



Board of Commissioners
Work Session Agenda
Thursday, December 2, 2021, 5:30 PM
City Hall, Lakeland, Tennessee 38002

- I. CALL TO ORDER BY MAYOR:
- II. INVOCATION:
- III. PLEDGE:
- IV. ROLL CALL BY RECORDER:
- V. PUBLIC HEARING:
- VI. TREASURER'S REPORT:
- VII. REPORTS FROM COMMITTEES, MEMBERS OF THE BOARD OF COMMISSIONERS & OTHER OFFICERS:
 - Sheriff's Report
 - a. Flock Camera Presentation - Lt. David Ballard, Shelby County Sheriff's Office
 - City Manager's Report
 - Commissioners' Report
- VIII. PUBLIC COMMENTS:
- IX. SEWERAGE COMMISSION BUSINESS:
- X. CONSENT AGENDA:
 1. Approval of Meeting Minutes from Previous Meetings:
 - a. November 4, 2021 - Beer Board
 - b. November 4, 2021 - Regular Meeting
- XI. REGULAR AGENDA:
 1. **Ordinance - Final Reading** - to Amend the Land Development Regulations of Lakeland, Tennessee to add requirements for Sketch Plan notification, neighborhood meetings, time limits, and to allow Board of Commissioner feedback. *Sponsored by Richard Donovan*

2. **Ordinance - Final Reading** - to Amend the Land Development Regulations of Lakeland, Tennessee to add requirements for a School Impact Study. *Sponsored by Richard Donovan*
3. **Resolution** - approving the FY 2023 budget preparation calendar. *Sponsored by Michael Walker*
4. **Resolution** - adopting a City of Lakeland compensation policy. *Sponsored by Michael Walker*
5. **Resolution** - adopting a revised City of Lakeland travel policy. *Sponsored by Michael Walker*
6. **Resolution** - adopting a revised City of Lakeland vehicle use policy. *Sponsored by Michael Walker*
7. **Resolution** - approving Task Order #4 of the Master Services Agreement with True North Geographic Technologies for Cityworks Storeroom implementation. *Sponsored by Josh Thompson*
8. **Resolution** - accepting dedication of public improvements and authorizing the reduction of Security for Public and Common Improvements in Oakwood Grove Subdivision Phase 5. *Sponsored by Emily Harrell*
9. **Resolution** - to approve the submittal of applications to the Memphis Urban Area Metropolitan Planning Organization (MPO) for funding through the 2023-2026 Transportation Improvement Program. *Sponsored by Emily Harrell*
10. **Resolution** - to approve the 2022 Meeting Calendar. *Sponsored by Shane Horn*
11. **Resolution** - authorizing one-time employee recognition bonuses for part-time and full-time City of Lakeland employees. *Sponsored by Mayor Cunningham*
12. **Resolution** - authorizing appointments to the Economic Development Commission/Industrial Development Board. *Sponsored by Commissioner Wright*

13. **Resolution** - authorizing appointments to the Parks and Recreation Board/Natural Resources Board. *Sponsored by Vice-Mayor Dial*
14. Discussion and possible action on the draft Communications Plan.
Sponsored by Shane Horn
15. Discussion and feedback on a Sketch Plan Application for Lakeland Park
Planned Development

XII. ANNOUNCEMENTS:

XIII. ADJOURNMENT:

Shelby County Sheriff's Office



Crime Report

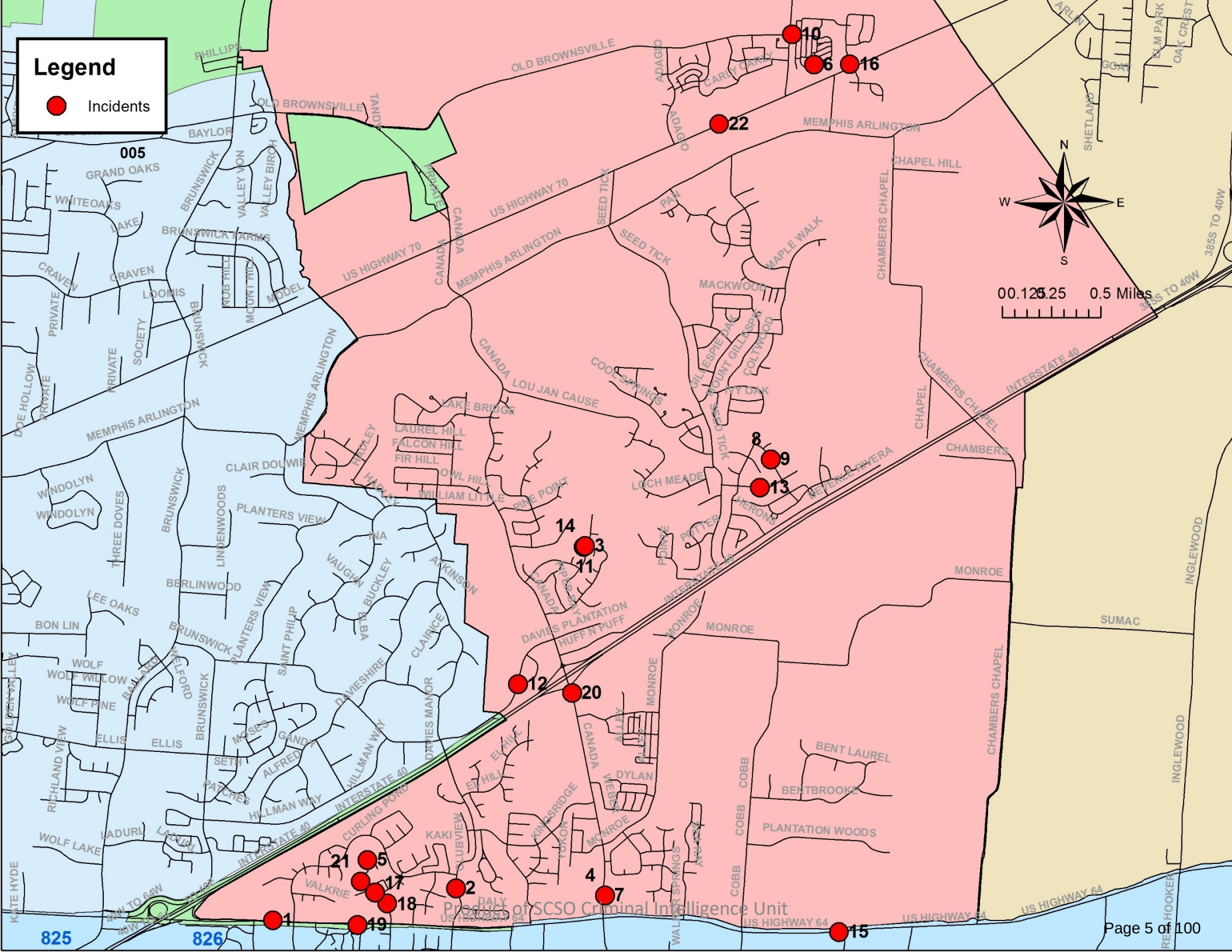
Lakeland, TN 38002

November 2021

Legend



Incidents

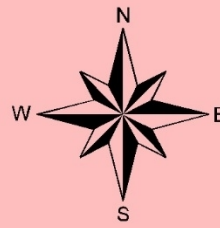
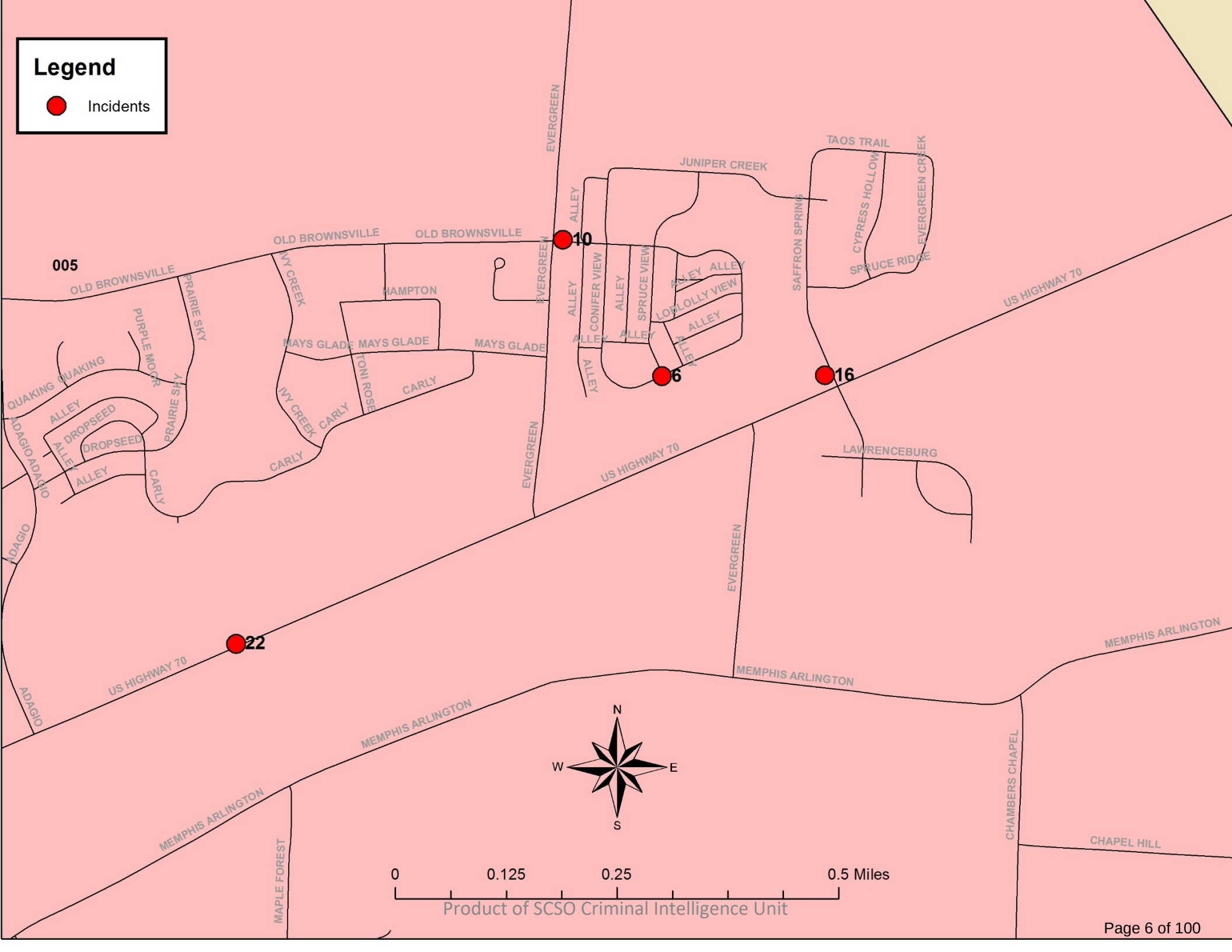


