

**FARRAGUT BOARD OF MAYOR AND ALDERMEN
AGENDA
April 23, 2020**

WORKSHOP
Budget Workshop
5:00 PM

BMA MEETING
7:00 PM

- I. Roll Call**
- II. Approval of Agenda**
- III. Mayor's Report**
- IV. Approval of Minutes**
 - A. April 9, 2020
- V. Business Items**
 - A. Approval of Certificate of Compliance for Concord Liquor & Wine, 135 Brooklawn Street
 - B. Approval of Bids for Contract 2020-05, Street Resurfacing
 - C. Approval of Change Order for Town Hall ADA Restroom Renovation
- VI. Town Administrator's Report**
- VII. Town Attorney's Report**
- VIII. Citizens Forum**

This meeting can be viewed live on Charter channel 193 and TDS channel 3. No public access to Town Hall due to Governor Lee's orders and the Knox County Health Department's orders regarding the COVID-19 pandemic. Meeting comments, including your name and address, may be emailed to comments@townoffarragut.org and must be received by 12:00pm on April 23 to be included in the record of the meeting.

Board of Mayor and Aldermen Meeting Public Comment Protocol

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

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

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

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

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

Town of Farragut

Budget Workshop: April 23, 2020

To: Board of Mayor and Aldermen

From: David Smoak, Town Administrator

At the last Board of Mayor and Aldermen budget workshop on April 9, 2020 staff reviewed the General Fund revenue and expenditure projections for end of FY2020 and the entire FY2021. Based on those discussions, staff has revised the FY2021 budget as follows:

GENERAL FUND EXPENDITURES

Budgeted General Fund expenditures for FY2020 are \$7,436,187. On March 12, staff had estimated year end expenditures to be \$7,208,884. I asked all departments to revise their end of year estimates to reduce current budgets due to our pending revenue shortfall. The new estimated end of year expenditures were reduced to \$7,052,744, which represents a savings of \$383,443.

The projected expenditures for FY2021 were \$7,248,740 on April 9. With the addition of added responsibilities and programs in several departments the following positions are being requested to be included in the budget for next year (position justifications attached):

Position	Total Cost
Maintenance Operator – Public Works	\$55,996
Maintenance Operator – Public Works	\$55,996
Facility Operator – Community Center	\$57,801
Project Coordinator – Engineering	\$85,742
	\$255,535

In order to fund these positions without increasing overall General Fund expenditures, I have reduced the FY2021 departmental requests by \$307,025. The reductions include limiting travel and training, reductions for equipment purchases, office supplies and professional services. There is funding allocated for grants to schools and the Farragut High School foundation, however grants to other non-profits is not included in the budget. One additional expense that we are still waiting on final estimates for is employee health insurance renewal for FY2021. Total revised General Fund expenditures for FY2021 are \$7,197,250. Estimated revenue over expenditures for FY2021 is \$3,693,629. The proposed budget has no transfers being made from the General Fund to the Capital Investment Fund, which increases the projected available fund balance from \$14,571,716 to \$18,014,493.

TOURISM FUND

The occupancy tax to fund the Town of Farragut tourism program is scheduled to go into effect on June 1, 2020. Estimated revenues from the tax were projected to be \$300,000 in FY2021. However, there have been requests from the hoteliers in the community to delay the enactment of the tax due to the current economic shutdown. The estimated revenue projections amount to \$25,000/month. As all

funding for the program is expected to be paid for through tax proceeds, any changes to the enactment date of the ordinance will also require subsequent reductions in expenditures.

STATE STREET AID FUND

The State Street Aid Fund is funded by state gasoline tax proceeds and is based on the population of the community. Expenditures in State Street Aid are used for road maintenance and repairs of structures within the Town's right of way. In FY2021, proposed revenues are \$855,000, with expenditures of \$1,015,500. The fund balance at the end of FY2021 is proposed at \$1,157,031.

OTHER FUNDS

Equipment Replacement Fund – This fund is utilized for the purchase and replacement of all vehicles and equipment in the Town. The General Fund is scheduled to transfer \$157,500 in FY2021 with expenditures of \$208,240. There is projected to be \$891,353 in fund balance at the end of FY2021.

Insurance Fund – This fund provides income for retirees in a previously closed retirement plan. There is projected to be \$105,972 at the end of FY2021. There are no anticipated additional funds needed for this fund next year.

ADA Capital Projects Fund – The Town of Farragut established this fund as part of our ADA transition plan to fund ADA projects over the next 30 years. We have made tremendous progress toward our ADA plan with the completion of Anchor Park improvements and the current restroom renovations at Town Hall. In FY2021 there is projected to be a \$50,000 General Fund transfer to continue meeting our transition plan goals.

CAPITAL INVESTMENT FUND

The Capital Investment Program (CIP) for FY2021 was originally scheduled to have \$1.4 million in projects and have the General Fund transfer \$2 million into its fund balance. In order to balance the roughly \$1 million in projected revenue losses in this fiscal year, I am proposing to cut or move out all projects in FY2021 so there will be no new expenditures in next year's CIP. Also, the General Fund would not transfer any money into the CIP, which would still leave a remaining fund balance at the end of FY2021 of \$982,419.

There was some discussion at the last budget workshop on April 9 regarding project priorities for the 5-year CIP program. Those priorities will need to be further developed and associated costs considered before the draft budget is presented to the Board of Mayor and Aldermen.

STATE OF TENNESSEE GRANT FUNDING

Tennessee Governor Bill Lee proposed, and the Tennessee General Assembly approved one-time grant funding to local governments in the FY2021 budget based on population. The amount the town is eligible for is \$536,604. The monies can only be used for certain projects related to public safety, street projects, capital maintenance, utilities, IT upgrades and reimbursements related to COVID-19 response.

As this is one-time funding, I propose utilizing this money to help fund one of our upcoming road projects in the Capital Investment Fund.

	FY2018-19	FY2019-20	FY2019-20 <u>Estimated</u> as of March	FY2019-20 <u>Revised</u> <u>Estimated</u>	FY2020-21 <u>Proposed as</u> <u>of March 12</u>	FY2020-21 <u>Revised</u> <u>Proposed</u>	
	<u>Actual</u>	<u>Budget</u>	<u>12</u>				
BEGINNING FUND BALANCE	16,999,175	19,330,170	19,576,728	19,576,728	17,567,657	16,687,539	
	FY2018-19	FY2019-20	FY2019-20 <u>Estimated</u> as of March	FY2019-20 <u>Revised</u> <u>Estimated</u>	FY2020-21 <u>Proposed as</u> <u>of March 12</u>	FY2020-21 <u>Revised</u> <u>Proposed</u>	
REVENUE	<u>Actual</u>	<u>Budget</u>	<u>12</u>	<u>Estimated</u>	<u>of March 12</u>	<u>Proposed</u>	
Local Sales Tax	6,306,005	6,365,400	6,556,362	5,926,734	6,687,489	5,926,734	
State Sales Tax	2,006,408	1,900,000	2,040,840	2,040,840	2,091,861	2,091,861	
Hall Income Tax	955,913	400,000	990,877	990,877	400,000	400,000	
Wholesale Beer, Liquor & Mixed D	1,259,943	1,150,000	1,296,147	1,031,705	1,150,000	1,052,000	
Intergovernmental	720,612	650,000	728,897	728,497	677,112	677,112	
Building Permits & Licenses	607,237	367,200	415,932	381,235	367,200	257,200	
Recreation Fees	249,939	209,500	202,542	168,120	245,000	235,000	
Traffic Enforcement Program & Fir	117,410	50,200	95,178	108,310	60,200	60,200	
Rent	90,504	85,972	85,985	85,985	85,972	85,972	
Miscellaneous	391,075	103,800	362,054	276,253	153,800	104,800	
Total Revenue	12,705,045	11,352,072	12,774,814	11,738,556	11,918,634	10,890,879	
	FY2018-19	FY2019-20	FY2019-20 <u>Estimated</u> as of March	FY2019-20 <u>Revised</u> <u>Estimated</u>	FY2020-21 <u>Proposed as</u> <u>of March 12</u>	FY2020-21 <u>Revised</u> <u>Proposed</u>	
EXPENDITURES	<u>Actual</u>	<u>Budget</u>	<u>12</u>	<u>Estimated</u>	<u>of March 12</u>	<u>Proposed</u>	<u>Deductions</u>
Legislative	31,672	57,450	38,310	29,250	57,400	39,900	17,500
Town Court	41,733	54,570	51,170	51,170	54,570	54,570	0
Administration	642,182	719,591	710,791	699,821	722,530	674,230	48,300
Human Resources	183,392	225,885	223,848	201,048	189,385	175,785	13,600
Information Technology	365,466	453,374	444,036	420,716	397,276	374,226	23,050
Engineering	683,322	681,702	641,384	633,584	690,297	746,939	29,100
Community Development	841,806	955,507	939,292	929,180	930,697	918,447	12,250
General Government	175,109	279,850	278,000	270,000	209,600	197,600	12,000
Parks & Recreation	1,080,247	1,179,891	1,136,221	1,087,443	1,127,843	1,126,769	58,875
Public Works	1,721,349	1,931,960	1,908,565	1,905,565	1,921,237	1,980,229	53,000
Non-Departmental	440,439	457,400	454,468	454,468	436,000	436,000	0
Community Center	50,051	312,008	256,800	244,500	409,405	382,555	26,850
Economic Development	120,724	127,000	126,000	126,000	102,500	90,000	12,500
Total Expenditures	6,377,492	7,436,187	7,208,884	7,052,744	7,248,740	7,197,250	307,025
Revenue over (under) expenditure	6,327,553	3,915,885	5,565,930	4,685,812	4,669,894	3,693,629	
Total Transfers In	0	0	0	0	0	0	
Total transfers out	-3,750,000	-7,575,000	-7,575,000	-7,575,000	-2,325,000	-207,500	
Assigned Fund Balance	0	0	0	0	0	0	
Unassigned Fund Balance	19,576,728	13,497,631	17,567,657	16,687,539	19,912,551	20,173,668	
ENDING BALANCE	19,576,728	13,497,631	17,567,657	16,687,539	19,912,551	20,173,668	
30% of Expenditure	1,913,248	2,230,856	2,162,665	2,115,823	2,174,622	2,159,175	
AVAILABLE FUND BALANCE	17,663,480	11,266,775	15,404,992	14,571,716	17,737,929	18,014,493	

