizational role associated with a position. The current IT Manager role functions at a director level in both practice and expectation, with responsibility for enterprise-wide technology strategy, governance, cybersecurity posture, budgeting, vendor oversight, and alignment of technology initiatives with Town priorities.

Changing the title to Information Technology Director will:

- Accurately reflect the strategic and leadership responsibilities currently being performed
- Align the position with other Director-level roles within the Town's organizational structure
- Support clear internal and external understanding of the role's authority and accountability
- Reinforce the Town's transition to a primarily in-house IT operation
- Improve consistency in organizational titles as technology governance continues to expand

This change does not represent a significant expansion of duties or a restructuring of the department, but rather a formal recognition of the role as it currently exists and operates. Minimal adjustments to the role description will be made solely to reflect the updated title and organizational alignment.

CONCLUSION:

Updating the title of the Information Technology Manager to Information Technology Director aligns the position's title with its established responsibilities, authority, and strategic importance to the organization. This program change formalizes an operational reality, supports organizational clarity, and ensures consistency within the Town's leadership structure as information technology continues to play an increasingly critical role in service delivery, security, and long-term planning.

DIRECT AND ALLOCATED COSTS:

Grade M:

Min: \$109,669

Mid: \$137,087

Max: \$171,358

The increase for reclassifying and changing the title of the IT Manager would be as follows:

Salary-<i>The additional cost, not overall cost</i>	\$12,067
Additional Benefit Cost	\$1,400
Total Additional Cost Forecast	\$13,467

Note: all technology, training and uniform costs would remain the same and are reflected in the current department budget.

SUPPORTING DOCUMENTS: Updated Role description for the position.

Information Technology (IT) Director

Department: Information Technology

FLSA Status: Exempt

General Definition of Work

Provides executive-level leadership, strategic planning, policy development, and oversight of the Town's information technology operations, infrastructure, cybersecurity, and enterprise systems. Directs and manages the Town's IT resources and technology strategy, ensuring alignment with organizational goals, operational needs, and regulatory requirements. Performs related technical and advisory work as required. Work is performed under the general direction of the Director of Administrative Services.

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

- Advises the Town Administrator and leadership team on technology strategy, cybersecurity risks, system investments, and operational impacts of technology initiatives.
- Provides technical and strategic input on projects, programs, and policy decisions impacting Town operations.
- Develops, manages, and monitors the IT budget to ensure cost effectiveness.
- Directs all aspects of the implementation, installation and operation of information and functional systems.
- Directs communications and working relationships between IT and other departments within the organization as well as outside IT service providers.
- Provide help desk and technical services assistance to on-site employees and at Town meetings.
- Develops and coordinates the implementation of IT policies and procedures and strategic plan through planning, support, documentation, and analysis.
- Trains or coordinates the training of staff in use of computers and network-based software products
- Maintains inventory of equipment, software, licenses, and contracts.
- Coordinates vendor and third-party installation, support, and upgrades on-site.
- Complies with the privacy and security standards as outlined in the HIPAA compliance policies and procedures.
- Related work as apparent or assigned.

Knowledge, Skills, and Abilities

Thorough knowledge of Town and Department policies and procedures. Knowledge of PC and Server hardware, software applications, design, and networks. Knowledge of CCTV security and devices, Basic knowledge of hardware components and how they relate to Local Area Networks (LANs) and Wide Area Networks (WANs). Knowledge and working experience with various government technology systems/infrastructure. Ability to conceptualize the role of technology across the Town, and its relationship in the implementation of other Town programs. Demonstrates proficiency in project management, and knowledge of project management best practices including balancing the demands of varying workload responsibilities and deadlines. Demonstrates proficiency in organizational operations management and change management processes. Demonstrates proficiency in enterprise application support. Ability to demonstrate strong business analysis skills. Demonstrates good stewardship of resources, possess good judgment, initiative, and maintains a professional demeanor at all times. Ability to direct, and work as part of a diverse team and build collaborative relationships across teams. Demonstrates self-motivation and ability to work independently. Knowledge of and compliance with Town confidentiality requirements and municipal government security related needs. Ability to consistently demonstrate sound ethics and judgment. Ability to communicate effectively (orally, graphically, and in writing) with citizens, contractors, vendors, and Town staff to facilitate the successful completion of representative duties and projects. Ability to effectively communicate with end users to determine actual needs; ability to evaluate whether proposed solutions will meet those needs.

Information Technology (IT) Director

Minimum Qualifications

Bachelor's degree in information technology or training/Education, or equivalent combination of education, experience, and training and five (5) years of experience performing troubleshooting Windows Server, Windows desktop operating systems, Microsoft Office suite and network connectivity, Project Management, Organizational Operations Management, and Enterprise Systems Management duties in a small-size organization. Advanced degree preferred.

Technical certifications highly desirable: CompTIA A+, Network+, Security +; Microsoft: MCSE, MTA: IT Infrastructure Security certificates highly desirable: ISC² SSCP, CompTIA Security +
ITIL certifications highly desirable

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by, means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and, activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

None.

Pre-Hire Required Screenings

Background Check

MVR Check

Drug Screen-Non DOT

Additional Benefits

Cell Phone Allowance/Company Issued Phone

Last Revised: 03/2026

PROGRAM CHANGE REQUEST

PREPARED BY: Travis Ramsey, IT Manager

CC: Michelle Pence, Human Resources

SUBJECT: Program Change for FY 2026-2027: Additional Permanent Part Time IT Technician

DATE: 01/20/2026

INTRODUCTION: This request is for the addition of a Permanent Part-Time (max 29 hours a week) IT Technician within the IT Department to provide operational support for the Town's growing information technology needs and to formalize work that has been temporarily supported through an unpaid internship.

BACKGROUND: The Town's Information Technology function supports all departments by maintaining hardware, software, network systems, audio-visual systems, cybersecurity protocols, and user support essential to daily operations. As the Town's technology infrastructure, cybersecurity requirements, and reliance on enterprise systems have expanded, the volume and complexity of IT support demands have increased accordingly.

During the current fiscal year, the department has relied on an unpaid intern to assist with daily operational tasks in order to alleviate workload pressures. While this temporary solution has provided short-term relief, it is not a sustainable or appropriate long-term staffing strategy for core IT functions that require continuity, accountability, and technical expertise. The intern has supported a wide range of operational needs, including helpdesk ticket resolution, onboarding and offboarding of employees, equipment deployment, system support, and assistance with strategic technology initiatives.

The IT Technician role description reflects responsibilities that are operational, ongoing, and critical to Town operations, including ownership of the ticketing system, user support, equipment and software inventory, training, audio-visual support for public meetings, and assistance with IT policy implementation and projects. Formalizing this support through a part-time position will provide stability, improve service delivery, and allow the IT Manager to focus on higher-level strategic planning, cybersecurity oversight, and system modernization.

REQUEST/JUSTIFICATION:

The workload currently managed by the IT department exceeds what can be sustainably handled by a single full-time IT Manager without dedicated operational support. The unpaid intern has been assisting with a substantial portion of day-to-day IT functions, demonstrating an ongoing and recurring need rather than a temporary workload spike.

During the fiscal year, the intern has assisted with activities such as:

- Processing helpdesk tickets, including hardware, software, network, and user access issues
- Supporting employee onboarding and offboarding, including equipment deployment, system access, and user training
- Assisting with strategic or operational IT projects, such as system upgrades, equipment refreshes, security initiatives, or vendor implementations
- Providing audio-visual setup and operational support for Town meetings or events
- Maintaining and updating IT equipment and software inventories for devices/licenses

These responsibilities are core IT functions that directly impact employee productivity, service delivery, and cybersecurity posture. Continuing to rely on unpaid or temporary support for these functions presents operational risk, limits accountability, and constrains the department's ability to plan effectively.

CONCLUSION:

The addition of a Part-Time IT Technician formalizes an existing operational need that has been temporarily addressed through an unpaid internship. This program change supports continuity, accountability, and sustainability in the Town’s information technology operations while improving service delivery and reducing operational risk. Establishing this position will strengthen the IT function, support staff across all departments, and position the Town to better manage its expanding technology environment now and in the future.

DIRECT AND ALLOCATED COSTS:

IT Technician:

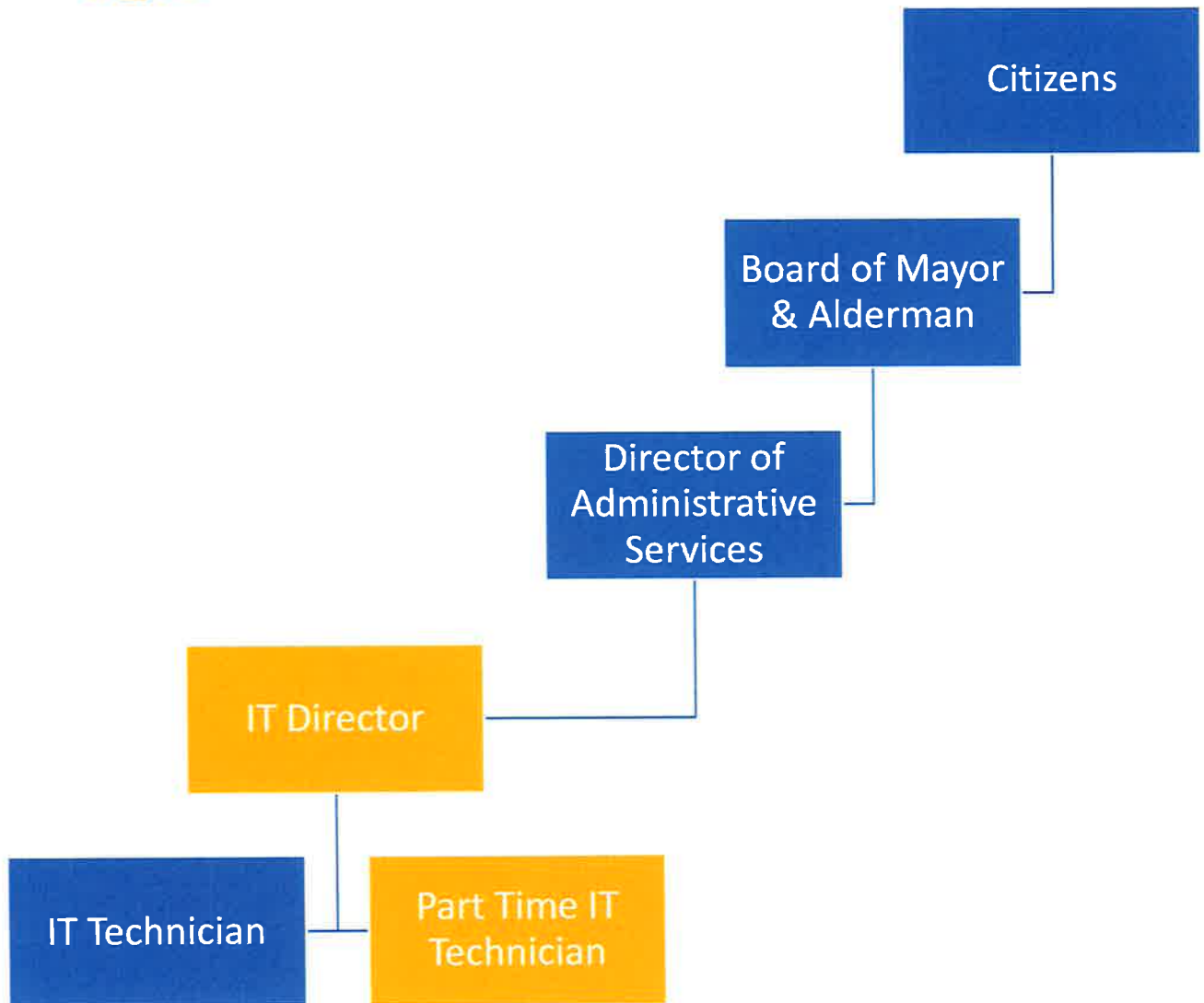
Grade F
Min: \$27.06
Mid: \$33.82
Max: \$42.28

At Part Time status, the Technician would not exceed an average of 29 hours a week. The position would be eligible for permanent part-time benefits.

