



Farragut Board of Mayor & Aldermen Meeting
Thursday, July 23, 2026 at **6:00 PM**

Farragut Town Hall
11408 Municipal Center Drive

AGENDA

- I. Roll Call, Silent Prayer, Pledge of Allegiance
- II. Approval of Agenda
- III. Approval of Minutes
 - A. July 9, 2026, Minutes
- IV. Mayor's Report
- V. Ordinances & Resolutions
 - A. Ordinances
 - 1. First Reading
 - a. Approval of Ordinance 26-16, an Ordinance of the Town of Farragut, Tennessee on First Reading, Amending the Fiscal Year 2025-26 Capital Investment Program Fund Budget, Passed by Ordinance 25-10.
 - 2. Second Reading & Public Hearing
 - a. Ordinance 26-14, an ordinance on second reading to amend the Farragut Code of Ordinances, Chapter 2-Administration, Article 6-Finance, Division 2-Purchasing Regulations.
- VI. Business Items
 - A. Appointment of Steering Committee for the Comprehensive Land Use Plan Update
 - B. Amended Agenda Item: Approval to Purchase Microsoft 365 Licenses under Sourcewell Technology Products & Solutions Contract No. 121923-SHI

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

VII. Citizens Forum

VIII. Town Administrator's Report

IX. Town Attorney's Report

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

Each speaker will be asked if they can agree to abide by the Comment Protocol. If so, please be prepared to

Speak when your name is called.

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

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



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

Farragut Town Hall
11408 Municipal Center Drive
Thursday, July 9, 2026 at 6:00 PM

MINUTES

I. Roll Call, Silent Prayer, Pledge of Allegiance

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

II. Approval of Agenda

Motion was made to approve the July 9, 2026, agenda. Moved by Vice-Mayor Meyer, seconded by Alderman Burnette; voting yes, Alderman LaCroix, Vice-Mayor Meyer, Alderman Burnette, Alderman Cain, Mayor Williams; voting nay, None; motion Passed.

III. Approval of Minutes

A. June 25, 2026, Minutes

Motion was made to approve the June 25, 2025, Minutes. Moved by Vice-Mayor Meyer, seconded by Alderman Cain; voting yes, Alderman LaCroix, Vice-Mayor Meyer, Alderman Burnette, Alderman Cain, Mayor Williams; voting nay, None; motion Passed.

IV. Mayor's Report

Mayor Williams thanked staff for the countless hours dedicated to the July 4th parade celebrating the 250th Anniversary of the United States and honoring current and retired veterans. He also thanked the museum staff for the June 8, 2026 event at which the Declaration of Independence was read.

A. Proclamation for 2026 Park and Recreation Month

Alderman Burnette read the Proclamation for 2026 Park and Recreation Month

V. Ordinances & Resolutions

A. Ordinances

1. First Reading

- a. Ordinance 26-13, an ordinance on first reading to amend the Farragut Zoning Map for a portion of the property located at 817 Virtue Road from S-1 (Community Service) and Agricultural (A) to R-1 (Rural Single-Family Residential), 8.55 Acres (Benchmark Associates, Inc., Applicant)

Motion was made to approve Ordinance 26-13 on the first reading. Moved by Vice-Mayor Meyer, seconded by Alderman Burnette; voting yes, Alderman LaCroix, Vice-Mayor Meyer, Alderman Burnette, Alderman Cain, Mayor Williams; voting nay, None; motion Passed.

- b. Ordinance 26-14, an ordinance on first reading to amend the Farragut Code of Ordinances, Chapter 2-Administration, Article 6-Finance, Division 2-Purchasing Regulations.

Motion was made to approve Ordinance 26-14, an ordinance to amend the Farragut Code of Ordinances, Chapter 2-Administration, Article 6-Finance, Division 2-Purchasing Regulations on first reading. Moved by Alderman Burnette, seconded by Alderman Cain; voting yes, Alderman LaCroix, Vice-Mayor Meyer, Alderman Burnette, Alderman Cain, Mayor Williams; voting nay, None; motion Passed.