	Employee & Employee benefits	Training Travel	Small tools & Equipment	Office and other supplies	Professional Services	Total	Dept. Budget	% Reduction
Legislative		17,500	0	0	0	\$17,500	\$57,400	30%
Administration	0	15,000	0	8,300	25,000	\$48,300	\$722,530	7%
Human Resources	10,000	3,600	0	0	0	\$13,600	\$189,385	7%
IT	0	4,050	19,000	0	0	\$23,050	\$397,276	6%
Engineering	0	4,000	2,000	500	22,600	\$29,100	\$690,297	4%
Comm Development	0	5,000	0	7,250	0	\$12,250	\$930,697	1%
General Gov	0	0	1,500	10,500	0	\$12,000	\$209,600	6%
Parks & Rec	0	10,500	28,300	20,075	0	\$58,875	\$1,127,843	5%
Public Works	0	10,000	13,000	30,000	0	\$53,000	\$1,921,237	3%
Comm Center	0	0	19,750	7,100	0	\$26,850	\$409,405	7%
Econ Development	0	2,500	0	0	10,000	\$12,500	\$102,500	12%
	10,000	72,150	83,550	83,725	57,600			
						\$307,025	\$6,758,170	

	Salary + Benefits	Equipment Fund	FY21 General Fund Exp. Program Changes FY21 FY21 Exp. Subtotal	\$7,248,740 \$255,535 \$7,504,275
Public Works Employee #1	55,996			
Public Works Employee #2	55,996			
John Deere 4X4 Mower		40,750		
ExMark Walk Behind Mower		7,490		
Facility Operator	57,801	0	General Fund FY21 Reductions	\$307,025
Project Coordinator	85,742	26,000	General Fund Expenditures	\$7,197,250
	\$255,535	\$74,240		

Town of Farragut
Public Works Department

Public Works Employee Program Change

A PROPOSAL TO THE BOARD OF MAYOR & ALDERMAN

February 2020



PUBLIC WORKS EMPLOYEE PROGRAM CHANGE

Justification and Background

As the Town of Farragut's growth rate increases, so too do the responsibilities associated with the additional maintenance requirements. Notable growth includes but is not limited to increased Right of Way and Greenways areas and the opening of the Campbell Station Inn and Community Center.

A man hour study was completed to identify staffing concerns. The study, based on a 10-person work crew, detailed the man hours required to complete a full "weekly mowing cycle". A mowing cycle encompasses landscape maintenance at all of our parks, greenways, Town Hall and the Community Center. A mowing cycle includes the following tasks on a weekly basis: mowing, weed eating, hand weeding landscape beds and blowing. The study determined a complete mowing cycle equates to 418-man hours per week. This number indicates that we fall short by 18 hours each week when completing this cyclical task.

In addition to this weekly mowing requirement, the Parks crew are responsible for trash receptacle and pet station maintenance at our parks and along our greenways; park and Town Hall sprinkler system maintenance; mulching tree bases and flower beds throughout the town; Town Hall and Public Works building maintenance; park inspection repairs; routine and preventive maintenance of twenty-six (26) vehicles and equipment, and the preparation of various sites used for special events (setup/takedown). Annually Public Works is responsible for the installation and removal of our Christmas lights and decorations. This responsibility increases each year and includes the in-house development of new display items. These responsibilities are in addition to the completion of citizen requests and internal work orders.

To maintain the standards the Town of Farragut, Public Works and the citizens expect, additional staff is required. Our ten person Parks crew cannot complete the weekly mowing cycle, let alone accomplish the additional requirements under their purview.

A Time and Attendance Study was completed which detailed Annual and Sick Leave usage. It was determined Public Works staff are absent a combined total of 2.65 per day (1.5 persons annual leave and 1.15 persons sick leave respectively). These hours combined with the 18-hour weekly mowing cycle deficit will continue to increase as staff's annual leave accrual rate goes up with years of service and sick leave usage is increased as our staff ages.

These studies and further evaluations show that the Public Works Director and Parks staff are required to take short cuts when mowing, weed eating and blowing in order to be able to accomplish other tasks. This is not what I want or expect from our crews but because of the increasing workload put on the Parks crew we have to find ways to get everything done which has a negative impact on our quality of work.

Benefits

In keeping with our high standards of maintaining our areas of responsibilities within the Town of Farragut we want the parks, greenways, town owned buildings and right of ways to be as well maintained as possible and to be a source of pride for all of our staff and citizens.

PUBLIC WORKS EMPLOYEE PROGRAM CHANGE

Customers

These areas of our town are visited by all town citizens, their guests, surrounding area citizens and many out of town visitors coming for events and tournaments.

Outcomes

Being able to maintain our areas of responsibility to the highest standards set by the Town of Farragut.

Performance Measures

We have completed studies that show we are falling behind in our maintenance. These shortfalls will continue as we take on more areas of responsibility that require maintenance. This includes yard, landscape and sprinkler maintenance at the Community Center; the Campbell Station Inn and Plaza; Virtue Road Right of Way and American Disabilities Act (ADA) updates (sidewalks and curb cuts), to town owed properties.

Direct and Allocated Costs

In addition to salaries and benefits for **three (3) new employees** will need to have steel toed boots, uniforms, cold weather attire, a new 4-wheel drive commercial mower, trailer, blower and weed eaters. The cost breakdown is listed below.

Employee Cost Breakdown	Full Time Maintenance Worker
Base Salary	\$ 31,481.34
Medical Insurance	\$ 20,218.80
Dental Insurance	\$ 1,297.08
Vision Insurance	\$ 180.24
Life and Disability Insurances	\$ 288.84
Retirement	\$ 1,259.25
Uniforms	\$ 400.00
Steel Toed Shoes	\$ 170.00
Cold Weather Attire	\$ 225.00
Cost Per Employee:	\$ 55,520.55
Total Cost for Three (3) Employees:	\$ 166,561.65

FACILITY OPERATOR

Program Change Request Instructions as to Form and Content

PROGRAM CHANGE DESCRIPTION/EXPLANATION

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

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

Introduction:

The Parks and Recreation Department is requesting a new full-time position – a position that is vital to the operations of the new community center. This position, tentatively titled "Facility Operator" will be similar to the original Park Operator position except that this position would work only in community center. Hours of this position would be 2 p.m. to 9:30 p.m. Monday through Thursday and 7 a.m. to 3:30 p.m. Saturdays.

This position would be a professional level, maturity and stability of operations at the center – a \$4.5 million investment made by the Town of Farragut. These are the days that are the busiest at the parks and when our biggest need is for coverage. This position would be joined by a park and recreation assistants or community center attendant in the evenings and on Saturdays and would coordinate the on-site work of the part-time staff. A preliminary job description is attached.

The current park and recreation assistant positions are increasingly difficult to fill due to the hours (night and weekends) and pay scale. We frequently have students who fill these roles until they graduate or find more lucrative employment and therefore we find ourselves with a much higher turnover rate. We are spending a lot of time advertising, interviewing and training staff which affects the productivity of our professional staff.

1. JUSTIFICATION

a. Benefits (full time staff person vs. part time seasonal):

- Security & Safety – ***tend to be more invested in our processes, higher level of understanding about safety needs and concerns, maturity level higher making better decisions when unsupervised (nights & weekends)***

- Customer Service – *communications and a higher level of professionalism than the Park and Recreation Assistant. More knowledgeable about the physical workings of the center, operations, rentals, etc.*
 - b. Customers: *Farragut citizens, visitors, large athletic groups, businesses.*
 - c. Changes in operations: *Adding this position would decrease the number of hours that we would need to fill with part time workers.*
 - d. Outcomes (What do you wish to accomplish?): *More continuity in service, a “buy-in” with the mission of the Parks and Recreation Department and the Town that doesn’t always exist with part-time staff. Smoother, more consistent and efficient operations in the evening and on weekends with the community center. A familiar person for facility users in which in interact for problems and suggestions.*
2. SUPPORTING MATERIALS/EQUIPMENT (List all materials needed to support the position or function, then whether they already exist or would have to be purchased.)
- a. Estimated cost:
 - b. List each expense by line-item:
 - Computer and office equipment: \$2000
 - Training (CPR/First Aid, TRPA): \$500
 - Clothing: \$100
3. DIRECT AND ALLOCATED COSTS
- a. Salary per position (If above entry level, explain the need for a higher salary.): *TBD – Human Resources Manager is working on comparisons.*
 - b. Equipment life cycle/replacement costs: *NA*
 - c. New construction /building improvement (Where would the position be located? Are voice/data connections needed, etc.): *Position would have access to a desk and computer in the PARD office suite. The Park Operator desk would be moved to another location in the community center.*
4. PERFORMANCE MEASURES (List performance measures for each of these categories, if applicable.)
- a. How will you measure success? *A higher level of service during the busiest days of the week – providing better maintenance, customer service through greater interaction, knowledge and availability. Better communications with the other PARD professional and administrative staff.*
 - b. How will service effectiveness be measured? *Customer satisfaction surveys and other methods of feedback.*
 - c. How will customer satisfaction be measured? *Same as above.*
 - d. How will you compare costs to benefits? *There will be a greater cost to the Town than the current use of part-time staff due to a higher hourly wage and benefits but the continuity and professionalism provided by a full time staff person over a series of part-time positions will outweigh the extra costs. As the town continues to expand facilities, rentals and programs, a greater emphasis on providing a high level of service will be expected. Just as there is a need for more public works staff to maintain and program these facilities during the normal work week, there is the same need on the nights and weekends when the greatest amount of use takes place at the community center.*