Cost details are as follows:

Salary-Min Level	\$40,807
Benefit Costs- family plan	N/A
Logo Shirts/Uniform	\$200
Computer*	N/A
Total Cost	\$41,007

**IT hardware is already in place from unpaid intern*



PROGRAM CHANGE REQUEST

PREPARED BY: Mark Shipley, Community Development Director
CC: Karl Swierzko, Building Official
CC: Michelle Pence, Human Resources
SUBJECT: Program Change for New Plans Examiner Position
DATE: 03/18/2026

INTRODUCTION:

This request is for the addition of a full-time Plans Examiner position within the Community Development Department to provide dedicated review of commercial and residential construction plans. This is a new position intended to strengthen the Town's development review process and support the department's internal goal of maintaining a 20-day turnaround for plan review.

BACKGROUND:

The Community Development Department continues to manage a steady volume of residential and commercial development activity requiring timely and accurate technical plan review. At present, plan review responsibilities are housed within broader departmental roles that also carry additional operational duties. While this structure has allowed the department to continue processing development activity, it has limited the department's ability to consistently maintain the desired review turnaround timeframe as project volume and complexity have increased.

Plan review is a critical function that affects permit issuance, project timelines, customer service, and the Town's overall responsiveness to development activity. Commercial and residential plan examination requires specialized technical review, code interpretation, coordination with applicants and internal departments, and careful documentation to ensure compliance prior to permit issuance. As these responsibilities continue to grow, the department would benefit from a position dedicated specifically to planning examination rather than relying on staff whose responsibilities are divided across multiple functions.

The proposed Plans Examiner position would provide focused technical capacity to review commercial and residential construction plans, improve review consistency, reduce bottlenecks, and support more predictable permit processing for applicants, contractors, developers, and residents. The attached job description reflects a role centered on plan review and technical code analysis and does not include fire-related plan review duties.

JUSTIFICATION:

The requested Plans Examiner position would serve as a dedicated technical resource responsible for reviewing commercial and residential construction plans for compliance with applicable building, residential, plumbing, mechanical, accessibility, energy, and related Town codes and regulations. This role would independently review plans, identify deficiencies, communicate required corrections, coordinate with design professionals and internal departments, and support code-compliant permit issuance.

This request is justified by the following operational needs:

- The department's internal goal is to maintain a 20-day turnaround for plan review.
- Existing staffing resources are divided among multiple responsibilities, limiting the ability to consistently meet that target.
- Commercial and residential plans require detailed technical review and independent code interpretation that is time-intensive and specialized.

- Delays in plan review impact permit processing, development schedules, customer service, and internal workflow.
- A dedicated Plans Examiner would allow existing staff to remain focused on inspections, enforcement, and other departmental priorities while improving the efficiency and predictability of plan review services.

The addition of this position would help the department:

- Restore and maintain the internal 20-day plan review turnaround goal
- Improve consistency and timeliness of commercial and residential plan reviews
- Reduce permit processing bottlenecks
- Improve communication with contractors, developers, architects, engineers, and residents
- Provide dedicated technical support for increasingly complex development activity
- Strengthen service delivery and overall responsiveness within Community Development

Because this position independently examines both commercial and residential plans and applies specialized technical code standards, it functions as a professional technical role requiring significant independent judgment and code knowledge. Although the position does not perform inspections, it provides a critical front-end review function that directly affects permit issuance and development timelines.

CONCLUSION: The addition of a Plans Examiner is a strategic operational investment that will improve plan review capacity, support the department’s internal goal of maintaining a **20-day turnaround**, and enhance customer service for the development community and residents. Establishing this position will provide the dedicated technical resources needed to improve efficiency, consistency, and responsiveness in the Town’s development review process while allowing other staff to remain focused on their core responsibilities.

This program change supports the Town’s ability to manage current and future development activity in a timely, professional, and service-oriented manner.

DIRECT AND ALLOCATED COSTS:

The Plans Examiner position is a Grade H position, and salary exempt position:

- Min: \$68,099
- Mid: \$85,114
- Max: \$106,392

The increase for adding a Codes Officer would be as follows:

Salary-Mid level	\$85,114
Benefit Costs- family plan	\$35,000
Uniforms/Boots	\$1200
Training	\$2000
IT Hardware	\$3000
Total Cost Forecast	\$126,314

SUPPORTING DOCUMENTS: Role description for the position.

Plans Examiner

Department: Community Development

FLSA Status: Exempt

General Definition of Work

Performs difficult skilled technical work reviewing commercial and residential construction plans for compliance with applicable building, residential, plumbing, mechanical, accessibility, energy, and related Town codes and regulations, and related work as apparent or assigned. Responsibilities include reviewing construction drawings and specifications, coordinating with contractors, design professionals, and internal departments, and ensuring plan compliance prior to permit issuance. This position is focused on plan review and technical code analysis and does not perform fire-related plan review duties. Work is performed under the limited supervision of the Building Official.

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

- Reviews commercial and residential construction plans, specifications, calculations, and related documents for compliance with applicable building, residential, plumbing, mechanical, energy, accessibility, and related codes, ordinances, and regulations.
- Examines site plans, floor plans, elevations, structural details, and construction documents to verify compliance with Town requirements prior to permit issuance.
- Reviews plans for new construction, additions, alterations, renovations, tenant improvements, and accessory structures as assigned.
- Identifies code deficiencies, prepares written review comments, and communicates required corrections or revisions to applicants, contractors, architects, engineers, and property owners.
- Confers with design professionals, contractors, developers, and the public to discuss plan review comments, code requirements, and project compliance issues.
- Interprets and applies adopted building codes, Town ordinances, development regulations, and applicable state requirements in a consistent and professional manner.
- Assists permit staff and Building Official with technical review questions related to commercial and residential construction documents.
- Maintains accurate records of plan reviews, comments, approvals, revisions, permit status, and related correspondence.
- Reviews revised plans and resubmittals to verify that prior comments have been addressed and that changes remain code compliant.
- Participates in the review and improvement of internal plan review procedures, forms, checklists, and workflow processes to improve efficiency and consistency.
- Assists in responding to questions from internal staff, contractors, developers, and the general public regarding code requirements and permitting processes.
- Performs other duties as assigned.

Knowledge, Skills, and Abilities

General knowledge of applicable building, residential, plumbing, mechanical, energy, accessibility, and related construction codes and ordinances; general knowledge of plan review principles, construction methods, and permitting processes; thorough skill reading and interpreting blueprints, site plans, construction drawings, specifications, and related technical documents; thorough skill operating standard office equipment, hardware, and software; general skill creating and maintaining records, reports, and correspondence; ability to interpret and consistently apply adopted codes, ordinances, and regulations; ability to identify deficiencies in plans and communicate required corrections clearly and professionally; ability to prepare factual written comments, reports, and recommendations; ability to make arithmetic computations using whole numbers, fractions, decimals, rates, ratios, and percentages; ability to analyze technical and statistical information and prepare technical oral and written reports; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with contractors, design professionals, public officials, associates, and the general public; ability to

Plans Examiner

attend code training courses, local and national code conferences, and professional association meetings related to changes and advancements in code requirements; ability to maintain required certifications and continuing education credits related to assigned duties.

Education and Experience

Associate degree in construction technology, architecture, engineering technology, building codes administration, or related field and moderate experience in plan review, construction, inspections, code enforcement, or related work, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel; frequently requires sitting, repetitive motions, and reaching with hands and arms; occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling, and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels.

Special Requirements

ICC Certified Building Plans Examiner required or ability to obtain within two (2) years of hire.

ICC Certified Residential Plans Examiner required or ability to obtain within one (1) year of hire.

ICC certifications in building, plumbing, or mechanical inspection required or ability to obtain within one (1) year of hire.

Experience reviewing commercial and residential construction plans strongly preferred.

Valid driver's license in the State of Tennessee.