0.125 0.25 0.5 Miles

Legend



Incidents

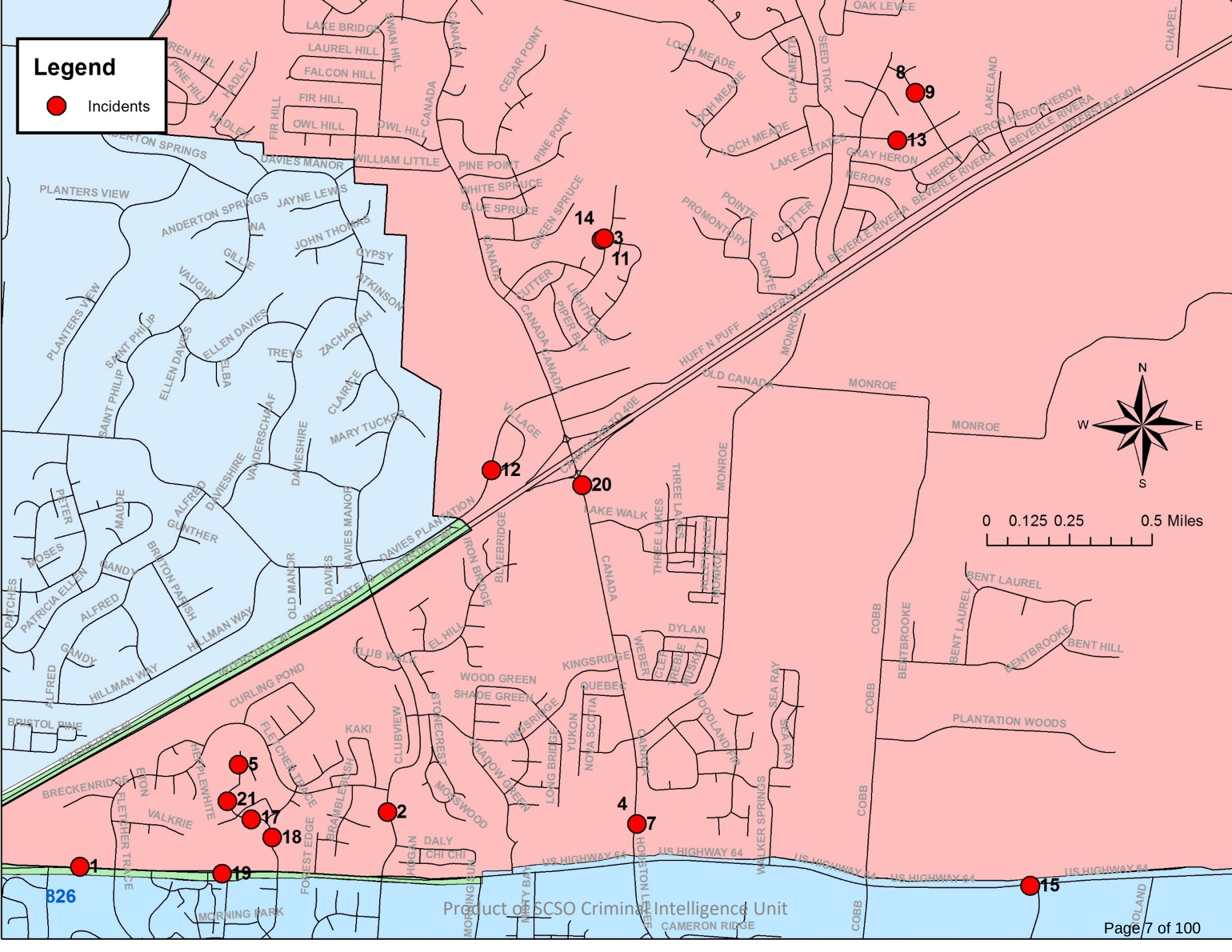


0 0.125 0.25 0.5 Miles

Product of SCSO Criminal Intelligence Unit

Legend

● Incidents



Incident Table

ID #	CASE NUMBER	DEPT DESC CODE	DATE OF REPORT	METHOD OF ENTRY
1	2111000653SH	Simple Assault	11/01/2021 3:13:00 PM	
2	2111000693SH	Theft of Vehicle Parts/Accessories	11/02/2021 2:56:00 PM	BROKE
3	2111000673SH	Drugs/Narcotics Violation/Misdemeanor	11/02/2021 3:04:00 AM	
4	2111000706SH	Shoplifting/Misdemeanor	11/02/2021 9:06:00 PM	LAWFUL FRONT DOOR
5	2111000779SH	Theft from Motor Vehicle	11/04/2021 1:45:00 PM	THROUGH UNLOCKED DOOR FRONT DOOR
6	2111000816SH	Intimidation/DV	11/05/2021 11:56:00 AM	
7	2111000836SH	Shoplifting/Misdemeanor	11/05/2021 6:32:00 PM	FRONT DOOR
8	2111000924SH	False Pretenses/Swindle/Confidence Game	11/08/2021 2:12:00 PM	
9	2111000924SH	Stolen Property	11/08/2021 2:12:00 PM	
10	2111001023SH	Simple Assault	11/10/2021 1:00:00 PM	
11	2111001079SH	MVT/Passenger Vehicle	11/11/2021 11:21:00 PM	THROUGH UNLOCKED DOOR FRONT DOOR
12	2111001118SH	Simple Assault	11/12/2021 8:02:00 PM	
13	2111001094SH	Burglary/Residential	11/12/2021 9:36:00 AM	THROUGH UNLOCKED WINDOW GARAGE
14	2111001146SH	Theft & Recovery/Passenger Vehicle	11/13/2021 5:30:00 PM	SIDE DOOR
15	2111001216SH	Burglary/Non-residential	11/15/2021 1:31:00 PM	BROKE
16	2111001263SH	Burglary/Construction	11/16/2021 2:57:00 PM	THROUGH UNLOCKED DOOR FRONT DOOR
17	2111001311SH	Vandalism/Misdemeanor	11/17/2021 10:23:00 AM	
18	2111001313SH	MVT/Passenger Vehicle	11/17/2021 10:52:00 AM	THROUGH UNLOCKED DOOR FRONT WINDOW
19	2111001306SH	Theft from Motor Vehicle	11/17/2021 9:11:00 AM	THROUGH UNLOCKED DOOR SIDE DOOR
20	2111001451SH	Intimidation	11/20/2021 9:15:00 PM	
21	2111001459SH	Simple Assault/DV	11/21/2021 1:02:00 AM	
22	2111001501SH	Burglary/Construction	11/22/2021 1:18:00 PM	THROUGH UNLOCKED DOOR

Incident Count

Incidents	Total
Simple Assault	3
Burglary/Construction	2
MVT/Passenger Vehicle	2
Shoplifting/Misdemeanor	2
Theft from Motor Vehicle	2
Burglary/Non-residential	1
Burglary/Residential	1
Drugs/Narcotics Violation/Misdemeanor	1
False Pretenses/Swindle/Confidence Game	1
Intimidation	1
Intimidation/DV	1
Simple Assault/DV	1
Stolen Property	1
Theft & Recovery/Passenger Vehicle	1
Theft of Vehicle Parts/Accessories	1
Vandalism/Misdemeanor	1
Grand Total	22

END OF PRESENTATION



**Lakeland Beer Board
Special Meeting Minutes
Thursday, November 04, 2021, 5:15 PM
City Hall, Lakeland, Tennessee 38002**

DRAFT

- I. **CALL TO ORDER BY MAYOR:** The meeting was called to order by Mayor Mike Cunningham 5:18 p.m. on Thursday, November 04, 2021.
- II. **INVOCATION:** The invocation was offered by Mayor Cunningham.
- III. **PLEDGE:** Mayor Cunningham led in the Pledge to the Flag.
- IV. **ROLL CALL BY RECORDER:** Mayor Mike Cunningham, Vice Mayor Michele Dial, Commissioner Jim Atkinson, Commissioner Richard Gonzales, and Commissioner Wesley Wright were present.

Staff personnel in attendance were City Manager Shane Horn, City Engineer Emily Harrell, Financial Director Michael Walker, Park & Recreation Director Patrick O'Mara, City Recorder Debra Murrell and City Attorney Will Patterson.

V. **PUBLIC COMMENTS:**

VI. **REGULAR AGENDA:**

1. **Resolution – to approve an On Premises Beer Permit Application for the Owner's Box at 9757 Market green within Lakeland Town Square Development.**

Commissioner Gonzales moved to bring this item to the floor, seconded by Commissioner Atkinson.

Discussion ensued.

For the record: Comments were heard from the applicants, Philip Cox and Amanda Martelli.

When the question was called the resolution passed as presented, roll call vote, 5 in favor 0 against. (5-0)

Vice Mayor Dial	Yea
Commissioner Atkinson	Yea
Commissioner Gonzales	Yea
Commissioner Wright	Yea
Mayor Cunningham	Yea

VII. **ANNOUNCEMENTS:**



**Lakeland Beer Board
Special Meeting Minutes
Thursday, November 04, 2021, 5:15 PM
City Hall, Lakeland, Tennessee 38002**

DRAFT

- VIII. **ADJOURNMENT:** There being no other business on which to take action, Commissioner Gonzales moved to adjourn the meeting, seconded by Commissioner Atkinson. ***Motion carried, voice vote, all in favor (5-0).***

The meeting was adjourned at 5:25 p.m. on Thursday, November 04, 2021.

These minutes were approved on December 09, 2021.

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell
City Recorder



BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, NOVEMBER 04, 2021, 5:30 P.M.
CITY HALL, LAKE LAND, TENNESSEE 38002

DRAFT

- I. **CALL TO ORDER BY MAYOR:** The meeting was called to order by Mayor Mike Cunningham 5:34 p.m. on Thursday, November 04, 2021.
- II. **INVOCATION:** Offered at a previous meeting.
- III. **PLEDGE:** Offered at a previous meeting.
- IV. **ROLL CALL BY RECORDER:** Mayor Mike Cunningham, Vice Mayor Michele Dial, Commissioner Jim Atkinson, Commissioner Richard Gonzales and Commissioner Wesley Wright were present.

Staff personnel in attendance were City Manager Shane Horn, City Engineer Emily Harrell, Finance Director Michael Walker, Planning Director Richard Donovan, Parks and Recreation Director Pat O'Mara, GIS Director Josh Thompson, City Recorder Debra Murrell and City Attorney Will Patterson.

For the record: The order of business was changed with no objections to move item # 5 of Regular Business to the top of the agenda.

REGULAR BUSINESS

5. **Resolution – Authorizing the Mayor to sign a Proclamation for Dr. Ted Horrell in recognition of his achievement as the 2022 State of Tennessee Superintendent of the Year.** *Sponsored by Vice Mayor Dial.* Vice-Mayor Dial moved to bring this item to the floor, seconded by Commissioner Wright.

For the record: The board commented and expressed their appreciation to Dr. Horrell for doing a wonderful job. (Vice Mayor Dial read the Proclamation into record and pictures were taken as the Proclamation was presented)

When the question was called the resolution passed, as presented, roll call vote, 5 in favor 0 against (5-0).

Vice Mayor Dial	Yea
Commissioner Atkinson	Yea
Commissioner Gonzales	Yea
Commissioner Wright	Yea
Mayor Cunningham	Yea

V. PUBLIC HEARING:

1. **Ordinance - Final Reading** – amending the Fiscal Year 2021-2022 Budget, passed by Ordinance O-5-2021.

For the record: No comments were heard.



BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, NOVEMBER 04, 2021, 5:30 P.M.
CITY HALL, LAKE LAND, TENNESSEE 38002

DRAFT

VI. TREASURER'S REPORT:

1. Financial Director Michael Walker offered the Treasurer's Report for the month of October.

VII. REPORTS FROM COMMITTEES, MEMBERS OF THE BOARD OF COMMISSIONERS & OTHER OFFICERS:

- Sheriff's Report: Summary report for the month of October offered by Lt. Jason Valentine.
- City Manager's Report: Deferred
 1. Presentation of the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2021, by Watkins Uiberall, PLLC. (*Given by Clark Promise*)
 2. Presentation on Cityworks Dashboards – Given by Josh Thompson
- Commissioners' Report:
 - Vice Mayor Dial offered a report on CAB activities.
 - Commissioner Atkinson offered a report on MPC/DRC activities.

VIII. PUBLIC COMMENTS: *No comments were heard.*

IX. SEWERAGE COMMISSION BUSINESS:

X. CONSENT AGENDA:

1. **Approval of Meeting Minutes from Previous Meetings:**
October 14, 2021

Commissioner Gonzales moved to approve the consent agenda as presented, seconded by Vice Mayor Dial.

When the question was called the motion carried, roll call vote, 5 in favor 0 against (5-0).

Vice Mayor Dial	Yea
Commissioner Atkinson	Yea
Commissioner Gonzales	Yea
Commissioner Wright	Yea
Mayor Cunningham	Yea

XI. REGULAR AGENDA:

For the record: The order of business was changed with no objections to move items # 10 and 13 of New Business up on the agenda.

10. **Resolution – to approve engagement with Retail Strategies of Birmingham, AL for Retail Development and Recruitment Services.**

Sponsored by Shane Horn

Commissioner Gonzales moved to bring this item to the floor, seconded by Vice Mayor Dial.

Discussion ensued.



BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, NOVEMBER 04, 2021, 5:30 P.M.
CITY HALL, LAKE LAND, TENNESSEE 38002

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For the record: Comments were heard from the following:
Steve Laster, EDC/IDB Chairman
Jeremy Burnett, EDC Vice Chairman

When the question was called the resolution passed as presented, roll call vote, 5 in favor 0 against (5-0).

Vice Mayor Dial	Yea
Commissioner Atkinson	Yea
Commissioner Gonzales	Yea
Commissioner Wright	Yea
Mayor Cunningham	Yea

13. Discussion and feedback on a Sketch Plan Application for Lakeland-Park Planned Development.

Commissioner Gonzales moved to bring this item to the floor, seconded by Vice Mayor Dial.

Discussion ensued.

For the record: Comments were heard from the following:
John Hyneman – Applicant /Owner
Bob Dalhoff – DT Design Studio (Representative)
Michelle Ye – DT Design Studio (Present in audience)

Discussion only, no action was taken.

1. Ordinance - Final Reading - amending the Fiscal Year 2021-2022 Budget, passed by Ordinance O-5-2021. Sponsored by Michael Walker

Vice Mayor Dial moved to bring this item to the floor, seconded by Commissioner Atkinson.

When the question was called the Final Reading of the Ordinance passed as presented, roll call vote, 5 in favor 0 against (5-0).

Commissioner Atkinson	Yea
Vice Mayor Dial	Yea
Commissioner Gonzales	Yea
Commissioner Wright	Yea
Mayor Cunningham	Yea

2. Ordinance - First Reading – to amend the Land Development Regulations of Lakeland, Tennessee to add requirements for Sketch Plan notification, neighborhood meetings, time limits, and to allow Board of Commissioner feedback. Sponsored by Richard Donovan Walker

Commissioner Gonzales moved to bring this item to the floor, seconded by Commissioner Atkinson.



BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, NOVEMBER 04, 2021, 5:30 P.M.
CITY HALL, LAKE LAND, TENNESSEE 38002

DRAFT

When the question was called the First Reading of the Ordinance passed as presented, roll call vote, 5 in favor 0 against (5-0).

Commissioner Atkinson	Yea
Vice Mayor Dial	Yea
Commissioner Gonzales	Yea
Commissioner Wright	Yea
Mayor Cunningham	Yea

3. **Ordinance - First Reading** – to amend the Land Development Regulations of Lakeland, Tennessee to add requirements for a School Impact Study. *Sponsored by Richard Donovan Walker*

Commissioner Gonzales moved to bring this item to the floor, seconded by Commissioner Wright.

When the question was called the First Reading of the Ordinance passed as presented, roll call vote, 5 in favor 0 against (5-0).

Commissioner Atkinson	Yea
Vice Mayor Dial	Yea
Commissioner Gonzales	Yea
Commissioner Wright	Yea
Mayor Cunningham	Yea

4. **Resolution** – accepting the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2021. *Sponsored by Michael Walker*

Commissioner Gonzales moved to bring this item to the floor, seconded by Commissioner Wright.

When the question was called the resolution passed, as presented, roll call vote, 5 in favor 0 against (5-0).