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

PROJECT COORDINATOR

Program Change Request Instructions as to Form and Content

PROGRAM CHANGE DESCRIPTION/EXPLANATION

- ☐ Reorganization of your department/business function – How will this be implemented? How will it affect your department, the Town, etc.? How will it be different from your current function?
- ☐ New position (There is currently no position within the Town.) – Explain what the position will do. **This position is that of Project Coordinator. This position will provide continuous inspection and coordination with contractors on our major capital projects. Who will they report to? This position will report to the Town Engineer. How does this affect your operations? This will provide more detailed project oversight of our capital projects, while allowing our two technicians more time to inspect commercial and residential development, coordinate maintenance contracts and perform various other tasks (speed studies, field measurements, etc.) within the Engineering Department.**
- ☐ Position reclassification – Explain what this person will be doing differently. How does this affect your operations? What needs aren't being met?
- ☐ Additional position (There is a position currently within the Town.) – Explain what the position will do. Who will they report to? How does this affect your operations?
- ☐ New equipment (not equipment replacement) – Explain what the equipment will be used for. Who will be operating/using it? How does it enhance your operations?
- ☐ New software/technology (not replacement)
- ☐ New business/function – Describe in detail what your department will be doing. How will it affect your operations?

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

1. JUSTIFICATION

- a. Benefits: **Workload for the Engineering department has always been abundant and fast-moving, but the last several years have seen a steady increase in commercial and residential development, as well as an increase in the number and size of capital projects in development. The Town has undertaken development of several new capital projects recently, and project scheduling will dictate the need for additional manpower over the next few years to properly inspect and coordinate the construction. The main benefit will be more thorough inspection of our capital projects as well as that of development.**
- b. Customers: **Farragut citizens, contractors and developers.**
- c. Changes in operations: **This request is for one additional employee, with title of Project Coordinator.**
- d. Outcomes (What do you wish to accomplish?) **This additional employee will provide coordination and inspection services for all our capital projects but will mostly be responsible for our major projects (currently McFee Park, Virtue Road phases 1 and 2, and Union Road). This will allow our two engineering technicians to focus on inspection of commercial and residential developments, minor capital projects, maintenance contracts and various other tasks within the department. Current manpower (as of this writing) does not adequately provide the level of inspection/coordination needed.**

2. SUPPORTING MATERIALS/EQUIPMENT (List all materials needed to support the position or function, then whether they already exist or would have to be purchased.)
 - a. Estimated cost: **\$33,600**
 - b. List each expense by line-item
 - i. **Truck/SUV: anticipate the need for vehicle that can easily navigate over rough terrain, though 4-wheel drive is not mandatory - \$26,000 purchase**
 - ii. **Office space: TBD – most time will be spent in field.**
 - iii. **Surface Pro Laptop computer for office and field, project management software: \$3000 purchase.**
 - iv. **Miscellaneous office supplies: \$2000 purchase**
 - v. **Gasoline: \$1,000**
 - vi. **Uniform, boots, cold weather attire: \$1600**
3. DIRECT AND ALLOCATED COSTS
 - a. Salary per position (If above entry level, explain the need for a higher salary.): **This position is currently being evaluated as part of our consultant's salary study. We anticipate this position will be between Technician and Assistant Town Engineer, with likely salary range approximately \$55k-\$75k and benefits of approximately \$25,000.**
 - b. Equipment life cycle/replacement costs
 - c. New construction /building improvement (Where would the position be located? Are voice/data connections needed, etc.): **TBD**
4. PERFORMANCE MEASURES (List performance measures for each of these categories, if applicable.)
 - a. How will you measure success? **A higher level of service with regards to inspection and project oversight.**
 - b. How will service effectiveness be measured? **NA**
 - c. How will customer satisfaction be measured? **NA**
 - d. How will you compare costs to benefits? **NA**

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

Town of Farragut
Public Works Department

Public Works Equipment Program Change John Deere 1580 4x4 Lawn Mower

A PROPOSAL TO THE BOARD OF MAYOR & ALDERMAN

February 2020



PUBLIC WORKS EQUIPMENT PROGRAM CHANGE JOHN DEERE 1580 4x4 LAWN MOWER

Justification and Background

As the Town of Farragut continues to grow, the responsibilities of the Public Works Department and the variety of work we perform increases as well. Currently we have four (4) ride-on mowers. With the approval of additional staffing we intend to create a designated "mowing crew". This crew will ensure our weekly mowing cycle is completed as required, thus eliminating the back log we currently have on a continuous basis. This mower is an integral part of Public Works achieving that goal.

Benefits

The addition of a new mower will ensure the Public Works Department meets the weekly mowing cycle requirement established by the Town.

Equipment Life Cycle/Replacement Costs

We anticipate this mower will last approximately five years. An estimated replacement cost of a comparable mower, to include inflation, is \$42,000.

Performance Measures

Not only will Public Works be able to establish a new crew with the purchase of this mower, it will enable staff to complete the weekly mowing cycle in its entirety. In doing so, staff will be able to complete other requirements in a timely manner.

Direct and Allocated Costs

The total estimated cost breakdown for this equipment is as follows:

John Deere 1580 4x4 Lawn Mower Cost Breakdown	
Purchase Price	\$ 38,000.00
Fuel (per year)	\$ 500.00
Maintenance (1 to 3 years)	\$ 750.00
Maintenance (3 to 5 years)	\$ 1500.00
Total Expense:	\$ 40,750.00

Town of Farragut
Public Works Department

Public Works Equipment Program Change Commercial ExMark Walk Behind Mower

A PROPOSAL TO THE BOARD OF MAYOR & ALDERMAN

March 2020



PUBLIC WORKS EQUIPMENT PROGRAM CHANGE COMMERCIAL EXMARK WALK BEHIND MOWER

Justification and Background

As the Town of Farragut continues to grow, the responsibilities of the Public Works Department and the variety of work we perform increases as well. Currently we have one (1) commercial walk behind mower shared between our Parks and ROW crews. With an increase in the geographic "mowing area" we are responsible for the purchase of an additional mower will allow Public Works crews to be more efficient. This will ensure the elimination of current scheduling conflicts between our two crews.

Benefits

The addition of this mower will ensure the Public Works Department meets the weekly mowing cycle requirement established by the Town.

Equipment Life Cycle/Replacement Costs

We anticipate this mower will last approximately five years. An estimated replacement cost of a comparable mower, to include inflation, is \$7,500.

Performance Measures

The purchase of this mower will enable staff to complete the weekly mowing cycle in its entirety as well as aid in the completion of other Public Works requirements in a timely manner.

Direct and Allocated Costs

The total estimated cost breakdown for this equipment is as follows:

Commercial ExMark Walk Behind Mower	
Purchase Price	\$ 6,800.00
Fuel (per year)	\$ 300.00
Maintenance (1 to 3 years)	\$ 140.00
Maintenance (3 to 5 years)	\$ 250.00
Total Expense:	\$ 7,490.00

Tourism Fund-122

		2020-2021 <u>Proposed</u>
	Beginning Balance	0
121	Revenues	
31920	Room Occupancy Tax	300,000
36190	Interest Earnings	1,000
	Revenue Total	301,000
47210	Expenditures	
111	Regular Employee Wages	20,259
112	Tourism Coordinator	36,342
115	Assistant	32,799
123	Overtime Wages	600
141	Social Security & Medicare Tax	6,885
142	Health Insurance	7,476
143	Retirement	810
145	Life Insurance	105
146	Workers Comp Insurance	88
148	Long Term Disability Insurance	100
152	Merit Adjustment	0
	Total Personnel	105,464
138	Clothing & Uniforms	500
221	Printing	100,000
235	Dues/Subscriptions	4,400
236	Promotional	15,200
254	Professional Services	38,500
280	Travel, Training	5,000
300	Supplies	1,000
312	Small Tools/Equipment	2,500
361	Programs	19,500
	Total Operating Expenditures	186,600
	Total Toriusm Expenditures	292,064
	Ending Balance	8,936

State Street Aid-121

		2018-2019	2019-2020	2020-2021	Year 1 2021-2022	Year 2 2021-2022	Year 3 2022-2023	Year 4 2023-2024
		<u>Actual</u>	<u>Estimated</u>	<u>Proposed</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>	<u>Projected</u>
Beginning Balance		1,790,415	1,899,897	1,317,531	1,157,031	986,376	805,464	614,194
121	Revenues							
33551	State Gasoline & Motor Fuel	793,941	850,000	850,000	850,000	850,000	850,000	850,000
36190	Interest Earnings	37,589	22,493	5,000	5,000	5,000	5,000	5,000
Revenue Total		831,530	872,493	855,000	855,000	855,000	855,000	855,000
43100	Expenditures							
268	Street Maintenance	66,890	60,000	75,000	75,750	76,508	77,273	78,045
269	Resurfacing	716,765	1,287,859	800,000	808,000	816,080	824,241	832,483
291	Street Striping	33,922	45,000	50,000	50,500	51,005	51,515	52,030
423	Guardrails	0	5,000	15,000	15,150	15,302	15,455	15,609
425	Traffic Calming	3,540	7,000	25,000	25,250	25,503	25,758	26,015
43267								
267	Sidewalks/Greenways	931	50,000	50,500	51,005	51,515	52,030	52,551
Expenditure Total		822,048	1,454,859	1,015,500	1,025,655	1,035,912	1,046,271	1,056,733
Other Funding Sources								
37940	Transfer from General Fund	100,000	0	0	0	0	0	0
Total Transfers in		100,000	0	0	0	0	0	0
Revenue over (under)								
expenditures		109,482	-582,366	-160,500	-170,655	-180,912	-191,271	-201,733
Ending Balance		1,899,897	1,317,531	1,157,031	986,376	805,464	614,194	412,460