Pre-Hire Required Screenings

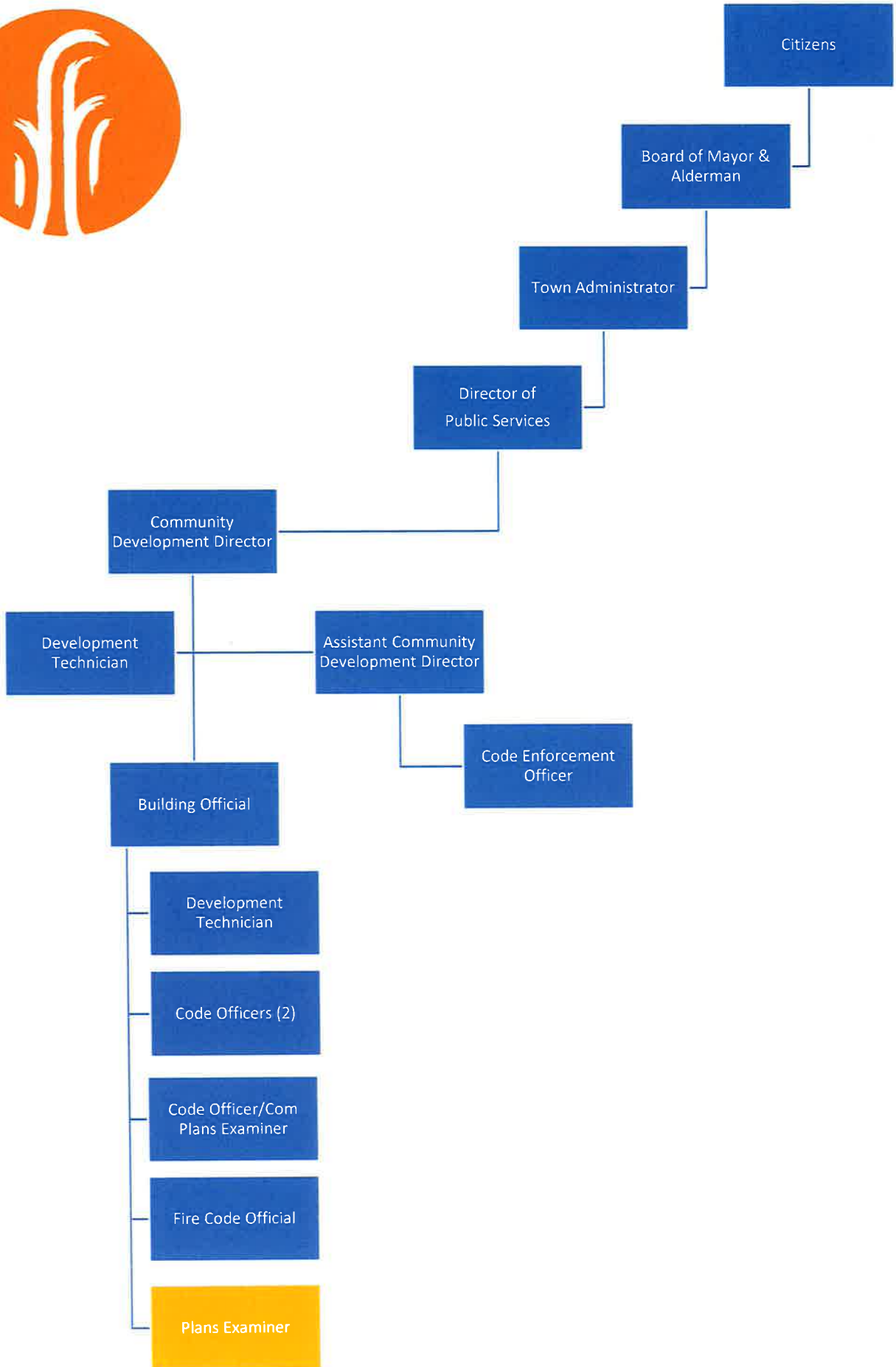
Background Check

MVR Check

Drug Screen-Non DOT

Additional Benefits

Cell Phone Allowance/Company Issued Phone



PROGRAM CHANGE REQUEST

PREPARED BY: Daryl Smith, Town Engineer

CC: Eric Schindler, Assistant Town Engineer

CC: Michelle Pence, Human Resources

SUBJECT: Program Change in Personnel for FY 2026-2027: Reclassification of Traffic Signal Technician

DATE: 1/20/2026

INTRODUCTION:

This request is for the reclassification of the Traffic Signal Technician position from a Class D to a Class F within the Engineering Department.

BACKGROUND:

The Traffic Signal Technician position was established in the prior fiscal year to support the Town's traffic signal and streetlight infrastructure through skilled maintenance, troubleshooting, and on-call response. At the time of creation, the role was appropriately classified at Grade D based on its anticipated scope of work, which focused primarily on technical functions related to traffic signal systems.

Following the establishment of the position, operational needs within the Engineering Department evolved. Due to staffing efficiencies, workload demands, and the interconnected nature of traffic systems and roadway infrastructure, the Traffic Signal Technician began supporting additional engineering-related functions. These duties expanded to include inspection of contractor work, traffic control coordination, erosion and sedimentation control support, and response to citizen service requests related to roadway and drainage issues.

To ensure proper classification and internal equity, Human Resources requested that the employee conduct a formal time analysis over a one-month period to accurately document the distribution of job duties being performed. The results of this analysis demonstrated that approximately 60 percent of the employee's time is spent performing Engineering Technician-level functions, with the remaining 40 percent dedicated to traditional Traffic Signal Technician duties. This analysis confirmed that the position has materially evolved beyond its original scope and now performs a majority of duties consistent with the Engineering Technician role.

JUSTIFICATION:

Job classifications and pay grades are determined based on the primary duties performed, level of technical complexity, independent judgment, and responsibility associated with the position. Based on the documented time analysis and the current operational role of the Traffic Signal Technician, the position is no longer accurately aligned with a Grade D classification.

The employee is routinely performing intermediate technical work comparable to that of an Engineering Technician, including field inspections, contractor coordination, traffic control support, erosion and sediment control activities, and response to infrastructure-related citizen requests. These functions require technical judgment, regulatory knowledge, and coordination responsibilities that are consistent with a Grade F classification, which is currently assigned to the Engineering Technician position.

Reclassifying the Traffic Signal Technician position from Grade D to Grade F will:

- Align the position's pay grade with the actual duties and responsibilities being performed
- Ensure internal equity within the Engineering Department

- Reflect the technical complexity and public safety impact of the role
- Support recruitment and retention for a specialized, hard-to-fill position
- Maintain consistency with the Town’s compensation and classification philosophy

This program change does not increase staffing levels but instead corrects a misalignment between the position’s original classification and its current, ongoing duties. Updating the role description to reflect the combined engineering and traffic signal responsibilities ensures transparency, accuracy, and long-term sustainability of the position.

CONCLUSION:

Reclassifying the Traffic Signal Technician position from Grade D to Grade F is a necessary and appropriate adjustment to reflect the position’s evolved and ongoing responsibilities. The documented time analysis confirms that the majority of the work performed aligns with Engineering Technician–level duties, requiring increased technical judgment, coordination, and responsibility related to the Town’s infrastructure and public safety systems.

This program change ensures the position is accurately classified and compensated in accordance with the Town’s compensation philosophy, supports internal equity within the Engineering Department, and reduces future risk related to misclassification or retention challenges. The reclassification does not add staffing or create new positions but instead aligns the grade structure with the actual operational needs of the department.

Approving this change will allow the Town to continue effectively maintaining critical traffic and roadway systems while recognizing the expanded scope and complexity of the role, ultimately supporting efficient operations and high standards of service for the community.

DIRECT AND ALLOCATED COSTS:

Grade F:

Min: \$27.06

Mid: \$33.82

Max: \$42.28

The increase for reclassifying the Traffic Signal Technician would be as follows:

Salary-<i>The additional cost, not overall cost</i>	\$10,130
Additional Benefit Cost	\$1300
Total Additional Cost Forecast	\$11,430

Note: all technology, training and uniform costs would remain the same and are reflected in the current department budget.

SUPPORTING DOCUMENTS: Updated Role description for the position.

Traffic Signal Technician

Department: Engineering

FLSA Status: Non-Exempt

General Definition of Work

Performs skilled electrical maintenance, installation, repair, and troubleshooting of traffic signal and streetlighting systems while also carrying out intermediate technical engineering functions including inspections, project coordination, compliance verification, recordkeeping, and report preparation. Work is performed under the general guidance and limited supervision of the Town Engineer and Assistant Engineer.

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

- Maintains, installs, services, repairs, and troubleshoots traffic signals, streetlights, lighting fixtures, electrical panels, outlets, wiring, and related electrical systems; operates power hand tools and specialized electrical equipment; reads and interprets electrical circuit diagrams.
- Installs, repairs, services, and maintains specialized electrical and traffic signal equipment; constructs and maintains service equipment; ensures systems function safely and reliably.
- Coordinates and performs inspections related to commercial and residential projects, including soil erosion and sedimentation control measures, roadway maintenance, resurfacing, pavement markings, guardrails, and traffic signal infrastructure.
- Inspects work performed by contractors on Town projects to ensure compliance with approved plans, specifications, codes, and maintenance contracts; documents findings and issues applicable citations for violations as required.
- Responds to citizen requests and complaints, including those related to traffic control, traffic signals, streetlighting, roadway conditions, and storm drainage.
- Collects, maintains, and analyzes roadway and infrastructure data for inclusion in the Town's road surface management system and in preparation for the annual roadway resurfacing program.
- Ensures adequate materials, equipment, and supplies are available and maintained for assigned projects and operational needs.
- Participates in on-call rotation and responds to after-hours emergencies as required.
- Other duties as assigned.

Knowledge, Skills and Abilities

Knowledge of electrical theory, methods, materials, tools, equipment, and systems used in traffic signal and streetlighting applications; knowledge of applicable state and federal electrical codes, regulations, and safety standards; knowledge of safety precautions associated with the installation, maintenance, and repair of electrical, electronic, and mechanical systems. General knowledge of civil engineering practices, procedures, and techniques; general knowledge of engineering maps, records, and plans; general knowledge of mathematics and trigonometry as applied to engineering calculations; general knowledge of computer logic, programming concepts, and computer-aided drafting programs.

Thorough skill in working with engineering software, developing plans, evaluating recommendations, and operating standard office equipment, hardware, and software; thorough skill in operating surveying equipment and specialized electrical and engineering tools and equipment; general skill in operating standard accounting or data management software. Ability to read and interpret electrical schematics, engineering plans, specifications, and construction documents; ability to design plans for minor roadway, traffic, and stormwater improvements; ability to research land and infrastructure records; ability to apply governmental accounting practices in maintaining records; ability to perform arithmetic computations using whole numbers, fractions, and decimals and compute rates, ratios, and percentages.

Ability to communicate effectively both orally and in writing; ability to respond to citizen requests and complaints with professionalism; ability to enforce applicable regulations with firmness, tact, and impartiality; and ability to establish

Traffic Signal Technician

and maintain effective working relationships with staff, citizens, elected officials, consultants, contractors, and the general public.

Education and Experience

High school diploma or GED with moderate experience in traffic signal maintenance, electrical systems, engineering support, inspections, or infrastructure-related work; or an associate, technical, or bachelor's degree in civil engineering, engineering technology, applied science, or a related field with equivalent experience. An equivalent combination of education, training, and experience will be considered

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle, or feel, and reaching with hands and arms; frequently requires standing, walking, sitting, and operating motor vehicles or equipment; and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling, lifting, and repetitive motions.