Commissioner Atkinson	Yea
Vice Mayor Dial	Yea
Commissioner Gonzales	Yea
Commissioner Wright	Yea
Mayor Cunningham	Yea

5. ***(Taken out of order)***

6. **Resolution-** accepting the Dedication of Public Improvements in Oakwood Grove Subdivision Phases 3 & 4 and authorizing a reduction in Security for Public and Common Improvements. *Sponsored by Emily Harrell*

Vice Mayor Dial moved to bring this item to the floor, seconded by Commissioner Wright.



BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, NOVEMBER 04, 2021, 5:30 P.M.
CITY HALL, LAKELAND, TENNESSEE 38002

DRAFT

When the question was called the resolution passed, as presented, roll call vote, 5 in favor 0 against (5-0).

Commissioner Atkinson	Yea
Vice Mayor Dial	Yea
Commissioner Gonzales	Yea
Commissioner Wright	Yea
Mayor Cunningham	Yea

- 7. Resolution – accepting the Dedication of Public Improvements for Lakeland Town Center and authorizing a reduction in Security for Public and Common Improvements.** *Sponsored by Emily Harrell*
Commissioner Gonzales moved to bring this item to the floor, seconded by Commissioner Atkinson.

When the question was called the resolution passed, as presented, roll call vote, 5 in favor 0 against (5-0).

Commissioner Atkinson	Yea
Vice Mayor Dial	Yea
Commissioner Gonzales	Yea
Commissioner Wright	Yea
Mayor Cunningham	Yea

- 8. Resolution – approving the lease of a Turf Tank Autonomous Line Marking Robot.** *Sponsored by Pat O'Mara*
Commissioner Gonzales moved to bring this item to the floor, seconded by Vice Mayor Dial.

When the question was called the resolution passed, as presented, roll call vote, 5 in favor 0 against (5-0).

Commissioner Atkinson	Yea
Vice Mayor Dial	Yea
Commissioner Gonzales	Yea
Commissioner Wright	Yea
Mayor Cunningham	Yea

- 9. Resolution - approving the purchase of soccer goals from BSN Sports under Omnia Partners Contract R201101.** *Sponsored by Pat O'Mara*
Commissioner Gonzales moved to bring this item to the floor, seconded by Vice Mayor Dial.

When the question was called the resolution passed, as presented, roll call vote, 5 in favor 0 against (5-0).

Commissioner Atkinson	Yea
Vice Mayor Dial	Yea
Commissioner Gonzales	Yea
Commissioner Wright	Yea
Mayor Cunningham	Yea



BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
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CITY HALL, LAKELAND, TENNESSEE 38002

DRAFT

10. *(Taken out of order)*

11. Resolution – approving Change Order #4 with Grinder Taber & Ginder, Inc. For the Fiscal Year 2018 LPRF Project – Lakeland Athletic Complex & Recreation Park, Phase 1 Construction. *Sponsored by Pat O'Mara*
Commissioner Gonzales moved to bring this item to the floor, seconded by Vice Mayor Dial.

When the question was called the resolution passed, as presented, roll call vote, 5 in favor 0 against (5-0).

Commissioner Atkinson	Yea
Vice Mayor Dial	Yea
Commissioner Gonzales	Yea
Commissioner Wright	Yea
Mayor Cunningham	Yea

12. Resolution – to approve the purchase of 5 additional Flock cameras.
Sponsored by Commissioner Wright
Commissioner Gonzales moved to bring this item to the floor, seconded by Commissioner Wright.

Discussion ensued.

For the record: No action was taken. It was agreed by unanimous consent to bring this matter back to the next meeting.

13. *(Taken out of Order)*

XII. ANNOUNCEMENTS:

- XIII. **ADJOURNMENT:** There being no other business on which to take action, Commissioner Gonzales moved to adjourn the meeting, seconded by Mayor Cunningham. ***Motion carried, voice vote, all in favor (5-0).***

The meeting was adjourned at 9:12 p.m. on Thursday, November 04, 2021.



BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, NOVEMBER 04, 2021, 5:30 P.M.
CITY HALL, LAKE LAND, TENNESSEE 38002

DRAFT

These minutes were approved on December 09, 2021.

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell
City Recorder

Meeting Cycle: Thursday, December 2, 2021

Subject: Action on a Recommendation to Amend the Land Development Regulations of Lakeland, Tennessee to add requirements for Sketch Plan notification, neighborhood meetings, time limits and to allow Board of Commissioner feedback

Staff Contact: Richard Donovan, Planning Consultant

STAFF RECOMMENDATION

Planning Commission unanimously recommended approval of the proposed amendments.

DISCUSSION

BACKGROUND:

Proposed are revisions to the Planned Development (PD) Ordinance specifically related to sketch plans. As proposed the amendment would make the following changes to the PD Ordinances:

1. Neighborhood meeting.
 - a. Adds a section to encourage a neighborhood meeting prior to submittal of Sketch Plan, Outline Plan or PDP.
2. Board of Commissioners
 - a. Adds an option to take sketch plans to a BOC **work session** with stipulations.
3. Notification
 - a. Adds a requirement to notify adjacent neighbors or HOAs of the sketch plan meeting.
4. Time Limit
 - a. Adds a time limit. Sketch plans should only be submitted 9 months prior to the submittal of an Outline Plan or PDP.

In addition to the informal dialogue with the MPC the applicant can receive similar feedback from the BOC before investing substantial time and capital in a full PD application requiring detailed engineering drawings, traffic studies, tree surveys, grading plans etc. The Sketch Plan will remain optional for any PD development.

ORDINANCE O-14-2021

AN ORDINANCE TO AMEND THE LAND DEVELOPMENT REGULATIONS OF LAKELAND, TENNESSEE, TO ADD REQUIREMENTS FOR SKETCH PLAN NOTIFICATION, NEIGHBORHOOD MEETINGS, TIME LIMITS AND TO ALLOW BOARD OF COMMISSIONER FEEDBACK

WHEREAS, the City of Lakeland seeks to make interim amendment to the Land Development Regulation until a new set of Land Development Regulations can be adopted; and

WHEREAS, the City seeks to provide more surety to the feedback received for sketch plans by allowing Sketch Plans to be reviewed by the Board of Commissioners; and

WHEREAS, the City seeks to provide earlier and more valuable public input by requiring notification, encouraging neighborhood meetings, and adding a time limit to Sketch Plans; and

WHEREAS, the City of Lakeland believes that such amendment will promote, protect, and facilitate the public health, safety, and welfare of the community through coordinated and practical land use and land development for the betterment of Lakeland's population; and

the Municipal Planning Commission on October 21, 2021 voted 4 to 0 to recommend approval of the adoption of said Ordinance to the Board of Commissioners; and

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF LAKELAND, TENNESSEE, as follows:

Section 1. To re-letter ARTICLE I: ADMINISTRATION, 4. Process Criteria and Application, T. Planned Development, SECTION 4 – PROCEDURE FOR APPROVAL by adding the following text:

B. Neighborhood Meeting

While not required, it is highly encouraged that developer have a neighborhood meeting with any adjoining homeowners associations and/or property owners prior to submittal of a sketch plan, outline plan, or PDP the initial application is made to the Planning Commission for their review. It is recommended that this meeting is held after the required preapplication meeting with City Staff.

Section 2. To re-letter ARTICLE I: ADMINISTRATION, 4. Process Criteria and Application, T. Planned Development, SECTION 4 – PROCEDURE FOR APPROVAL by adding the following text: **by removing the items highlighted and stricken through and adding the highlighted as follows:**

B. C. Sketch Plan (ORD 20-279)

- (1) Sketch Plan submittal - Following a pre-application conference with City staff, the applicant may submit a request for Sketch Plan feedback from the approval to the Planning Commission and/or Board of Commissioners. Feedback from the Board of Commissioners may only be sought if a Neighborhood Meeting has been held. Feedback from the Board of Commissioners will only be received during a work session. The request shall be submitted with an application for a Planned Development, required fees and associated documentation. The Sketch Plan is not a requirement. It is a tool for the applicant to submit concepts to the Planning Commission prior to a fully engineered PD application submittal. The purpose of the sketch plan is for the applicant to receive feedback, recommendations, and comments from the Planning Commission and/or Board of Commissioners and City staff.
- (2) The Sketch Plan application does not require all items necessary for an Outline/Preliminary Development Plan submittal. The Sketch Plan application shall include such items the applicant feels appropriate for the MPC to provide feedback and recommendations but at a minimum should include:
 - a. A statement of planning objectives to be achieved by the Planned Development through the design and use mixture approach proposed by the applicant. This statement should include detailed description of the proposed development.
 - b. Conceptual Site Plan with proposed land uses, approximate density, lot configuration, approximate areas for common open space, and general road alignments.
 - c. Notice of the Sketch Plan hearing before the Lakeland Planning Commission or Board of Commissioners shall be sent to all property owners sharing a common boundary with the property being included in the sketch plan. This shall include any properties adjacent to a common right-of-way (across the street). If a property is adjacent to an existing development with a Homeowners Association (HOA). The HOA shall be notified in lieu of the individual property owner. A copy of said notification shall be provided to the City of Lakeland.
 - d. A Sketch Plan application shall not be submitted more than nine (9) months prior to the developer making an application for an Outline Plan or PDP application.
- (3) Response from MPC – The response from MPC shall not be binding upon the City of Lakeland Planning Commission or Board of Commissioners.

Section 3. To re-letter ARTICLE I: ADMINISTRATION, 4. Process Criteria and Application, T. Planned Development, SECTION 4 – PROCEDURE FOR APPROVAL as necessary to accommodate Section 1 and Section 2 as presented above.

Section 4. That all Ordinances in conflict herewith are repealed to the extent of said conflict, and that this Ordinance shall take effect from and after its passage on final reading, the public welfare requiring it.

First Reading: November 4, 2021
Public Hearing: December 9, 2021
Final Reading: December 9, 2021

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell, *City Recorder*

Meeting Cycle: Thursday, December 2, 2021

Subject: Action on a Recommendation to Amend the Land Development Regulations of Lakeland, Tennessee to add requirements for a School Impact Study

Staff Contact: Richard Donovan, Planning Consultant

STAFF RECOMMENDATION

Staff recommends approval of the proposed amendments.

DISCUSSION

BACKGROUND:

The City is working with the School System to ensure they are kept apprised of new development with the City. The LDRs have had a requirement for a “school impact study” to be conducted with developments with more than 20 residential units but without any requirements as to what the study should include. This amendment will add a set of requirements for the school impact study so each developer is aware of the expected study and what will be in the study. The study will not be conducted by the individual developer but by a third-party consultant selected by and working for the City. The developer will be responsible for paying the City for the study to be conducted.

PROPOSED AMENDMENT:

- I. Administration
 - Section 4 – Process, Criteria, and Application
 - C. Preliminary Plat
 - (1) School Impact Study. ~~Unless waived by the MPC, a A~~ school impact study is required for any development containing more than twenty (20) residential units. See Appendix X for more detail regarding the requirents for School Impact Studies.

Appendix

School Impact Study

A. School Impact Study

1. Completed by a Professional.

School Impact Studies shall be conducted by a consultant deemed competent, by the Code Administrator, in housing impact studies. The Code Administrator shall pick a consultant in coordination with the School Superintendent.

2. Applicability.

- a. Any development shall be required to complete a school impact study as part of any land development application that meets any of the following criteria:
 - (1) Twenty (20) or more single-family units.
 - (2) Twenty (20) or more multi-family units (multi-family shall include any structure with more than one dwelling unit).
 - (3) Any combination of single-family and multi-family units yielding more than twenty (20) units.
- b. Any development that is seeking an amendment or addition to an existing development that exceeds the requirements of Section 2.a., above, shall conduct a school impact study for the additional dwelling units unless the initial study is more than five (5) years old at which time a new study shall be required for the development.
- c. The School Impact Study shall be waived for any age restricted product (i.e. age 55 or older) that is restricted by deed or restrictive covenant.
- d. The School Impact Study may be waived at the Planned Development Outline Plan phase by being included as part of the motion to approve the outline and by being recorded in the minutes for the Board of Commissioners meeting. The School Impact Study may not be waived by text only in the Outline Plan.

3. Timeline for Completion.

The school impact study shall be required to be completed prior to the following step in the land development process:

- a. Planned Development
For planned developments, the school impact study shall be completed prior to the MPC review of the PDP (Preliminary Development Plan).
- b. Site Plans
If a school impact study shall be completed for a development that only requires a site plan said study shall be complete prior to MPC review. If a preliminary site plan application is made, the school impact study shall be completed at that time.
- c. Traditional Subdivisions
For a traditional subdivision, the school impact study shall be completed prior to the MPC review of the Preliminary Plat.

If the school impact study is not complete as required above, the application shall be considered incomplete, and the development shall not be placed on an MPC agenda.

4. School Impact Study Consultant

When school impact studies are required, a fee shall be paid to the City for the cost of the study prepared by an independent professional. This fee will be due and paid in full by the developer to the City prior to the school impact study begin completed.

- a. The school impact study consultant shall be selected by the City and shall work directly for the City, in consultation with the School District, in the preparation of the study.
- b. The consultant will use the scope of services adopted by the City.

- c. The consultant shall provide the City a negotiated fee to cover the costs associated with school impact studies on each development.

5. Study Components.

All school impact studies shall be prepared to address and contain the following information about the development. The Code Administrator shall have the authority to request the evaluation or addition of further information if a more extensive analysis is warranted.

