

**Farragut Board of Mayor & Aldermen
Meeting Minutes**

**Budget Workshop Minutes
April 22, 2021**

The Board of Mayor and Aldermen met for a budget workshop. David Smoak, Town Administrator, presented the classification and compensation report as well as proposed program changes for Fiscal Year 2022.

**Regular Board Meeting
April 22, 2021**

Mayor Williams called the meeting to order at 7:00 PM.

Roll Call for attendance: Alderman 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 with the removal of item V.B. Ross-Fowler for As-Built Survey Services, McFee Park Phase 3. Moved by Alderman Povlin, seconded by Alderman Pinchok; roll call vote, Alderman Meyer, yes; Alderman Pinchok, yes; Alderman Povlin, yes; Alderman Burnette, yes; Mayor Williams, yes; no nays; motion passed.

Approval of Minutes

Motion was made to approve the workshop meeting minutes for April 8, 2021 as presented. Moved by Alderman Povlin, seconded by Alderman Meyer; roll call vote, Alderman Povlin, yes; Alderman Burnette, yes; Alderman Meyer, yes; Alderman Pinchok, yes; Mayor Williams, yes; no nays; motion passed.

Motion was made to approve the regular meeting minutes for April 8, 2021 as presented. Moved by Alderman Povlin, seconded by Alderman Meyer; roll call vote, Alderman Pinchok, yes; Alderman Povlin, yes; Alderman Burnette, yes; Alderman Meyer, yes; Mayor Williams, yes; no nays; motion passed.

Business Items

Approval of Change Orders 5, 6 & 7 for Contract 2020-12, McFee Park Phase 3

Motion was made to approve change orders 5, 6 & 7 for Contract 2020-12, McFee Park Phase 3. Moved by Alderman Pinchok, seconded by Alderman Povlin; roll call vote, Alderman Burnette, yes; Alderman Meyer, yes; Alderman Pinchok, yes; Alderman Povlin, yes; Mayor Williams, yes; no nays; motion passed.

Approval of Contract 2021-05, Street Resurfacing

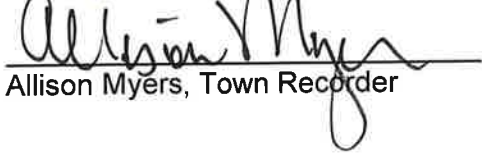
Motion was made to award Contract 2021-05 to Duracap Asphalt Co., for low bid of \$672,277.60 and additional streets and curb ramps as presented for a total cost of \$748,161.85.

Moved by Alderman Povlin, seconded by Alderman Meyer; roll call vote, Alderman Burnette, yes; Alderman Meyer, yes; Alderman Pinchok, yes; Alderman Povlin, yes; Mayor Williams, yes; no nays; motion passed.

Meeting adjourned at 7:20 PM.



Ron Williams, Mayor



Allison Myers, Town Recorder



**FARRAGUT BOARD OF MAYOR AND ALDERMEN
AGENDA**

April 22, 2021

**BUDGET WORKSHOP
5:00 PM**

**BMA MEETING
7:00 PM**

- I. Roll Call**
- II. Approval of Agenda**
- III. Approval of Minutes**
 - A. April 8, 2021
- IV. Mayor's Report**
- V. Business Items**
 - A. Approval of Change Orders 6 & 7 for Contract 2020-12, McFee Park Phase 3
 - B. Approval of Supplement to Ross-Fowler for As-Built Survey Services, McFee Park Phase 3
 - C. Approval of Contract 2021-05, Street Resurfacing
- VI. Town Administrator's Report**
- VII. Town Attorney's Report**
- VIII. Citizens Forum**

This meeting can be viewed live on the Farragut YouTube Channel, www.townoffarragut.org/livestream, Charter channel 193 and TDS channel 3. The meeting will be held virtually, authorized by Governor Lee's executive 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 **Wednesday, April 21, 2021** to be included in the record of the meeting.

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WWW.TOWNOFFARRAGUT.ORG

It is the policy of the Town of Farragut not to discriminate on the basis of race, color, national origin, age, sex, or disability 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 contact the ADA Coordinator at jcurry@townoffarragut.org or 865-966-7057 in advance of the meeting.

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

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

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

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

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

BOARD OF MAYOR AND ALDERMEN WORKSHOP

PREPARED BY: David Smoak, Town Administrator

SUBJECT: Review of Classification and Compensation Study and Program Changes for the FY2022 budget

BACKGROUND: The Town of Farragut utilized Baker Tilley, LLP to perform a Classification and Compensation study of all employed positions with the Town that was completed in March 2020. The study reviewed all job descriptions, internal equity, and a market analysis of all Town positions. Due to the timing of the study and the uncertainty of the Covid-19 pandemic that was beginning at the same time last year, implementation of the study was put on hold. The study has been updated based on current market rates.

CLASS/COMP STUDY: Ann Antonsen with Baker Tilly conducted a market analysis that compared similar communities across Tennessee to Farragut. The respondents to the survey provided job descriptions of comparable positions, salary ranges and current salaries of those positions. The survey results were then analyzed to develop a market average for each position. The attached study shows that on average, current salary ranges are below market and need to be adjusted to stay competitive in the current job market.

When adjustments are made to salary ranges, this can also lead to compression issues between similar positions. Compression has been reviewed and position salary adjustments proposed to keep internal equity consistent both before and after the class/comp study is implemented.

Included in your packet of information is the class/comp study, compensation policy for the Town of Farragut, current and proposed salary ranges for FY2022, and a cost analysis to implement.

PROGRAM CHANGES: Program changes are any new way of doing business that will need additional resources from the Town or new positions that are proposed within the Town's organizational chart. This year there are five total program changes for the Board of Mayor and Aldermen to consider:

1. Two additional Public Works Maintenance Operators. These positions are being requested to add one employee each in the Parks and Right of Way crews.
2. Two Public Works Crew Leader positions. These positions would be new positions in the organizational chart and would supervise crews daily within the Public Works department. These positions would be promotional opportunities within the department and would not be adding additional personnel.
3. Lead Park Assistant – currently the park assistant positions are part-time with varying hours depending on scheduling throughout the week. There has been tremendous turnover in these positions and have been difficult to staff consistently for many years. This request would make the position full time, which would then lessen the number of hours needed for part-time staff.

An organizational chart is included for your review, as well as program change request forms that give additional detail for these positions and cost projections for implementation.



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Baker Tilly Virchow Krause, LLP
380 Jackson Street, Suite 300
St. Paul, MN 55101
651.223.3000
651.223.3046

April 13, 2021

Mr. David Smoak
Town Administrator
Town of Farragut
11408 Municipal Center Drive
Farragut, Tennessee 55965

Re: **Classification and Compensation Study Final Report**

Dear Mr. Smoak:

Baker Tilly is pleased to provide the Town of Farragut with the completed Classification and Compensation Study.

The Town of Farragut retained Baker Tilly to conduct a Classification and Compensation Study in the summer of 2019. The Study included the review of job descriptions for all Town positions to identify and positions which needed updates, a review of the internal relationships of Town positions, a thorough market analysis of equivalent positions in comparable organizations and updating the Town's compensation plan to ensure internal equity and market competitiveness of Town positions.

A compensation system provides the framework for determining how employees will be paid. As a general rule, most organizations conduct comprehensive classification and compensation studies approximately every five to seven years, ensuring their ability to hire and retain qualified employees, and that internal relationships are equitable. The external market comparison is important because it ensures that the compensation plan is adequate to attract new employees and retain existing employees. Conducting periodic reviews of internal and external comparability of an organization's compensation program will assist in maintaining a long-term compensation program and in recruiting and retaining qualified, experienced employees.

Market Survey. The comprehensive compensation survey included a review the organizations which participated in the comprehensive classification and compensation study conducted by Springsted (now Baker Tilly) for the Town in 2010-2011 and the market survey conducted in 2015-2016. Seventeen communities, listed below, were selected to participate in the survey. The entities in bold provided

information for the study, either from completion of the questionnaire, provision of pay plans or from matching from organization websites with 12 total responses:

- **City of Alcoa**
- **City of Brentwood**
- **City of Cleveland**
- City of East Ridge
- City of Franklin
- **City of Germantown**
- **City of Goodlettsville**
- **City of Hendersonville**
- City of Johnson City
- **City of Kingsport**
- **City of Knoxville**
- City of Lebanon
- **City of Maryville**
- **City of Mount Juliet**
- **City of Oak Ridge**
- City of Spring Hill
- **Town of Collierville**

The survey participants were selected based on their similarity to the Town of Farragut, geographic location and comparability of positions to Town of Farragut positions. Survey respondents were asked to provide information only on those Town of Farragut positions which they considered to be comparable to positions in their organizations. Therefore, survey respondents did not provide data for every position surveyed.

Survey Results – Market Average. Thirty-seven Town positions were included in the survey. We were able to use the information for thirty-one Town positions in the analysis of the data, six positions were excluded from the overall analysis as the data was either incomplete (not enough information received) or inconsistent (responses not consistent with the position in the Town of Farragut). Based on the analysis of the data, on average the Town's salary ranges are slightly below the average with minimum salaries 5.89% below the market average minimum salaries, 4.53% below the market midpoint salaries and on average, 3.64% below the average maximums reported by the survey participants. For comparison purposes, wages which are within 5% above or below the market average, dependent on the organizations pay philosophy regarding market relationship, are considered to be competitive. A summary of the salary survey results can be found in Appendix I.

Survey Results – 60th Percentile Comparison. An analysis was also completed comparing the Town of Farragut's salary ranges with the 60th percentile of the market responses. Based on this analysis, the Towns minimum salaries are 7.95% below the average, midpoint salaries are 6.90% below the market average and maximum salaries are 6.22% below the market average.

Compensation Philosophy. A pay philosophy guides the design of a compensation system and answers key questions regarding pay strategy. It generally takes a comprehensive, long term focus and explains the compensation program's goals and how the program supports the employer's long-range strategic goals. Without a pay philosophy, compensation decisions tend to be viewed from a short-term tactical standpoint apart from the organization's overall goals.