2. Second Reading & Public Hearing

- a. Ordinance 26-10, an ordinance on second reading to amend the Farragut Code of Ordinances, Appendix A - Zoning, Chapter 3. - Specific District Regulations, to replace Section V. - Rural Single-Family Acre Residential District (R-1-S-A), with the Rural Large-Lot Estate District (RLE)

Alderman Burnette expressed support for the lower density, lower impact option, noting it incentivizes developers. He stated he is in favor of relaxing requirements not intended for the RLE designation and suggested that applicants requesting variances come before the Board of Mayor and Aldermen for approval by resolution.

Alderman Cain concurred, stating he would like variance requests to come before the Board of Mayor and Aldermen for final approval.

Alderman LaCroix stated that per state statute, variance and waiver approval authority remains with the MPC. Community Development Director Mark Shipley agreed but noted he could consult with the Town Attorney to explore adding language to allow for that change. Alderman LaCroix relayed a citizen question asking whether Mr. Shipley believes the RLE rules are clear; Mr. Shipley confirmed he does. Alderman LaCroix asked if stormwater, engineering, and plat requirements would remain unchanged. Mr. Shipley affirmed they would. Alderman LaCroix asked who reviews these items; Mr. Shipley stated the Engineering Department, Planning Department, and Fire Code Official. Alderman LaCroix asked whether neighbors are notified when certain requirements are waived; Mr. Shipley stated the information would appear in the agenda materials and that a yard sign would be posted if a rezoning is requested.

Vice-Mayor Meyer stated he is in favor of the ordinance and noted that state statute

requires MPC review rather than Board of Mayor and Aldermen review.

Mayor Williams stated he views this ordinance similarly to a rezoning, noting nearly all the same requirements still apply, and does not see a need to require staff to produce something already reviewed. Mr. Shipley noted the ordinance contains no concept plan but that the language would indicate a low-density designation.

Motion was made to approve Ordinance 25-10 on second reading. Moved by Vice-Mayor Meyer, seconded by Alderman LaCroix; voting yes, Alderman LaCroix, Vice-Mayor Meyer, Mayor Williams; voting nay, Alderman Burnette, Alderman Cain; motion Passed.

Dian Hall - 668 Brochardt Blvd

B. Resolutions

1. Resolution R-26-10 Authorizing the Town to Participate in the Public Entity Partners Cybersecurity Matching Grant Program

Motion was made to approve Resolution R-26-10 Authorizing the Town to Participate in the Public Entity Partners Cybersecurity Matching Grant Program. Moved by Vice-Mayor Meyer, seconded by Alderman Burnette; voting yes, Alderman LaCroix, Vice-Mayor Meyer, Alderman Burnette, Alderman Cain, Mayor Williams; voting nay, None; motion Passed.

2. Resolution R-26-11, Authorizing the Town to Participate in the Public Entity Partners “James L. Richardson Driver Safety” Matching Grant Program

Motion was made to approve Resolution R-26-11, Authorizing the Town to Participate in the Public Entity Partners “James L. Richardson Driver Safety” Matching Grant Program. Moved by Alderman Burnette, seconded by Alderman Cain; voting yes, Alderman LaCroix, Vice-Mayor Meyer, Alderman Burnette, Alderman Cain, Mayor Williams; voting nay, None; motion Passed.

3. Resolution R-26-12, Authorizing the Town of Farragut to participate in the Public Entity Partners Judy Housley Safety Matching Grant Program

Motion was made to approve Resolution R-26-12, a resolution authorizing the Town of Farragut to participate in the Public Entity Partners Judy Housley Safety Matching Grant Program. Moved by Vice-Mayor Meyer, seconded by Alderman Burnette; voting yes, Alderman LaCroix, Vice-Mayor Meyer, Alderman Burnette, Alderman Cain, Mayor Williams; voting nay, None; motion Passed.

4. Resolution R-26-13, Approving the Town of Farragut Purchasing Policy

Motion was made to approve Resolution R-26-13, Approving the Town of Farragut Purchasing Policy. Moved by Vice-Mayor Meyer, seconded by Alderman Cain; voting yes, Alderman LaCroix, Vice-Mayor Meyer, Alderman Burnette, Alderman Cain, Mayor Williams; voting nay, None; motion Passed.

VI. Business Items

- A. Approval of Award of Contract 2027-01 for FY27 Street Resurfacing to APAC-Atlantic Inc.