- a. Review and identify sample developments in the area that is close to the same price/type of the proposed.
- b. The total number of current students are counted within the sample subdivisions and then compared to the total number of existing housing units. The result is a student-yield factor for each area, or students/household. If subdivisions have a mix of single and multi-family units, they will be analyzed separately due to common differences in student yields (via splitting an area into multi parts).
- c. Tables will be developed to show summary level data by housing type with the total amount of students by grade configuration, housing units, and student-yield factors.
- d. A current and 5-year estimate of students by grade level will be provided.
- e. A summary of findings, including methodology and results, will be provided in a report.

6. Final Report

Upon completion, the final report shall be added to the Developers application and remain on file with the Code Administrator. The Code Administrator shall provide the Planning Commission and School Superintendent with a copy of the final report.

ORDINANCE O-15-2021

AN ORDINANCE TO AMEND THE LAND DEVELOPMENT REGULATIONS OF LAKELAND, TENNESSEE, TO ADD REQUIREMENTS FOR A SCHOOL IMPACT STUDY

WHEREAS, the City of Lakeland seeks to make interim amendment to the Land Development Regulation until a new set of Land Development Regulations can be adopted; and

WHEREAS, the City seeks to clarify the requirement for a School Impact Study; and

WHEREAS, the City of Lakeland believes that such amendment will promote, protect, and facilitate the public health, safety, and welfare of the community through coordinated and practical land use and land development for the betterment of Lakeland's population; and

WHEREAS, the Municipal Planning Commission on October 21, 2021 voted 4 to 0 to recommend approval of the adoption of said Ordinance to the Board of Commissioners; and

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF LAKELAND, TENNESSEE, as follows:

Section 1. To amend I. Administration, Section 4 – Process, Criteria, and Application, C. Preliminary Plat by removing the items highlighted and stricken through and adding the highlighted as follows:

C. Preliminary Plat

- (1) School Impact Study. ~~Unless waived by the MPC, a A~~ school impact study is required for any development containing more than twenty (20) residential units. ~~See Appendix for more detail regarding the requirements for School Impact Studies.~~

Section 2. To amend Appendix by adding the following text:

A. School Impact Study

1. Completed by a Professional.

School Impact Studies shall be conducted by a consultant deemed competent, by the Code Administrator, in housing impact studies. The Code Administrator shall pick a consultant in coordination with the School Superintendent.

2. Applicability.

- a. Any development shall be required to complete a school impact study as part of any land development application that meets any of the following criteria:

- (1) Twenty (20) or more single-family units.

- (2) Twenty (20) or more multi-family units (multi-family shall include any structure with more than one dwelling unit).
 - (3) Any combination of single-family and multi-family units yielding more than twenty (20) units.
 - b. Any development that is seeking an amendment or addition to an existing development that exceeds the requirements of Section 2.a., above, shall conduct a school impact study for the additional dwelling units unless the initial study is more than five (2) years old at which time a new study shall be required for the development.
 - c. The School Impact Study shall be waived for any age restricted product (i.e. age 55 or older) that is restricted by deed or restrictive covenant.
 - d. The School Impact Study may be waived at the Planned Development Outline Plan phase by being included as part of the motion to approve the outline and by being recorded in the minutes for the Board of Commissioners meeting. The School Impact Study may not be waived by text only in the Outline Plan.
3. Timeline for Completion.
- The school impact study shall be required to be completed prior to the following step in the land development process:
- a. Planned Development
For planned developments, the school impact study shall be completed prior to the MPC review of the PDP (Preliminary Development Plan).
 - b. Site Plans
If a school impact study shall be completed for a development that only requires a site plan said study shall be complete prior to MPC review. If a preliminary site plan application is made, the school impact study shall be completed at that time.
 - c. Traditional Subdivisions
For a traditional subdivision, the school impact study shall be completed prior to the MPC review of the Preliminary Plat.

If the school impact study is not complete as required above, the application shall be considered incomplete, and the development shall not be placed on an MPC agenda.

4. School Impact Study Consultant
- When school impact studies are required, a fee shall be paid to the City for the cost of the study prepared by an independent professional. This fee will be due and paid in full by the developer to the City prior to the school impact study begin completed.
- a. The school impact study consultant shall be selected by the City and shall work directly for the City, in consultation with the School District, in the preparation of the study.
 - b. The consultant will use the scope of services adopted by the City.

- c. The consultant shall provide the City a negotiated fee to cover the costs associated with school impact studies on each development.

5. Study Components.

All school impact studies shall be prepared to address and contain the following information about the development. The Code Administrator shall have the authority to request the evaluation or addition of further information if a more extensive analysis is warranted.

- a. Review and identify sample developments in the area that is close to the same price/type of the proposed.
- b. The total number of current students are counted within the sample subdivisions and then compared to the total number of existing housing units. The result is a student-yield factor for each area, or students/household. If subdivisions have a mix of single and multi-family units, they will be analyzed separately due to common differences in student yields (via splitting an area into multi parts).
- c. Tables will be developed to show summary level data by housing type with the total amount of students by grade configuration, housing units, and student-yield factors.
- d. A current and 5-year estimate of students by grade level will be provided.
- e. A summary of findings, including methodology and results, will be provided in a report.

6. Final Report

Upon completion, the final report shall be added to the Developers application and remain on file with the Code Administrator. The Code Administrator shall provide the Planning Commission and School Superintendent with a copy of the final report.

Section 3. That all Ordinances in conflict herewith are repealed to the extent of said conflict, and that this Ordinance shall take effect from and after its passage on final reading, the public welfare requiring it.

First Reading: November 4, 2021

Public Hearing: December 9, 2021

Final Reading: December 9, 2021

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell, *City Recorder*

Meeting Cycle: Thursday, December 2, 2021

Subject: **Resolution** - approving the FY 2023 budget preparation calendar. *Sponsored by Michael Walker*

Staff Contact: Michael Walker, Finance & HR Director

STAFF RECOMMENDATION

City Staff recommends approval of the fiscal year 2023 budget preparation calendar. The timing of the related milestones on the calendar are the same as in the prior year, and have resulted in the successful and timely completion of the annual budget in the past.

BUDGET IMPACT

No monetary impact for this resolution beyond the establishment ultimately of the annual operating budget for the ensuing fiscal year.

DISCUSSION

The primary change in this budget calendar compared to the past is the inclusion, formally, of the Board of Commissioners' strategic planning workshop on January 15, 2022 at the I.H. Clubhouse.

RESOLUTION R-107-2021
A RESOLUTION APPROVING THE FY 2023 BUDGET PREPARATION CALENDAR

WHEREAS, the staff of the City of Lakeland and the Lakeland School System desire to prepare a comprehensive Annual Budget document for fiscal year 2023 to be submitted in compliance with State of Tennessee requirements *and* for recognition and potential award by the Government Finance Officers Association; and

WHEREAS, the Mayor and Board of Commissioners of Lakeland, Tennessee deems it appropriate to affirm the fiscal year 2023 budget preparation calendar to allow for proper timing and planning toward this goal;

NOW, THEREFORE BE IT RESOLVED that the Lakeland Mayor and Board of Commissioners hereby approve the fiscal year 2023 Budget Preparation Calendar as follows:

DATE	MILESTONE
1.15.2022	Board of Commissioners strategic planning workshop at I.H. Clubhouse
1.17.2022	Budget worksheets distributed to department directors
2.11.2022	Budget worksheets and narratives due from department directors
2.18.2022	Budget document draft incorporating worksheets and narratives submitted to Board of Commissioners to initiate initial review
3.1.2022	Budget workshops with department directors begins
3.7.2022	Budget revisions made in conjunction with Board of Commissioners, department director, and Finance department input
3.18.2022	Revised budget document submitted to Board of Commissioners
3.29.2022	City funds budget workshop
4.4.2022	School budget presented to LSS Board of Education
4.11.2022	School budget approved by LSS Board of Education
4.12.2022	Budget consolidation between City and LSS funds begins
Before 4.30.2022	Consolidated draft Annual Budget document submitted for Board of Commissioners review
5.12.2022	Annual Budget presented for first reading
6.9.2022	Annual Budget presented for final reading
Before 6.30.2022	Budget Ordinance incorporated into Annual Budget and budget submission to State of Tennessee and GFOA

PASSED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee on this 9th day of December, 2021.

ATTEST:

Mike Cunningham, *Mayor*

Debra Murrell, *City Recorder*

Meeting Cycle: Thursday, December 2, 2021

Subject: **Resolution** - adopting a City of Lakeland compensation policy. *Sponsored by Michael Walker*

Staff Contact: Michael Walker, Finance & HR Director

STAFF RECOMMENDATION

City Staff recommends that the Board of Commissioners adopt the City of Lakeland Compensation Policy as drafted and attached hereto. The draft policy was drafted utilizing primarily policy language provided by BTA, the consultants who completed the City's recent compensation and classification plan study. The policy sample they provided was modified to meet the specific planned uses of the various elements of the compensation plan for the City of Lakeland.

BUDGET IMPACT

While there is no direct budgetary impact attached to this resolution, the related policy will direct and guide how employee compensation is determined going forward and in future iterations of the Annual Budget.

DISCUSSION

We remain open to discussion and potential edits to this policy.

RESOLUTION R-108-2021
ADOPTING A CITY OF LAKE LAND
COMPENSATION POLICY

WHEREAS, the City of Lakeland desires to formally document its policies surrounding employee compensation; and,

WHEREAS, the compensation and classification study recently completed by Burris, Thompson, and Associates included the recommendation that the City adopt a formal compensation policy, and,

WHEREAS, the City of Lakeland Board of Commissioners desires to implement the recommendations provided through this study:

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LAKE LAND, TENNESSEE:

SECTION 1: that the Compensation Policy drafted and attached hereto, be adopted and implemented in practice effective immediately.

APPROVED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee this 9th day of December 2021, the public welfare requiring it.

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell
City Recorder

CITY OF
LAKE LAND
TENNESSEE



COMPENSATION POLICY

COMPENSATION POLICY

Overview

Purpose: At the City of Lakeland, we compensate you – our staff – for your commitment of time and effort to the activities and goals of the City. This policy provides guidelines for the administration of your compensation, including your starting pay rate, pay increases, promotional and merit increases, and any other salary adjustments. Exceptions to our compensation policy are only made with the approval of the *City Manager*.

Administrative Responsibility: The *City Manager*, in collaboration with the *Finance and Human Resources Director*, is responsible for the administration of this Compensation Policy (the “policy”). All items and related costs associated with this policy are subject to annual appropriation by the *Board of Commissioners*.

Objectives: The policy is intended to promote –

- competitive pay practices that allow the City of Lakeland to effectively compete in the labor market for the talent needed to serve the needs of citizens,
- fair and unbiased administration of pay and compensation practices, and
- the cost effective application and allocation of our payroll expenditures.

Job Descriptions

A written job description is to be developed and maintained for each job recognized by the City. Job descriptions are to follow

the prescribed format (see **Exhibit A**) and must be reviewed and approved by the *Finance and Human Resources Director*.

Annually, job descriptions are to be reviewed by supervisors to ensure they are up to date. Supervisors are responsible for accurate and current position documentation for all roles under their supervision.

Pay Structure: Pay Grades and Pay Ranges

Pay Structure: Our pay structure is comprised of pay grades and pay ranges (see “pay structure” on **Exhibit B**). *The pay structure is listed in equivalent hourly rates, which are the actual rates of pay for non-exempt employees, and the hourly equivalent rate (calculated based upon a 2,080 hour work year) for annual salaried exempt employees.* Each job/position is assigned to one of sixteen (16) pay grades. Each pay grade –

- has a designated minimum, midpoint, and maximum hourly equivalent rate,
- has a minimum rate set at 85% of the midpoint,
- has a maximum rate set at 115% of the midpoint,
- has a midpoint that is 11.1% higher than the next lowest pay grade, and
- has a midpoint that should approximate the market rate of jobs assigned to that pay grade.

Assignment of Jobs: A market rate is determined for each job based on salary survey data. The City targets the 50th percentile of the market pay rates for each job. Salary survey data from two sources (other similar municipalities and general business in the Lakeland area) are identified for each job.

COMPENSATION POLICY

Pay Structure: Pay Grades and Pay Ranges

(continued)

A job's market rate is determined by calculating the average of the 50th percentile municipal pay rate and the 50th percentile general business pay range from the survey data for the job.

Each job is to be assigned to the pay grade for which the pay range midpoint best matches the market rate for the job. Exceptions may be made if strategic business considerations dictate that certain jobs (not employees) should be classified differently than suggested by their market rate. Such exceptions must be approved by the *City Manager*. Exceptions related to the *City Manager* position must be approved by the *Board of Commissioners*.

Adjustment of Pay Structure: The pay structure will be reviewed and (if necessary) adjusted annually to ensure that our compensation practices remain competitive with change in the labor market. The *Finance and Human Resources Director*, as part of the early annual budget planning process, will review the cost of labor change percentages reported and/or projected by the U.S. Bureau of Labor Statistics for the coming fiscal year. Where possible, this information will be targeted to Lakeland's geographic region. Using this information, the *Finance and Human Resources Director* will present a recommended increase across all pay grades and ranges by a common percentage. This pay structure adjustment will be incorporated into the City's Annual Budget, to be approved by both the *City Manager* and the *Board of Commissioners*.

On a less frequent basis (typically every five years), the City will again engage an external consultant to review and update the City's compensation policies and pay structure. This engagement will require *City Manager* approval and is designed to ensure the City maintains a competitive compensation package for all of our employees.