Market competitiveness and internal equity are among the most important areas addressed in a pay philosophy. An organization's desired market position involves defining the market and identifying where the organization wants to be positioned within that market. Market position should balance what it takes to attract new employees and retain skilled employees (in other words, eliminate higher pay as the reason employees leave the organization) with the organization's financial resources. Internal equity expresses an organization's desire to provide comparable pay to positions with comparable duties and responsibilities.

A pay philosophy should be developed that establishes a compensation program based on individual employee performance as a key feature of the pay philosophy. Therefore, we emphasize references to performance in the pay philosophy discussion. As part of the study, it is recommended that the Town consider these concepts in the adoption of a formal pay philosophy:

- Providing fair and equitable rates of pay to employees
- Defining the Town's market area
- Developing a system that establishes a "market rate" for each position and states the minimum wage and maximum rates that the Town will pay individuals within a position
- Establishing rates of pay that allow the Town to compete successfully for new employees within its market area
- Establishing a market position that is fiscally responsible with public resources
- Ensuring that pay rates for existing employees are based on individual performance that meets or exceeds expectations and reflects changing economic conditions
- Developing a compensation system that allows employees to progress through the pay range as long as their performance consistently meets expectations
- Developing pay administration policies and procedures that ensure their consistent application between departments
- Ensuring that the compensation program is understandable to employees, supervisors, managers, the Board of Alderman and the public

The Town of Farragut does have an established compensation policy which incorporates the above cited concepts. In addition, the Town policy states:

"its mission to be a leading municipality in the state."

Developing a Salary Schedule. The process of developing a salary schedule draws from the results of the salary survey along with the internal relationships of positions within the Town. The Town's compensation plan was updated and Town positions were placed within the compensation plan based on a review of the evaluation of each position utilizing the SAFE job evaluation system based on the current job responsibilities and job requirements. We utilized the information from the Town's current job descriptions as well as discussions with human resources and the Town's department heads. The factors considered in determining the relative value of positions are:

- | | |
|---------------------------|------------------------------|
| • Training and Ability | • Experience Required |
| • Level of Work | • Human Relations Skills |
| • Physical Demands | • Working Conditions/Hazards |
| • Independence of Actions | • Impact on End Results |
| • Supervision Exercised | |

The Town's compensation plan has 25 grades with a 6.5% spread between grades. The spread between the minimum and the maximum of each grade is 55%. This is consistent with the current structure. The updated compensation plan can be found in Appendix II of this report.

Each position was then assigned to the appropriate salary grade in the salary schedule based on the job evaluation points of the position (the majority of positions did not change in grade placement). The List of Positions and Assignment to Salary Grades is shown in Appendix II.

It is recommended that as part of this compensation plan, individual employee movement within the range be based annual adjustment which incorporate individual employee performance. Employees should only wage increases if their performance is satisfactory or better.

Implementation. Implementation of the proposed compensation plans is effective at a time to be determined by the Town Administrator and the Board of Alderman. The preliminary pay plans were developed utilizing the 2020 survey data. For 2021 implementation, the pay plans have been increased by 2% to ensure that Town salaries are not immediately below market comparisons upon implementation.

Compensation Plan Implementation

Market Average

Option 1. This option moves employees who have a current wage below the minimum to the minimum of the range. Of the Town's 59 employees, 18 have a current wage which falls below the proposed minimum of the range. The annual cost to move these 18 employees to the minimum is \$7,999.47.

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	59	\$ 2,936,680.24	\$ 2,967,485.49	\$ 30,805.25	1.05%
Employee Below Min	18	\$ 637,971.36	\$ 668,776.61	\$ 30,805.25	4.83%
Employee Within Range	41	\$ 2,298,708.88	\$ 2,298,708.88	\$ -	
Employee Above Max	0	\$ -	\$ -	\$ -	

Option 2. This option provides a base increase to those employees whose current wage falls within the proposed range for their position. Forty-one of the remaining Town employees have a current wage which falls within the proposed range for their position. This option provides a 2% increase for these employees unless the increase would move them above the maximum of the range for their position. The annual cost to move these employees within the proposed compensation plan is \$45,974.18. The total annual cost to move all employees onto the proposed wage scale is \$77,639.57, which is a 2.64% increase in payroll. In this option, any employee where the adjustment to minimum is below 2% would receive a 2% increase.

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	59	\$ 2,936,680.24	\$ 3,014,319.81	\$ 77,639.57	2.64%
Employee Below Min	18	\$ 637,971.36	\$ 669,636.75	\$ 31,665.39	4.96%
Employee Within Range	41	\$ 2,298,708.88	\$ 2,344,683.06	\$ 45,974.18	2.00%
Employee Above Max	0	\$ -	\$ -	\$ -	

60th Percentile

Option 1. This option moves employees who have a current wage below the minimum to the minimum of the range. Of the Town's 59 employees, 26 have a current wage which falls below the proposed minimum of the range. The annual cost to move these 26 employees to the minimum is \$72,597.93.

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	59	\$ 2,936,680.24	\$ 3,009,278.17	\$ 72,597.93	2.47%
Employee Below Min	26	\$ 925,198.56	\$ 997,796.49	\$ 72,597.93	7.85%
Employee Within Range	33	\$ 2,011,481.68	\$ 2,011,481.68	\$ -	
Employee Above Max	0	\$ -	\$ -	\$ -	

Option 2. This option provides a base increase to those employees whose current wage falls within the proposed range for their position. Thirty-three of the remaining Town employees have a current wage which falls within the proposed range for their positions. This option provides a 3% increase for these employees unless the increase would move the employee above the maximum of the range for their position. This option increases the adjustment for employee wages to move individual employees closer to the 60th percentile market comparison. The annual cost to move these employees within the proposed compensation plan is \$60,344.45. The total annual cost to move all employees onto the proposed wage scale is \$134,971.84, which is a 4.60% increase in payroll. In this option, any employee where the

	# of Staff	Current Salary	Proposed Salary	Difference	% Increase
Totals	59	\$ 2,936,680.24	\$ 3,071,652.08	\$ 134,971.84	4.60%
Employee Below Min	26	\$ 925,198.56	\$ 999,825.95	\$ 74,627.39	8.07%
Employee Within Range	33	\$ 2,011,481.68	\$ 2,071,826.13	\$ 60,344.45	3.00%
Employee Above Max	0	\$ -	\$ -	\$ -	

adjustment to minimum is below 3% would receive a 3% increase.

Using the market average data for updating the pay plan will provide a compensation structure which is consistent with current market conditions. Utilizing the 60th percentile market data for the update of the Town's current compensation plan will provide a wage structure which enables to Town to be more competitive in the area labor market and ensure that the Town can recruit well qualified, experienced staff. In addition the 60th percentile is consistent with the Towns stated pay philosophy as discussed above.

Summary. The Town's current compensation plan is, on average below market when comparing minimum, midpoint and maximum wage ranges. A review of the internal relationships of positions within the Town indicated that some positions had undergone changes in job responsibilities since the last review which is indicated in grade placement and also changes in job titles and FLSA status. The proposed compensation plan is designed to be competitive with the external market and internally consistent and equitable.

Town of Farragut
Compensation Policy
Board of Mayor and Aldermen
Approved 1/12/2017

The primary objective of the Town's compensation program is to attract, retain, motivate, and reward qualified employees who demonstrate a commitment to the Town of Farragut and its mission to be a leading municipality in the state. Employees are expected to be faithful stewards of the accountabilities, responsibilities, and resources entrusted to them.

In return, the Town is committed to paying fair compensation based on job responsibilities and accountabilities, and doing so without regard to race, sex, age, religion, national origin, or disability and in compliance with all applicable laws and regulations. The Town strives, in conjunction with approved budgets and based on competitive market salary surveys, to compensate all employees consistently and in a fair and equitable manner as they satisfactorily meet performance objectives.

We believe this can best be accomplished by:

1. When designing the Town's compensation programs, taking into account a total compensation philosophy which includes base pay, performance-related pay, employee benefits, and retirement compensation.
2. Provide compensation that is competitive with other like municipalities and governmental organizations with whom the Town competes for human resources.
3. Measure competitiveness of the Town's salary structure in the market through the use of salary and benefits surveys.
4. Establish a salary range structure for each position that is based upon competitive salary survey results.
5. Establish a salary range midpoint for each position which corresponds to the competitive market average (or mean) for this position, with appropriate range spreads developed from this midpoint to determine range minimum and maximum salaries. These spreads are to allow flexibility in the administration of actual salaries to be paid individuals recognizing various levels of job performance, contributions, experience and qualifications, and time in position.
6. Recognize that the salary range midpoint for a range represents a fully competitive salary for that position in the market, assuming acceptable job performance by that employee. Salary increases for positions above the midpoint may be awarded for employees achieving exemplary annual performance reviews.
7. Employees may not receive additional base pay increases above the maximum of their salary range. Depending on budgetary constraints, these employees may be eligible for one-time bonuses as approved by the Board of Mayor and Aldermen. ·



Proposed FY 2021-22

Position	Grade	Min	Mid	Max
Seasonal, Park Assistants, Umpires	1	22,920.00	29,233.00	35,526.00
	2	24,409.80	31,122.50	35,526.00
Custodian	3	25,996.44	33,145.46	40,294.48
Lead Park & Recreation Assistant	4	27,686.21	35,299.91	40,294.48
Building Maintenance Custodian	5	29,485.81	37,594.41	45,703.00
Admin. Assistant-Receptionist	6	31,402.39	40,038.04	48,673.70
Community Center Operator	7	33,443.54	42,640.52	48,673.70
Park Operator	8	35,617.37	45,412.15	55,206.93
Public Works Maintenance Worker				
Admin. Assistant- PW-PT	9	37,932.50	48,363.94	58,795.38
Admin. Assistant- Engineering				
Admin. Assistant- PALS				
Admin. Assistant -CD				
Accounting Technician	10	40,398.11	51,507.59	62,617.08
Public Works Crew Leader				
Sr. Admin. Assist. - Permits/Inspections				
Media Assistant				
Engineering Technician	11	43,023.99	54,855.59	66,687.19
Codes/Zoning Enforcement Officer				
Historic Resources Coordinator-PT	12	45,820.55	58,421.20	71,021.85
Traffic Enforcement Officer-PT				
Public Relations/Marketing Coordinator	13	48,798.89	62,218.58	75,638.27
Special Events/Program Coordinator				
Public Works Foreman				
Codes Officer				
Codes Officer/Commercial Plan Examiner	14	51,970.81	66,262.79	80,554.76
Parks & Athletics Coordinator				
Capital Project Coordinator				
Stormwater Coordinator				
Tourism Coordinator-PT	15	55,348.92	70,569.87	85,790.82
Executive Asst./Risk Manager	16	58,946.60	75,156.91	85,790.82
	17	62,778.12	80,042.11	97,306.09
Assistant to Town Administrator	18	66,858.70	85,244.85	3,630.99
Building Official				
Assistant CD Director				
IT Manager	19	71,204.52	90,785.60	110,367.00
Assistant Town Engineer				
Human Resources Director	20	75,832.81	96,686.84	110,367.00
Public Works Director	21	80,761.94	102,971.48	125,181.01
Finance Director/Recorder				
Parks & Recreation Director				
Community Development Director				
Town Engineer	22	86,011.47	109,664.63	133,317.78