Motion was made to approve bids and award Contract 2027-01 for FY27 Street Resurfacing to APAC- Atlantic Inc. for their bid of \$1,843,377.06. Moved by Alderman Burnette, seconded by Alderman LaCroix; voting yes, Alderman LaCroix, Vice-Mayor Meyer, Alderman Burnette, Alderman Cain, Mayor Williams; voting nay, None; motion Passed.

- B. Approval of Professional Services Agreement With Cannon & Cannon, Inc. for Russfield Drive Culvert Design Services

Motion was made to approve the Professional Services Agreement with Cannon & Cannon, Inc. for development of design plans for culvert replacement on Russfield Drive. Moved by Alderman Burnette, seconded by Alderman Cain; voting yes, Alderman LaCroix, Vice-Mayor Meyer, Alderman Burnette, Alderman Cain, Mayor Williams; voting nay, None; motion Passed.

- C. Approval of Revisions to Stormwater Advisory Committee Charter

Motion was made to approve the proposed revisions to the Charter of the Stormwater Advisory Committee. Moved by Alderman Burnette, seconded by Alderman Cain; voting yes, Alderman LaCroix, Vice-Mayor Meyer, Alderman Burnette, Alderman Cain, Mayor Williams; voting nay, None; motion Passed.

- D. Appointment of a Board of Mayor and Aldermen Representative to the Stormwater Advisory Committee

Motion was made to appoint Alderman Joe LaCroix to serve as the Board of Mayor and Aldermen representative on the Stormwater Advisory Committee. Moved by Mayor Williams, seconded by Alderman Cain; voting yes, Alderman LaCroix, Vice-Mayor Meyer, Alderman Burnette, Alderman Cain, Mayor Williams; voting nay, None; motion Passed.

VII. Citizens Forum

Jeanne Brykalski - Belleaire Neighborhood
Dian Hall - 668 Brochardt Blvd

VIII. Town Administrator's Report

Town Administrator David Smoak advised that "Party in the Park" would be held on July 24th from 6:00 to 8:00 p.m.

Alderman Cain presented photos of the greenway area near Grigsby Chapel Greenway, noting the ongoing sewer pipe replacement and citizen concerns regarding tree destruction.

Town Administrator Smoak advised that First Utility District's plans include replanting grass, which has already been done in some areas, and noted it could be an option for the Tree Board to explore. He also mentioned the possibility of using dogwood seeds for replanting, noting that Dogwood Arts provides the Town with seedlings each year.

IX. Town Attorney's Report

X. Adjournment

The meeting adjourned at 7:09pm.

Ron Williams, Mayor

Hailey Russell, Town Recorder

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Christopher Sheffield, Director of Public Services
 Tessa Cortes, Finance Director - Treasurer

Subject: Approval of Ordinance 26-16, an Ordinance of the Town of Farragut, Tennessee on First Reading, Amending the Fiscal Year 2025-26 Capital Investment Program Fund Budget, Passed by Ordinance 25-10.

Introduction & Background: The purpose of this agenda item is to approve Ordinance 26-16 to amend the Capital Investment Program Fund for additional expenses related to the Anchor Green Restroom project.

Discussion & Recommendations: The original budget for the Anchor Green Restroom totaled \$400,000 and was intended to cover the construction cost for a public restroom facility for the Biddle Farm Town Center square area. After responses to the Town's request for proposal for restroom construction were received, the lowest bid exceeded the authorized budget by \$8,150. In order to proceed with construction, a budget amendment is required to move \$8,150 from CIP Reserves to CIP Expenditures. Additionally, staff recommends allowing for a small contingency reserve of \$11,850 to cover any unforeseen change orders during construction. There are already expenditures to date of \$29,912.70. The total requested amended amount needed is \$49,912.70.

Account Number: 310-41800-59121

<u>Total Budget</u>	<u>Requested Amount</u>	<u>Expenditures to Date</u>	<u>Remaining Amount</u>
\$400,000	\$49,912.70	\$29,912.70	\$420,000

Account Number: CIP Available Fund Balance

<u>FY26 Amended Budget</u>	<u>Requested Amount</u>	<u>FY26 Amended Budget</u>
3,873,122.08	(49,912.70)	3,823,209.38

Account Number: CIP Expenditures

<u>FY26 Amended Budget</u>	<u>Requested Amount</u>	<u>FY26 Amended Budget</u>
25,026,709.92	49,912.70	25,076,622.62

Approved By: Tessa Cortes

Recommended By: Christopher Sheffield, Director of Public Services, Tessa Cortes, Finance Director - Treasurer for approval.