New Hire Rates of Pay

We pay you based on your experience and job classification. **Exhibit B** provides the "pay by position experience level target" as guidance for hiring managers in making starting pay decisions. If you are a regular full-time employee as defined in the Employee Handbook, your starting pay will range from 88% to 110% of the midpoint of the pay grade, based upon how much experience you have in the same or similar role with another entity (this is distinct from total professional experience). If you are classified as a seasonal, temporary, or part-time employee, the pay range minimum for a job classification is the normal hiring rate. The *City Manager* may authorize exception to these guidelines for unusual circumstances (such as inability to fill the position at the hiring rate).

Additionally, a department head desiring to employ an applicant to start at a pay rate above the currently budgeted payroll amount for that position must discuss the circumstances in advance with the *Finance and Human Resources Director*, to ensure that budget transfers or amendments can be accommodated.

COMPENSATION POLICY

New Hire Rates of Pay (continued)

The current pay rates, qualifications, and skill levels of existing job incumbents are also carefully considered when making decisions regarding your starting pay rate.

Annual Compensation Adjustments

Eligibility: If you are a regular full-time or part-time employee (as defined in the Employee Handbook) and are no longer in a probationary period of employment, you may be eligible for a possible pay increase effective July 1st each year. If you are on an approved medical or personal leave of absence on July 1st and would otherwise have been eligible for the pay increase, the increase will likewise be effective July 1st. Eligibility is contingent upon acceptable job performance and approval of any compensation adjustments by the Board of Commissioners as part of the Annual Budget.

Annual Increases: You may receive an annual increase in one of the following ways -

- *Common Percentage Increase* - often referred to as a "cost of living" adjustment, the common percentage increase will be same increase, as applicable, as the amount determined as a result of the review in the "Adjustment of Pay Structure" section above. If the pay structure is increased overall by a common percentage, existing eligible employees as of July 1st will receive a pay increase by the same percentage.
- *Lump Sum* - in some cases, existing employees may be paid at rates that exceed the maximum pay rate for the pay grade assigned to their role. If this applies to you, any

or all of your annual increase that would otherwise be a common percentage increase will be paid to you on the first payroll of July in the form of a lump sum payment.

Other Compensation Adjustments

Promotions: If you are placed on a regular full-time basis in a job in a pay grade higher than your current pay grade, this is considered a promotion. All promotions must be approved by your *Functional Director*. Promotions of employees to supervisory roles must be approved by the *City Manager*. All changes must be communicated to the *Human Resources Department*.

At the time of promotion, your compensation will be adjusted to reflect the increased demands and responsibilities of your new assignment. Your compensation will be adjusted to the greater of the "under 2 years" comparable hourly rate of the new position, or 105% of your current comparable hourly rate (a 5% increase, in other words). Exceptions require *City Manager* approval.

Certifications: The City encourages you to obtain certifications related to your area of responsibility. These certifications may take the form of professional certifications or additional licenses or classifications of licenses. In either case, each *Functional Director* has the discretion, with *City Manager* approval, to offer you additional compensation adjustments based upon certifications you obtain.

COMPENSATION POLICY

Other Compensation Adjustments (continued)

Temporary Reassignment: If you are assigned temporarily (for less than six consecutive months) to perform work on a higher-pay-grade position, any compensation adjustments will be at the discretion of your *Functional Director* in consultation with the *Finance and Human Resources Director* and the *City Manager*.

Lateral Reassignment: If you are reassigned from one position to another in the same pay grade, this is considered a lateral reassignment and no immediate compensation adjustments will occur. However, we encourage lateral reassignments that serve to broaden your skills, knowledge, and experience to improve City efficiency!

Reassignment to a Lower Pay Grade: In certain situations, as a condition of continued employment you may be reassigned to a position in a lower pay grade. In some situations, you may voluntarily request to move to a job in a lower pay grade. Whether or not a reduction in compensation should occur in either situation depends upon the following:

- Your current compensation in contrast with the compensation of others already serving the City in the role to which you are reassigned
- Your length of employment with the City and performance history
- Whether the reassignment is related to a reduction in force or other organizational change

In any of these situations, if your pay is to exceed the equitable amount a new employee in the reassigned role would receive, it will require *City Manager* approval.

Reclassification of Position: A job may be reclassified if warranted by significant changes in job responsibilities. To request a reclassification, department heads must submit a revised job description to the *Finance and Human Resources Director*. The market rate of the job will be determined based on a comparison of the job to available salary survey data. The job will be reassigned to a different pay grade if indicated by the new market rate for the job. Reclassification of a job to a higher pay grade normally would be treated as a promotion and must be approved by the *City Manager*. The Section regarding “reassignments to a lower pay grade” above would apply to reclassification of a job to a lower pay grade.

Equity Adjustments: Adjustments to correct compensation inconsistencies or inequitable situations related to pay may occasionally be necessary. Department Heads may recommend equity adjustments of up to 8% of salary and must submit a written justification for the pay adjustment. All such adjustments must be approved by the *City Manager* and must be submitted with the Annual Budget for approval by the *Board of Commissioners*.

Merit Increases: We conduct performance evaluations continually, but formally document them at least annually in the fall of each year. At the conclusion of the performance evaluations, Functional Directors make merit increase recommendations to the City Manager. If you receive a merit increase, it may be a percentage increase in your pay, or a one-time lump-sum payment.

EXHIBIT A – JOB DESCRIPTION TEMPLATE

CITY OF LAKE LAND

Position Description

Position Title _____ **Revised** _____

I. General Summary of Overall Responsibilities

[A brief paragraph describing the purpose of the job.]

II. Listing of Individual Duties and Responsibilities

Essential duties and responsibilities include those listed below and may be supplemented, as necessary. Reasonable accommodations may be made in accordance with the Americans with Disabilities Act (ADA). Other duties may also be assigned, as indicated below.

[Brief statements, in descending order of importance based on frequency and impact, of the essential job functions. Essential functions are those:

- For which the position exists to perform (e.g., Data Entry Operator job exists to operate computer keyboard to input data).
- For which there are a limited number of other employees available to perform the function.
- Highly specialized in nature requiring incumbents to be hired specifically because of the skill or ability to perform them.]

Performs other duties as assigned.

III. Minimum Knowledge and Training Required

[Paragraph describing required employee qualifications for the job including education and experience, certificates, licenses, knowledge, and abilities, etc.]

IV. Environmental Conditions

The following environmental conditions are representative of those an employee encounters while performing the essential functions of this job.

[Paragraph describing typical working conditions for the position.]

EXHIBIT B – PAY GRADES AND RANGES

PAY STRUCTURE				PAY BY POSITION EXPERIENCE LEVEL TARGET							
LAKELAND PAY GRADE	Grade Minimum	Grade Midpoint	Grade Maximum	Seasonal/ Temp/ PT Starting	Under 2 Yrs	2 - 4 Yrs	4 - 7 Yrs	7 - 10 Yrs	10 - 15 Yrs	15 - 20 Yrs	Over 20 Yrs
16	\$ 51.32	\$ 60.38	\$ 69.43	\$ 51.32	\$ 53.13	\$ 54.94	\$ 57.36	\$ 59.77	\$ 62.19	\$ 64.60	\$ 66.42
15	\$ 46.19	\$ 54.35	\$ 62.50	\$ 46.19	\$ 47.82	\$ 49.45	\$ 51.63	\$ 53.80	\$ 55.98	\$ 58.15	\$ 59.78
14	\$ 41.58	\$ 48.92	\$ 56.25	\$ 41.58	\$ 43.05	\$ 44.51	\$ 46.47	\$ 48.43	\$ 50.38	\$ 52.34	\$ 53.81
13	\$ 37.42	\$ 44.03	\$ 50.63	\$ 37.42	\$ 38.75	\$ 40.07	\$ 41.83	\$ 43.59	\$ 45.35	\$ 47.11	\$ 48.43
12	\$ 33.69	\$ 39.63	\$ 45.57	\$ 33.69	\$ 34.87	\$ 36.06	\$ 37.65	\$ 39.23	\$ 40.82	\$ 42.40	\$ 43.59
11	\$ 30.32	\$ 35.67	\$ 41.02	\$ 30.32	\$ 31.39	\$ 32.46	\$ 33.89	\$ 35.31	\$ 36.74	\$ 38.17	\$ 39.24
10	\$ 27.29	\$ 32.11	\$ 36.92	\$ 27.29	\$ 28.25	\$ 29.22	\$ 30.50	\$ 31.79	\$ 33.07	\$ 34.35	\$ 35.32
9	\$ 24.56	\$ 28.90	\$ 33.23	\$ 24.56	\$ 25.43	\$ 26.30	\$ 27.45	\$ 28.61	\$ 29.77	\$ 30.92	\$ 31.79
8	\$ 22.11	\$ 26.01	\$ 29.91	\$ 22.11	\$ 22.89	\$ 23.67	\$ 24.71	\$ 25.75	\$ 26.79	\$ 27.83	\$ 28.61
7	\$ 19.90	\$ 23.41	\$ 26.92	\$ 19.90	\$ 20.60	\$ 21.31	\$ 22.24	\$ 23.18	\$ 24.12	\$ 25.05	\$ 25.75
6	\$ 17.91	\$ 21.07	\$ 24.23	\$ 17.91	\$ 18.54	\$ 19.18	\$ 20.02	\$ 20.86	\$ 21.71	\$ 22.55	\$ 23.18
5	\$ 16.12	\$ 18.97	\$ 21.81	\$ 16.12	\$ 16.69	\$ 17.26	\$ 18.02	\$ 18.78	\$ 19.54	\$ 20.30	\$ 20.86
4	\$ 14.51	\$ 17.07	\$ 19.63	\$ 14.51	\$ 15.02	\$ 15.54	\$ 16.22	\$ 16.90	\$ 17.59	\$ 18.27	\$ 18.78
3	\$ 13.06	\$ 15.37	\$ 17.67	\$ 13.06	\$ 13.52	\$ 13.98	\$ 14.60	\$ 15.21	\$ 15.83	\$ 16.44	\$ 16.90
2	\$ 11.76	\$ 13.83	\$ 15.91	\$ 11.76	\$ 12.17	\$ 12.59	\$ 13.14	\$ 13.69	\$ 14.25	\$ 14.80	\$ 15.22
1	\$ 10.58	\$ 12.45	\$ 14.32	\$ 10.58	\$ 10.96	\$ 11.33	\$ 11.83	\$ 12.33	\$ 12.82	\$ 13.32	\$ 13.70

Meeting Cycle: Thursday, December 2, 2021

Subject: **Resolution** - adopting a revised City of Lakeland travel policy. *Sponsored by Michael Walker*

Staff Contact: Michael Walker, Finance & HR Director

STAFF RECOMMENDATION

We recommend that the Board of Commissioners approve the revised travel policy drafted and attached hereto. The City's current travel policy is dated 2004, and includes many manual processes that can now be automated through the use of the City's enterprise resource planning (ERP) system, Skyward. Authorizations to travel will be documented electronically through estimated travel costs submitted via the purchase requisition process, and reimbursements continue to be simplified through the use of per diem amounts. Along with this policy, a new travel expense reimbursement form has been created to relieve the administrative burden of the prior process.

Moreover, the policy language has been updated using the style and format of the Employee Handbook, and using sample policy guidance from the Society for Human Resources Management (SHRM).

BUDGET IMPACT

The revised travel policy should have no measurable budgetary impact.

DISCUSSION

Staff remains open to questions and potential edits.

RESOLUTION R-109-2021
ADOPTING A REVISED CITY OF LAKELAND
TRAVEL POLICY

WHEREAS, the City of Lakeland's current travel policy was last updated in 2004;
and,

WHEREAS, the procedures surrounding travel authorizations and approvals can
be automated through the use of the City's enterprise resource
planning system, and,

WHEREAS, the City of Lakeland Board of Commissioners desires to maintain the
highest level of accountability and efficiency for business travel
utilizing taxpayer funds:

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF
LAKELAND, TENNESSEE:**

SECTION 1: that the Travel Policy drafted and attached hereto, be adopted and
implemented in practice effective immediately.

APPROVED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee
this 9th day of December 2021, the public welfare requiring it.

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell
City Recorder

CITY OF
LAKE LAND
TENNESSEE



TRAVEL POLICY

TRAVEL POLICY

Overview

At the City of Lakeland, we reimburse you – our staff – for reasonable and necessary expenses incurred during approved work-related travel.

When traveling on behalf of your duties for the City, you should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety, especially as we all serve the citizens of Lakeland. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken in consultation with your supervisor or the City Manager.

Our travel policies are aligned with City reimbursement rules. All business-related travel paid with City of Lakeland funds must comply with all other City expenditure policies and may have additional requirements if such travel will ultimately be reimbursed to the City as part of a grant program.

As with any City policy, failure to follow this guidance may result in disciplinary action, up to and including termination of employment.

Authorization and Responsibility

Your travel must be authorized. You should verify that planned business travel is eligible for reimbursement before making travel arrangements. This prior approval is formally documented in the City's enterprise resource management (ERP) system (currently Skyward) by entering your estimated travel costs in a requisition. This requisition serves as the tool ensuring that both your functional Director and the City Manager authorize the travel.

Requisitions:

Requisition requests in Skyward are how you obtain prior authorization for travel on City business. You should –

- enter a requisition with the hotel, rental car agency, conference provider, etc. as the vendor if they will be paid directly via check;
- enter a requisition with the credit card company as the vendor if travel or conference costs will be paid via City credit card; or
- enter a requisition with yourself as the vendor if the travel costs will be reimbursed directly to you.

If the payee is not set up as a vendor in Skyward already, contact Finance prior to entering your requisition.

TRAVEL POLICY

Authorization and Responsibility (continued)

Within 30 days of completion of a trip, you must complete and submit a travel reimbursement form and supporting documentation to obtain reimbursement of expenses.