FY 2020-21 Approved

Position	Grade	Min	Mid	Max
Seasonal, Park Assistants, Umpires	1	20,258.44	25,829.51	31,400.58
	2	21,575.24	27,508.43	33,441.62
Custodian	3	22,977.63	29,296.48	35,615.33
Office Assistant-Receptionist	4	24,471.18	31,200.75	37,930.32
Building Maintenance Custodian	5	26,061.80	33,228.80	40,395.79
	6	27,755.82	35,388.67	43,021.52
	7	29,559.95	37,688.93	45,817.92
Park Operator	8	31,481.34	40,138.71	48,796.08
Public Works Maintenance Worker				
Admin. Assistant- PW	9	33,527.63	42,747.73	51,967.83
Admin. Assistant- Engineering				
Admin. Assistant- PALS				
Admin. Assistant -CD				
Accounting Technician	10	35,706.93	45,526.33	55,345.74
Sr. Admin. Assist. - Permits/Inspections				
Media Assistant				
Engineering Technician	11	38,027.88	48,485.54	58,943.21
Executive Assistant				
Codes/Zoning Enforcement Officer				
Historic Resources Coordinator	12	40,499.69	51,637.10	62,774.52
Traffic Enforcement Officer-PT				
Public Relations/Marketing Coordinator	13	43,132.17	54,993.51	66,854.86
Special Events/Program Coordinator				
Public Works Foreman				
Codes Officer				
Codes Officer/Commercial Plan Examiner	14	45,935.76	58,568.09	71,200.43
Parks & Athletics Manager				
Capital Project Coordinator				
Stormwater Coordinator				
Tourism Coordinator-PT	15	48,921.58	62,375.02	75,828.45
Assistant to Town Administrator	16	52,101.49	66,429.40	80,757.30
Building Official	17	55,488.08	70,747.31	86,006.52
Assistant CD Director	18	59,094.81	75,345.88	91,596.95
IT Manager	19	62,935.97	80,243.36	97,550.76
Assistant Town Engineer				
Human Resources Director	20	67,026.81	85,459.18	103,891.55
Public Works Director	21	71,383.55	91,014.00	110,644.51
Treasurer/Recorder				
Leisure Services Director				
Community Development Director				
Town Engineer	22	76,023.48	96,929.94	117,836.40

2020 Classification/Compensation Fringe Benefits Results

*BENEFITS	AVERAGE REPORTED	TOWN OF FARRAGUT
HOLIDAYS	11	10
ANNUAL LEAVE ACCUMULATION	45 DAYS	30 DAYS
SICK LEAVE ACCUMULATION	131 DAYS	90 DAYS
LIFE INSURANCE - ER PAID	69%	100%
AD&D INSURANCE – ERPAID	86%	100%
LTD INSURANCE – ER PAID	69%	100%
HEALTH INSURANCE – ER Paid		
EMPLOYEE ONLY	83% of \$600.	100% \$557
Employee & spouse	79% of \$1,582	100% \$1,207
Employee & children	79% of \$1,105	100% \$1,167
Family	79% of \$1,600	94% \$1,684
Retiree [7 of 11 cities have this]	44% of premium	No plan
DENTAL INSURANCE – ER Paid		
Employee	52%	100% \$47.72
Family	36%	100% \$ 108.08
VISION INSURANCE- ER Paid		
Employee	41%	100% \$5.18
Family	9%	100% \$15.02
RETIREMENT PLAN -ER PAID		
TCRS/other DB PENSION – ER Paid	9.29% of salary	N/A
TCRS/other DB PENSION – EE Paid	2.86% of salary	N/A
DEFINED CONTRIBUTION PLAN 401K, 457, ROTH	14 of 17 cities have a voluntary 457 plan	ER – 6% average of all EE salary
	2 cities match EE 457 contribution	EE – 6% average of all EE salary
		EE – voluntary 457 plan
		No ER match

**TOWN OF FARRAGUT
RETIRMENT PLAN OPTIONS
401(K)
457
ROTH**

IN SOCIAL SECURITY Employee payroll contributions Town contributions

Immediate	0-4 YEARS	4%	4% [100% MATCH]
	Social Security	6.2%	6.2%
	*FICA	1.45%	1.45%

OUT OF SOCIAL SECUIRTY	0%	8%
	2%	2% [100% MATCH]
*FICA	1.45%	1.45%

****3 Employees – closed plan**

ALL EMPLOYEES ELIGIBLE FOR LONGEVIETY MATCHING

0-4 YEARS	0%	
5-10 YEARS OF SERVICE	+2%	+2% MATCH
11-20 YEARS OF SERVICE	+4%	+4% MATCH
20+ YEARS OF SERVICE	+6%	+6% MATCH

***FICA = Federal Insurance Contribution Act...aka Medicare**

All matching dollars are subject to a three (3) years of service cliff vesting.

Social Security vote – December 2011 ---- Initial Plan instituted February 2012

Knox County RETIRMENT PLAN OPTIONS 401(K) 457

Asset Accumulation Plan:

All eligible employees will have a mandatory 6% withheld for retirement and the employer matches 100%

Social Security	6.2%	6.2%
*FICA	1.45%	1.45%

*FICA = Federal Insurance Contribution Act...aka Medicare

ALL EMPLOYEES ELIGIBLE FOR ADDITIONAL LONGEVIETY MATCHING

Less than 5 YEARS	0%	0% MATCH
At least 5 years but not 10	2%	2% MATCH
At least 10 but not 15 years	4%	4% MATCH
15 years or more	6%	6% MATCH
Vesting:		
less than 1 year	0%	
1 year	20%	
2 years	40%	
3 years	60%	
4 years	80%	
5 years	100%	

Retirees' pre-65 years of age and post 65 may have a Medical Expense Retirement Plan (MERP)

Local Government Retirement Plans included in the 2019-20
Classification /Compensation Market Survey

State of Tennessee Consolidated Retirement System [TCRS]

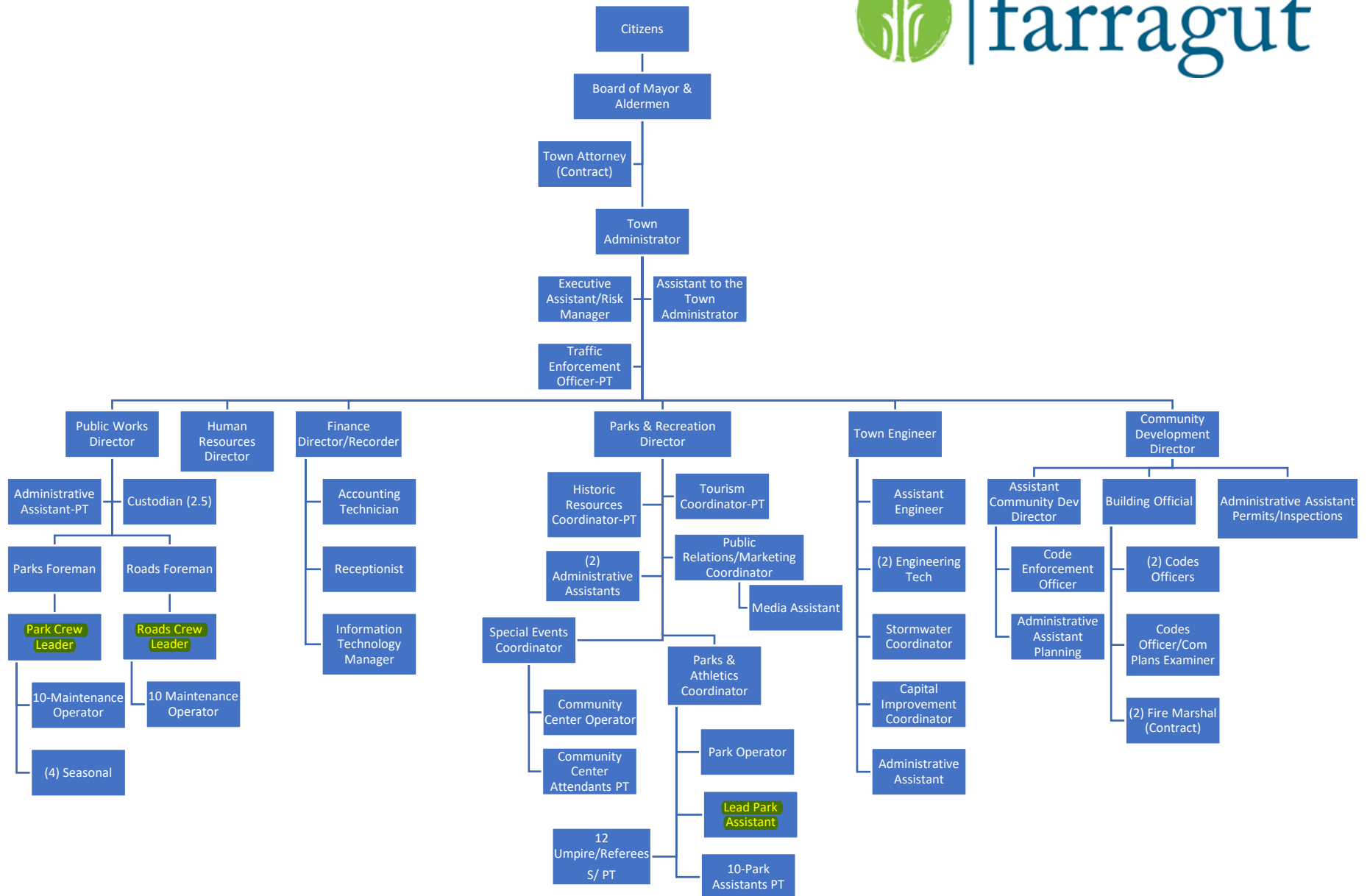
CITY	TCRS	City DB Plan
Alcoa	X	
Brentwood	X	
Cleveland	X	
Germantown		X
Goodlettsville	X	
Franklin		X
Hendersonville*	X	
Kingsport	X	
Knoxville		X
Maryville	X	
Mt. Juliet*	X	
Oak Ridge	X	
Collierville		X