Work requires close vision, distance vision, depth perception, color perception, peripheral vision, and the ability to adjust focus; preparing and analyzing written or computer data; visual inspection involving small defects and/or small parts; use of measuring devices; and observation of general surroundings and activities. Work frequently involves exposure to outdoor weather conditions, working near moving mechanical parts, and moderate noise levels, and may occasionally involve exposure to fumes or airborne particles.

Special Requirements

Valid driver's license in the State of Tennessee

IMSA Traffic Signal Level I or II Certification or ability to obtain within 12 months of hire.

Preferred Skills & Experience With: Bucket Truck/Aerial Lift, and fall protection.

Pre-Hire Required Screenings

Background Check

MVR Check

Drug Screen-Non DOT

Physical-Non DOT

Additional Benefits

Cell Phone Allowance/Company Issued Phone

Town Uniforms

Last Revised: 03/2026

PROGRAM CHANGE REQUEST

PREPARED BY: Ron Oestreich, Parks and Recreation Director, Blake Travis, Parks Manager
CC: Chris Sheffield, Director of Public Services
SUBJECT: Program Change in Parks and Recreation for FY 2026-2027
DATE: 12/3/2025

INTRODUCTION: This request is to transition the current part-time Parks Maintenance Technician I position to a full-time position and to add one seasonal Parks Maintenance Technician I position to support parks maintenance operations.

BACKGROUND: Since the transition of the Parks Maintenance Team to the Parks and Recreation Department in August of 2024, daily activity for the PM Team has covered mowing/blowing, weed eating/edging, and special projects for all of the parks, sports fields, sports courts, parking lots, restrooms, and pathways. Aside from the mowing, special projects totaled 202 in FY25. These projects included everything related to Christmas, irrigation repairs, restroom equipment repairs, sports field lights, pathway lights, painting, building, and assistance with the move to Town Hall and the Museum. Staffing levels were sufficient for the square footage of park property and park facilities maintained.

REQUEST/JUSTIFICATION: We are requesting the current part-time Tech 1 position for Parks Maintenance be transitioned full-time and we are also requesting one seasonal Parks Maintenance Tech 1 for prime mowing season. This additional full-time position will add an additional 15+ hours per week to help the team in maintaining new square footage due to newly opened or acquired park land beyond our current maintenance schedule as well as our normal maintenance activities. The seasonal employee will also be a welcome addition during the peak growing and mowing season.

Additional Park Property to Maintain is as follows:

- **New McFee Parking Lot**

Late in the summer, Phase 4 of McFee Park was completed. This resulted in an additional 50,000 square feet of weekly mowing and edging. There are now 20 islands that require hand trimming or push mowing. Before the parking lot was added, this area was natural grass and was mowed every two weeks in peak growing season and every 3 weeks in off growing season. Now it will be mowed weekly.

- **McFee Dog Park**

Phase 5 of McFee Park is the Dog Park. That project will be likely underway in January, with a projected 6-month build. This will result in an additional 75,000 square feet of grass to mow and edge, not to mention the required droppings cleanup, and a new restroom to maintain. Again, this area was previously mowed every two to three weeks and now will be mowed and edged weekly.

Prior to Phase 4, McFee Park would take approximately 6 hours to fully complete. After completion, the few times mowed took an additional 90 minutes to complete. Staff estimates that the addition of the dog park will result in a full 12-hours to completely mow and edge McFee Park weekly.

- **Red Mill Dam**

The design for the Red Mill Dam pathway and property will be completed in the winter months of 2026, with construction projected to be completed by the fall of 2026. This will require staff to mow, trim, and maintain the new parking lot, pathway, and trailhead area, which is an estimated 12,000 square feet.

DIRECT AND ALLOCATED COSTS:

The Parks Maintenance Technician I is a Grade B:

- Min: \$18.48/HR
- Mid: \$23.10/HR
- Max: \$28.88/HR

The current annual salary for Parks Maintenance Technician I is \$38,439.

Details are as follows:

Salary	\$38,439
Benefit Costs- family plan	\$35,000
Uniforms	\$1000
Steel Toed Boots	\$170
Cold Weather Attire	\$300
Total Cost	\$74,909

The Seasonal Parks Maintenance Technician is also a Grade B, with the following costs:

Salary	\$19,220
Steel Toed Boots/Town Shirts	\$300
Total Cost	\$19,520

The current part-time Parks Maintenance Technician is currently at \$25,094 annually.

Net change in the program change request is as follows:

Full Time Technician	\$74,909
Seasonal Technician	\$19,520
Current Part Time Technician	(25,094)
Net Increase	\$69,335

PROGRAM CHANGE REQUEST

PREPARED BY: Ron Oestreich, Parks and Recreation Director, Hallie Reid, Tourism Manager
CC: Chris Sheffield, Director of Public Services
SUBJECT: Program Change in Tourism for FY 2026-2027
DATE: 12/3/2025

INTRODUCTION: This request is to add a Part-Time staff member to the Tourism team as support staff for the Campbell Station Inn.

BACKGROUND: With Campbell Station Inn re-opening, the operational hours will require part-time staff support to welcome guests, manage the Gift Shop and take reservations for the Inn and Plaza.

The position will be focusing on reception duties for the Campbell Station Inn, focusing on visitor welcome, information sharing, tours, and gift shop management. The Attendant position could also assist with staff coverage of the Museum on Saturdays from 11am to 2pm.

REQUEST/JUSTIFICATION:

Position will work for up to 20 hours a week.

- Greeting and welcoming visitors in a friendly and professional manner.
 - Providing accurate information on local attractions, lodging, dining, events, maps, and directions.
 - Answering questions and assisting with visitor needs, including helping travelers with emergencies.
 - Offering brief informational tours of the Inn.
- Working nights and weekends as required.
- Maintains gift shop during shift, including processing sales, restocking merchandise, and assisting with brochure and collateral inventory.
- Assists with inquiries regarding Plaza or Event Space rentals.
- Supports Inn programs and events, including event set-up, tear-down, and guest assistance.
- Assists with museum tours and staff coverage needed.
- Assists with social media content or visitor feedback collection when directed.
- Monitors and report facility maintenance or safety issues.

DIRECT AND ALLOCATED COSTS:

Grade AA

Min: \$15.29/HR

Mid: \$19.09/HR

Max: \$23.86/HR

Salary	\$15,902
Benefit Costs- family plan	N/A
Logo Shirts/Uniform	\$100
Computer/Monitor/Phone	\$3,500
Total Cost	\$19,502

SUPPORTING DOCUMENTS: Attached is role description to reflect the requested position.

Tourism Attendant - Part-Time

Department: Tourism

FLSA Status: Non-Exempt

General Definition of Work

Performs manual and office work facilitating the Campbell Station Inn, Museum, and Special Events. Work is performed under the supervision of the Tourism Manager. Work is generally performed in the afternoons, evening and on weekends.

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

- Performs reception duties for the Campbell Station Inn/Welcome Center, including:
 - Greeting and welcoming visitors in a friendly and professional manner.
 - Providing accurate information on local attractions, lodging, dining, events, maps, and directions.
 - Answering questions and assisting with visitor needs, including helping travelers with emergencies.
 - Offering brief informational tours of the Inn.
 - Working nights and weekends as required.
- Maintains gift shop during shift, including processing sales, restocking merchandise, and assisting with brochure and collateral inventory.
- Assists with inquiries regarding Plaza or Event Space rentals.
- Supports Welcome Center programs and events, including event set-up, tear-down, and guest assistance.
- Assists with museum tours as needed.
- Responds to citizen requests and concerns, documenting and directing them to the appropriate department when necessary.
- Maintains a clean, organized, and welcoming environment in public areas.
- Assists with social media content or visitor feedback collection when directed.
- Monitors and report facility maintenance or safety issues.
- Performs other duties and coordinates other projects as assigned.

Knowledge, Skills, and Abilities

General knowledge of standard office practices, procedures, equipment and office assistance techniques; general knowledge of business English, spelling and arithmetic; general knowledge of department programs and policies; general knowledge of standard computer software, software and hardware; general skill working in administrative support documents; general skill operating standard computer and peripheral equipment; ability to manage time and work within time constraints; ability to type accurately at a reasonable rate of speed; ability to operate standard office, word processing and data entry software; ability to follow oral and written instructions; ability to communicate effectively in oral form; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to establish and maintain effective working relationships with citizens, town staff, elected officials, and the general public.

General knowledge of the principles, practices, equipment, tools and materials used in public recreation; some knowledge of human behavior of individuals in groups participating in recreational activities; general knowledge of hazards and necessary safety precautions involved in public recreation; general knowledge of the equipment and techniques necessary to successfully conduct parks and recreation programs; general knowledge of first aid methods and necessary safety precautions to be used in recreation work; general skill operating standard tools of the trade;

Education and Experience

A minimum required education status of a junior standing in high school.

Tourism Attendant - Part-Time

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work frequently requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, lifting and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