You may not approve your own travel or reimbursement. The travel reimbursement form must be signed by you and by your functional Director. If the reimbursement exceeds the amount of the initial approval captured in the requisition process, it must be signed by the City Manager as well.

Travel and reimbursement for functional Directors must be approved by the City Manager.

After all approvals are obtained, the travel reimbursement request and supporting documentation should be submitted to the Finance Department to be matched to the purchase order created by your approved requisition. After all documentation is received and matched, payment will be made to you.

Reimbursement may be withheld if there is reason to believe that the expenditures are inappropriate or extravagant.

Personal Funds

You should review reimbursement guidelines before spending your own money for business travel to determine if such expenses are reimbursable. See the *Travel Expenses/Procedures* section for details. The City reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures.

If you use personal funds to facilitate travel arrangements, you will not be reimbursed until after the trip occurs and proper documentation is submitted.

Vacation in Conjunction with Business Travel

In cases in which vacation time is added to a business trip, any cost variance in airfare, car rental, or lodging must be discussed with your functional Director and the City Manager prior to booking. The City will not prepay any personal expenses or cost increase for added vacation time with the intention of being “repaid” at a later time, nor will any personal expenses be reimbursed.

Policy Post-It

Your business travel is considered to be “pre-authorized” when you enter a requisition in Skyward and it’s ultimately approved by the City Manager – it is then converted to a purchase order (P.O.) and you can obtain the P.O. number from Finance to reference on your travel reimbursement form or match to vendor receipts.

TRAVEL POLICY

Exceptions

Occasionally it may be necessary for you to request exceptions to this travel policy. Requests for exceptions to the policy must be made in writing and approved by the City Manager.

Additionally, this policy's pre-approval requirements are not intended to apply to routine business travel using a personal automobile within Shelby County, Tennessee, that occurs in the normal course of business. Reimbursement will be made at the current federal Internal Revenue Service (IRS) mileage reimbursement rate.

Travel Expenses/Procedures

General Information

Authorized business travel for staff that includes prepayments must be pre-approved.

Requests for reimbursement of expenses are to be submitted on a travel reimbursement form, which documents the original purchase order (P.O.) number assigned when your requisition in Skyward was approved. The Finance department will match this travel reimbursement form to the P.O. prior to reimbursing you.

Permissible Prepaid Travel Expenses

Before the travel, the City of Lakeland may issue prepayments for airfare, rail transportation, rental vehicles, conference registration fees, and cash advances. Applicable policies and methods of payments for these prepayments follow.

Policy Post-It

Costs to be paid directly to vendors via City credit card (or in some cases, by check) should be entered on separate requisitions. No payments will be made until the City Manager has approved the requisition.

When considering which method of travel to use, always keep in mind the method that 1) gets City business done most efficiently and 2) protects our use of public resources!

Airfare. Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Airfare may be prepaid using a City credit card only after a requisition has been fully approved and converted to a P.O. payable to the credit card company.

Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing. Flights booked within two (2) weeks of the travel date require documented City Manager approval.

Coach class or economy tickets must be purchased for all flights.

Rail transportation. The City will prepay rail transportation provided that the cost does not exceed the cost of the least expensive airfare.

TRAVEL POLICY

Permissible Prepaid Travel Expenses (continued)

Rental vehicles. The City will pay for approved use of a rental vehicle. Rental vehicle expenses may be prepaid using a City credit card only after a requisition has been fully approved and converted to a P.O. payable to the credit card company. *See the section on reimbursements below if you choose to use personal funds for the rental vehicle and seek reimbursement.*

At the City's sole discretion, you may be required to use a City vehicle for travel within the State of Tennessee rather than procuring a rental vehicle. If a City vehicle is used, you are responsible for ensuring it is used for business purposes only, and you will be reimbursed for any actual out of pocket fuel costs. Repair costs while traveling require functional Director approval, and City Manager approval if in excess of \$100.

Conference registration fees. Conference registration fees can be prepaid with a credit card City credit card only after a requisition has been fully approved and converted to a P.O. payable to the credit card company, or prepaid via check upon approval of a requisition payable to the conference provider. Business-related banquets or meals that are considered part of the conference can be paid with the registration fees; however, such meals must be deducted from your per diem allowance.

Travel advances. Cash advances are authorized for specific situations that might cause you undue financial hardship. These situations require approval by your functional Director and the

City Manager, and you should indicate in the notes of your requisition for approval that a travel advance is requested.

Expenses associated with the travel must be reconciled and substantiated within two weeks of the return date. You must repay the City for any advances in excess of the approved reimbursable expenses.

Travel advances are processed by submitting a requisition in Skyward, payable to you as the vendor, and indicating in the notes that a travel advance is requested. Reimbursement for any remaining expenses is processed on a Travel Reimbursement form.

Reimbursements

Requests for reimbursements of travel-related expenses are submitted on a Travel Reimbursement form. This form must be accompanied by supporting documentation. If the requested reimbursement exceeds the total pre-trip estimate, the Travel Reimbursement form must be signed by the City Manager.

These forms must be submitted to the Finance department within two weeks after the trip is completed. Travel Reimbursement forms not submitted within this time frame require exception approval from the City Manager.

TRAVEL POLICY

Reimbursements (continued)

Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required. Reimbursements that may be paid by the City are shown below.

Airfare. If the airfare was not prepaid by the business office, an original itemized airline receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Rail transportation. If rail transportation was not prepaid by the business office, an original itemized receipt, original e-ticket receipt/statement or Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made. You must also include documentation demonstrating that the cost of rail transportation was less than the most economical airfare to your destination.

Automobile (personally owned–domestic travel). A valid driver's license issued within the United States and personal automobile insurance are required for

expenses to be reimbursed. You should be aware of the extent of coverage (if any) provided by your automobile insurance company for travel that is business or not personal in nature.

Reimbursement for use of a personal automobile is based on the City's mileage rate, which is set annually and equals the IRS business mileage reimbursement rate. Current rates are listed at the following web address:

<https://www.irs.gov/tax-professionals/standard-mileage-rates>

Policy Post-It

To get reimbursed for out-of-pocket travel costs and mileage, you must fill out the Travel Reimbursement Form at the back of this policy, which will also be posted on our SharePoint site.

The form should reference the P.O. number created by your pre-authorization requisition, be signed by your functional Director, and have all backup supporting documentation with it before turning it in to Finance for payment.

A staff travel reimbursement form is required for reimbursement, accompanied by a mileage log or print out of miles traveled (such as Google maps directions, etc.).

Automobile (rental–domestic travel).

Reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible. Vehicle rental at a destination city is reimbursable. Original receipts are required, showing proof of payment.

The City of Lakeland authorizes reimbursement for the most economic vehicle available.

TRAVEL POLICY

Reimbursements (continued)

In certain circumstances larger vehicles may be rented, with City Manager approval. The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Drivers must adhere to the rental requirements, and restrictions must be followed. Original receipts are required.

When vehicle rentals are necessary, the City encourages you to purchase collision damage waiver (CDW) and loss damage waiver (LDW) coverage. We will reimburse the cost of CDW and LDW coverage; all other insurance reimbursements will be denied.

You should be aware of the extent of coverage (if any) provided by your automobile insurance company for travel that is business or not personal in nature.

Parking fees, tolls and other incidental costs associated with the vehicle use are not covered by the rental agreement.

You are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

Automobile (City-owned vehicle for in-State travel). If you are required to use a City vehicle for your in-State business travel, you will be reimbursed for the actual costs of operation incurred supported by receipts with your travel reimbursement form. Repair costs incurred while traveling require functional Director

approval, and those in excess of \$100 require City Manager approval.

Conference registration fees. If the conference fee was not prepaid, we will reimburse these fees, including business-related banquets or meals that are part of the conference registration. Original receipts to support the payment are required. If the conference does not provide a receipt, then a cancelled check, credit card slip/statement or documentation that the amount was paid is required for reimbursement.

A prorated amount for the meals provided must be deducted from the traveler's per diem. See Meals (per diem) for more detail. Entertainment activities such as golf outings and sightseeing tours will not be reimbursed.

Registration fees paid directly by an individual will not be reimbursed until the conference is completed.

Lodging (commercial). The cost of overnight lodging (room rate and tax only) will be reimbursed to the traveler if the authorized travel is 45 miles or more from the traveler's home or primary worksite.

Exceptions to this restriction may be approved in writing by the City Manager.

The City of Lakeland will reimburse lodging expenses at reasonable, single occupancy or standard business room rates.

TRAVEL POLICY

Reimbursements (continued)

When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate.

Only single room rates are authorized for payment or reimbursement unless the second party is representing the agency in an authorized capacity. If the lodging receipt shows more than a single occupancy, the single room rate must be noted. If reimbursement for more than the single room rate is requested, the name of the second person must be included.

Policy Post-It

Your cost of meals while traveling overnight is reimbursed on a “per diem” basis, meaning we will pay you the standard amount listed on the GSA website for the travel destination – you don’t have to keep meal receipts!

The GSA amount is adjusted for departure and return dates, following the GSA guidance.

Meals (per diem). Per diem allowances are reimbursable for in-state overnight travel that is 45 miles or more from the traveler’s home or primary worksite.

Per diem allowances are applicable for all out-of-state travel that is 45 miles or more from the traveler’s home or primary worksite.

The City of Lakeland’s per diem rates are based on the U.S. General Services Administration (GSA) Guidelines, which vary by city location. In addition to meals these rates include incidental expenses such as laundry, dry cleaning, and service tips (e.g., housekeeping or porter tips). Incidental expenses, unless specifically cited in this policy, will not be reimbursed.

Per diem reimbursements are based on departure and return times over the entire 24-hour day and are prorated in accordance with GSA Guidelines.

If a free meal is served on the plane, included in a conference registration fee, built in to the standard single hotel room rate, or replaced by a legitimate business meal, the per diem allowance for that meal may not be claimed.

Receipts are not required for per diem allowances. Per diem allowances are reimbursed after the trip is completed.

GSA rates and guidelines are currently found online at the following web address:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Business meals. You are required to follow the City’s expenditure policies when requesting reimbursement for business meals. Original itemized receipts are required.

TRAVEL POLICY

Reimbursements (continued)

Business Meal vs. Travel Meal:

A “travel meal” is simply the cost of your personal meals when out of town on City business, that has no other business purpose.

A “business meal” is a meal that, even if incurred while in Lakeland, would serve a business purpose (such as to discuss City business over the course of the meal).

Business meals must still follow all State of Tennessee guidelines for municipalities, and if you are unsure whether a meal qualifies as a business meal, discuss it with the Finance Director or the City Manager.

Business expenses. Business expenses, including faxes, photocopies, Internet charges, data ports and business telephone calls incurred while on travel status, can be reimbursed. Original itemized receipts are required.

Parking. Original receipts are required for parking fees (including airport parking). The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

Telephone calls. The costs of personal telephone calls are the responsibility of the individual.

Tolls. Original receipts are required for tolls totaling \$10 or more.

Miscellaneous transportation. Original receipts are required for taxi, bus, subway, metro, ferry, and other modes of transportation if costs are \$10 or more for each occurrence.

Visa, passport fees and immunizations. If these items are required for international travel, their reimbursement is left to the discretion of the City Manager. If approved, original itemized receipts are required.

Nonreimbursable Travel Expenses

The following items that may be associated with business travel will not be reimbursed by the City of Lakeland:

- Airline club memberships.
- Airline upgrades.
- Business or first class for all flights.
- Childcare, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between home and the primary work location.
- Costs incurred by traveler’s failure to cancel travel or hotel reservations in a timely fashion.
- Evening or formal wear expenses.
- Haircuts and personal grooming.
- Laundry and dry cleaning.
- Passports, vaccinations, and visas when not required as a specific and necessary condition of the travel assignment.

TRAVEL POLICY

Nonreimbursable Travel Expenses (continued)

- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities, and related incidental costs.
- Travel accident insurance premiums or purchase of additional travel insurance.
- Other expenses not directly related to the business travel.

Travel for Non-Employees

Additional costs for travel, lodging, meal, or other travel expenses for spouses or other family members will not be reimbursed unless the individual has a bona fide business purpose for engaging in the travel or attending the event. Such travel would require City Manager approval.

Policy Post-It

Certain costs associated with travel are not reimbursed – review the list to be sure you do not run into surprises while traveling for the City!

In general, traveling with a non-employee (spouses, partners, family members) means that you will pick up the tab for their travel – any exceptions to this require City Manager approval.

CITY OF LAKELAND
TRAVEL POLICY - TRAVEL REIMBURSEMENT FORM

Employee Name:		P.O. Number:	
Purpose of Trip:			
Destination City:		Departure Date:	
		Return Date:	

Meals and Incidentals Per Diem (attach gsa.gov supporting documentation):

First Day of Travel per diem for destination city			
Daily meals and incidentals per diem for destination city (full days only)	No. of Full Days	Daily Rate	
Last Day of Travel per diem for destination city			
Subtotal			
<i>Per Diem rate of meals provided at conference, included in hotel rate, and business meals</i>			
Total Meals and Incidentals Per Diem due Employee			

Other Costs for Reimbursement:

Mileage reimbursement for use of personal vehicle (attach support for miles driven)	Miles Total	IRS Mileage Rate	
List other costs to be reimbursed, allowable by Travel Policy (attach receipts):			
Total reimbursement due employee			

By signing below, I certify that the above items requested for reimbursement were incurred by me while on City business.

	<u> </u> <i>Date</i>
Employee Signature: _____	_____
Functional Director Approval: _____	_____
City Manager Approval: _____	_____

(City Manager approval only required if the reimbursement exceeds the original estimated P.O.)