*100% City TCRS Paid

	Current Salary	2021 Years of service	Salary + 3% increase	Salary + Cost to Min	New Annual Salary	Min salary Range	Mid salary Range	Max salary Range	Pay Grade
Custodian	\$34,112.00	14	\$35,135.36	\$35,135.36	\$35,135.36	25,996.44	33,145.46	40,294.48	3
Custodian	\$30,160.00	1	\$31,064.80	\$31,064.80	\$31,064.80	29,485.81	37,594.41	45,703.00	5
Receptionist	\$33,280.00	0	\$34,278.40	\$34,278.40	\$34,278.40	31,402.39	40,038.04	48,673.70	6
Community Center Op	\$33,443.54	0				33,443.54	42,640.52	51,837.49	7
Equipment Operator	\$48,796.80	28	\$50,260.70	\$50,260.70	\$50,260.70	35,617.37	45,412.15	55,206.93	8
Equipment Operator	\$48,796.80	23	\$50,260.70	\$50,260.70	\$50,260.70	35,617.37	45,412.15	55,206.93	8
Equipment Operator	\$48,796.80	22	\$50,260.70	\$50,260.70	\$50,260.70	35,617.37	45,412.15	55,206.93	8
Equipment Operator	\$46,904.00	20	\$48,311.12	\$48,311.12	\$48,311.12	35,617.37	45,412.15	55,206.93	8
Equipment Operator	\$36,712.00	6	\$37,813.36	\$37,813.36	\$41,522.23	35,617.37	45,412.15	55,206.93	8
Equipment Operator	\$34,964.80	6	\$36,013.74	\$36,013.74	\$39,546.10	35,617.37	45,412.15	55,206.93	8
Equipment Operator	\$34,590.40	5	\$35,628.11	\$35,628.11	\$39,122.65	35,617.37	45,412.15	55,206.93	8
Equipment Operator	\$34,756.80	4	\$35,799.50	\$35,799.50	\$39,310.85	35,617.37	45,412.15	55,206.93	8
Equipment Operator	\$34,424.00	4	\$34,424.00	\$35,617.37	\$38,934.45	35,617.37	45,412.15	55,206.93	8
Equipment Operator	\$34,424.00	4	\$34,424.00	\$35,617.37	\$38,934.45	35,617.37	45,412.15	55,206.93	8
Equipment Operator	\$34,070.40	4	\$34,070.40	\$35,617.37	\$38,534.51	35,617.37	45,412.15	55,206.93	8
Equipment Operator	\$33,092.80	4	\$33,092.80	\$35,617.37	\$37,428.82	35,617.37	45,412.15	55,206.93	8
Equipment Operator	\$32,739.20	3	\$32,739.20	\$35,617.37	\$37,028.89	35,617.37	45,412.15	55,206.93	8
Equipment Operator	\$32,739.20	3	\$32,739.20	\$35,617.37	\$37,028.89	35,617.37	45,412.15	55,206.93	8
Equipment Operator	\$32,427.20	3	\$32,427.20	\$35,617.37	\$36,676.01	35,617.37	45,412.15	55,206.93	8
Equipment Operator	\$31,491.20	1	\$31,491.20	\$35,617.37	\$35,617.37	35,617.37	45,412.15	55,206.93	8
Equipment Operator	\$31,491.20	1	\$31,491.20	\$35,617.37	\$35,617.37	35,617.37	45,412.15	55,206.93	8
Equipment Operator	\$31,491.20	1	\$31,491.20	\$35,617.37	\$35,617.37	35,617.37	45,412.15	55,206.93	8
Equipment Operator	\$31,491.20	0	\$31,491.20	\$35,617.37	\$35,617.37	35,617.37	45,412.15	55,206.93	8
Equipment Operator	\$35,617.37	0	\$35,617.37	\$35,617.37	\$35,617.37	35,617.37	45,412.15	55,206.93	8
Park Operator	\$35,422.40	6	\$36,485.07	\$36,485.07	\$40,500.00	35,617.37	45,412.15	55,206.93	8
ADMIN ASSISTANT	\$46,217.60	13	\$47,604.13	\$47,604.13	\$48,363.94	37,932.50	48,363.94	58,795.38	9
ADMIN ASSISTANT	\$39,457.60	3	\$40,641.33	\$40,641.33	\$43,322.39	37,932.50	48,363.94	58,795.38	9
ADMIN ASSISTANT	\$37,003.20	2	\$38,113.30	\$38,113.30	\$40,420.46	37,932.50	48,363.94	58,795.38	9
ADMIN ASSISTANT	\$34,881.60	2	\$34,881.60	\$37,932.50	\$37,932.50	37,932.50	48,363.94	58,795.38	9
Admin Asst-PT	\$22,308.00	3	\$22,308.00	\$23,712.00	\$23,712.00	37,932.50	48,363.94	58,795.38	9
SR ADMIN ASSISTANT	\$51,958.40	26	\$53,517.15	\$53,517.15	\$53,517.15	40,398.11	51,507.59	62,617.08	10
ACCOUNTING TECH	\$46,758.40	17	\$52,012.57	\$52,012.57	\$52,012.57	40,398.11	51,507.59	62,617.08	10
MEDIA ASSISTANT	\$40,398.11	3	\$40,398.11	\$40,398.11	\$40,398.11	40,398.11	51,507.59	62,617.08	10
ENGINEERING TECH	\$58,947.20	29	\$60,715.62	\$60,715.62	\$60,715.62	43,023.99	54,855.59	66,687.19	11
CODE ENFORCEMENT	\$42,993.60	2	\$44,283.41	\$44,283.41	\$44,283.41	43,023.99	54,855.59	66,687.19	11
ENGINEERING TECH	\$38,027.88	2	\$38,027.88	\$43,023.99	\$43,023.99	43,023.99	54,855.59	66,687.19	11

	Current Salary	2021 Years of service	Salary + 3% increase	Salary + Cost to Min	New Annual Salary	Min salary Range	Mid salary Range	Max salary Range	Pay Grade
Museum Coord	\$40,341.60	12	\$41,551.85	\$41,551.85	\$41,551.85	45,820.55	58,421.20	71,021.85	12
Traffic Enforcement Offic	\$32,448.00	3	\$32,448.00	\$34,366.80	\$34,366.80	45,820.55	58,421.20	71,021.85	12
Foreman - Parks	\$55,536.00	23	\$57,202.08	\$57,202.08	\$60,000.00	48,798.89	62,218.58	75,638.27	13
CODES OFFICER	\$53,268.80	19	\$54,866.86	\$54,866.86	\$54,866.86	48,798.89	62,218.58	75,638.27	13
Road Foreman	\$45,011.20	5	\$45,011.20	\$48,798.89	\$48,798.89	48,798.89	62,218.58	75,638.27	13
PR/MARKET COORD	\$55,161.60	4	\$56,816.45	\$56,816.45	\$56,816.45	48,798.89	62,218.58	75,638.27	13
CODES OFFICER	\$62,004.80	1	\$63,864.94	\$63,864.94	\$63,864.94	48,798.89	62,218.58	75,638.27	13
REC COORD	\$43,804.80	3	\$43,804.80	\$48,798.89	\$48,798.89	48,798.89	62,218.58	75,638.27	13
CODES OFFICER CPEX	\$71,200.48	18	\$73,336.49	\$73,336.49	\$73,336.49	51,970.81	66,262.79	80,554.76	14
STORMWATER COORD	\$54,454.40	9	\$56,088.03	\$56,088.03	\$56,088.03	51,970.81	66,262.79	80,554.76	14
Capital Projects Coord	\$65,000.00	1	\$66,950.00	\$66,950.00	\$66,950.00	51,970.81	66,262.79	80,554.76	14
PARK/ATHLETIC CORD	\$53,144.00	10	\$54,738.32	\$54,738.32	\$54,738.32	51,970.81	66,262.79	80,554.76	14
Tourism Coordinator -PT	\$38,937.60	3	\$38,937.60	\$41,511.60	\$41,511.60	55,348.92	70,569.87	85,790.82	15
Exec Assistant/Risk Mana	\$43,264.00	7	\$43,264.00	\$58,946.60	\$58,946.60	58,946.60	75,156.91	91,367.22	16
BUILDING OFFICIAL	\$74,880.00	3	\$77,126.40	\$77,126.40	\$77,126.40	62,778.12	80,042.11	97,306.09	17
ASSIST CD DIRECTOR	\$70,304.00	4	\$72,413.12	\$72,413.12	\$72,413.12	66,858.70	85,244.85	103,630.99	18
ASSIST to the TA	\$57,200.00	3	\$57,200.00	\$66,858.70	\$66,858.70	66,858.70	85,244.85	103,630.99	18
IT MANAGER	\$76,535.42	5	\$78,831.48	\$78,831.48	\$78,831.48	71,204.52	90,785.76	110,367.00	19
ASSISTANT ENGINEER	\$88,000.12	1	\$90,640.12	\$90,640.12	\$90,640.12	71,204.52	90,785.76	110,367.00	19
HR DIRECTOR	\$89,210.42	13	\$91,886.73	\$91,886.73	\$91,886.73	75,832.81	96,686.84	117,540.86	20
PW DIRECTOR	\$105,733.16	34	\$108,905.15	\$108,905.15	\$108,905.15	80,761.94	102,971.48	125,181.01	21
P & R DIRECTOR	\$108,576.26	30	\$111,833.55	\$111,833.55	\$111,833.55	80,761.94	102,971.48	125,181.01	21
CD DIRECTOR	\$86,601.84	25	\$97,598.06	\$97,598.06	\$97,598.06	80,761.94	102,971.48	125,181.01	21
FD/TR	\$100,007.44	20	\$103,007.66	\$103,007.66	\$103,007.66	80,761.94	102,971.48	125,181.01	21
TOWN ENGINEER	\$117,836.42	21	\$121,371.51	\$121,371.51	\$121,371.51	86,011.47	109,664.63	133,317.78	22
TOWN ADMINISTRATOR	\$143,863.20	11	\$148,179.10	\$148,179.10	\$148,179.10				