Proposed Motion: To approve Ordinance 26-16 on first reading.

ORDINANCE	26-16
PREPARED BY	Cortes
1 ST READING	July 23, 2026
2 ND READING	August 13, 2026
PUBLISHED IN	Farragut Press
DATE	

**AN ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE AMENDING THE
FISCAL YEAR 2025-2026 CAPITAL INVESTMENT FUND BUDGET, PASSED BY
ORDINANCE 25-10**

WHEREAS, the Town of Farragut adopted the fiscal year 2025-26 budget by passage of Ordinance Number 25-10 on June 26, 2025; and

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

WHEREAS, expenses will be greater than budgeted in the Capital Investment Fund budget; and

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF MAYOR AND ALDERMEN OF THE TOWN OF FARRAGUT, TENNESSEE THAT CHANGES BE MADE TO THE FISCAL YEAR 2025-2026 BUDGET AS FOLLOWS:

SECTION 1. Ordinance 25-10 is hereby amended by:

The **Capital Investment Program (CIP) Budget** will be amended to increase expenditures from \$25,026,709.92 to \$25,076,622.62 reflecting an increase of \$49,912.70. This adjustment accounts for updated construction costs for the Anchor Green Restroom project. The amendment will be funded through the CIP fund balance.

SECTION 2. The Board of Mayor and Aldermen authorize the Finance Director to make said changes in the accounting system.

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

Ron Williams, Mayor

Hailey Russell, Town Recorder

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN**Prepared By:** Michelle Pence, Director of Administrative Services**Subject:** Ordinance 26-14, an ordinance on second reading to amend the Farragut Code of Ordinances, Chapter 2-Administration, Article 6-Finance, Division 2-Purchasing Regulations.**Introduction & Background:** There have been no changes from first reading to second reading.

The Town of Farragut's purchasing regulations are contained in Division 2 of the Town Code and establish the authority, thresholds, and procedures for purchasing goods and services on behalf of the Town. These regulations are based on the Tennessee Municipal Purchasing Law of 1983 and have been amended over time to remain consistent with state law and the Town's operational needs.

The purchasing regulations were originally adopted into the Town Code and were previously amended in 2011. More recently, the Board amended Sections 2-299 and 2-300 in 2025 to address changes related to competitive bidding thresholds, written quotation requirements, and the use of competitive sealed proposals. The current proposed ordinance makes additional updates to clarify purchasing authority, align the ordinance with the Town's current organizational structure, and provide a more defined administrative process for bid and proposal protests.

Specifically, the proposed changes update the designation of who may serve as purchasing agent in the absence of the Town Administrator, clarify authorization for purchases that fall below the competitive bidding threshold, and add or revise protest procedures related to competitive sealed bids, Invitations to Bid, and competitive sealed proposals. These updates are intended to improve consistency, accountability, and administrative efficiency in the Town's purchasing process.

Discussion & Recommendations: The proposed ordinance updates Division 2 of the Town's purchasing regulations to reflect recent organizational changes, clarify purchasing authority, and strengthen procedures related to competitive purchasing and bid protests. See attached red lined copy of the Code.**Summary:****Section 1:**

Section 2-298 identifies the Town Administrator as the purchasing agent for the Town and authorizes the purchasing agent or designee to acquire supplies, materials, equipment, and services on behalf of the Town. The proposed amendment updates the succession language for who may serve as purchasing agent in the absence of the Town Administrator. The current language references the Associate Town Administrator. Since that position is no longer part of the Town's current organizational structure, the proposed amendment replaces that reference with the Director of Administrative Services and/or the Director of Public Services. This change aligns the ordinance with the Town's current leadership structure and provides continuity in purchasing authority

when the Town Administrator is unavailable.

Section 2:

Section 2-299 establishes the Town's requirements for public advertisement and competitive bidding. The Town's competitive bidding threshold remains unchanged at \$25,000. The section also continues to require three written quotations whenever possible for purchases costing less than the \$25,000 bid threshold but more than 40 percent of that threshold amount. This provision supports price comparison and accountability for purchases that do not require formal competitive bidding.