Equipment Replacement Fund-314

		FY2017-18	FY2018-19	FY2019-20	FY2020-21
		<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Proposed</u>
	Beginning Balance	751,978	791,926	908,101	934,593
314	Revenues				
36190	Interest	8,546	17,347	11,949	7,500
36200	Sale of equipment Proceeds	25,243	5,978	31,543	0
	Total Revenues	33,789	23,325	43,492	7,500
	Other Funding Sources				
37940	Transfer from General Fund	150,000	150,000	175,000	157,500
	Total Other Funding Sources	150,000	150,000	175,000	157,500
	Expenditures				
43949					
949	Major Equipment	143,841	57,150	192,000	208,240
	Total Expenditures	143,841	57,150	192,000	208,240
	Revenue over (under) expenditures	39,948	116,175	26,492	-43,240
	Ending Balance	791,926	908,101	934,593	891,353

Town of Farragut														
Capital Equipment Replacement Schedule														
Fiscal Years 2021-2030														
Description	VIN	Purchase Date	Original Cost	fy 19-20	fy 20-21	fy 21-22	fy 22-23	fy 23-24	fy 24-25	fy 25-26	fy 26-27	fy 27-28	fy 28-29	fy 29-30
Community Development														
2007 Chevy Colorado Ext Cab	1810	12/5/2006	14,280			26,000								
2008 Ford Escape Hybrid	5479	9/15/2008	20,014			35,000								
2010 Ford Escape Hybrid	3952	2/23/2010	27,744				35,000							
2019 GMC Canyon	4386	11/18/2018	22,740									30,000		
2003 Chevy Blazer	9136	11/15/2002	21,570				30,000							
Leisure Services														
2005 Ford Freestar Van	7001	11/8/2004	19,380					32,000						
2016 Ford F-150	8167	8/14/2015	19,720							28,000				
2007 Chevy Colorado 4WD	956	11/1/2006	18,221				29,000							
Engineering														
2005 Ford 4-wd w/ plow	5420	9/8/2004	22,998				34,000							
2008 Ford Escape Hybrid	5485	8/15/2008	26,081			35,000								
2008 Ford Escape Hybrid	8937	9/1/2009	20,014					35,000						
Stormwater Camera				50,000										
Public Works														
Equipment	VIN	Date	Cost	fy 19-20	fy 20-21	fy 21-22	fy 22-23	fy 23-24	fy 24-25	fy 25-26	fy 26-27	fy 27-28	fy 28-29	fy 29-30
Aerator/plugger		8/31/1992	2,750						5,000					
2019 Brush chipper/mulcher		7/12/2004	21,216											48,000
Hotsy pressure washer		8/20/2004	4,900			7,500								
2013 John Deere Tractor		1/28/2014	105,347				140,000							
2016 X-Mark lawn mower	4313	7/1/2015	5,587				7,000							
2016 John Deere 1570 Mower		3/1/2016	23,387			28,000								
2016 John Deere 1570 Mower		3/1/2016	23,387			28,000								
2018 Case 580SN Backhoe		12/22/2017	97,481											
2019 John Deere 460M		3/19/2019	34,409											
Skid Steer Loader		10/1/2006	26,711		74,000									
GW880 trailer, 10 ton	958	1/1/2007	9,970						16,000					
2008 Jacobson Mower	535	9/8/2008	20,963			28,000								
2008 Leon Mower Trailer	4190	9/15/2008	2,600						5,000					
2009 Aluminum Trailer Aluc	2841	11/8/2009	2,626						5,000					
Backhoe Super L		12/5/2008	57,385			110,000								
2011 John Deere Gator		7/1/2011	6,168			8,000								
2019 John Deere Gator		10/1/2013	6,490							9,000				
2015 John Deere 997 mower		8/14/2015	16,250		20,000									
2017 John Deere 997 mower		8/25/2016	15,800			21,000								
John Deere Mower					40,750									
ExMark Walk behind mower					7,490									
Description	VIN	Date	Cost	fy 19-20	fy 20-21	fy 21-22	fy 22-23	fy 23-24	fy 24-25	fy 25-26	fy 26-27	fy 27-28	fy 28-29	fy 29-30
Vehicles														
2020 Ford F250 Crew Cab	1372	1/22/2020	27,258											36,000
2009 Ford F250 4-wd w/ plow	3864	11/7/2008	18,992		40,000									
2020 Ford F150 Crew Cab	7502	1/22/2020	25,395											26,000
2010 Dodge 5500 Bucket Truck	2378	5/1/2015	67,209				80,000							
2010 Ford F250	6861	1/13/2010	28,852				36,000							
2010 Ford F150	5522	3/8/2010	24,100				28,000							
2012 Ford F150 Pick-up 2wh	6671	12/1/2011	22,875					29,000						
2013 Ford 2-wd pickup	1470	1/10/2013	20,098						30,000					
2014 Ford F150 4-wheel drive		3/20/2015	24,190							31,000				
2019 Chevy 2500 w/ Plow		11/22/2019	38,000										45,000	
2016 Freightliner Dump Truck	1183	3/1/2016	89,914							120,000				
2017 International Dump Truck	817	1/22/2017	96,110											
2018 Ford F-150 4X2 Supercab Pick-Up Truck		9/29/2017	23,180									35,000		
2018 Ford F-150 4X2 Supercab Pick-Up Truck		9/29/2017	23,180									35,000		
Project Coordinator Truck					26,000									
TOTALS			1,245,542	50,000	208,240	326,500	419,000	96,000	61,000	188,000	0	100,000	45,000	110,000
				fy 19-20	fy 20-21	fy 21-22	fy 22-23	fy 23-24	fy 24-25	fy 25-26	fy 26-27	fy 27-28	fy 28-29	fy 29-30
Beginning Balance				908,101	934,593	891,353	760,853	934,593	891,353	760,853	547,853	1,054,593	1,046,353	788,853
Transfers in				175,000	157,500	195,000	205,000	215,000	215,000	215,000	215,000	215,000	215,000	215,000
Interest Earnings & Sale Proceeds				43,492	7,500	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Expenditures				192,000	208,240	326,500	419,000	96,000	61,000	188,000	0	100,000	45,000	110,000
Ending Balance				934,593	891,353	760,853	547,853	1,054,593	1,046,353	788,853	763,853	1,170,593	1,217,353	894,853

Insurance Fund-611

		FY2016-17	FY2017-18	FY2018-19	FY2019-20	FY2020-21
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>	<u>Proposed</u>
Beginning Balance		99,900	100,416	101,724	104,002	105,372
611 Revenues						
36190	Interest	516	1,308	2,278	1,370	600
Total Revenues		516	1,308	2,278	1,370	600
Other Funding Sources						
37940	Transfer from General Fund	0	0	0	0	0
41000-100	Transfer to General Fund	0	0	0	0	0
Total Other Funding Sources		0	0	0	0	0
Expenditures						
43935						
600	Retirement Benefit	0	0	0	0	0
Total Expenditures		0	0	0	0	0
Ending Balance		100,416	101,724	104,002	105,372	105,972

ADA Capital Projects-312

		2019-2020 <u>Approved</u>	2020-2021 <u>Requested</u>
Beginning Balance		0	1,500
Revenues			
36190	Interest Earnings	1,500	1,500
	Revenue Total	1,500	1,500
42900 Expenditures			
929	Improvements	150,000	0
	Expenditure Total	150,000	0
51600	Transfer to other funds		
767	State Street Aid	0	0
771	Capital Fund	0	0
	Total Transfers out	0	0
Other Funding Sources			
36961	Transfer from General Fund	150,000	50,000
	Total Transfers in	150,000	50,000
Revenue over (under) expenditures		1,500	51,500
Ending Balance		1,500	53,000