Current Salary	\$3,187,512.46
3% increase	\$70,980.84
Cost to move to min	\$79,976.37
Adj/Compression Cost	\$54,172.59
New Annual Salary	\$3,392,642.26
Total Increase	\$205,129.80
Total % Increase	6.44%



Full-Time Employees: 61
 Regular Part-Time Employees: 4
 Part-Time & Seasonal Employees: 26

FY22 Program Change Requests

Public Works:

- 2 Full-Time Maintenance Operators
- **Total Cost for new positions: \$123,666**

Public Works Crew Leader:

- Crew Leaders for Park & Road Crew
- **Total Cost: \$3,743.40**

Parks & Recreation:

- Lead Park Assistant
- **Total Cost with Benefits: \$54,669**



Town of Farragut
Public Works Department

Public Works Employee Program Change

A PROPOSAL TO THE BOARD OF MAYOR & ALDERMAN

February 2021



PUBLIC WORKS EMPLOYEE PROGRAM CHANGE

Justification and Background

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

Performance Measures are being used to analyze the amount of work we are getting completed on a weekly basis at our parks. We continue to fall below our expectations and deadlines of maintaining these areas. To maintain the standard set by the Town of Farragut, Public Works and the expectations of our citizens, additional staff will be required.

In August 2020 we began tracking performance measures of the cyclic maintenance requirements of our parks and applicable town properties. This includes cleaning restrooms, mowing grass areas, weed eating, blowing and pulling weeds. The information gathered is based on a 5-day work week cycle. The performance measure is calculated by determining the percentage of work that is completed within the designated cycle. From August through November 2020, the end of mowing season, Parks was averaging a 75% weekly completion rate, which still falls short of meeting the minimum required standards that are in place. Additionally, in 2021 the Parks crew will have the workload requirements related to McFee Phase III added to their responsibilities, creating a greater disparity in their ability to meet our minimum required standards.

McFee Park is our newest and most used park in our system. We have estimated that it will require an additional 50 hours a week for Parks to perform basic maintenance on McFee Phase III, which does not include any repairs, mulching, events, blowing leaves, tennis court upkeep or other tasks that will need to be done. Also, we will have areas along Virtue Road that will be maintained by our Right of Way crew. These areas will be maintained with finish cut mowers rather than the Right of Way tractor.

A Time and Attendance Study was completed which detailed Annual and Sick Leave usage in the Public Works department over the past year. Combined annual and sick leave equated to 5,533 hours. Compared to the previous years data, annual leave usage went down by 221 hours, an outcome produced by the lack of travel. However, sick leave usage increased by 1065 hours. As we can determine the changes are attributed to COVID-19, we anticipate this trend will continue moving forward.

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 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 must 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 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 McFee Park Phase III; 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 salary and benefits for **two (2) new employees** additional funding is required for steel toed boots, uniforms, cold weather attire. The cost breakdown is listed below.

Employee Cost Breakdown	Full Time Maintenance Worker
Base Salary	\$ 34,919.00
Medical Insurance	\$ 23,006.00
Dental Insurance	\$ 1,297.00
Vision Insurance	\$ 180.24
Life and Disability Insurances	\$ 288.84
Retirement	\$ 1,397.00
Uniforms	\$ 400.00
Steel Toed Boots	\$ 170.00
Cold Weather Attire	\$ 225.00
Cost Per Employee: \$ 61,833.08	
Total Cost for Two (2) Employees: \$ 123,666.16	

Public Works Crew Leader

Department: Public Works

FLSA Status: Non-Exempt

General Definition of Work

Performs difficult skilled trades work operating various types of equipment, performing a variety of maintenance and repair tasks, and related work as apparent or assigned. Divisional supervision is exercised over Public Works Maintenance Operators. Work is performed under the limited direction of the Foreman and Public Works Director.

Qualification Requirements

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

Essential Functions

Assigns tasks to workers and oversees completion of tasks.

Coordinates and oversees the set-up, break down, and clean up (during and after) for Town sponsored events.

Assists Foremen with annual performance reviews.

Assumes Foreman's position duties in their absence.

Performs maintenance of parks, facilities, and public right-of-ways (ROW).

Performs a variety of routine manual labor duties involving grounds maintenance, using standard hand tools and mowers.

Operates heavy trucks and equipment safely and effectively for the construction and maintenance of streets, catch basins, canals, ROW, and other public works projects.

Mixes concrete and repairs all types of sidewalks.

Operates various maintenance equipment in the completion of maintenance and public works tasks.

Conducts indoor and/or outdoor carpentry, painting, fabrication, electrical and/or plumbing work.

Performs drainage landscaping and ROW maintenance.

Assists in flagging and/or directing traffic around work site.

Conducts emergency response activities throughout the Town.

Assigns, performs, and oversees the maintenance and repair of equipment.

Welds bonds on buildings or equipment.

Installs and removes seasonal decorations.

Executes and logs daily activities through work order system.

Responds to citizen requests and complaints.

Ability to establish and maintain effective working relationships with co-workers and supervisor.

Knowledge, Skills and Abilities

Thorough knowledge of the principles and practices of operating small, medium and heavy trucks and equipment; thorough knowledge of the general mechanical operation of tools of the trade; general knowledge of the traffic laws and regulations governing equipment operation; general knowledge of the occupational hazards involved and the safety precautions necessary for the proper operation of equipment; thorough skill understanding the mechanical operation of public works equipment, tools and materials; thorough skill and care in the operation of the equipment; mechanical aptitude; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to work independently with little or no supervision; ability to understand and follow oral and written directions; ability to make minor repairs and adjustments to equipment; ability to establish and maintain effective working relationships with associates and the general public. Knowledge of safety hazards and precautions.

Education and Experience

High school diploma or GED and moderate experience working with equipment or machines, or equivalent combination of education and experience. Supervisor experience desired.

Public Works Crew Leader

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires standing, walking, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling and lifting, frequently requires climbing or balancing and occasionally requires sitting, speaking or hearing, stooping, kneeling, crouching or crawling, tasting or smelling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to vibration, frequently requires working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather) and exposure to the risk of electrical shock and occasionally requires wet, humid conditions (non-weather); work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Valid commercial driver's license within six (6) months of hire.
Applicable safety and specific equipment training must be completed.
Valid driver's license in the State of Tennessee.

Written: 3/12/2021

Program Change Request: Lead Park & Rec Assistant (Fulltime)

New Position - Overview:

- Performs manual work facilitating activities of parks and athletics, maintaining park equipment and facilities, and related work as apparent or assigned. Work is coordinated and performed under the minimal supervision of the Athletic & Parks Coordinator. Work is performed in the evening and on weekends. (See attached job description.)
- Hours: Sundays from 7 a.m. to 5 p.m. and Monday – Thursday from 3-10:30 p.m.

1. Justification

- a. Benefits: Hiring and retaining part-time park assistants has been extremely difficult and costly in terms of recruiting and staff training. Having a fulltime person in this position will provide much needed consistency during the evening and weekend hours.
- b. Customers: Farragut citizens, other Town staff, visitors to our parks.
- c. Changes in Operations: Fewer part-time staff to be hired and trained.
- d. Outcomes: More streamlined operation, reliable staffing, more buy-in to our Town operations because the position is fulltime, better product (safety, cleanliness, etc.), better knowledge of the park and rec system.

2. Supporting Materials/Equipment:

- a. \$1500
- b. Includes
 - i. Laptop
 - ii. CPR/AED training
 - iii. Clothing (shirts)
- c. Position will be based out of the community center and will drive one of the current PARD trucks. No additional phone/computer lines will be needed; position will use one of the two park assistant cell phones.

3. Direct and Allocated Costs:

- a. Research has this type of position listed often as \$28,500. Adding this position would reduce the number of hours for part-time staff by approximately 1715 annually.

Employee Cost Breakdown	Full Time	
Base Salary	\$	28,500.00
Medical Insurance	\$	23,006.00
Dental Insurance	\$	1,297.00
Vision Insurance	\$	180.24
Life and Disability Insurances	\$	288.84
Retirement	\$	1,397.00
Cost Per Employee: \$		54,669.08

4. Performance Measures:

- a. Improved customer service (better knowledge of programs, facility maintenance, general parks and recreation information)
- b. While the cost of a full-time employee will be more than our part-time park & recreation assistants, it is important that we acknowledge our investment in the Town parks and facilities and that we protect that investment with a staff person who is knowledgeable in the field of parks and recreation and is “invested” in being part of the Park and Rec staff. This “investment” is very difficult to achieve with part-time seasonal staff.

Lead Park & Recreation Assistant (Fulltime)

Department: Parks & Recreation

FLSA Status: Non-Exempt

General Definition of Work

Performs manual work facilitating activities of parks and athletics, maintaining park equipment and facilities, and related work as apparent or assigned. Work is coordinated and performed under the minimal supervision of the Athletic & Parks Coordinator. Work is performed in the evening and on weekends.

Qualification Requirements

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

Essential Functions

- Oversees parks and recreational facilities on evenings and weekends working independently without direct oversight.
- Assists in coordinating work of part-time Parks & Recreation Assistants.
- Serves as primary trainer for part-time Parks & Recreation Assistants.
- Assists Park Operator to oversee weekend tournaments.
- Troubleshoots (manually works) athletics fields to ensure tournaments can be played.
- Lines and drags diamond athletic fields for tournament use.
- Assists Park Operator with field maintenance as assigned by Parks & Athletics Coordinator.
- Oversees tennis/pickleball complex cleaning and maintenance on evenings and weekends.
- Maintains parks, greenways, community center and other facilities as directed (includes removing waste, restroom cleaning, light maintenance, program and event setups, etc)
- Serves as onsite coordinator for athletic leagues and field use groups.
- Prepares sand volleyball complex for league play (includes setting lines, dragging and redistributing sand.
- Maintains park program equipment.
- Serves as volleyball official for Town of Farragut sand volleyball league.
- Registers participants for programs, events and classes on evenings and weekends.
- Distributes program marketing materials.
- Responds to citizen requests, questions and complaints.
- Provides high level of customer service to patrons.
- Enforce and maintain departmental policies and procedures as needed.