The proposed amendment also clarifies the approval process for procurement contracts that fall below the public advertisement and competitive bidding threshold. For these purchases, contracts may be awarded and entered into by the Town after authorization by either the Department Head or Finance Director and the Town Administrator. This language provides clearer internal authority for lower-dollar procurements while maintaining appropriate administrative oversight.

In addition, Section 2-299 adds language allowing the Town to establish, by purchasing policy, a procedure for reviewing and resolving protests related to competitive sealed bids or Invitations to Bid. The protest procedure may include filing deadlines, required protest contents, protest bond requirements, authority for written determinations, and other administrative requirements deemed necessary by the Town Administrator or designee. This addition gives the Town flexibility to address bid protests through administrative policy while ensuring that protest procedures are clear, consistent, and documented.

Section 3:

Section 2-300 addresses the use of competitive sealed proposals. The Town previously adopted language authorizing competitive sealed proposals when competitive sealed bidding is not practicable or not advantageous to the Town. The proposed amendment makes a limited clarification to the protest procedure for competitive sealed proposals. Under the current ordinance language, a protest filed by an aggrieved proposer is decided by the Board. The proposed amendment changes the decision-making authority from the Board to the purchasing agent. The purchase may not be finalized and work may not begin until the purchasing agent has reviewed and made a decision on the protest. This revision creates a more administrative and efficient protest review process while preserving the requirement that protests be reviewed before award finalization or commencement of work.

Overall, the proposed changes are intended to update the purchasing regulations to match the Town's current organizational structure, clarify approval authority for purchases below the competitive bidding threshold, and provide a more defined administrative process for bid and proposal protests.

Recommended By:

Michelle Pence, Director of Administrative Services for approval.

Proposed Motion:

Approve Ordinance 26-14, an ordinance to amend the Farragut Code of Ordinances, Chapter 2-Administration, Article 6-Finance, Division 2-Purchasing Regulations on second and final reading.

- **DIVISION 2. - PURCHASING REGULATIONS^[9]**

Footnotes:

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State Law reference— *Municipal Purchasing Law of 1983, T.C.A. § 6-56-301 et seq.*

- **Sec. 2-298. - Purchasing agent.**

The town administrator shall serve as the purchasing agent for the town. All supplies, materials, equipment and services of any nature whatsoever shall be acquired by the purchasing agent or his designee. In the absence of the town administrator, ~~the associate town administrator~~ **the Director of Administrative Services and/or the Director of Public Services** shall serve as the purchasing agent for the town.

(Code 2007, § 5-201; Ord. No. 11-02, § 1, 3-10-2011)

- **Sec. 2-299. - Authorization of purchases.**

Public advertisement and competitive bidding shall be required for the purchase of all goods and services exceeding an amount of \$25,000.00 except for those purchases specifically exempted from advertisement and bidding by the Municipal Purchasing Act of 1983.

Three written quotations are required whenever possible for purchases costing less than the \$25,000.00 bid threshold adopted for competitive bidding and public advertisement, but more than 40 percent of the threshold amount.

Any contracts for procurement in dollar amounts that do not require public advertisement and competitive bidding as authorized herein, may be awarded and entered into by the Town after authorization by either the Department Head or Finance Director and the Town Administrator.

Bid protests. The Town may establish by purchasing policy a procedure for the review and resolution of protests related to competitive sealed bids or Invitations to Bid. The procedure may include filing deadlines, required protest contents, protest bond requirements, authority for written determinations, and other administrative requirements deemed necessary by the Town Administrator or designee.

(Code 2007, § 5-202; Ord. No. 11-02, § 1, 3-10-2011; [Ord. No. 23-08](#), § 1, 6-22-2023; [Ord. No. 25-04](#), § 1, 2-27-2025)

- **Sec. 2-300. - Competitive sealed proposals.**

(a)

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

(b)

Criteria and procedure. The following shall constitute the criteria and procedures for purchasing through competitive sealed proposals:

(1)

Conditions for use.

a.

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

b.

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

1.

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

2.