Account #		Capital Investment Program-310						
	Beginning Balance	11,046,347	4,470,347	4,490,347	4,071,347	4,220,347	4,500,347	
	General Government Projects	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	Total
43990	Land Acquisition	0	0	300,000	300,000	300,000	300,000	1,200,000
43910-280	Pedestrian/Greenway Connectors	0	0	0	0	100,000	100,000	200,000
43910-930	Smith Road Sidewalk	0	0	650,000	0	0	0	650,000
43910-940	Little Turkey Creek Greenway	130,000	0	300,000		0	0	300,000
44300-900	Community Center	425,000						0
43400-900	Campbell Station Wall	200,000						0
46230-920	Campbell Station Inn Improvements	0	0	250,000	0	0	0	250,000
46230-921	Campbell Station Inn Site Improvements	650,000		0	0	0	0	0
	General Government Projects Total	1,405,000	0	1,500,000	300,000	400,000	400,000	2,600,000
	Parks	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	Total
43934	McFee Park Expansion	8,000,000	0	0	0	0	0	0
43939-912	MBLP Field 2 Turf Replacement	0	0	0		600,000	0	600,000
	MBLP Field Reconstruction	0	0	69,000	1,210,000		0	1,279,000
43939-904	Anchor Park Fence	0	0	0	150,000	0	0	150,000
	Anchor Park Basketball Resurfacing & ADA Access/Parking	0	0	0	0	40,000	0	40,000
	Anchor Park Playground	0	0	0	0	415,000		415,000
43939-902	MBLP Playground Replacement	0	0	0	0	0	0	0
43939-900	MBLP Boardwalk/Overlook Replacement	0	0	0	50,000	0	0	50,000
43200	Anchor Park Restroom & ADA Improvements	30,000	0	0	0	0	0	0
	Parks Total	8,030,000	0	69,000	1,410,000	1,055,000	0	2,534,000
	Engineering Projects	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	Total
43961	Watt Road/KP Intersection Improvements	15,000	0	0	0	0	0	0
43150-480	Stormwater Improvements	750,000	0	100,000	100,000	100,000	100,000	400,000
43720	Union Road Improvements	500,000	0	3,520,000	0	0	0	3,520,000
43985-900	Signal System Upgrade (CMAQ)	6,730,000	0	0	0	0	0	0
43984	Virtue Road-Phase I (KP-Harville)	3,900,000	0	0	0	0	0	0
43980	Virtue Road-Phase II (Harville-Turkey Creek)	0		330,000	305,000	925,000	0	1,560,000
	Jamestowne Blvd Study	80,000	0	0	0	0	0	0
	Engineering Total	11,975,000	0	3,950,000	405,000	1,025,000	100,000	5,480,000
	CIP Expenditure Total	21,410,000	0	5,519,000	2,115,000	2,480,000	500,000	31,524,000
	Funding Sources	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	Total
	L-STBG Funding (Jamestowne Blvd)	64,000	0	0	0	0	0	0
	L-STBG Funding (Virtue Road)	0	0	264,000	244,000	740,000	0	1,248,000
	L-STBG Funding (Union Road)	400,000	0	2,816,000				2,816,000
	CMAQ Funding	6,610,000	0	0	0	0	0	0

33220	LPRF Grant (Anchor Park)	325,000	0	0	0	0	0	0
	Interest Earnings	185,000	20,000	20,000	20,000	20,000	0	80,000
	Transfer from General Fund	7,250,000	0	2,000,000	2,000,000	2,000,000	2,000,000	8,000,000
	Stormwater Reserves							
	Greenway Connector Reserves	300,000	0	0	0	0		0
	Land Acquisition Reserves	1,300,000	0	0	0	0	0	0
	CIP Reserves	5,711,000	0	419,000	0	15,000	0	434,000
	Funding Total	22,145,000	20,000	5,519,000	2,264,000	2,775,000	2,000,000	12,578,000
	Total CIP Funding Sources	22,145,000	20,000	5,519,000	2,264,000	2,775,000	2,000,000	12,578,000
	Total CIP Expenditures	21,410,000	0	5,519,000	2,115,000	2,480,000	500,000	10,614,000
	Revenue over (under) expenditures	735,000	20,000	0	149,000	295,000	1,500,000	
	Ending Balance	4,470,347	4,490,347	4,071,347	4,220,347	4,500,347	6,000,347	
	Assigned Fund Balance							
	Greenway Connectors	58,890	58,890	58,890	58,890	58,890	158,890	
	Land Acquisition	358,072	358,072	358,072	658,072	958,072	1,258,072	
	Stormwater Projects	0	0	0	100,000	200,000	300,000	
	Outstanding Projects	3,090,966	3,090,966	3,090,966	3,090,966	3,090,966	3,090,966	
	Total Assigned Balance	3,507,928	3,507,928	3,507,928	3,907,928	4,307,928	4,807,928	
	Available Fund Balance	962,419	982,419	563,419	312,419	192,419	1,192,419	

MINUTES

Mayor Williams called the meeting to order at 7:00 PM. Roll Call for attendance: Aldermen Burnette, yes; Alderman Meyer, yes; Alderman Pinchok, yes; Alderman Povlin, yes; Mayor Williams, yes; in addition to staff and members of the press. The meeting was held via WebEx Governor Lee's orders and the Knox County Health Department's orders regarding the COVID-19 pandemic.

Approval of Agenda

Motion was made to approve the agenda as presented. Moved by Alderman Povlin, seconded by Alderman Pinchok; Roll call vote: Alderman Meyer, yes; Alderman Pinchok, yes; Alderman Povlin, yes; Aldermen Burnette, yes; Mayor Williams, yes; no nays; motion passed.

Mayor's Report

Mayor Williams encouraged everyone to use social distancing and the use of gloves and mask.

Approval of Minutes

Motion was made to approve the minutes of March 12, 2020 as presented. Moved by Alderman Povlin, seconded by Alderman Pinchok; Roll call vote: Alderman Pinchok, yes; Alderman Povlin, yes; Aldermen Burnette, yes; Alderman Meyer, yes; Mayor Williams, yes; no nays; motion passed.

Business Items

Rejections of Bids of Contract 2020-16, Watt Road and Grigsby Chapel Road Pedestrian Crossing

Motion was made to reject the Bids of Contract 2020-16, Watt Road and Grigsby Chapel Road Pedestrian Crossing. Moved by Alderman Povlin, seconded by Alderman Pinchok; Roll call vote: Alderman Povlin, yes; Aldermen Burnette, yes; Alderman Meyer, yes; Alderman Pinchok, yes; Mayor Williams, yes; no nays; motion passed.

Town Administrator's Report

David Smoak, Town Administrator, thanked the citizens of Farragut for staying home.

Citizens Forum

Laura Squires emailed a memo to the board concerning the 5G and any updates, see attached.

Meeting adjourned at 8:55PM.

Ron Williams, Mayor

Allison Myers, Town Recorder

Allison Myers

From: Laura Squires <alphasquires@aol.com>
Sent: Thursday, April 09, 2020 8:35 AM
To: Comments
Cc: Ron Williams; Louise Povlin; David Smoak; Mark Shipley; Scott Meyer; Ron Pinchok; Drew Burnette
Subject: Comments for public record at BOMA April 9, 2020

Hello,

Please update the citizens on items 1 and 2. Please move to act on items 2A and 3 today, April 9, 2020.

1) The status of the application for the first 11 Verizon towers? Are they still pending follow up on the review items from the January 16 meeting?

As a citizen and property owner, I want to make certain approval will not be granted without the knowledge of Town residents and without an opportunity for a public forum.

2)) Where does Farragut stand with the new comprehensive aesthetic plan?

This may be appropriate for inclusion in that plan. If not included in the aesthetics plan will Farragut BOMA today, April 9, 2020 make a motion to:

2A) With any antenna deployment of any 5G cellular antenna - at no location will Town of Farragut mandate more than 1 antenna per pole, site, PSS. Why should any single location take a potentially larger impact on their property value in order to reduce the "number of poles" that would impact another property owner's value positively? Additionally, to date I have received no response from Verizon or the FCC questioning is there the possibility of increased radiation (and what is that level within the acceptable standard if multiple are in the same location) if multiple antenna are on a single pole.

3) Move to Limit the number of 5G Cellular Carriers to service the Town of Farragut to 2 (if can legally be done based on treating them like other utilities). If Cellular Companies must be treated as other utilities, then The Town of Farragut should hold them to the same standard as other utilities.

As is the standard for other utilities in Farragut - per the town of Farragut Website one vendor per type of utility - one to provide power - LCUB, one to provide water and sewer - First Utility, one to provide gas - KUB. Other pseudo utilities such as cable providers were only available from two vendors when I moved to Farragut in 2012 - Charter or TDS.

As Farragut copes with the 5G Deployment intended potentially by a large number of carriers (Verizon, AT&T, Sprint, US Cellular and others) Will Farragut adopt acceptance of only 2 carriers (If this can legally be done?) it would reduce:

The potential impact on property value due to an unknown number of poles per company
The total emission of Radiation from the antenna - fewer carriers = fewer antenna = fewer emissions

From the Town Website:

UTILITIES

Town of Farragut utilities are provided by First Utility District (water and sewer), Knoxville Utilities Board (gas) and Lenoir City Utilities Board (electric). Other utilities and services include cable television and garbage services. Recycling is available from Knox County and private vendors.

I've also attached an interesting article from Keene, N.H.

https://www.sentinel-source.com/news/local/city-council-approves-temporary-g-ban-in-keene/article_1341857d-4c7c-5fb4-ab27-70d8e5b9d131.html

I am also forwarding the statues of the TACIR review for each Alerman, Ron Williams, Louis Povlin, Mark Shipley and David Smoak.

It is not necessary to read the document into the record, but I do ask each of you read the current scope of TACIRs work on 5G Broadband.

REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY:** Allison Myers, Town Recorder**SUBJECT:** Approval of Certificate of Compliance for off-premise liquor store permit for Concord Liquor & Wine

INTRODUCTION: The purpose of this agenda item is to approve Certificate of Compliance for off-premise liquor store permit for Concord Liquor & Wine, 135 Brooklawn Street, Suite 153. Before any applicant can receive a license for the establishment for an off-premise liquor store, the applicant shall make application for a certificate of compliance for a specific location and be granted such certificate for such specific location by the Board of Mayor and Aldermen as required by Tennessee Code Annotated § 57-3-208. The number of off-premise liquor stores that may be issued for locations within the Town shall not exceed five (5) stores. Currently there are two (2) stores within the Town.

DISCUSSION: Digneshkumar Patel is the applicant for the off-premise liquor store.

The applicant has complied with all records and advertising requirements.

RECOMMENDATION BY: Allison Myers, Town Recorder/Treasurer

PROPOSED MOTION: To approve a Certificate of Compliance for off-premise liquor store permit for Concord Liquor & Wine, 135 Brooklawn Street, Suite 135

BOARD ACTION:

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

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

fd #300
3/19/2020



ANDREW E. BATEMAN
ATTORNEY

BUSINESS
ESTATE PLANNING
PROBATE
REAL ESTATE

1426 HIGHWAY 30 EAST
ATHENS, TN 37303
P.O. Box 507
ATHENS, TN 37371-0507
PHONE / (423) 745-5674
EMAIL / ANDREW@ROGERSLAW.ORG
FAX / (423) 745-5679

**CERTIFICATE OF COMPLIANCE
OFF-PREMISES LIQUOR STORE APPLICATION
FILING FEE: \$300.00**

IF THE INFORMATION REQUESTED IS TOO LENGTHY TO FIT WHOLLY ON THIS APPLICATION, PLEASE ATTACH ADDITIONAL PAGES.