Meeting Cycle: Thursday, December 2, 2021

Subject: **Resolution** - adopting a revised City of Lakeland vehicle use policy.
Sponsored by Michael Walker

Staff Contact: Michael Walker, Finance & HR Director

STAFF RECOMMENDATION

Staff recommends Board of Commissioners approval of the revised vehicle use policy. The current policy is dated 2004, and the new policy uses guidelines and examples from SHRM and well as updates the form and content to be consistent with recently revised City policies, including the revised Employee Handbook.

BUDGET IMPACT

There is no monetary impact to the budget for this revised policy.

DISCUSSION

Staff remains open to questions and potential edits to this policy.

RESOLUTION R-110-2021
ADOPTING A REVISED CITY OF LAKELAND
VEHICLE USE POLICY

WHEREAS, the City of Lakeland's current vehicle use policy was last updated in 2004; and,

WHEREAS, the City of Lakeland Board of Commissioners desires to maintain the highest level of safety and accountability for use of City-owned vehicles acquired with taxpayer funds:

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LAKELAND, TENNESSEE:

SECTION 1: that the Vehicle Use Policy drafted and attached hereto, be adopted and implemented in practice effective immediately.

APPROVED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee this 9th day of December 2021, the public welfare requiring it.

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell
City Recorder

CITY OF LAKELAND TENNESSEE



VEHICLE USE POLICY

VEHICLE USE POLICY

General Vehicle Use Policy

The City of Lakeland (the "City" or "we") provides vehicles for business use to allow employees ("you") to drive on City-designated business and to reimburse you for business use of personal vehicles according to the guidelines below. We retain the right to amend or terminate this policy at any time.

The term "vehicle," as used in these guidelines, includes any property owned by the City that has a motor designed to convey the property across any distance.

Operational Requirements and Restrictions

1. You may not drive any City vehicles without prior approval of your supervisor. Prior to approving a driver and periodically thereafter, supervisors must check the employee's driving record. If you are approved to drive on City business, you are required to inform your supervisor of any changes that may affect either your legal or physical ability to drive or your continued insurability.
2. You may not operate any City vehicle without a valid driver's license (including any required endorsements for a particular vehicle) on your possession at all times while operating the vehicle.
3. If your position requires regular driving for business as an essential job function you must, as a condition of

employment, be able to meet the driver approval standards of this policy at all times.

4. Where possible, City vehicles will be permanently assigned to departments/functions that have demonstrated a continued need for them. Additional vehicles may be maintained in a motor pool for use by individual employees, as needed.
5. You may be assigned a company vehicle for your use if you need transportation in the course of your normal work. Otherwise, you may use vehicles assigned to your department or those drawn from the motor pool, if available. As a last alternative, when no City vehicles are available, you may use your own vehicle for business purposes (such as in the case of business travel) with prior approval of your supervisor.
6. In addition to meeting the approval requirements above, you must exercise due diligence to drive safely and to maintain the security of the vehicle and its contents. Use of handheld cell phones (including texting) while behind the wheel of a moving vehicle being used on City business is strictly prohibited. You are responsible for any driving infractions or fines as a result of your driving.
7. Nonemployees and nonbusiness passengers (i.e., family and friends) are prohibited from riding in City vehicles without prior City Manager approval.

VEHICLE USE POLICY

Operational Requirements and Restrictions (continued)

8. If you use your personal vehicle for approved City business purposes, you will receive a mileage allowance equal to the Internal Revenue Service optional mileage allowance for such usage. This allowance is to compensate for the cost of gasoline, oil, depreciation, and insurance. In such cases, you should consider obtaining auto liability coverage for bodily injury and property damage with a special endorsement for business use, when necessary, as determined by your personal insurance agent.
9. You must adhere to all safety precautions when operating a City vehicle, including but not limited to –
 - a. using seat belts at all times,
 - b. ensuring passengers and other employees are only riding in designated occupant spaces,
 - c. observing all traffic laws, including speed limits, and
 - d. ensuring that neither the operator nor any passengers smoke, vape, or use any nicotine products while in a City vehicle.
10. You must report any accident, theft, or malicious damage involving a City vehicle to your supervisor, the City Manager, and the Human Resources Department, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 48 hours after the incident. You are expected to cooperate fully with authorities in the event of an accident. However, you should make no voluntary statement other than in reply to questions of investigating officers.
11. When you are on call on a 24-hour basis, you may be allowed to take a City vehicle home so you can respond as soon as possible. You will need to provide a written acknowledgment that you fully understand that the vehicle is used only as part of emergency response and not for personal use.
12. You are not permitted, under any circumstances, to operate a City vehicle or a personal vehicle for City business when any physical or mental impairment causes you to be unable to drive safely. Additionally, you shall not operate any City vehicle at any time or operate any personal vehicle while on City business while using or consuming alcohol, illegal drugs, or prescription medications that may affect your ability to drive. These prohibitions include circumstances in which you are temporarily unable to operate a vehicle safely or legally because of impairment, illness, medication, or intoxication.
13. You must notify your supervisor of any vehicle mechanical problems or safety concerns noted.

Meeting Cycle: Thursday, December 2, 2021

Subject: **Resolution** - approving Task Order #4 of the Master Services Agreement with True North Geographic Technologies for Cityworks Storeroom implementation. *Sponsored by Josh Thompson*

Staff Contact: Josh Thompson, GIS Manager

STAFF RECOMMENDATION

Staff recommends approval of Task Order #4 – Cityworks Storeroom Implementation in the amount of Twelve Thousand Eight Hundred Dollars (\$12,800).

BUDGET IMPACT

This Task Order, in the amount of Twelve Thousand Eight Hundred Dollars (\$12,800), will be funded from the General Fund – Other Professional Services. This expense is a budgeted item in the approved Fiscal Year 2021-22 budget.

DISCUSSION

Storeroom is an inventory management tool within the Cityworks platform. It tracks materials from multiple storage areas used in daily work activities. Storeroom manages stock, costs, and suppliers and supports barcode technology, cycle audits, and multiple inventory and cost methods. The associated costs include setup, configuration, and testing.

City of Lakeland, TN – Master Services Agreement

Task Order #4 - Cityworks Storeroom Implementation

October 26, 2021

Overview

This task order includes professional services to implement Cityworks Storeroom for the City of Lakeland (Lakeland). Cityworks Storeroom tracks incoming and outgoing materials from multiple storage areas, including work vehicles. It also manages stock, material cost, suppliers, and requisitions. Storeroom supports cycle counts, barcode technology, ABC valuation, and LIFO/FIFO and weighted average cost types.

Scope of Work

True North will configure Storeroom in Lakeland's hosted Cityworks AMS environment. This includes materials (MaterialUid, Description, Manufacturer, Supplier, UnitCost and Unit of Measure) and a generic stock-on-hand quantity for each material. This initial configuration will allow users to add materials to Work Orders in Lakeland's Cityworks TEST environment. After testing, True North will complete advanced configurations that may include additional storerooms, barcodes and barcode scanners, material updates and audit/inventory parameters. True North will coordinate with Lakeland resources to obtain the required Storeroom information. The project will be ongoing until the audit/inventory is completed by Lakeland.

Key Assumptions:

- Lakeland staff will be available for project meetings.
- Lakeland will designate an executive within the organization to be the project sponsor.
- Lakeland staff will review deliverables in agreed upon timeframes.
- Lakeland will provide data, forms, and relevant details for workflows that will be configured in Cityworks PLL.
- Lakeland will maintain adequate internet bandwidth to support working with the hosted environment.
- Lakeland will maintain all required software licenses.
- Lakeland staff will pursue appropriate Esri and Cityworks training (as needed) to supplement current knowledge.
- Lakeland will perform an audit to determine an accurate count for material quantities.
- Lakeland will manage barcode generation for materials using the established MaterialUid.

Cityworks Storeroom Implementation Cost: \$12,800

Agreement

The City of Lakeland approves **Task Order #4 - Cityworks Storeroom Implementation** dated October 26, 2021, for professional services in the amount of \$12,800.

CLIENT

True North Geographic Technologies LLC

Client Name

True North Representative

Address 1

____/____/____
Date

Address 2

City/State/Zip

Authorized Signature

Printed Name

____/____/____
Date



ArcGIS Online
Specialty



ArcGIS for
Local Government
Specialty



Release Ready
Specialty



esri Partner Network
Gold

Cityworks[®]
Partner Network

RESOLUTION R-111-2021
APPROVING TASK ORDER #4 OF THE MASTER SERVICES AGREEMENT
WITH TRUE NORTH GEOGRAPHIC TECHNOLOGIES FOR CITYWORKS
STOREROOM IMPLEMENTATION

WHEREAS, the City of Lakeland desires an inventory management solution;
and,

WHEREAS, the solution is an available add-in in the Cityworks platform; and,

WHEREAS, the purchase will be funded from the Fiscal Year 2021-22 Annual
Budget from the General Fund.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF
LAKELAND, TENNESSEE: That the City Manager is hereby authorized to approve
Task Order #4 - Cityworks Storeroom Implementation in the amount of Twelve
Thousand, Eight Hundred Dollars (\$12,800).

APPROVED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee
this 9th day of December 2021, the public welfare requiring it.

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell
City Recorder

Meeting Cycle: Thursday, December 2, 2021

Subject: **Resolution** - accepting dedication of public improvements and authorizing the reduction of Security for Public and Common Improvements in Oakwood Grove Subdivision Phase 5. *Sponsored by Emily Harrell*

Staff Contact: Emily Harrell, City Engineer

STAFF RECOMMENDATION

Staff recommends the Board of Commissioners, by resolution, accept the dedication of public improvements and authorize the reduction of Security for Public and Common Improvements in Oakwood Grove Subdivision Phase 5.

BUDGET IMPACT

TFB, LLC provided Security in the amount of \$50,000 for public and common improvements within Oakwood Grove Subdivision Phase 5. All public improvements are complete with the exception of surface asphalt. A reduction in Security to \$20,000 will cover the surface asphalt and any remaining warranty work.

DISCUSSION

Oakwood Grove Phase 5 Final Plat was approved by the Municipal Planning Commission on November 19, 2021. All public improvements are complete and have been inspected and approved by the Engineering Department with the exception of the surface asphalt . A one-year warranty will be provided on all public improvements from the date of acceptance. The remaining \$20,000 will be held for the surface asphalt and any additional warranty work.

A RESOLUTION ACCEPTING DEDICATION OF PUBLIC IMPROVEMENTS AND
AUTHORIZING THE REDUCTION OF SECURITY FOR PUBLIC AND COMMON
IMPROVEMENTS IN OAKWOOD GROVE SUBDIVISION PHASE 5

WHEREAS, TFB, LLC issued a letter of credit to the City of Lakeland as a Security for the construction of Public and Common Improvements in Oakwood Grove Subdivision Phase 5 in the amount of Fifty Thousand Dollars (\$50,000.00); and,

WHEREAS, the Developer has completed all punch list items with the exception of the final surface course asphalt; and,

WHEREAS, all public improvements in Oakwood Grove Subdivision Phase 5 shall be warrantied for a period of one (1) year from the date of acceptance; and,

WHEREAS, the City Engineer has reviewed the request for reduction of security and recommends a reduction from Fifty Thousand Dollars (\$50,000.00) to Twenty Thousand Dollars (\$20,000.00).

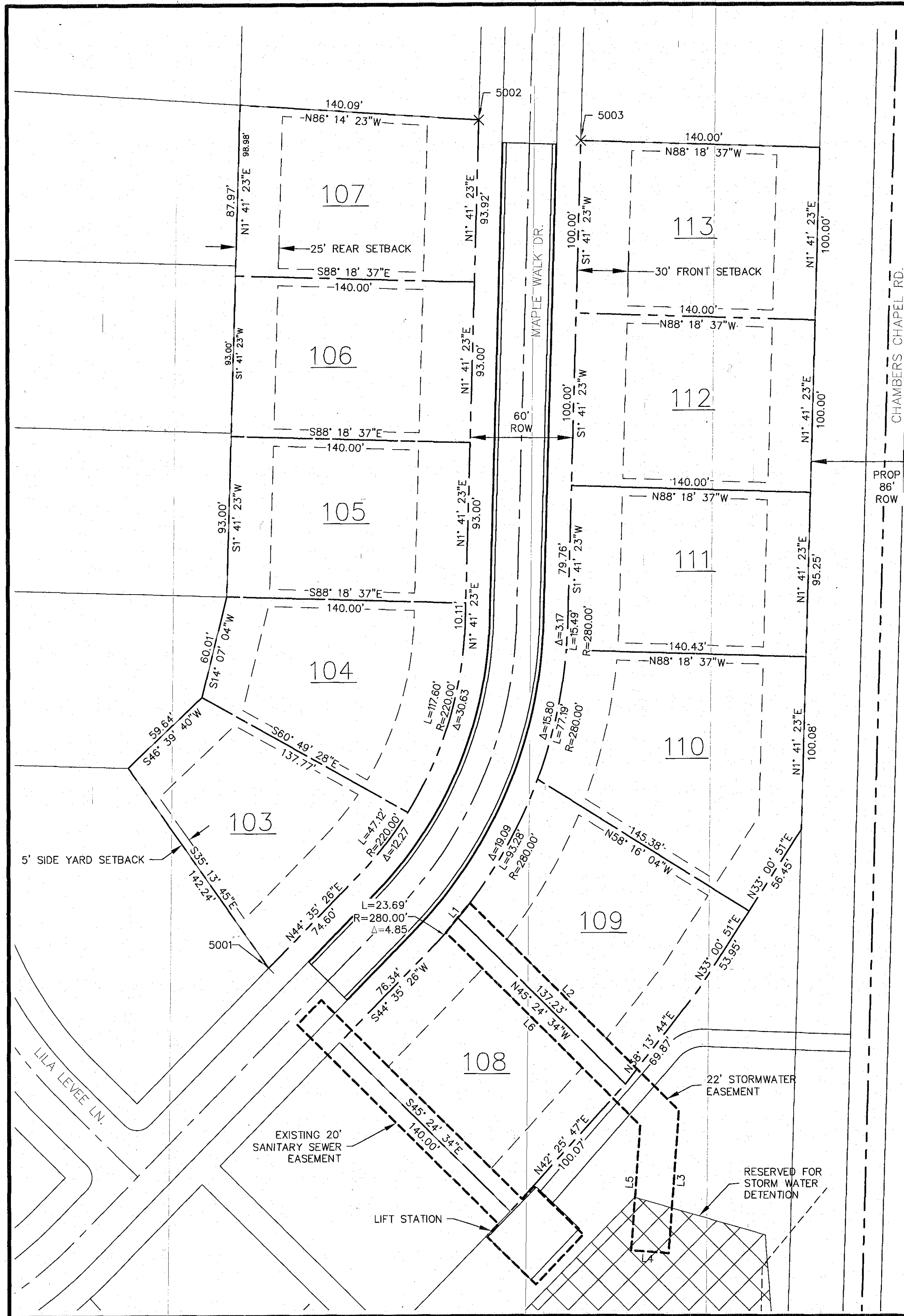
NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LAKE LAND, TENNESSEE: hereby accept the Dedication of Public Improvements and authorize the reduction of the Security for Public and Common Improvements in Oakwood Grove Subdivision Phase 5 from Fifty Thousand Dollars (\$50,000.00) to Twenty Thousand Dollars (\$20,000.00).