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

(2)

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

(3)

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

(4)

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

(5)

Discussions with responsive proposers and revisions to proposals. After receipt by the town of a proposal, interviews, presentations, demonstrations, and discussions, either oral or in writing or both, may be conducted for clarification to assure full understanding of, and responsiveness to, the solicitation requirements with one or more responsible proposers who submit proposals determined by the purchasing agent to be reasonably

susceptible of being selected. The proposers must be accorded fair and equal treatment with respect to an opportunity for an interview, presentation, demonstration, discussion, or revision of proposals, both as to the particular goods or services to be furnished and the price thereof. In order to permit the town to obtain the best offers of proposers, revisions may be permitted after submission and before the intent to award to a particular proposer is announced. In conducting interviews, presentations, demonstrations, or discussions, the purchasing agent and other municipal personnel shall not disclose to a proposer during the negotiations information derived from proposals submitted by competing proposers. Nothing contained herein shall preclude the town from conducting conferences or otherwise communicating with all parties who may be interested in responding to a proposal prior to the time that proposals are to be received.

(6)

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

(7)

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

(8)

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

(9)

No conflict with other laws. Nothing contained herein is intended to change the authority of the town with respect to contracting for professional services in accordance with the applicable laws of the state of Tennessee.

([Ord. No. 25-05](#), § 1, 6-26-2025)

ORDINANCE	26-14
PREPARED BY	Pence
1 ST READING	July 9, 2026
2 ND READING	July 23, 2026
PUBLISHED IN	Farragut Press
DATE	

AN ORDINANCE OF THE TOWN OF FARRAGUT, TENNESSEE AMENDING CHAPTER 2 – ADMINISTRATION, ARTICLE 6 – FINANCE, DIVISION 2-PURCHASING REGULATIONS OF THE MUNICIPAL CODE

WHEREAS, the Town of Farragut is subject to the provisions of the “Municipal Purchasing Law of 1983,” and

WHEREAS, the law permits municipalities to increase the dollar amount of purchases requiring public advertisement and competitive bidding, and,

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

SECTION 1. Amending Chapter 2 – Administration, Article 6 – Finance, Division 2-Purchasing Regulations.

Section 2-298- Purchasing Agent

The town administrator shall serve as the purchasing agent for the town. All supplies, materials, equipment and services of any nature whatsoever shall be acquired by the purchasing agent or his designee. In the absence of the town administrator, the Director of Administrative Services and/or the Director of Public Services shall serve as the purchasing agent for the town.

Section 2-299- Authorization of purchases

Public advertisement and competitive bidding shall be required for the purchase of all goods and services exceeding an amount of \$25,000.00 except for those purchases specifically exempted from advertisement and bidding by the Municipal Purchasing Act of 1983.

Three written quotations are required whenever possible for purchases costing less than the \$25,000.00 bid threshold adopted for competitive bidding and public advertisement, but more than 40 percent of the threshold amount.

Any contracts for procurement in dollar amounts that do not require public advertisement and competitive bidding as authorized herein, may be awarded and entered into by the Town after authorization by either the Department Head or Finance Director and the Town Administrator.

Bid protests. The Town may establish by purchasing policy a procedure for the review and resolution of protests related to competitive sealed bids or Invitations to Bid. The procedure may include filing deadlines, required protest contents, protest bond requirements, authority for written determinations, and other administrative requirements deemed necessary by the Town Administrator or designee.

Section 2-300- Competitive sealed proposals (8)

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

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

Ron Williams, Mayor

Haley Russell, Town Recorder

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN**Prepared By:** David Smoak, Town Administrator**Subject:** Appointment of Steering Committee for the Comprehensive Land Use Plan Update

Introduction & Background: The purpose of this agenda item is to appoint a Steering Committee to assist during the update to the Town of Farragut Comprehensive Land Use Plan, which was last adopted in December 2012.

Discussion & Recommendations: The Comprehensive Land Use Plan provides guidance to the community and to potential developers about how the Town of Farragut envisions the community growing with the current vacant land available and potential redevelopment of aging buildings and infrastructure. The plan will take approximately one year to complete and will provide much public input throughout the process.

There will be several stakeholder groups that both staff and the Town's consultant, TSW, will work with throughout this process to discuss ideas and concepts with in order to work toward a final product that can be considered by the Planning Commission and potentially the Board of Mayor and Aldermen for approval. One of those groups is a Steering Committee that will be appointed by the Board of Mayor and Aldermen to give guidance to staff and the consultant throughout the duration of the planning process.