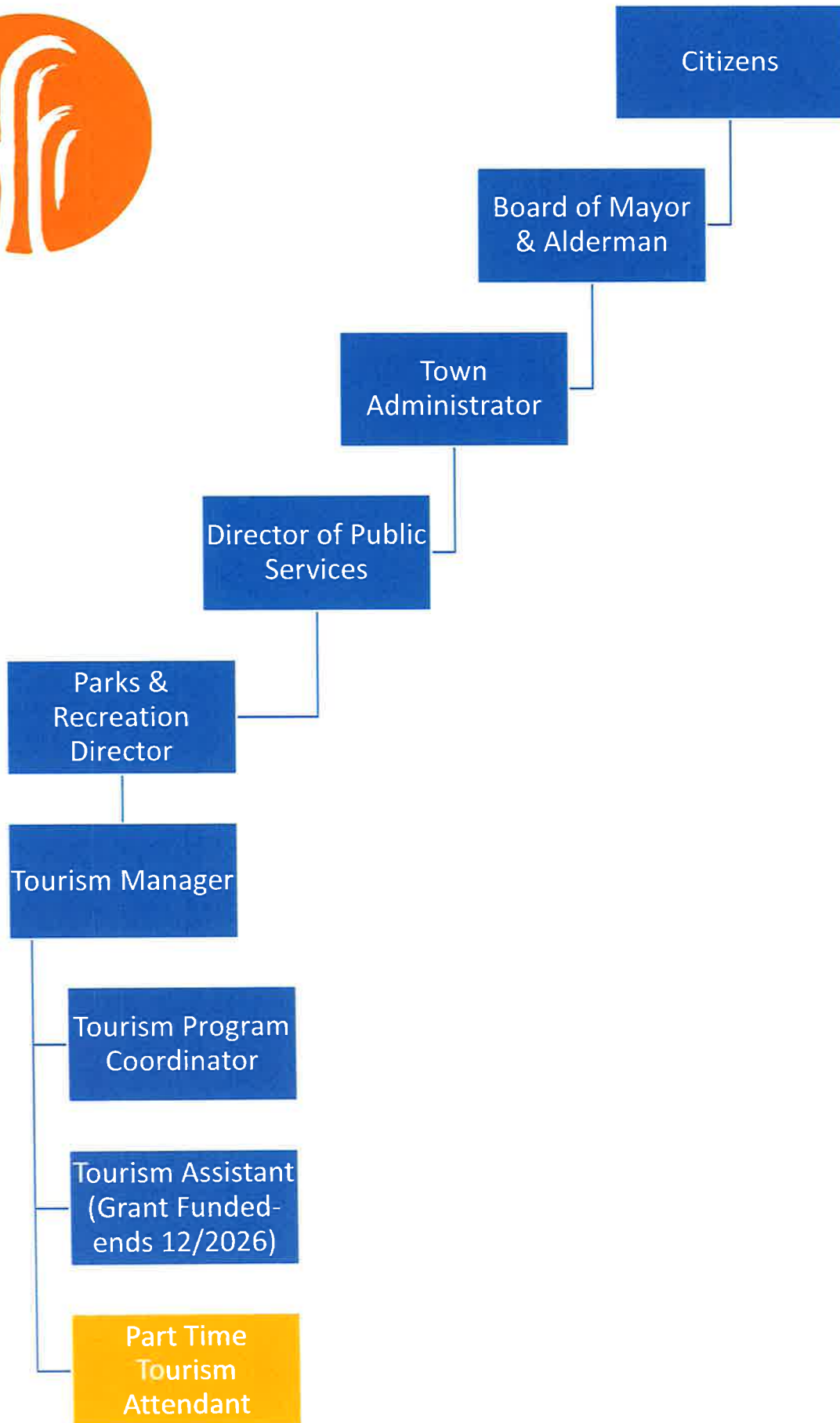
Ability to work nights and weekends as assigned.
CPR/First Aid/AED certification within 3 months of hire.

Pre-Hire Required Screenings

Background Check
MVR Check
Drug Screen-Non DOT

Additional Benefits

N/A



PROGRAM CHANGE REQUEST

PREPARED BY: Ron Oestreich, Parks and Recreation Director
CC: Chris Sheffield, Director of Public Services
SUBJECT: Program Change in Personnel for FY 2026-2027
DATE: 12/3/2025

INTRODUCTION: This request is adding a part time (max 29 hours a week and no benefit time) Attendant level employee to the Museum operation to assist the Historic Resources Coordinator with the overall Museum operation.

BACKGROUND: With the Museum re-opening in April of 2025, the management of the Museum has been shared between the Historic Resources Coordinator [HRC] (Part Time) and the Parks and Recreation Director. The HRC currently averages 25 hours per week, which has been filled with museum display planning and prep work, event preparation and execution, and day to day operations of the Museum.

Since April, the Museum has accomplished many things: Reestablished and reloaded Farragut Museum, created a new logo and Branding Kit, new Museum Rack Cards, new exterior sign, new pop-up banners, a new history booklet, redesign of exhibit labels, new independence day float, created a new David Farragut timeline rack card, created a children's activity booklet, reestablished museum gift shop, created a new Docent Manual and training process. We also held a Grand Opening event, 7 History Hour events, a Chamber Breakfast, a Greater Knoxville Hospitality Luncheon, a Rotary Presentation, and two complete gallery flips with a third one in planning stages. Not to mention attending 8 Museum Committee meetings.

JUSTIFICATION: All of these wonderful accomplishments were completed not only through the efforts of the Historic Resources Coordinator, but through much support from the Parks and Recreation Director who assists with gallery flips, manages the Committee, works museum hours, and assists with all special events.

We have an aggressive work plan for the next fiscal year and a shrinking pool of docent volunteers who are the greeters/tour guides operating the museum on a daily basis. This additional part time staff will not only supplement some Docent hours, but also supplement the off hours of the Historic Resources Coordinator.

Duties may include

Potential duties include:

- Serving as a Museum Docent
- Assisting with Event prep and execution
- Assisting with artifact tracking and Gallery flipping
- Assisting with outreach
- Assisting with tracking volunteer hours and Docent training
- Assisting with Campbell Station Inn – Historic based events/activities

Of course, normal operations will continue, however our shared vision is to grow the Museum operation. The Museum's 2026/2027 goals include the following.

Upcoming Projects:

- Assistance with volunteer appreciation event in January
- Confirmation of catalogued artifacts.
- Reduction of un-catalogued artifacts/re-organization of Museum Storage Facility
- Establishing a process for collection of new artifacts
- Quarterly Gallery 3 theme flips
- Expand our community reach through special events (Historic FAM Tours, movie night, ice cream social, assistance with Campbell Station Inn Historical events).
- Establishing a formal Scout Group badge program utilizing the museum, and local historic monuments.
- Establishing relations with the Primary School to bring Farragut history to them at school, which will hopefully bring their families to the Museum.
- Expansion of this outreach effort in the new Primary School, immediately establishing a connection with faculty.

DIRECT AND ALLOCATED COSTS:

The Museum Attendant would be Grade AA at this range:

Min: \$15.29/HR

Mid: \$19.09/HR

Max: \$23.86/HR

Details are as follows:

Salary	\$27,144
Logo Shirts/Uniform	\$250
Total Cost	\$27,394

SUPPORTING DOCUMENTS: Attached is role description to reflect the requested position.

Museum Attendant- Part Time

Department: Parks & Recreation

FLSA Status: Non-Exempt

General Definition of Work

Performs manual and office work facilitating the Farragut Museum and museum related special events. Work is performed under the supervision of the Historic Resources Coordinator. Work is generally performed in the mornings and afternoons. There will be weekend work and some evenings, depending on event schedule.

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

- Assists with daily operations of the museum including gift shop operations, working with volunteer docents, and communications with visitors and staff.
- Assists with special events, historic programs and event prep and breakdown.
- Assists with artifact tracking and Gallery flipping
- Assists with historic outreach programs
- Assists with tracking volunteer hours and Docent training
- Assists with Campbell Station Inn – Historic based events/activities
- Assists with gift shop purchasing, operations, and reporting
- Assists with enforcement of departmental policies and procedures pertinent to the Farragut Museum.
- Provides exceptional of customer service to patrons.
- Performs other duties and coordinates other projects as assigned.

Knowledge, Skills, and Abilities

General knowledge of standard office practices, procedures, equipment and office assistance techniques; general knowledge of business English, spelling and arithmetic; general knowledge of department programs and policies; general knowledge of standard computer software, software and hardware; general skill working in administrative support documents; general skill operating standard computer and peripheral equipment; ability to manage time and work within time constraints; ability to type accurately at a reasonable rate of speed; ability to operate standard office, word processing and data entry software; ability to follow oral and written instructions; ability to communicate effectively in oral form; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to establish and maintain effective working relationships with citizens, town staff, elected officials, and the general public.

General knowledge of the principles, practices, equipment, tools and materials used in public recreation; some knowledge of human behavior of individuals in groups participating in recreational activities; general knowledge of hazards and necessary safety precautions involved in public recreation; general knowledge of the equipment and techniques necessary to successfully conduct parks and recreation programs; general knowledge of first aid methods and necessary safety precautions to be used in recreation work; general skill operating standard tools of the trade;

Education and Experience

High school diploma or GED, or equivalent combination of education and experience.. *Applicants with at least junior standing in high school may be considered for employment on a case-by-case basis.*

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work frequently requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, lifting and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to

Museum Attendant- Part Time

receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

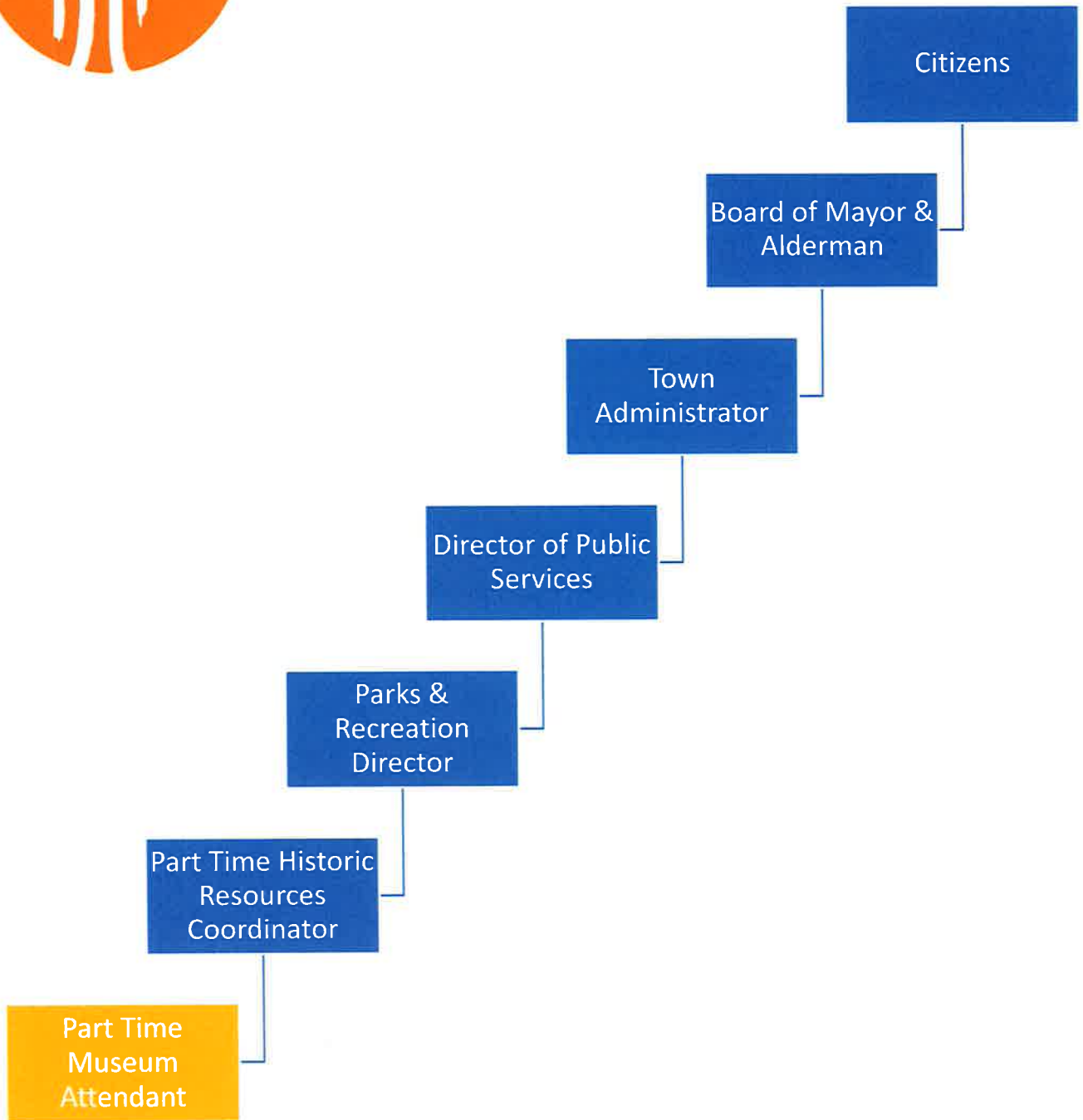
Ability to work nights and weekends as assigned.
CPR/First Aid/AED certification within 3 months of hire.