PLEASE NOTE THAT IF THE APPLICANT IS AN ENTITY, IT IS NECESSARY TO COMPLETE ADDITIONAL FORMS. PLEASE SEE PARAGRAPH 3 BELOW.

1. Applicant. State the name of the individual, corporation, partnership, limited liability company or other legally recognized entity who is making this Application for Certificate of Compliance. Widhish, LLC d/b/a Concord Liquor and Wine

2. Entity Applicants. In the event that the Applicant is a corporation, partnership, limited liability company or other legally recognized entity, state the name of any person or entity who will have any interest, direct or indirect, in the business of the Applicant or in the profits thereof, and the nature and character thereof, and whether the person holds a wholesale or retail liquor license. Applicant does hold retail alcohol/bev license. Dignesh Kumar J. Pehl.

3. Applicant Information. For each of the persons and entities identified in Paragraph 2 above, complete an "Applicant Addendum" and attach hereto.

4. Date of Birth. List the Applicant's date of birth (or, if an entity, its date of organization). Entity 1.8.20. 1.8.75

5. Address. List the Applicant's street address. 825 Concord Crossing Lane Knoxville, TN

6. Name of Proposed Store. Please state the name of the proposed off-premise liquor store. Concord Liquor and Wine

7. Zoning/Location of Proposed Store. Please state the address of the proposed off-premise liquor store and its zoning designation. 175 Brookhaven Blvd #153 Farragut, TN 2nd commercial

8. Residency. If the Applicant is a person, list the number of years the Applicant has been a resident of Tennessee. If the Applicant is an entity, list the number of years the Applicant has been qualified to do business in the State of Tennessee. 18 years

9. Other Off-Premises Liquor Stores. List the name of the licensee and the address of other off-premise liquor stores in which an ownership interest is held by Applicant. None.

10. Occupation. List the occupation or business of Applicant, the name and location of such business, and the length of time the Applicant has been engaged in such occupation or business. Leasing and Management of Convenience Stores for 12 years

11. Violations of Law. State whether or not the Applicant has been convicted within the ten (10)-year period immediately preceding the date of the Application of any violation of any State or federal law or of any violation of any municipal ordinance (with the exception of minor traffic violations such as speeding or traffic signal violations, but not excepting alcohol related violations), and, if so, provide the details of such violation (i.e., charging entity, citation to and copy of law convicted of violating, copy of charge, etc.).

12. Employment. If the Applicant is employed, list the name and address of the Applicant's employer. Self-employed

13. Owner of Location. List the name and address of the owner of the real property of the proposed location and the amount of rent to be paid. Attach hereto a letter from such owner affirming either (i) that the parties have reached a written agreement on the terms of a lease and setting forth the amount of the rent provided for in the agreement, or (ii) that the parties have reached a written agreement on the terms of a sale of the premises to the Applicant. See attach

14. Investment. Please state the amount of money invested or to be invested and the source of the funds to be used. If the funds to be used are or will be borrowed, for each source of funding, indicate the name of the person or entity from whom the funds are or will be borrowed and the name of the bank with which the Applicant does business. Additionally, please state the name of any person who is aiding the venture financially, either by a loan or guaranty. \$500,000.00 self-funded at this point

15. Applicant in Charge. If the Applicant is an entity, please identify the officer or employee who will be in actual charge of the day-to-day operations of the business. The Applicant's signature hereto is a certification that neither the Applicant (if the Applicant is an individual) or such officer or employee (if the Applicant is an entity) has been convicted of a felony within a ten (10)-year period immediately preceding the date of the Application.

Applicant will be in charge

16. Compliance with State Law. By its signature affixed to this Application, Applicant represents and warrants, to the best of Applicant's knowledge, if awarded the certificate of compliance, the Applicant could comply with all the requirements for obtaining the required licenses under State law and the provisions of the Farragut Municipal Code applicable to the operation of off-premise liquor stores in the Town.

17. Compliance with Ordinances. By its signature affixed to this Application, Applicant affirms its agreement to comply with all applicable laws and ordinances and with the Rules and Regulations of the Tennessee Alcoholic Beverage Commission and the Town of Farragut with reference to the sale of alcoholic beverages, and further affirms its agreement as to the validity and the reasonableness of the regulations, inspection fees, and taxes provided in the Farragut Municipal Code with reference to the sale of alcoholic beverages.

18. Plans. Please attach six (6) copies of a scale plan drawn to a scale of not less than one inch equals twenty feet giving the following information:

(a) The shape, size and location of the lot which the off-premise liquor store is to be operated under the license;

(b) The shape, size, height and location of all buildings whether they are to be erected, altered, moved or existing upon the lot; and

(c) The off-street parking space and off-street loading and unloading space to be provided including the vehicular access to be provided from these areas to a public street.

19. Certifications. By its signature affixed to this Application, Applicant hereby certifies that the premises of the proposed off-premise liquor store are in full and complete compliance with the distance requirements of Farragut Municipal Code § 8-104; and, that the Applicant has taken steps to verify compliance with the distance requirements. **To the extent that the Applicant has documentation of such verification, or the process of verification, then Applicant shall submit such documentation with this Application.**

20. Partnership. If the Applicant is a partnership, please attach a copy of the partnership agreement and indicate which partners are general partners and which partners are

limited partners, if any, and for each partner the profit sharing percentage in the partnership. Persons and entities listed must complete and attach an Applicant Addendum. _____

21. Corporation/LLC. If the Applicant is a corporation or limited liability company, please attach a copy of the corporate charter or the operating agreement and a list of shareholders/members (indicating their ownership percentage), a list of officers/managers and a list of names and addresses of directors/governors. Persons and entities listed must complete and attach an Applicant Addendum. see attached

BY ITS SIGNATURE BELOW, THE APPLICANT IS CERTIFYING THE TRUTHFULNESS AND VERACITY OF EACH STATEMENT MADE IN THIS APPLICATION.

IF THE APPLICANT IS AN INDIVIDUAL, PLEASE COMPLETE THIS SIGNATURE BLOCK AND NOTARY ACKNOWLEDGEMENT:

Sign: _____

Print: Dignesh Patel

State of TN

County of Knox

Personally appeared before me, Notary Public of said County and State, Dignesh Patel, the within named bargainer, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that he/she executed the within instrument for the purposes therein contained.



Witness my hand, at office, this 5 day of March, 2020.

Notary Public

My commission expires: 10/20/2020

IF THE APPLICANT IS AN ENTITY, PLEASE COMPLETE THIS SIGNATURE BLOCK AND NOTARY ACKNOWLEDGEMENT:

Name of Entity: Nidhish, LLC

Sign Name: [Signature]

Print Name: Dignesh Patel

Print Title: Owner

State of TN

County of Kear

Before me, a Notary Public of the state and county aforesaid, personally appeared Dignesh Patel, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who, upon oath, acknowledged himself/herself to be owner (or other officer authorized to execute the instrument) of Nidhish, LLC, the within named bargainer, a LLC, and that he/she as such owner executed the foregoing instrument for the purpose therein contained, being authorized to do so, by signing the name of the LLC by himself/herself as owner.

Witness my hand, at office, this 9 day of March, 2020.



[Signature]
Notary Public

My commission expires: 10/20/2024

**TOWN OF FARRAGUT
CERTIFICATE OF COMPLIANCE
OFF-PREMISES LIQUOR STORE APPLICATION
APPLICANT ADDENDUM**

AN APPLICANT ADDENDUM MUST BE COMPLETED FOR EACH PERSON OR ENTITY WITH AN INTEREST IN ANY CORPORATION, PARTNERSHIP, LIMITED LIABILITY COMPANY OR OTHER LEGALLY RECOGNIZED ENTITY THAT IS AN APPLICANT (EACH REFERRED TO AS AN "OWNER" HEREIN).

IF THE INFORMATION REQUESTED IS TOO LENGTHY TO FIT WHOLLY ON THIS APPLICATION, PLEASE ATTACH ADDITIONAL PAGES.

1. List the Owner's Name. Dinesh Patel
2. List the Owner's date of birth (or, if an entity, its date of organization). 1/8/75
3. List the Owner's street address. 825 Concord Crossing Ln
Knoxville, TN 37934
4. If the Owner is a person, list the number of years the Owner has been a resident of Tennessee. If the Owner is an entity, list the number of years the Owner has been qualified to do business in the State of Tennessee. 15 yrs
5. List the name of the licensee and the address of other off-premise liquor stores in which an ownership interest is held by Owner. None
6. List the occupation or business of Owner, the name and location of such business, and the length of time the Owner has been engaged in such occupation or business. Licenses and managed at retail convenience
stores for 12+ years
7. State whether or not the Owner has been convicted within the ten (10)-year period immediately preceding the date of the Application of any violation of any State or federal law or of any violation of any municipal ordinance (with the exception of minor traffic violations such as speeding or traffic signal violations, but not excepting alcohol related violations), and, if so, provide the details of such violation (i.e., charging entity, citation to and copy of law convicted of violating, copy of charge, etc.). None
8. If the Owner is employed, list the name and address of the Owner's employer. Self-employed

9. Please state the amount of money invested or to be invested and the source of the funds to be used. If the funds to be used are or will be borrowed, for each source of funding, indicate the name of the person or entity from whom the funds are or will be borrowed and the name of the bank with which the Owner does business. Additionally, please state the name of any person who is aiding the venture financially, either by a loan or guaranty. \$500,000.00 Self - funds
potential future bank loan

10. State the nature and character of Owner's interest in the Applicant, the business of the Applicant or in the profits thereof. 100% own

11. State whether the Owner holds a wholesale or retail liquor license. yes

12. By its signature affixed to this Applicant Addendum, Owner represents and warrants, to the best of Owner's knowledge, if awarded the certificate of compliance, the Applicant and the Owner could comply with all the requirements for obtaining the required licenses under State law and the provisions of the Farragut Municipal Code applicable to the operation of off-premise liquor stores in the Town.