Lead Park & Recreation Assistant (Fulltime)

- Issue and monitor equipment and supplies to patrons.
- Oversees splash pad routine cleaning and maintenance on evenings and weekends.
- Updates evening and weekend communications.
- Completes routine forms and reports.
- Assists with special events and programs as assigned.
- Assists with playground maintenance as assigned.
- Maintains Town vehicles by monitoring fluid levels, checking for damage, cleaning and washing vehicles weekly.
- Performs other duties and coordinates other projects as assigned.

Knowledge, Skills and Abilities

Some knowledge of the principles, practices, equipment, tools and materials used in park maintenance and public recreation; some knowledge of the applicable legislation, policies and procedures dealing with athletic and parks operation; some knowledge of athletic rules and leagues; some knowledge of human behavior of individuals in groups participating in recreational activities; some knowledge of hazards and necessary safety precautions involved in construction work; some knowledge of the equipment and techniques necessary to successfully conduct athletic and parks programs; some knowledge of first aid methods and necessary safety precautions to be used in recreation work; some skill operating standard office equipment and hardware and software; some skill operating standard tools of the trade; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to establish and maintain effective working relationships with citizens, customers, elected officials, vendors, town staff, and the general public.

Education and Experience

High school diploma or GED, minimum 1 year experience in parks and recreation field; or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities for this position.

Physical Requirements

This work requires the regular exertion of up to 50 pounds of force and frequent exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing and using hands to finger, handle or feel, frequently requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting and occasionally requires sitting, climbing or balancing and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing

Lead Park & Recreation Assistant (Fulltime)

is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires exposure to wet, humid conditions (non-weather) and working near moving mechanical parts and occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

Special Requirements

Must be at least 18 years of age.

Ability to work nights and weekends as assigned.

CPR/First Aid/AED certification within one year.

Valid driver's license in the State of Tennessee.

Last Revised: 2/11/21

**Farragut Board of Mayor & Aldermen
Meeting Minutes**

Budget Workshop Minutes

April 8, 2021

The Board of Mayor and Aldermen met for a budget workshop. David Smoak, Town Administrator, reviewed the proposed budgets for the Tourism, Street Aid, Equipment, Insurance and Capital Investment Program budgets for Fiscal Year 2022.

Regular Board Meeting

April 8, 2021

Mayor Williams called the meeting to order at 7:00 PM.

Roll Call for attendance: Alderman 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 Pinchok, seconded by Alderman Povlin; roll call vote, Alderman Burnette, yes; Alderman Meyer, yes; Alderman Pinchok, yes; Alderman Povlin, yes; Mayor Williams, yes; no nays; motion passed.

Approval of Minutes

Motion was made to approve the minutes March 11, 2021 as presented. Moved by Alderman Povlin, seconded by Alderman Meyer; roll call vote, Alderman Pinchok, yes; Alderman Povlin, yes; Alderman Burnette, yes; Alderman Meyer, yes; Mayor Williams, yes; no nays; motion passed.

Motion was made to approve the minutes March 25, 2021 Budget Workshop Minutes as presented. Moved by Alderman Povlin, seconded by Alderman Meyer; roll call vote, Alderman Pinchok, yes; Alderman Povlin, yes; Alderman Burnette, yes; Alderman Meyer, yes; Mayor Williams, yes; no nays; motion passed.

Business Items

Approval of variance from the distance between driveways requirement for arterial streets in the Driveways and Other Access Ways Ordinance found in Article 5., Section 22-150 (1) b., of the Farragut Municipal Code for the proposed access points for the Meadows on McFee Subdivision (Rackley Engineering, Applicant)

Motion was made to approve the requested variance from the distance between driveways requirement for arterial streets in the Driveway and Other Access Ways Ordinance for the proposed access points for the Meadows on McFee Subdivision. Moved by Alderman

Povlin, seconded by Alderman Meyer; roll call vote, Alderman Povlin, yes; Alderman Burnette, yes; Alderman Meyer, yes; Alderman Pinchok, yes; Mayor Williams, yes; no nays; motion passed.

Meeting adjourned at 7:25 PM.

Ron Williams, Mayor

Allison Myers, Town Recorder

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Darryl W. Smith, PE

SUBJECT: Approval of Change Orders No. 5, No. 6 and No. 7, Contract 2020-12, McFee Park Phase 3

INTRODUCTION: The purpose of this item is to consider approval of change orders for additional work outside the project scope at the Town's McFee Park Phase 3 project.

BACKGROUND: The Board of Mayor and Aldermen awarded Contract 2020-12 to Merit Construction, Inc. on March 12, 2020, for a total lump sum contract price of \$7,385,000.00. The project consists of a major park expansion including a great lawn, tennis complex, restroom pavilion, entrance roads and parking. At the time of award, the Board authorized staff to approve minor change orders as the project progresses, up to a limit of \$50,000. Staff requested this authority as a means of providing swifter approval to keep the project moving forward, with the understanding that we would bring these change orders to the Board from time to time in order to "reset" staff's authority to \$50,000. Attached are three change orders already approved by staff.

Change Order 5 - \$13,375 and 7-day Extension

Paver Parking Lot Underdrains - This change order added perforated stormdrain pipes under the paver parking lots to ensure proper drainage. Total cost was \$17,295.00.

Credit: Use of Fiber-Reinforced Concrete – The original design required reinforcing steel in the concrete curbs. Merit proposed a value-engineered alternative using fiber-reinforced concrete with a project savings of \$3,920.00.

Change Order 6 - \$2,585 and No Extension

Addition of Electrical Vault for LCUB – This change order added an additional underground electrical vault for the primary power feed coming from McFee Road. This change was required by LCUB for proper power distribution. Total cost was \$2,585.00.

Change Order 7 - \$22,495 and 6-Day Extension

Miscellaneous Changes – This change order encompasses multiple minor changes performed by Merit at the direction of the Design team. These have all been reviewed and approved by Town staff and are overall beneficial to the project.

- Addition of multi-use sport court striping for 4-square and shuffleboard - \$2,140
- Addition of electrical conduit stub-out for potential future phases - \$5,998
- Modifications to irrigation system for improved runtime and system performance - \$5,136
- Addition of power feed for East Pavilion touchless toilet flush valves - \$3,627
- Addition of motion sensors to East Pavilion exhaust fans - \$1,096
- Addition of blade wall flashing - \$887
- Addition of a curb wall along the ADA accessible ramp sidewalk - \$5,045
- Modify existing storm drain structure to new graded elevation - \$2,966
- Credit – delete grinder pump for Dimmick House - \$2,000
- Credit – modify East Pavilion plumbing to allow use of PEX - \$2,400

Total cost for these Change Orders is **\$38,455.00** and a **13-day contract extension**.

FINANCIAL SECTION:

**Project: Contract 2020-12, McFee Park
Phase 3**

<u>Project Budget</u>	<u>Requested Amount</u>	<u>Expenditures to Date</u>	<u>Available Amount</u>
\$8,650,000	\$38,455.00	\$8,493,419.25	\$118,125.75

Approved
By: A. Myers

RECOMMENDATION BY: Darryl Smith, Town Engineer

PROPOSED MOTION: Approval of Change Orders 5, 6 & 7 for Contract 2020-12, McFee Park Phase 3 and authorization for staff approval of change orders up to \$50,000.

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	_____	_____	_____	_____	_____



AIA® Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
McFee Park Phase III
Farragut, Tennessee

CONTRACT INFORMATION:
Contract For: General Construction
Date: March 13, 2020

CHANGE ORDER INFORMATION:
Change Order Number: 005
Date: November 24, 2020

OWNER: *(Name and address)*
Town of Farragut
11408 Municipal Center Drive
Farragut, TN 37934

ARCHITECT: *(Name and address)*
Ross/Fowler, P.C.
5103 Kingston Pike
Suite 105
Knoxville, TN 37919

CONTRACTOR: *(Name and address)*
Merit Construction
10435 Dutchtown Road
Knoxville, TN 37932

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Delete reinforcing in slipform curbs

-\$3,920.00

Add underdrains in permeable paver parking lots per Sheets C1.2C 11/6/20 and CD1.2 10/15/20

\$17,295.00

The original Contract Sum was

\$ 7,385,000.00

The net change by previously authorized Change Orders

\$ 268,295.00

The Contract Sum prior to this Change Order was

\$ 7,653,295.00

The Contract Sum will be increased by this Change Order in the amount of

\$ 13,375.00

The new Contract Sum including this Change Order will be

\$ 7,666,670.00

The Contract Time will be increased by Seven (7) days.

The new date of Substantial Completion will be May 17, 2021

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Ross/Fowler, P.C.

ARCHITECT *(Firm name)*


SIGNATURE

Michael F. Fowler, President

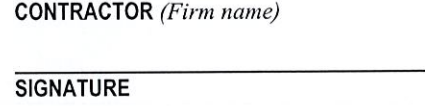
PRINTED NAME AND TITLE

11.24.20

DATE

Merit Construction

CONTRACTOR *(Firm name)*


SIGNATURE

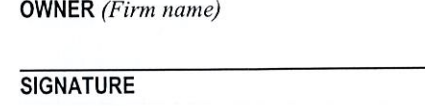
Shannon Sapp, President

PRINTED NAME AND TITLE

DATE

Town of Farragut

OWNER *(Firm name)*


SIGNATURE

David Smoak Town Administrator

PRINTED NAME AND TITLE

DATE

McFee Park Phase 3

November 24, 2020

Change Order 005

Attachment A

Re: Cost Proposal Number 10
RFI 010

We are enclosing herewith changes to the subject project. We have reviewed the contractor's proposed changes and find the proposed changes in the Contract Sum and Time to be appropriately documented and reasonable.