Pre-Hire Required Screenings

Background Check

Additional Benefits

N/A



PROGRAM CHANGE REQUEST

PREPARED BY: Ron Oestreich, Parks and Recreation Director
CC: Chris Sheffield, Director of Public Services
SUBJECT: Program Change in Parks and Recreation for FY 2026-2027
DATE: 12/3/2025

INTRODUCTION: This request is to upgrade the position title, responsibilities, and grade level for the Lead Recreation and Event Attendant to the position of Recreation and Events Program Coordinator.

BACKGROUND: It is no secret that recreation programming at the Town of Farragut has exploded. Since autumn of 2023, Recreation program offerings have grown 20% with new and creative classes offered nearly every quarter. This has resulted in program participation growth of nearly 30% (2,500 participants). Programs such as Spring and Fall Break Camps, After School Art, Homeschool PE, Knitting, and the How-To- Series have brought new faces to the Community Center. Special event offerings have also grown by 80% and participation by 30% since 2023. Small but impactful events such as Puzzle Palooza, Drive in Movie Night, Kids Try-Athlon, Family Campout, and the Bunny Brunch have also brought in new families who love our events and the fun we bring. Add all of that up and our Recreation team is busy. There are many days per week that either one, or both of the full-time Recreation staff members are leading classes, prepping for classes, or involved in the creation/execution of a special event. These are all supported by the part-time Rec Attendants, the Recreation and Events Manager, and often the Parks Manager as well as the Director.

The current structure of Recreation and Events Manager, Recreation and Events Coordinator, and Recreation and Events Lead is efficient. This efficiency is due to the sharing of program and event prep work and leading, mostly between the two full-time support staff (Coordinator and Lead). I am proposing that the current Recreation and Events Lead position be upgraded to a Recreation and Events Coordinator, thus creating two full-time Coordinators. This change will align with traditional Parks and Recreation Departmental structures and will outline the shared duties of both positions.

For the last 16-months, we have been tracking hours spent "outside" of the Lead position's job responsibilities. This specifically includes only time that the Lead spends planning for programs and events, setup and cleanup for programs and events, and leading the actual programs and events. Total hours spent on program prep and execution is 973 since July of 2024. That is an average of 61 hours per month (15+ hours per week) spent outside of her current job responsibilities. (Some months are obviously higher because of the Spring and Fall Break Camps).

Recreation programming will continue to grow. Having not only one, but two Recreation and Event Coordinators will spread the workload fairly in both hours worked and compensation potential. Moving the Lead to a Coordinator also enhances our ability to replace the position with a higher qualified pool of candidates should we need to in the future.

The Recreation and Events team is in budget creation mode, which means they are not only planning to continue already successful programs and events, they are also brainstorming new program and event ideas. It is an on-going cycle and we are experiencing the results.

DIRECT AND ALLOCATED COSTS:

The Recreation and Events Coordinator would be Grade D in this range:

Min: \$22.36/HR

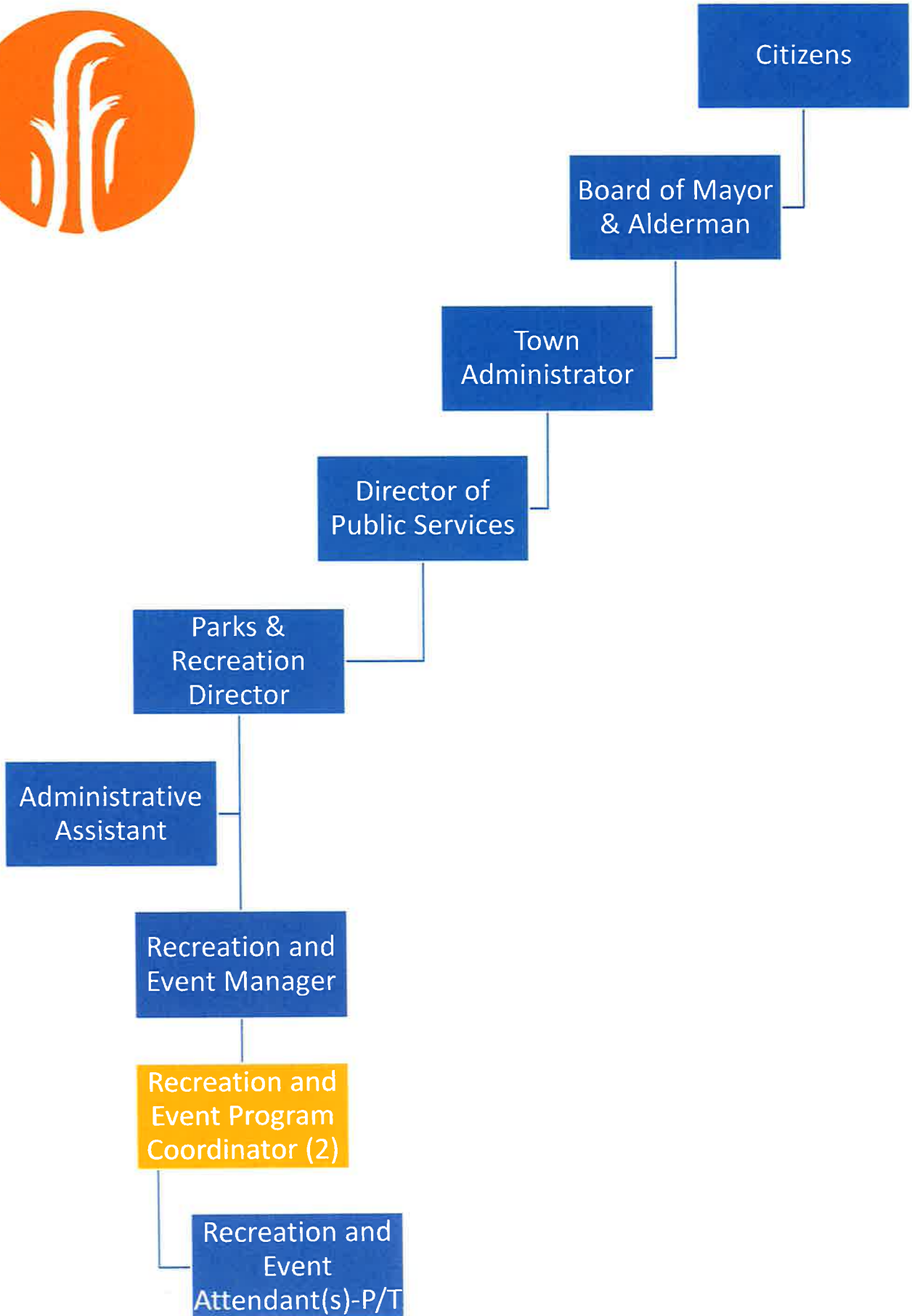
Mid: \$27.95/HR

Max: \$34.94/HR

The current annual salary for the Lead Recreation and Events Attendant is \$40,414. A change in Grade and responsibility will result in an annual wage increase of \$6095.

Details are as follows:

Salary	\$46,509
Increase in benefit costs	\$650
Salary offset from previous role	-\$40,414
Net change to budget	\$6745





Memo

To: David Smoak, Town Administrator, Chris Sheffield, Director of Public Services

From: Michelle Pence, Director of Administrative Services

Date: 2/20/2026

Re: HR Driven Budget Suggestions FY 28

Compensation Recommendations

Market & Economic Overview

A review of surrounding municipalities with publicly available data reflects an average increase range of 5–6%. Many of these cities implemented classification and compensation studies similar to ours in the last year or this year.

The Town’s fully budgeted FY 2025–2026 payroll is: \$5,225,178 annually

Inflation & Cost Pressures

CPI ended at 2.7% overall, with the South Region (State of Tennessee) at 2.2%. However, several key cost drivers impacting employees are significantly higher:

- Housing: +3.2%
- Prescription and non-prescription drugs: +8.3%
- Electricity: +6.7%
- Natural Gas: +10.8%
- Groceries: +2.4%

These categories disproportionately affect our workforce, many of whom are living paycheck to paycheck. The weighted impact of these core expenses averages approximately **6.28%**.

Recommended Salary Adjustment

I recommend:

- 3% Cost of Living Adjustment (COLA)
- Up to 3% Merit/Incentive Increase (based on performance)

Financial Impact

Component	Annual Cost
3% COLA	\$198,000
Merit (if all received max)	\$198,000
Total Potential Increase	\$396,000

Benefits Projections

No Increases Anticipated:

- Dental
- Vision
- Life/Disability
- FSA

Medical Insurance

Projected increase: 7–9%

Current Town cost (90% employer share): \$1,556,306 annually

Projected 7% increase: +\$106,520

Recommended Cost Sharing Adjustment

To offset rising medical costs while preserving plan stability, I recommend adjusting the employer/employee contribution split from:

90% / 10% → 88% / 12%

Estimated Employee Per-Paycheck Increases:

- Employee Only: +\$13
- Employee + Child: +\$20
- Employee + Spouse: +\$30
- Family: +\$35

Financial Impact to Town

With the 7% increase and revised split:

- **New estimated Town cost:** \$1,628,242
- **Estimated savings:** \$34,584

Net Budget Impact

If the Town implements:

- 3% COLA
- 3% Merit increases (at full allocation)
- Medical split adjustment

Net overall Town cost increase: \$467,936

Sample Employee Scenario

Parks Maintenance Technician I

Current Salary: \$40,914

- 3% COLA: +\$1,227
- 3% Merit: +\$1,227
- Increased health premium: -\$840

Net Annual Increase to Employee: \$1,614

New Salary: \$42,528

Net Effective Increase: ~4%

Memo

To: Board of Mayor and Alderman

From: David Smoak, Town Administrator

Date: 4/3/2026

Re: Medical Insurance Renewal and Cost Sharing Adjustment

The Town is projecting a 7% increase in medical insurance premiums for FY 2026–2027. Under the current 90% employer / 10% employee cost-sharing structure, the Town’s annual cost is \$1,556,306. A 7% increase would result in an additional \$108,941 in annual expenditure if no changes are made.