13. By its signature affixed to this Applicant Addendum, Owner affirms its agreement to comply with all applicable laws and ordinances and with the Rules and Regulations of the Tennessee Alcoholic Beverage Commission and the Town of Farragut with reference to the sale of alcoholic beverages, and further affirms its agreement as to the validity and the reasonableness of the regulations, inspection fees, and taxes provided in the Farragut Municipal Code with reference to the sale of alcoholic beverages.

14. If the Owner is a partnership, please attach a copy of the partnership agreement and indicate which partners are general partners and which partners are limited partners, if any, and for each partner the profit sharing percentage in the partnership. Persons and entities listed must complete and attach an additional Applicant Addendum. w/e

15. If the Owner is a corporation or limited liability company, please attach a copy of the corporate charter or the operating agreement and a list of shareholders/members (indicating their ownership percentage), a list of officers/managers and a list of names and addresses of directors/governors. Persons and entities listed must complete and attach an additional Applicant Addendum. see attach

I HEREBY CERTIFY THE TRUTHFULNESS AND VERACITY OF EACH STATEMENT MADE IN THIS APPLICANT ADDENDUM AND IN THE APPLICATION FOR CERTIFICATE OF COMPLIANCE FOR OFF-PREMISES LIQUOR STORE.

IF THE OWNER IS AN INDIVIDUAL, PLEASE COMPLETE THIS SIGNATURE BLOCK AND NOTARY ACKNOWLEDGEMENT:

Sign: 

Print: Dipesh Patel

State of TN
County of Knox

Personally appeared before me, Notary Public of said County and State, Dipesh Patel, the within named bargainer, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that he/she executed the within instrument for the purposes therein contained.



Witness my hand, at office, this 9 day of March, 2020

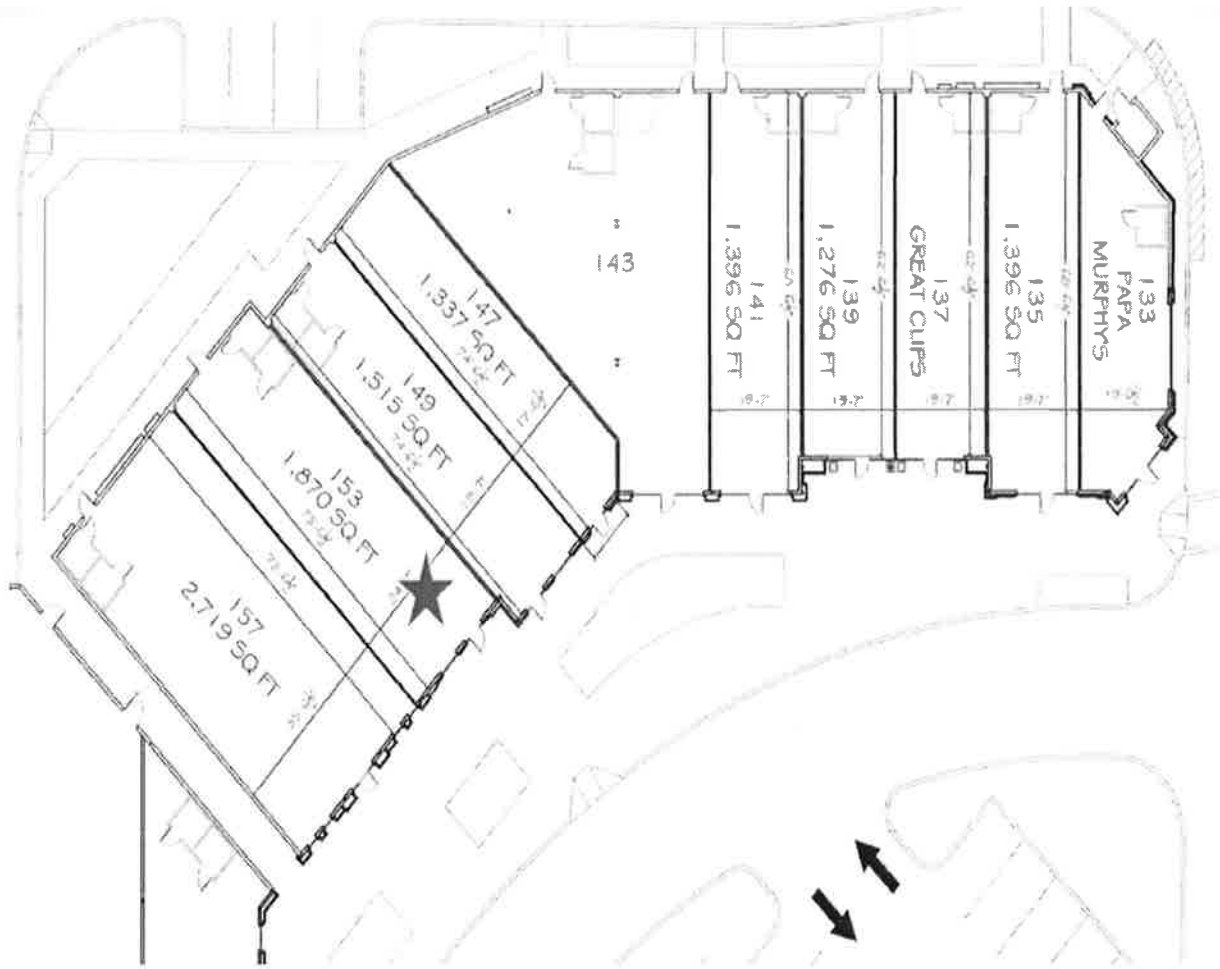

Notary Public

My commission expires: 12/20/2021

IF THE OWNER IS AN ENTITY, PLEASE COMPLETE THIS SIGNATURE BLOCK AND NOTARY ACKNOWLEDGEMENT:

Name of Entity: _____

EXHIBIT B
Shopping Center Plan



REPORT TO THE BOARD OF MAYOR AND ALDERMEN**PREPARED BY:** Darryl W. Smith, PE**SUBJECT:** Approval of Bids for Contract 2020-05, Street Resurfacing

INTRODUCTION: The purpose of this item is to consider bids and award a contract for resurfacing of selected streets within the Town.

BACKGROUND: Each year the Engineering staff examines our street network and determines our priorities within the limits of our annual resurfacing budget. This year's contract includes the resurfacing of Smith Road (from Kingston Pike to Grigsby Chapel Road, and from Grigsby Chapel Road to Andover Boulevard), Grigsby Chapel Road (from Smith Road to East Fox Den Drive), Sonja Drive (from Dundee Road to Oran Road), Lookout Point (Concord Hills Subdivision), and the NHC Greenway (from Sugarwood Drive to Virtue Road).

We received four bids on April 14 for Contract 2020-05:

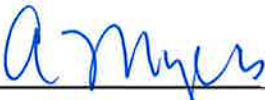
APAC-Atlantic, Inc.	\$481,596.50
Duracap Asphalt Co., Inc.	\$571,705.50
Patty Construction, Inc.	\$490,210.00
PRI of East Tn. Inc.	\$638,742.25

APAC-Atlantic has completed the Town's resurfacing project many times in the past, and our experience working with them has always been good. We have attached bid tabulations for your review.

FINANCIAL SECTION:**Project:** Contract 2020-05, Resurfacing

<u>Amended Budget</u>	<u>Requested Amount</u>	<u>Expenditures to Date</u>	<u>Available Amount</u>
\$1,287,859	\$481,596.50	\$550,803	\$255,459.50

Approved
By:


RECOMMENDATION BY: Darryl Smith, Town Engineer

PROPOSED MOTION: Approval of bids and award of Contract 2020-05 to APAC-Atlantic, Inc. for their low bid of \$481,596.50.