The nominations for the appointment of the Steering Committee for the Comprehensive Land Use Plan update are:

Jenni Craddick
George Ellis
Jim Bolon
Don Mann
Ron Pinchok
Jerry Pullen
Ron Williams

Ed St. Claire
Karen Hodge
John Hoffman
Matthew Parsons
Shannon Preston
Michael Wilson

The Board of Mayor and Aldermen can accept these nominations or modify them during the discussion. The Board may also want to consider appointing a current member of the Board of Mayor and Aldermen to the committee.

Recommended By: David Smoak, Town Administrator for approval.

Proposed Motion:

To appoint the nominations to the Comprehensive Land Use Plan Steering Committee as proposed or amended.

REPORT TO THE FARRAGUT BOARD OF MAYOR & ALDERMEN

Prepared By: Travis Ramsey, IT Manager

Subject: Amended Agenda Item: Approval to Purchase Microsoft 365 Licenses under Sourcewell Technology Products & Solutions Contract No. 121923-SHI

Introduction & Background: As part of the expansion of the Microsoft 365 platform the Town utilizes, there is a need to upgrade the email licenses for all staff.

Discussion & Recommendations: Amendment: The quote was updated to reflect pricing through the Sourcewell – Technology Products & Solutions purchasing contract. The revised pricing saves the Town \$1,424.94.

The Information Technology Department relies on Microsoft 365 for staff email and Town data storage. Staff is requesting funding to upgrade these licenses to strengthen email security, authentication, and device management, furthering the Town's ongoing efforts to enhance its cybersecurity posture.

This funding is included in the Fiscal Year 2027 budget under the IT Department's Dues & Subscriptions.

Account Number: 110-41640-52105

<u>Total Budget</u>	<u>Requested Amount</u>	<u>Expenditures To</u> <u>Date</u>	<u>Remaining Amount</u>
\$159,245	\$31,889.08	\$0	\$127,355.92

Approved By: Tessa Cortes

Recommended By: Travis Ramsey, IT Manager for approval.

Proposed Motion: Approval of purchase for the Microsoft 365 licenses using Sourcewell - Technology Products & Solutions Contract #121923-SHI up to the amount of \$31.889.08.



Pricing Proposal
Quotation #: 27760140
Created On: 7/17/2026
Valid Until: 7/31/2026

TN-Town of Farragut

Travis Ramsey

Farragut, TN 37934
United States
Phone: 865-966-7057
Email: tramsey@townoffarragut.org

Microsoft Inside Account Manager Public Sector

Erika Rogers

290 Davidson Avenue
Somerset, NJ 08873
Phone: 7328686183
Email: MSSouthAtlanticGov@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Retail	Your Price	Total
1 M365 E3 GCC Unified Per User Microsoft - Part#: AAD-38071 Contract Name: Sourcewell- Technology Products & Solutions Contract #: 121923-SHI Coverage Term: 8/1/2026 - 7/31/2027 Note: Net New MPSA -- product family: M365 G3 Unified FUSL GCC	56	\$498.00	\$404.89	\$22,673.84
2 Office 365 E1 GCC Per User Microsoft - Part#: AAA-11646 Contract Name: Sourcewell- Technology Products & Solutions Contract #: 121923-SHI Coverage Term: 8/1/2026 - 7/31/2027 Note: Net New MPSA -- product family: O365 G1 GCC	50	\$128.40	\$103.82	\$5,191.00
3 Entra ID P1 Per User Microsoft - Part#: AAA-10382 Contract Name: Sourcewell- Technology Products & Solutions Contract #: 121923-SHI Coverage Term: 8/1/2026 - 7/31/2027 Note: Net New MPSA	50	\$90.00	\$72.67	\$3,633.50
4 Entra ID P2 Per User Microsoft - Part#: AAA-22548 Contract Name: Sourcewell- Technology Products & Solutions Contract #: 121923-SHI Coverage Term: 8/1/2026 - 7/31/2027 Note: Net New MPSA	1	\$128.40	\$103.82	\$103.82
5 Intune Device P1 GCC Microsoft - Part#: AAD-38081 Contract Name: Sourcewell- Technology Products & Solutions	13	\$28.80	\$22.84	\$296.92

Contract #: 121923-SHI
Coverage Term: 8/1/2026 - 7/31/2027
Note: Net New MPSA

Total	\$31,899.08
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Additional Comments

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.