The following changes are requested:

CP 010 Permeable Paver Parking Lot Underdrains

The changes are to make certain changes in the permeable paver parking lots to add underdrains described below.

The changes to the parking lots include:

- adding 4" perforated PVC underdrain at low points in the parking lots
- core drainage structures to receive 4" perforated PVC underdrain
- connect underdrain to storm drainage structures

RFI 010 Delete Reinforcing Steel in Parking Lot Curbs

The deletion of reinforcing steel in the parking lot curbs is made possible by machine forming the curbs using fiber reinforced concrete.

These proposed changes increase the Contract Sum \$13,375.00.

The Contract Time shall be increased by seven (7) days.





AIA Document G701™ – 2017

Change Order

PROJECT: <i>(Name and address)</i> McFee Park Phase III Farragut, Tennessee	CONTRACT INFORMATION: Contract For: General Construction Date: March 13, 2020	CHANGE ORDER INFORMATION: Change Order Number: 006 Date: December 16, 2020
OWNER: <i>(Name and address)</i> Town of Farragut 11408 Municipal Center Drive Farragut, TN 37934	ARCHITECT: <i>(Name and address)</i> Ross/Fowler, P.C. 5103 Kingston Pike Suite 105 Knoxville, TN 37919	CONTRACTOR: <i>(Name and address)</i> Merit Construction 10435 Dutchtown Road Knoxville, TN 37932

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Add one vault to the electrical primary run from the rise on the LCUB pole. This change is required by LCUB after the primary service was lengthened to rise on the existing LCUB pole as requested by the Town.

The original Contract Sum was	\$ 7,385,000.00
The net change by previously authorized Change Orders	\$ 281,670.00
The Contract Sum prior to this Change Order was	\$ 7,666,670.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 2,585.00
The new Contract Sum including this Change Order will be	\$ 7,669,255.00

The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be May 17, 2021

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Ross/Fowler, P.C.

ARCHITECT *(Firm name)*

SIGNATURE

Michael F. Fowler, President

PRINTED NAME AND TITLE

12.16.2020

DATE

Merit Construction

CONTRACTOR *(Firm name)*

SIGNATURE

Shannon Sapp, President

PRINTED NAME AND TITLE

12-17-20

DATE

Town of Farragut

OWNER *(Firm name)*

SIGNATURE

David Smoak Town Administrator

PRINTED NAME AND TITLE

1-12-21

DATE



AIA® Document G701™ – 2017

Change Order

PROJECT: (Name and address)

McFee Park Phase III
Farragut, Tennessee

CONTRACT INFORMATION:

Contract For: General Construction
Date: March 13, 2020

CHANGE ORDER INFORMATION:

Change Order Number: 007
Date: April 12, 2021

OWNER: (Name and address)

Town of Farragut
11408 Municipal Center Drive
Farragut, TN 37934

ARCHITECT: (Name and address)

Ross/Fowler, P.C.
5103 Kingston Pike
Suite 105
Knoxville, TN 37919

CONTRACTOR: (Name and address)

Merit Construction
10435 Dutchtown Road
Knoxville, TN 37932

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Make the additions and deletions to the work as described in Attachment A dated April 12, 2021

The original Contract Sum was	\$ 7,385,000.00
The net change by previously authorized Change Orders	\$ 284,255.00
The Contract Sum prior to this Change Order was	\$ 7,669,255.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 22,495.00
The new Contract Sum including this Change Order will be	\$ 7,691,750.00

The Contract Time will be increased by Six (6) days.

The new date of Substantial Completion will be May 23, 2021

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Ross/Fowler, P.C.

ARCHITECT (Firm name)

Merit Construction

CONTRACTOR (Firm name)

Town of Farragut

OWNER (Firm name)

SIGNATURE

Michael F. Fowler, President

PRINTED NAME AND TITLE

SIGNATURE

Shannon Sapp, President

PRINTED NAME AND TITLE

SIGNATURE

David Smoak, Town Administrator

PRINTED NAME AND TITLE

DATE

DATE

DATE

McFee Park Phase 3

April 12, 2021

Change Order 007**Attachment A**

We are enclosing herewith changes to the subject project. We have reviewed the contractor's proposed changes and find the proposed changes in the Contract Sum and Time to be appropriately documented and reasonable.

The following changes are requested:

- | | | |
|--------|--|---------|
| CP 011 | <u>Multi-use Sport Court Miscellaneous Improvements</u>
The changes are to make certain changes to the basketball court requested by the Town as described below include: <ul style="list-style-type: none">• adding electrical conduit for future lighting• adding striping to the basketball court for 4-square and shuffleboard | \$8,138 |
| CP 016 | <u>Irrigation Modifications</u>
The irrigation point of connection is modified at the East Pavilion by adding 4" pipe from a point 5'-0" outside the building to a tee with 4" pipe stubs to the irrigation mainline and additional valves to improve the ability to run multiple zones simultaneously. | \$5,136 |
| CP 018 | <u>Flush Valve Power</u>
The change is to provide power to the toilet flush valves. | \$3,627 |
| CP 019 | <u>Exhaust Fan Motion Sensors</u>
The change is to provide motion sensors to operate the East Pavilion exhaust fans as requested by the Town in lieu of manual switches. | \$1,096 |
| CP 020 | <u>Blade Wall Flashing</u>
The change is to provide metal flashing at the gap between the East Pavilion masonry blade wall and the adjacent gutter as requested by the Town to eliminate precipitation from coming through the gap. | \$887 |
| CP 021 | <u>Curb Wall at Accessible Ramp</u>
There is an elevation difference between the accessible ramp and the upper level sidewalk as the two walks separate from each other. This elevation difference is alleviated with the addition of a curb wall as requested by the Town. | \$5,045 |



CP 022	<u>Raise Storm Structure 3A</u>	\$2,966
	The Town is concerned that the grades around Structure 3A are too steep to mow. The change is to raise the structure and fill around the structure to leave the finish grades in a suitable mowable condition.	
CP 023	<u>Grinder Pump Credit</u>	\$ -2,000
	This grinder pump is shown on the drawing to serve the Dimmick House which is now slated for demolition. The pump is no longer required.	
CP024	<u>Credit for Change in East Pavilion Plumbing Pipe Material</u>	\$ -2,400
	This credit is for the use of Pex piping material in lieu of the specified copper pipe for the East Pavilion plumbing.	

These proposed changes increase the Contract Sum \$22,495.00.

The Contract Time shall be increased by six (6) days.



The agenda item to Approval of Supplement to Ross-Fowler for As-Built Survey Services, McFee Park Phase 3 will be postponed until the May meeting.

REPORT TO THE BOARD OF MAYOR AND ALDERMEN

PREPARED BY: Darryl W. Smith, PE

SUBJECT: Approval of Contract 2021-05, 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 McFee Road, Glen Abbey Boulevard, Harrison Road, and two lengths of greenway (Brixworth greenway adjacent to Sailview Subdivision and another at the Cove at Turkey Creek).

On April 13, we received four bids for Contract 2021-05:

APAC-Atlantic, Inc. -	\$676,709.95
Duracap Asphalt Co., Inc. -	\$672,277.60
PRI of East Tn. Inc.	\$749,605.25
Rogers Group, Inc.	\$882,600.05

Duracap Asphalt has been awarded our resurfacing contract in the past, and we were pleased with their performance. We have attached bid tabulations for your review.

Our FY21 resurfacing budget is \$800,000. Our low bid is \$672,277.60, leaving \$128,722.40 available. Staff recommends adding Port St. Charles Drive and San Martin Lane (to complete Glen Abbey Subdivision), along with additional curb ramps near McFee Road. Based upon Duracap's unit prices, these additions will increase our estimated costs to \$748,161.85. We have attached an amended Bid Form based upon Duracap's unit prices that includes these additions for your review.

FINANCIAL SECTION:

Project: Contract 2021-05, Resurfacing			
<u>Amended Project</u>			
<u>Budget</u>	<u>Requested Amount</u>	<u>Expenditures to Date</u>	<u>Available Amount</u>
\$1,537,000	\$748,161.85	\$680,267.20	\$108,570.95
Approved A. Myers			
By: _____			

RECOMMENDATION BY: Darryl Smith, Town Engineer

PROPOSED MOTION: Approval of bids and award of Contract 2021-05 to Duracap Asphalt Co., Inc. for their low bid of \$672,277.60, and addition of streets and curb ramps as presented for a total cost of **\$748,161.85**,

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 2021-05
RESURFACING OF VARIOUS STREETS