To proactively address rising healthcare costs while maintaining a competitive and sustainable benefits program, it is recommended that the Town adjust the cost-sharing structure to 88% employer / 12% employee. This modest adjustment allows the Town to offset increasing costs while continuing to provide strong benefits to employees.

Under this approach, the estimated employee impact per paycheck would be as follows:

Employee Only: +\$13

Employee + Child: +\$20

Employee + Spouse: +\$30

Family Coverage: +\$35

With the proposed adjustment and a 7% premium increase, the Town’s estimated annual cost would be \$1,465,417, resulting in an overall savings of approximately \$199,830 compared to maintaining the current cost-sharing model.

This recommendation reflects a balanced approach that supports fiscal responsibility while preserving the quality and competitiveness of the Town’s benefits package.

Summary of Changes

Fee	Current Fee	Proposed Fee
Community Development		
Demolition Permits (for demolition of any building or structure)	\$104	\$208
Building Permit Extensions	\$104	\$208
Concept Plans, Subdivision Plats and Subdivision Variances- Concept plan	\$104	\$208
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	\$104	\$208
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	\$208	\$311
Landscape Plans	\$311	\$416
Zoning Ordinance	\$311	\$416
Municipal Code Text Amendments	\$311	\$416
Subdivision Regulations - Text Amendments	new	\$311
Parks and Recreation		
Picnic/Pavilions Rental-Essex, Athletic (AP); Burnside (FP)	\$26 half day/\$42 full day	\$31 half day/\$50 full day
Town Hall Park Pavilion	\$26 half day/\$42 full day	\$31 half day/\$50 full day
Tournament/Camp/Clinic Usage Fee-Grass Field/Volleyball Complex	\$104 half day/\$208 full day	\$140 half day/\$250 full day
Pickleball Tournament Fees	new	\$540 per day plus refundable damage deposit. 1-day tournaments only. No Sundays.
McFee Great Pavilion Only	\$104 half day/\$182 full day	\$110 half day/\$195 full day
McFee Great Lawn and Pavilion-120 person max		
Nonprofit	\$430 half day/\$623 full day	\$440 half day/\$635 full day
For profit/Social	\$520 half day/\$623 full day	\$530 half day/\$740 full day

FY2026 Fee Schedule

		<u>Approved Fee</u>
<u>Administration</u>		
Beer Permit		\$250
Beer Permit Privilege Tax/Annual Renewal Fee		\$100
Special Occasion Beer Permit-Class 6		\$100
Retail Liquor Store Application		\$311
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		\$16
Records Request/Copies		Farragut Municipal Code: See Section 2-104 Regulates Request and Copies
Notary Service	\$0 for Farragut residents	\$11 per stamp/signature
<u>Employee Facility and Recreation Discount</u>		
Drop-in play at the Community Center		Free for employee & immediate family
Facility Rental		50% off for employee & immediate family
League entry for Town run athletics		50% off for employee & immediate family
Programming Registration	Staff led programming	50% off for employee & immediate family
	Contractual Programming	25% off for employee & immediate family
Employee discount for gift shops		10% for employee & immediate family
<u>Engineering</u>		
Drainage Fee		
	Commercial/Office Development	\$0.04 per square foot of impervious surface
	Residential Development	\$42 per subdivision lot

		<u>Approved Fee</u>
Community Development		<u>Approved Fee</u>
General		
	Illegal Parking (in fire lanes)	\$26
	Special Events Permit	\$26
	Home Occupation	\$52
	Local Contractor Licensing Fee	\$104
	Mobile Food Vendor Fire Safety Permit/per year	\$104
	Zoning Letter	\$26
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	\$37.00 minimum
	\$1,001 to \$50,000	\$36.00 for the first \$1,000, plus \$6.75 for each additional thousand or fraction thereof, to and including \$50,000
	\$50,001 to \$100,000	\$353 for the first \$50,000, plus \$5.50 for each additional thousand or fraction thereof, to and including \$100,000
	\$100,001 to \$500,000	\$623 for the first \$100,000, plus \$4.25 for each additional thousand or fraction thereof, to and including \$500,000
	\$500,001 and up	\$2,345 for the first \$500,000, plus \$2.75 for each additional thousand or fraction thereof
Plumbing Permits		\$36, plus \$5.25 for each fixture
Gas Permits		\$36 for first tap, plus \$5.25 for each additional tap

		Approved Fee
Mechanical Permits-Commercial		\$36 for first \$1,000, per total value of installation, plus \$5.25 for each additional thousand or fraction thereof
Mechanical Permits-Residential		\$36, plus \$36.50 per each unit
Plumbing, Gas, Mechanical Local License		\$104.00
Swimming Pool Permits	Public and Private Pool	Per total value of construction
Demolition Permits (for demolition of any building or structure)		\$208
Moving Permits (for moving any building or structure)		\$104
Re-Inspections		\$52 for 1st re-inspection and \$104 for 2nd re-inspection and \$208 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		\$104 with up to 90 days as the maximum extension
Building Permit Extensions		\$208 with up to 180 days as the maximum extension
Temporary Certificate of Occupancy	Residential-30 day maximum	\$104
Temporary Certificate of Occupancy	Non-residential-30 day maximum	\$208
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	\$260 after the initial submittal and one correction submittal
Re-submittal Plan Reviews	Residential	\$52 after the initial submittal and one correction submittal
Fire Prevention		
	Fire Sprinkler System Permit	\$0.02 per square foot or \$104 (whichever is greater)
	Fire Alarm System Permit	\$0.02 per square foot or \$104 (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	\$52
	All other permits	\$104
Fire Prevention Plan Resubmittal		\$104 after the second submittal
Concept Plans, Subdivision Plats and Subdivision Variances		
	Concept Plan	\$208
	Preliminary Plat	\$104 plus \$26/lot
	Final Plat	\$104 plus \$26/lot
	Variance Request	\$312

		Approved Fee
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	\$208
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	\$311
Landscape Plans		\$104
Zoning Ordinance	Amend text	\$416
Zoning Map Amendments	Amend map	\$311
Board of Zoning Appeals - Variance Request		\$311
Board of Zoning Appeals - Special Exception, Use on Review, or Interpretation Request		\$104
Comprehensive Land Use Plan Amendments	Amend text or map	\$311
Municipal Code Text Amendments		\$416
Municipal Code Variance (Non- Board of Zoning Appeals)		\$311
Subdivision Regulations - Text Amendments		\$311
Signs		
	Permanent Signs (non individual tenant panel)	\$104
	Temporary Signs	\$26
	Sign Fees for Tenant Panel Addition or Modification to Tenant Panel on Existing Ground Mounted Sign	\$52
	Signs Erected or Modified Without a Permit	Double the sign permit fee
Sign expiration extension of 180 days		
	Permanent Signs (non individual tenant panel)	\$104
	Tenant Panel Sign	\$52
Everett Road Corridor Fee		Ordinance 14-19

		<u>Approved Fee</u>
Parks & Recreation		
<u>Facility</u>		<u>Approved Fee</u>
Picnic/Pavilions Rental	Essex, Athletic (AP); Burnside (FP)	\$31 half day/ \$50 full day
	Hartford & Saratoga (AP); Longstreet (FP)	\$47 half day/\$83 full day
	McFee Small	\$88 half day/\$130 full day (Monday through Thursday)
	McFee Small	\$104 half day/\$156 full day (Fri, Sat, Sun & Holidays)
	McFee Large	\$99 half day/\$150 full day (Monday through Thursday)
	McFee Large	\$125 half day/\$182 full day (Fri, Sat, Sun & Holidays)
	McFee Great Lawn and Great Lawn Pavilion-	see McFee Park Fees section
	Town Hall Park Pavilion	\$31 half day/ \$50 full day
Athletic	Fields (Diamond & Rectangular) Grass	\$31 per hour.
	Fields (Synthetic Turf)	\$57 per hour
	Competitive, Recreational & Intermediate Volleyball Fees	\$180 per team
	McFee Tennis	\$5 per court for 1 hour
	MBLP 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.	\$104 Annual Permit Fee
For-Profit/Park Usage Fee	Professional Photographers, For profit classes, Trainers, Etc.	\$104 Annual Permit Fee

		<u>Approved Fee</u>
Tournament/Camp/Clinic Usage Fee	Grass Field/Volleyball Complex	\$140 half day/\$250 Full day
	Synthetic Turf Field	\$337 half day/\$675 full day
	Tennis (2)/Pickleball (4)	\$208 full day
	Tennis (4)/Pickleball (6)	\$415 full day
Tournament Deposit (Refundable)		\$520
Vendor Fee-Tournament	Per Vendor	\$21 per day
Pickleball Tournament Fees		\$540 per day plus refundable damage deposit. 1-day tournaments only. No Sundays.
Special Event Park Use Fee - Founders Park		\$208 per 4 hours; \$52 per hour for each additional hour
Excessive Trash		
	First Trash Violation	A written warning and/or a \$105 fine will be charged to the renter/organization. The renter/organization will not be allowed to use the fields until the fine is paid.
	Second Trash Violation	\$105 fine and 30-day suspension (without a refund of fees) to the renter organization. The renter/organization will not be allowed to rent a pavilion or rent/use fields or to until after the 30-day suspension and the fine is paid.
	Third Trash Violation	The renter/organization's contract will be canceled, and the organization will be banned from using any Town of Farragut field in the future.