BOARD ACTION:

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

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

CONTRACT 2020-05
RESURFACING OF VARIOUS STREETS

BID TABULATION



ITEM #	TDOT DESCRIPTION	UNIT	QUANTITY	APAC-Atlantic, Inc.		Duracap Asphalt Paving Co. Inc.		Patty Construction Inc.		PRI of East Tennessee, Inc.	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
403-02.01	TRACKLESS TACK COAT (TTT-1)	GAL	1765	\$ 3.50	\$ 6,177.50	\$ 3.70	\$ 6,530.50	\$ 5.25	\$ 9,266.25	\$ 5.00	\$ 8,825.00
411-01.10	ACS MIX (PG64-22) GRADING D	TN	3340	\$ 95.25	\$ 318,135.00	\$ 103.42	\$ 345,422.80	\$ 96.50	\$ 322,310.00	\$ 115.00	\$ 384,100.00
411-01.11	ACS MIX (PG64-22) GRADING E RDWY	TN	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115.00	\$ -
411-01.11	ACS MIX (PG64-22) GRADING E RDWY (Trail)	TN	210	\$ 118.00	\$ 24,780.00	\$ 152.80	\$ 32,088.00	\$ 102.00	\$ 21,420.00	\$ 140.00	\$ 29,400.00
415-01.01	COLD PLANING OF BITUMINOUS PAVEMENT	TN	3400	\$ 22.00	\$ 74,800.00	\$ 30.88	\$ 104,992.00	\$ 20.00	\$ 68,000.00	\$ 35.00	\$ 119,000.00
712-01	TRAFFIC CONTROL	LS	1	\$ 12,000.00	\$ 12,000.00	\$ 23,445.00	\$ 23,445.00	\$ 13,775.00	\$ 13,775.00	\$ 36,000.00	\$ 36,000.00
712-04.01	FLEXIBLE DRUMS (CHANNELIZING)	EA	50	\$ 40.00	\$ 2,000.00	\$ 32.00	\$ 1,600.00	\$ 30.00	\$ 1,500.00	\$ 35.00	\$ 1,750.00
712-06	SIGNS (CONSTRUCTION) (W21-1)	SF	80	\$ 7.50	\$ 600.00	\$ 7.50	\$ 600.00	\$ 7.00	\$ 560.00	\$ 15.00	\$ 1,200.00
713-16.01	CHANGEABLE MESSAGE SIGN UNIT	EA	2	\$ 2,000.00	\$ 4,000.00	\$ 5,775.00	\$ 11,550.00	\$ 5,500.00	\$ 11,000.00	\$ 6,000.00	\$ 12,000.00
716-02.05	PLASTIC PAVEMENT MARKING (STOP LINE)	LF	208	\$ 10.90	\$ 2,267.20	\$ 10.50	\$ 2,184.00	\$ 10.00	\$ 2,080.00	\$ 11.00	\$ 2,288.00
716-02.06	PLASTIC PAVEMENT MARKING (TURN LANE ARROW)	EA	13	\$ 163.00	\$ 2,119.00	\$ 158.00	\$ 2,054.00	\$ 150.00	\$ 1,950.00	\$ 160.00	\$ 2,080.00
716-02.09	PLASTIC PAVEMENT MARKING (CROSSWALK) (LONGITUDINAL/CONTINENTAL)	LF	199	\$ 21.75	\$ 4,328.25	\$ 18.75	\$ 3,731.25	\$ 20.00	\$ 3,980.00	\$ 23.00	\$ 4,577.00
716-04.01	PLASTIC PAVEMENT MARKING (STRAIGHT-TURN ARROW)	EA	1	\$ 272.00	\$ 272.00	\$ 184.00	\$ 184.00	\$ 250.00	\$ 250.00	\$ 270.00	\$ 270.00
716-04.04	PLASTIC PAVEMENT MARKING (12" DIAGONAL TRANSVERSE MARKINGS) 2' HORIZONTAL WIDTH	SY	104	\$ 20.00	\$ 2,080.00	\$ 15.50	\$ 1,612.00	\$ 18.00	\$ 1,872.00	\$ 20.00	\$ 2,080.00
716-04.05	PLASTIC PAVEMENT MARKING (STRAIGHT ARROW)	EA	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
716-05.01	PAINTED PAVEMENT MARKING (4" LINE)	LM	3.57	\$ 515.00	\$ 1,838.55	\$ 625.00	\$ 2,231.25	\$ 475.00	\$ 1,695.75	\$ 525.00	\$ 1,874.25
716-05.05	PAINTED PAVEMENT MARKING (STOP LINE)	LF	208	\$ 5.50	\$ 1,144.00	\$ 5.25	\$ 1,092.00	\$ 5.00	\$ 1,040.00	\$ 6.00	\$ 1,248.00
716-05.09	PAINTED PAVEMENT MARKING (STRAIGHT/TURN ARROW)	EA	1	\$ 110.00	\$ 110.00	\$ 90.00	\$ 90.00	\$ 100.00	\$ 100.00	\$ 125.00	\$ 125.00
716-13.01	SPRAY THERMO PAVEMENT MARKING (60 MIL) 4" LINE	LM	3.57	\$ 2,500.00	\$ 8,925.00	\$ 2,310.00	\$ 8,246.70	\$ 2,300.00	\$ 8,211.00	\$ 2,500.00	\$ 8,925.00
716-13.07	SPRAY THERMO PAVEMENT MARKING (60 MIL) 6" LINE	LM	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
T-M-16	6" RUMBLE STRIPING (50' OF CLEAR SPACE EVERY 200')	LF	1200	\$ 1.10	\$ 1,320.00	\$ 7.16	\$ 8,592.00	\$ 1.00	\$ 1,200.00	\$ 1.25	\$ 1,500.00
717-01	MOBILIZATION	LS	1	\$ 9,200.00	\$ 9,200.00	\$ 11,500.00	\$ 11,500.00	\$ 15,000.00	\$ 15,000.00	\$ 15,500.00	\$ 15,500.00
730-13.00	VEHICLE DETECTION LOOP (REPLACEMENT)	EA	2	\$ 2,750.00	\$ 5,500.00	\$ 1,980.00	\$ 3,960.00	\$ 2,500.00	\$ 5,000.00	\$ 3,000.00	\$ 6,000.00
TOTAL BID				\$481,596.50		\$571,705.50		\$490,210.00		\$638,742.25	

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Bud McKelvey, Public Works Director

SUBJECT: Approval of Change Order for Town Hall ADA Restroom Renovation

DISCUSSION:

The contract for the Town Hall ADA restroom renovation was approved on February 13, 2020 in the amount of \$154,000. Below is a summary of the four change orders.

- Change Order #1: The contractor's intent was to re-use an existing door. Unfortunately, it does not match so an additional door is needed. Amount of the change order is \$938.43
- Change Order #2: The architecture plans were not drawn to incorporate touchless controls for all the fixtures in the bathroom. This is a change order to put in all touchless fixtures in all 3 bathrooms; amount of change order \$4,257.
- Change Order #3: Credit memo for the soap dispensers that will be installed later to match fixtures in all other facilities. Credit amount is for \$57.14
- Change Order #4: The plan was to re-use a metal frame, but it was not suitable for a lock set. The amount of the change order is \$304.36.

Total amount needed for approval is **\$5443.04** (\$5,500.18-\$57.14)

FINANCIAL SECTION:

<u>Total Budget</u>	<u>Requested Amount</u>	<u>Contracted Amount</u>	<u>Remaining Amount</u>
\$185,000	\$5,443.04	\$177,541	\$2,015.96
Approved By: <u>A Myers</u>			

RECOMMENDATION BY: Bud McKelvey, Public Works Director

PROPOSED MOTION: To approval change orders 1-4 in the amount of \$5,443.04.

BOARD ACTION:

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

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



Holston Construction Services, LLC.

1719 6th Avenue
Knoxville, TN Knox 37917

P: (865) 686-8761
F: (865) 622-7597

PCO

Project Name: Town Hall Restroom ADA Renovations

Owner: Town of Farragut
Bud McKelvey
11408 Municipal Center Drive
Knoxville, TN 37934

PCO # 1
Printed On: 04/01/2020
Created On: 03/31/2020
Job Number # 20-05
Architect #:

Architect:

Description	Bid Amount	Status	Change Date
1 New Frame and Hardware for Room A02. Plans asked for us to re-use existing doors/frames/hardware however there are not enough LH Doors to repurpose. Owner has provided Door. This is cost for frame and hardware only.	\$938.43	Pending	
Total: \$938.43			

Please find above pricing as you requested. If this is acceptable, please confirm so we may proceed with a change order.

Thank You,

David W Decker
Project Manager



Holston Construction Services, LLC.

1719 6th Avenue
Knoxville, TN Knox 37917

P: (865) 686-8761
F: (865) 622-7597

PCO

Project Name: Town Hall Restroom ADA Renovations

Owner: Town of Farragut
Bud McKelvey
11408 Municipal Center Drive
Knoxville, TN 37934

PCO # 2
Printed On: 04/08/2020
Created On: 03/31/2020
Job Number # 20-05
Architect #:

Architect:

Description	Bid Amount	Status	Change Date
1 Cost to upgrade to touchless controls for Lavs and Toilets.	\$4,257.39	Pending	
Total:	\$4,257.39		

Please find above pricing as you requested. If this is acceptable, please confirm so we may proceed with a change order.

Thank You,

David W Decker
Project Manager



Holston Construction Services, LLC.

1719 6th Avenue
Knoxville, TN Knox 37917

P: (865) 686-8761
F: (865) 622-7597

PCO

Project Name: Town Hall Restroom ADA Renovations

Owner: Town of Farragut
Bud McKelvey
11408 Municipal Center Drive
Knoxville, TN 37934

PCO # 3
Printed On: 04/02/2020
Created On: 04/02/2020
Job Number # 20-05
Architect #:

Architect:

Description	Bid Amount	Status	Change Date
1 This is a credit for Surface Mounted Horizontal Soap Dispenser Quantity 3 because the Owner has gone to a foaming style dispenser and will be self providing.	(\$57.14)	Pending	
Total:	(\$57.14)		

Please find above pricing as you requested. If this is acceptable, please confirm so we may proceed with a change order.

Thank You,

David W Decker
Project Manager



Holston Construction Services, LLC.

1719 6th Avenue
Knoxville, TN Knox 37917

P: (865) 686-8761
F: (865) 622-7597

PCO

Project Name: Town Hall Restroom ADA Renovations

Owner: Town of Farragut
Bud McKelvey
11408 Municipal Center Drive
Knoxville, TN 37934

PCO # 4
Printed On: 04/07/2020
Created On: 04/07/2020
Job Number # 20-05
Architect #:

Architect:

Description	Bid Amount	Status	Change Date
1 We were unable to re-use the existing frame because it did not have a latch (it had previously been a push and pull door). This is the cost for a new frame for Door/Opening A04, Family RR.	\$304.36	Pending	
Total:	\$304.36		

Please find above pricing as you requested. If this is acceptable, please confirm so we may proceed with a change order.

Thank You,

David W Decker
Project Manager