BID TABULATION

ITEM #	TDOT DESCRIPTION	UNIT	QUANTITY	APAC-Atlantic, Inc.			Duracop Asphalt Paving Co. Inc.			PRI of East Tennessee, Inc.			Rogers Group, Inc.		
				UNIT PRICE	TOTAL PRICE		UNIT PRICE	TOTAL PRICE		UNIT PRICE	TOTAL PRICE		UNIT PRICE	TOTAL PRICE	
411-01.10	ACS Mix (PG 64-22) Grading D	TN	2880	\$ 89.25	\$ 257,040.00		\$ 102.00	\$ 293,760.00		\$ 105.00	\$ 302,400.00		\$ 107.80	\$ 310,464.00	
403-02.01	Trackless Tack Coat (TTT-1)	GAL	3300	\$ 3.00	\$ 9,900.00		\$ 4.95	\$ 16,335.00		\$ 9.50	\$ 31,550.00		\$ 4.15	\$ 13,695.00	
411-01.11	ACS MIX (PG64-22) GRADING E ROWY	TN	1040	\$ 82.75	\$ 86,060.00		\$ 86.67	\$ 90,136.80		\$ 105.00	\$ 109,200.00		\$ 102.00	\$ 106,080.00	
411-01.11	ACS MIX (PG64-22) GRADING E TRAIL	TN	760	\$ 134.50	\$ 102,220.00		\$ 159.78	\$ 121,432.80		\$ 125.00	\$ 95,000.00		\$ 185.00	\$ 140,600.00	
415-01.01	Cold Planing of Bituminous Pavement	TN	3900	\$ 19.90	\$ 77,610.00		\$ 24.38	\$ 95,082.00		\$ 23.00	\$ 89,700.00		\$ 28.50	\$ 111,150.00	
701-01.01	Concrete Sidewalk (4')	SF	700	\$ 10.50	\$ 7,350.00		\$ 12.00	\$ 8,400.00		\$ 14.00	\$ 9,800.00		\$ 12.60	\$ 8,820.00	
TOF-701-02.01	Concrete Curb ramp (retrofit)	EA	28	\$ 4,350.00	\$ 121,800.00		\$ 1,800.00	\$ 50,400.00		\$ 4,500.00	\$ 126,000.00		\$ 5,500.00	\$ 154,000.00	
712-01	Traffic control	LS	1	\$ 25,900.00	\$ 25,900.00		\$ 31,600.00	\$ 31,600.00		\$ 15,000.00	\$ 15,000.00		\$ 35,000.00	\$ 35,000.00	
712-04.01	FLEXIBLE DRUMS (CHANNELIZING)	EA	50	\$ 27.25	\$ 1,362.50		\$ 24.00	\$ 1,200.00		\$ 35.00	\$ 1,750.00		\$ 50.00	\$ 2,500.00	
712-06	SIGNS (CONSTRUCTION) (W21)	SF	80	\$ 8.25	\$ 660.00		\$ 12.00	\$ 960.00		\$ 10.00	\$ 800.00		\$ 9.45	\$ 756.00	
713-16.01	Changeable Message sign unit	EA	2	\$ 2,250.00	\$ 4,500.00		\$ 1,100.00	\$ 2,200.00		\$ 6,000.00	\$ 12,000.00		\$ 10,000.00	\$ 20,000.00	
716-02.05	PLASTIC PAVEMENT MARKING (STOP LINE)	LF	65	\$ 10.00	\$ 650.00		\$ 9.45	\$ 614.25		\$ 11.00	\$ 715.00		\$ 11.35	\$ 737.75	
716-02.06	PLASTIC PAVEMENT MARKING (TURN LANE arrow)	EA	10	\$ 152.00	\$ 1,520.00		\$ 147.00	\$ 1,470.00		\$ 160.00	\$ 1,600.00		\$ 176.00	\$ 1,760.00	
716-02.09	Plastic Pavement Marking (longitudinal/Continental)	LF	610	\$ 21.75	\$ 13,267.50		\$ 21.00	\$ 12,810.00		\$ 22.00	\$ 13,420.00		\$ 25.00	\$ 15,250.00	
716-04.04	Plastic pavement marking (2" Diagonal transverse markings) 2" horizontal width	SY	54	\$ 19.50	\$ 1,053.00		\$ 19.00	\$ 1,026.00		\$ 20.00	\$ 1,080.00		\$ 23.00	\$ 1,242.00	
716-04.05	Plastic pavement marking (Straight Arrows)	EA	0	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
716-05.01	Painted pavement marking (4" Line) (TEMPORARY)	LM	3.81	\$ 545.00	\$ 2,076.45		\$ 525.00	\$ 2,000.25		\$ 525.00	\$ 2,000.25		\$ 630.00	\$ 2,400.30	
716-05.05	Painted pavement marking (stop line) (Temporary)	LF	45	\$ 5.50	\$ 247.50		\$ 5.50	\$ 247.50		\$ 7.00	\$ 315.00		\$ 6.30	\$ 283.50	
716-05.09	Painted pavement marking (Straight arrow/turn arrow)	EA	0	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
716-13-01	Spray thermo pavement Marking (60 Mill) 4 " Line	LM	3.91	\$ 2,300.00	\$ 8,993.00		\$ 2,300.00	\$ 8,993.00		\$ 2,500.00	\$ 9,775.00		\$ 2,650.00	\$ 10,361.50	
716-13.07	Spray thermo pavement Marking (60 Mill) 6 " Line	LM	4	\$ -	\$ -		\$ -	\$ -		\$ -	\$ -		\$ -	\$ -	
717-01	Mobilization	LS	1	\$ 21,750.00	\$ 21,750.00		\$ 13,500.00	\$ 13,500.00		\$ 10,000.00	\$ 10,000.00		\$ 40,000.00	\$ 40,000.00	
TOTAL BID					\$676,709.95			\$672,277.60			\$749,605.25			\$882,600.05	

STREET RESURFACING SCHEDULE – 2021, Rev. 1

General Limits

McFee Road – Old Stage Road to Boyd Station Road, **including tie-ins to side streets**

Note: Excludes approximately 1,100' in front of the Bridgemore Subdivision

Glen Abbey Blvd. – Derby Chase proceeding south to the Cul-de-Sac

Glen Abbey Side Streets – Port St. Charles Drive and San Martin Lane

Harrison Road – Watt Road to the Town of Farragut Limit

Brixworth Walkpath – Turkey Creek Road north to Banbury Road

The Cove at Turkey Creek Walkpath – Fords Cove Lane south to Admiral Road

STREET (SUBDIVISION)	LANE LENGTH (FT)	LANE WIDTH (FT)	DEPTH OF COLD PLANING (IN)	LEVELING COURSE (IN)	SURFACE COURSE (IN)
McFee Road (Boyd Station North to McFee Park Ent.	1866	24	1.50	-	1.50 (411-01.10)
McFee Road (McFee Park Ent. North to Pryse Farm Blvd.	1516	24	1.50	-	1.50 (411-01.10)
McFee Road (Pryse Farm Blvd. North to Allen Kirby Rd.	1068	36	1.50	-	1.50 (411-01.10)
McFee Road (Allen Kirby Rd. North to Round About)	2083	24	1.50	-	1.50 (411-01.10)
McFee Road (Round About North to Old Stage Rd.)	2446	36	1.50	-	1.50 (411-01.10)
McFee Road (Round Abouts)	312	21	1.50	-	1.50 (411-01.10)
McFee Road (Misc. – Pull Off)	50	31	1.50	-	1.50 (411-01.10)
McFee Road (Misc. – Pull Off-Turn Lane)	305	12	1.50	-	1.50 (411-01.10)

Town of Farragut
Contract No. 2021-05
Resurfacing of Various Streets

Glen Abbey Blvd. ("E" Rdway)	3400	26	1.50	-	1.50 (411-01.11)
Port St. Charles Drive	1000	26	1.50	-	1.50 (411-01.11)
San Martin Lane	725	26	1.50	-	1.50 (411-01.11)
Harrison Road ("E" Rdway)	1000	16	1.50	-	2.00 (411-01.11)
Brixworth Walkpath (Adjacent to Sailview Subd.) ("E" Walkpath)	1460	10	-	-	2.00 (411-01.11)
The Cove at Turkey Creek (South to Admiral Rd.) ("E" Walkpath)	600	10	-	-	2.00 (411-01.11)

Retrofit Curb Ramps

McFee Road: 26 Total

Glen Abbey Blvd.: 6 Total

BID FORM, Rev. 1

TDOT ITEM NO.	ITEM DESCRIPTION	EST QTY	UNIT PRICE	TOTAL PRICE
411-01.10	ACS MIX (PG 64-22) GRADING D	3,000 TN	\$102.00	\$306,000.00
403-02.01	TRACKLESS TACK COAT (TTT-1)	4,000 GAL.	\$4.95	\$19,800.00
411-01.11	ACS MIX (PG64-22) GRADING E RDWY	1450 TN	\$86.67	\$125,671.50
411-01.11 (Note 2)	ACS MIX (PG64-22) GRADING E TRAIL	260 TN	\$159.78	\$41,542.80
415-01.01	COLD PLANING OF BITUMINOUS PAVEMENT	4500 TN	\$24.38	\$109,710.00
701-01.01	CONCRETE SIDEWALK (4")	700 SF	\$12.00	\$8,400.00
TOF-701- 02.01 (Note 3)	CONCRETE CURB RAMP (RETROFIT)	32 EA	\$1,800.00	\$57,600.00
712-01	TRAFFIC CONTROL	1 LS	\$31,600.00	\$31,600.00
712-04.01	FLEXIBLE DRUMS (CHANNELIZING)	50 EA	\$24.00	\$1,200.00
712-06	SIGNS (CONSTRUCTION) (W21)	80 SF	\$12.00	\$960.00
713-16.01	CHANGEABLE MESSAGE SIGN UNIT	2 EA	\$1,100.00	\$2,200.00
716-02.05	PLASTIC PAVEMENT MARKING (STOP LINE)	104 LF	\$9.45	\$982.80

Town of Farragut
Contract No. 2021-05
Resurfacing of Various Streets

716-02.06	PLASTIC PAVEMENT MARKING (TURN LANE ARROW)	10 EA	\$147.00	\$1,470.00
716-02.09	PLASTIC PAVEMENT MARKING (LONGITUDINAL/CONTINENTAL)	720 LF	\$21.00	\$15,120.00
716-04.04	PLASTIC PAVEMENT MARKING (12" DIAGONAL TRANSVERSE MARKINGS) 2' HORIZONTAL WIDTH	54 SY	\$19.00	\$1,026.00
716-04.05	PLASTIC PAVEMENT MARKING (STRAIGHT ARROWS)	0 EA	\$-	\$-
716-05.01	PAINTED PAVEMENT MARKING (4" LINE) (TEMPORARY)	3.81 LM	\$525.00	\$2,000.25
716-05.05	PAINTED PAVEMENT MARKING (STOP LINE) (TEMPORARY)	45 LF	\$5.50	\$247.50
716-05.09	PAINTED PAVEMENT MARKING (STRAIGHT ARROW/TURN ARROW)	0 EA	\$-	\$-
716-13-01	SPRAY THERMO PAVEMENT MARKING (60 MIL) 4 " LINE	3.97 LM	\$2,300.00	\$9,131.00
716-13.07	SPRAY THERMO PAVEMENT MARKING (60 MIL) 6 " LINE	0 LM	\$-	\$-
717-01	MOBILIZATION	1 LS	13,500.00	\$13,500.00
TOTAL BID			\$ 748,161.85	

Seven Hundred Forty-Eight Thousand One Hundred Sixty-One Dollars and Eighty-Five Cents

Total Bid Amount (Typed or Printed)

In submitting this Bid, the bidder recognizes that the right is reserved by the Town of Farragut to accept the Total Bid or any part, to negotiate with any Bidder, waive any formalities in the bidding, or to reject any or all bids.