McFee Park Fees

McFee Park Fees		
McFee Great Pavilion Only	<u>1/2 day rental</u> - \$110	
	<u>Full day rental</u> - \$195	
	Non-Profit	For Profit/Social
McFee Great Lawn and Pavilion-120 person max	<u>1/2 day rental</u> - \$440	<u>1/2 day rental</u> - \$530
	<u>Full day rental</u> - \$635	<u>Full day rental</u> - \$740
Additional Fees for half or full day rentals:		
Electrical Fees	\$104	
TOF Tables & Chair rental	\$130	
Refundable Deposit	\$260	

Community Center Fees				
	Non Profit - Reg Hours	Non-Profit - After Hours	For Profit/ Social - Reg Hours	For Profit/ Social - After Hours
<u>Classrooms</u>				
Small (1 - 1/2 hour block)	\$16	\$42	\$16	\$42
Small (1 - 1/2 hour block) - Holiday Fee		\$52		\$52
Medium	\$21	\$47	\$21	\$47
Medium (1 - 1/2 hour block) - Holiday Fee		\$57		\$57
Large	\$26	\$52	\$26	\$52
Large (1 - 1/2 hour block) - Holiday Fee		\$62		\$62
<u>Gym</u>				
Sports/Fitness (1 hour block)	\$31	\$57	\$31	\$57
Sports/Fitness (1 hour block) - Holiday Fee		\$78		\$78
Sports/Fitness - Setup Fee	\$16	\$16	\$16	\$16
Camp/Tournament (Half Day - 6 hours)	\$156	\$285	\$156	\$285
Camp Tournament (Whole Day)	\$337	\$623	\$337	\$623
Camp/Tournament (Half Day - 6 hours) - Holiday Fee (20%)		\$342		\$389
Camp/Tournament (Whole Day) - Holiday Fee (20%)		\$747		\$830
Special Event (8 hours)*	\$647	\$675	\$778	\$986
Special Event (8 hours)* - Holiday Fee (20%)		\$810		\$1,183
Special Event Additional Hours (Per Hour)	\$130	\$130	\$130	\$130
Special Event Additional Hours (Per Hour) Holiday Fee (20%)	\$156	\$156	\$156	\$156
Refundable Damage Deposit	\$260	\$260	\$260	\$260
<u>Assembly Hall (Monday-Saturday)</u>				
8 Hour Rental**	\$415	\$675	\$675	\$882
Saturday Half Day Rental	\$441	\$441	\$441	\$441
Holiday Fee (20%)		\$810		\$1,058
Additional Hours (Per Hour)	\$104	\$104	\$104	\$104
Additional Hours (Per Hour) Holiday Fee (20%)	\$125	\$125	\$125	\$125
Alcohol Fee (No Sales)	\$104	\$104	\$104	\$104
Alcohol Fee (Sales) - For Profit Business Only (Not social)			\$520	\$520
Refundable Damage Deposit	\$260	\$260	\$260	\$260
*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**	\$156	\$208		
Additional Hour		\$52		
Additional Table/Chair Rental		\$10	per table/8 chairs	
Refundable Damage Deposit		\$104		
<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)	\$311	\$311		
Refundable Damage Deposit	\$260	\$260		
<u>Birthday Party Package</u>				
2 Hour Rental - (Saturday) 1 hour gym, 1 hour class room		\$104		
3 Hour Rental - (Sunday) 2 hours gym, 1 hour class room		\$156		
Additional Table/Chair Rental		\$10	per table/8 chairs	
Refundable Damage Deposit		\$104		

Mayor Ralph McGill Plaza Rental Fees			
	Non Profit	For Profit/Social	
100 people or less	\$337	\$467	use of two grass lawns and sections of parking lot
101 people or more	\$493	\$675	use of two grass lawns, parking lot, and can shut down entry roads – parking provided at the Farragut Community Center
Electrical Fee	\$104	\$104	
Trash Fee-100 people or less	\$78	\$78	
Trash Fee-101 people or more	Renter must provide for private trash service		
Security Deposit (Refundable)-100 people or less	\$311	\$311	
Security Deposit (Refundable)-101 people or more	\$520	\$520	
Tent Permit/Fee	\$52	\$52	
Alcohol Fee	\$104	\$260 (No sales)	
Alcohol Fee		\$520 (sales)	
Any event serving or selling alcohol must hire an officer (not security guard), must receive a Town of			
<u>Campbell Station Inn Avery Russell Room Rental</u>			
Room Rental add on to McGill Plaza Rental	\$200 Flat Fee	\$200 Flat Fee	
<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	
<u>Rental Fee for Outdoor Classes as McGill Plaza</u>			
\$60 per hour			
Rentals will be limited to two hours, including set up and tear down			
Alcohol will not be permitted under this fee structure			
Access to electric will not be included in this fee structure			
All rental fees are due within 7 days of booking in this fee structure			
This rental fee option is limited to following types of activities: outdoor fitness or education classes			
This rental will have a maximum of 35 participants			

Campbell Station Inn Rental Fees

Avery Russell Room (meeting space)	Hourly: \$50
Rental Fees	Half Day 4hrs: \$175
	Full Day 8hrs: \$350
	Multiple Days: \$300 per day with a max of 5 days
	Non-Profit Fee: 25% discount off total fee
	Staff: 50% discount off total fee
Full First Floor Rental Fees	Half Day 4hrs: \$400
	Full Day 8hrs: \$600
	Includes the use of the Avery Russell, main hallway, and Gift shop Room.
	The Historic Room will be accessible, but nothing may be moved or rearranged.
	With this option the Inn will be closed to the public
	Non-Profit Fee: 25% discount off total fee
	Staff: 50% discount off total fee
After Hours Rental Fees	Hourly events lasting after 6pm will have an additional \$50 per hour fee.
	Half day events on Sunday or Monday will have an additional \$200 fee.
	Full day events on Sunday or Monday will have an additional \$400 fee

FEE JUSTIFICATION TABLE – 2027 FISCAL YEAR CHANGES

Concept Plan

Action Needed:

Application Intake time and inputting into Bluebeam:	30 minutes x 2 staff = \$30
Multi-dept Plan Review:	60 minutes x 4 staff = \$120
Publish cost (portion of publish cost):	= \$5
Write up and Meeting:	60 minutes x 1 = \$53
Total:	= \$208

Site Plan (less than 3 acres)

Action Needed:

Application Intake time and inputting into Bluebeam:	30 minutes x 2 staff = \$30
Multi-dept Plan Review:	60 minutes x 4 staff = \$120
Publish cost (portion of publish cost):	= \$5
Write up and Meeting:	60 minutes x 1 = \$53
Total:	= \$208

Site Plan (more than 3 acres)

Action Needed:

Application Intake time and inputting into Bluebeam:	30 minutes x 2 staff = \$30
Multi-dept Plan Review:	110 minutes x 4 staff = \$223
Publish cost (portion of publish cost):	= \$5
Write up and Meeting:	60 minutes x 1 = \$53
Total:	= \$311

Landscape Plan

Action Needed:

Application Intake time and inputting into Bluebeam:	30 minutes x 2 staff = \$30
Plan Review:	60 minutes x 1 staff = \$40
Publish cost (portion of publish cost):	= \$5
Write up and Meeting:	approximately 40 minutes x 1 staff = \$29
Total:	= \$104

Zoning and Municipal Code – non- Subdivision Regulations - Text Amendments

Action Needed:

Application Intake time:	30 minutes x 2 staff = \$30
Staff and Possible Attorney Review:	90 minutes x 2 staff = \$250
Publish cost (portion of publish cost plus public hearing):	= \$25
Write up and Meeting (MPC and BMA):	90 minutes x 1 staff = \$111
Total:	= \$416

Subdivision Regulations - Text Amendments

Action Needed:

Application Intake time:	30 minutes x 2 staff = \$30
Staff and Possible Attorney Review:	70 minutes x 2 staff = \$200
Publish cost (portion of publish cost):	= \$5
Write up and Meeting (MPC only):	90 minutes x 1 staff = \$76
Total:	= \$311

Fee Justification-Demolition Permit

Development Technician-Permit processing:	40 Minutes	\$ <u>22.00</u>
Building Official-Plan Review	60 Minutes	\$ <u>68.00</u>
Engineering Tech-Erosion Control Inspection	30 Minutes	\$ <u>25.00</u>
Engineering Tech-Site Final Inspection	30 Minutes	\$ <u>25.00</u>
Building Official-Final Inspection/Certificate of Completion	60 Minutes	\$ <u>68.00</u>

Current Fee: \$104

New Fee: \$208

KAS 04/02/26

2026 Parks and Recreation Fee Increase Recommendation

Tournament Fees for Natural Grass Fields

Explanation:

Natural Grass Tournament fees have not been raised in 5 years. We are beginning to get requests for the ball diamonds for tournaments. With some of the upgrades, we believe this is a good time to increase fees.

Staff Recommendation: Natural Grass Field Tournaments: 1/2 day rental \$140. Full day rental \$250 per field

	Current Fees	Recommended Fees
Grass Field Rectangle - Tournament	1/2 Day: \$104. Full Day: \$208	1/2 Day: \$140. Full Day: \$250
Grass Field - Baseball Tournament	1/2 Day: \$104. Full Day: \$208	1/2 Day: \$140. Full Day: \$250
Grass Field - Softball Tournament	1/2 Day: \$104. Full Day: \$208	1/2 Day: \$140. Full Day: \$250

Park Small Pavilion Rental Fees

Explanation

Small Pavilions at Anchor, Founders, and Town Hall Parks have not been increased in 3 years. We remain under priced for these facilities as compared to neighboring communities.

Staff Recommendation: Increase Small Pavilion Fees for 2026/2027

	Current Fees	Recommended Fees
Anchor - Essex	1/2 Day: \$26. Full Day: \$42	1/2 Day: \$31. Full Day: \$50
Anchor - Athletic	1/2 Day: \$26. Full Day: \$42	1/2 Day: \$31. Full Day: \$50
Founders - Burnside	1/2 Day: \$26. Full Day: \$42	1/2 Day: \$31. Full Day: \$50
Town Hall	1/2 Day: \$26. Full Day: \$42	1/2 Day: \$31. Full Day: \$50

McFee Great Lawn

Explanation

The Great Lawn at McFee has not seen a fee increase in 2 years. People can rent the Great Lawn only. Or they can rent the Great Lawn Pavilion, which includes the surrounding green space on the Great Lawn itself. We have 2 categories: Not For Profit (NFP) and For Profit (FP).

Staff Recommendation: Increase Great Lawn Fees for 2026/2027

	Great Lawn	Great Lawn	Great Lawn
	(Lawn Only)	Pavilion and Lawn (NFP)	Pavilion and Lawn (FP)
Current Fees	1/2 Day Rental: \$104	1/2 Day Rental: \$430	1/2 Day Rental: \$520
	Full Day Rental: \$182	Full Day Rental: \$623	Full Day Rental: \$727
Recommended Fees	1/2 Day Rental: \$110	1/2 Day Rental: \$440	1/2 Day Rental: \$530
	Full Day Rental: \$195	Full Day Rental: \$635	Full Day Rental: \$740

Pickleball Tournament Fees

Explanation

With the new Pickleball Complex, we have been receiving a few requests for tournaments. We are putting these fees in place to accommodate future tournaments if that is what we decide to offer.

Staff Recommendation: Add Pickleball Tournament Fees for 2026/2027

Pickleball Tournament Fees	\$540 per day plus refundable damage deposit. 1-day tournaments only. No Sundays.
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