PASSED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee on this 9th day of December 2021, public welfare requiring it.

Mike Cunningham, *Mayor*

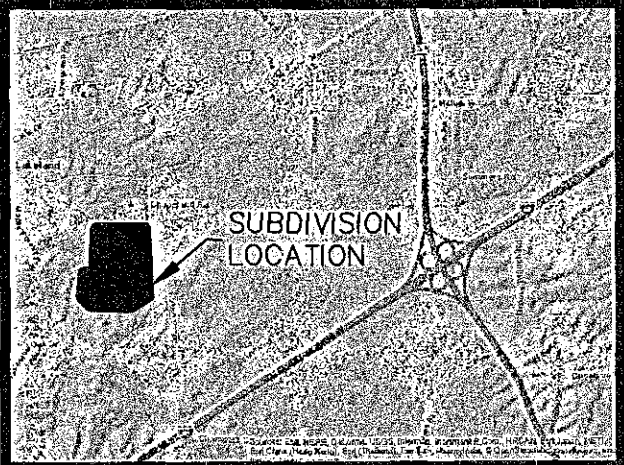
ATTEST:

Debra Murrell
City Recorder



LEGEND

- SUBDIVISION PROPERTY/ BOUNDARY LINE
- LOT LINES
- PROPOSED RETENTION AREA
- EXISTING STREAM
- PROPOSED ROAD
- PROPOSED UTILITY EASEMENT
- BUILDING SETBACK



VICINITY MAP
NTS

GRAPHIC SCALE



(IN FEET)
1 inch = 40 ft.

SITE DATA TABLE
(PHASE 3)

SIZE OF TRACT (AC)	6.6
ZONING CLASSIFICATION	R2,052,055
NUMBER OF LOTS	11
DENSITY (UNITS/AC)	1.7
COMMON OPEN SPACE (AC)	2.4

MONUMENTS

POINT NO.	NORTHING	EASTING	DESCRIPTION
5001	357287.7	860975.0	IRON PIN
5002	357778.7	861099.1	IRON PIN
5003	357766.7	861158.8	IRON PIN

SIDEWALK CHART

STREET NAME	PLANTING ZONE/GRASS STRIP WIDTH (FT)	SIDEWALK WIDTH (FT)
MAPLE WALK RD.	9.0	5.0

SETBACKS

ZONING	FRONT SETBACK	SIDE SETBACK	REAR SETBACK	LOT NUMBERS
R-2	30 FT	5 FT	25 FT	103-113

JAMES T. & JEFFIE M. DACUS
ZONED: AG
INST. #AL5927

Line #	Length	Direction
L1	22.08	N39° 44' 23.36"E
L2	171.49	S45° 24' 34.46"E
L3	82.76	S4° 14' 30.23"W
L4	22.00	N85° 45' 29.77"W
L5	72.58	N4° 14' 30.23"E
L6	159.45	N45° 24' 34.46"W

LOT AREA TABLE
PHASE 5

Lot Number	Zoning	Square Feet	Min FFE
103	R-2	12,578	287.3
104	R-2	13,308	287.0
105	R-2	13,020	287.1
106	R-2	13,020	287.5
107	R-2	13,502	287.7
108	R-2	13,819	287.0
109	R-2	15,069	286.7
110	R-2	17,035	286.3
111	R-2	13,337	286.3
112	R-2	14,000	286.1
113	R-2	14,000	286.6

MINIMUM NO
OF STREET
TREES PER LOT

LOT #	NO. OF TREES
103	2
104	2
105	2
106	2
107	2
108	2
109	2
110	2
111	2
112	2
113	2

GENERAL NOTES:

- ALL LOTS HAVE A 5' UTILITY EASEMENT AROUND THE PERIMETER OF THE LOT
- ALL LOTS SHALL COMPLY WITH CITY OF LAKEWOOD TREE MANAGEMENT ORDINANCE
- ALL LOTS IN THIS SUBDIVISION ARE SUBJECT TO THE DECLARATION OF COVENANTS AND RESTRICTIONS AS RECORDED IN THE SHELBY COUNTY REGISTER'S OFFICE
- THE CITY OF LAKEWOOD SHALL HAVE THE RIGHT TO ENTER THE PROPERTY FOR THE PURPOSE OF MAINTAINING DRAINAGE, WATER, AND SEWER SYSTEMS WITHIN PUBLIC EASEMENTS. HOWEVER, THE CITY DOES NOT HAVE THE RESPONSIBILITY TO REPAIR ANY DAMAGE TO THE GROUND CAUSED BY SOIL SETTLEMENT OR OTHER REASONS THAT ARE NOT CAUSED DIRECTLY BY THE CITY'S ACTION OF PERFORMING MAINTENANCE TO THE UNDERGROUND SYSTEM.
- STREET TREE NOTES:
 - A) EACH LOT SHALL HAVE ONE (1) TREE (2"-2.5" CALIPER MINIMUM) FOR EVERY FORTY (40) FEET OF STREET FRONTAGE WITH A MINIMUM OF ONE (1) STREET TREE PER STREET FRONTAGE.
 - B) STREET TREE SPACING MAY BE ADJUSTED TO ACCOMMODATE DRIVEWAYS, UTILITIES, ETC. SO LONG AS THE MINIMUM SPACING REQUIREMENT IS MET.
 - C) STREET TREES SHALL BE MEDIUM OR LARGE OVERSTORY TREES IN ACCORDANCE WITH THE CITY OF LAKEWOOD TREE SPECIES SELECTION LIST.
- STORMWATER MANAGEMENT PLAN:
 - THE AREAS DENOTED BY "RESERVED FOR STORM WATER DETENTION" SHALL NOT BE USED AS A BUILDING SITE OR FILLED WITHOUT FIRST OBTAINING WRITTEN PERMISSION FROM THE CITY ENGINEER. THE STORM WATER DETENTION SYSTEMS LOCATED IN THESE AREAS EXCEPT FOR THOSE PARTS LOCATED IN A PUBLIC DRAINAGE EASEMENT, SHALL BE OWNED AND MAINTAINED BY THE PROPERTY OWNER AND/OR PROPERTY OWNER'S ASSOCIATION. SUCH MAINTENANCE SHALL BE PERFORMED SO AS TO ENSURE THAT THE SYSTEM OPERATES IN ACCORDANCE WITH THE APPROVED PLAN ON FILE IN THE CITY ENGINEER'S OFFICE. SUCH MAINTENANCE SHALL INCLUDE, BUT NOT BE LIMITED TO: REMOVAL OF SEDIMENTATION, FALLEN OBJECTS, DEBRIS AND TRASH, MOWING, AND OUTLET CLEANING.
- LOT DRAINAGE SHALL BE PROVIDED AT A MINIMUM OF 1% WITH SWALES ALONG THE PROPERTY LINES TO ALLOW PROPER DRAINAGE TO THE STORMWATER COLLECTION SYSTEM. FENCES OR OTHER OBSTACLES SHALL NOT IMPEDE THE DRAINAGE ALONG THESE SWALES OR BETWEEN LOTS.

PHASE 5 FINAL PLAT

PHASE 5
OAKWOOD GROVE SUBDIVISION
LAKEWOOD, TENNESSEE

DEVELOPER:
TFB, LLC.
8620 TRINITY RD
SUITE 202
CORDOVA, TN 38018
PHONE: (901)753-3950

ENGINEER:
LAWSON ENGINEERING AND
CONSULTING, INC.
5909 POLK ST.
ARLINGTON, TN 38002
PHONE: (901)383-3278
FAX: (901)867-5546

100 YEAR FLOOD
ELEVATION: N/A

FEMA MAP PANEL
NUMBER: 47157C0215 G

FEMA MAP DATE:
FEBRUARY 6, 2013

DATE: 10/14/21

SCALE: 1"=40'

SHEET 1 OF 2

JAMES T. DACUS JR
ZONED: AG
INST. #LK4078

Meeting Cycle: Thursday, December 2, 2021

Subject: **Resolution** - to approve the submittal of applications to the Memphis Urban Area Metropolitan Planning Organization (MPO) for funding through the 2023-2026 Transportation Improvement Program. *Sponsored by Emily Harrell*

Staff Contact: Emily Harrell, City Engineer

STAFF RECOMMENDATION

Staff recommends the Board of Commissioners, by resolution, approve the submittal of applications to the Memphis Urban Area Metropolitan Planning Organization (MPO) for funding through the 2023-2026 Transportation Improvements Program (TIP).

BUDGET IMPACT

Projects which receive funding through the TIP are funded with 80% Federal funds and a 20% Local match. A table will be provided showing the year of expenditure, estimated project cost and the local match required for each project on Thursday.

DISCUSSION

The Memphis Urban MPO manages State and Federal transportation dollars through the Transportation Improvement Plan (TIP). The TIP is a 4-year plan of prioritized transportation projects for our MPO area. Each project is ranked based on criteria recommended by the Engineering and Technical Committee and adopted by the Transportation Policy Board.

Applications for the upcoming 2023-2026 TIP are due January 12, 2022.

Staff proposes to submit applications for the following projects:

PROJECT	YEAR	DESCRIPTION
CAPITAL PROJECTS		
New Canada Road (Carry-Over)	2023	Carry over construction funds in case funds are not obligated by Sept 2022
Beverle Rivera from	2026	Extension of Beverle Rivera from Heron's Point to

Heron's Point to Chambers Chapel		Chambers Chapel. Construction anticipated 2029.
RESURFACING PROJECTS		
Resurfacing Canada Rd from I-40 to Hwy 64	2023	Mill and overlay Canada Road and bike/pedestrian trail from I-40 to Hwy 64. Construction anticipated 2024.
Resurfacing Seed Tick from Beverle Rivera to Hwy 70	2025	Mill and overlay Seed Tick Road from Beverle Rivera to Hwy 70. Construction anticipated 2026.
SIGNALIZATION PROJECTS		
Intersection Improvement at Memphis Arlington and Seed Tick	2023	Construct a roundabout at Memphis Arlington Road and Seed Tick Road. Construction anticipated 2026.
PEDESTRIAN & BICYCLE PROJECTS		
Scott's Creek Greenway	2024	Construct a bike and pedestrian trail to connect trail at Cool Springs Park to Lakeland Town Square. Construction anticipated 2026.
Davies Plantation Hwy 64 to I-40	2025	Improvements to Davies Plantation Road including on-street bike lanes and sidewalks. Construction anticipated 2027.
PLANS		
PAVER Pavement Management Software	2023	Implementation cost and hosting for PAVER
Transportation Safety Study	2024	Special study for intersection and roadway safety

A RESOLUTION TO APPROVE THE SUBMITTAL OF APPLICATIONS FOR FUNDING
THROUGH THE 2023-2026 TRANSPORTATION IMPROVEMENT PROGRAM

WHEREAS, the City proposes to submit applications to the Metropolitan Planning Organization (MPO) for funding through the Transportation Improvement Program (TIP) for the 2023-2026 funding cycle; and,

WHEREAS, the proposed projects include construction of New Canada Road, Beverle Rivera, Canada Rd Resurfacing, Seed Tick Resurfacing, Memphis Arlington at Seed Tick Intersection Improvements, Scotts Creek Greenway, Davies Plantation Improvements, PAVER Pavement Management System and a Transportation Safety Study.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LAKE LAND, TENNESSEE: hereby approve the submittal of applications of projects listed above for funding through the 2023-2026 Transportation Improvement Program

PASSED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee on this 9th day of December 2021, public welfare requiring it.

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell
City Recorder

RESOLUTION R-112-2021

A RESOLUTION APPROVING THE 2022 MEETING CALENDAR

WHEREAS, the Mayor and Board of Commissioners of Lakeland, Tennessee deems it appropriate to set the meeting calendar for the various consolidated Boards and Commissions;

NOW, THEREFORE BE IT RESOLVED that the Lakeland Mayor and Board of Commissioners hereby approve the attached 2022 Meeting Calendar for Lakeland Boards and Commissions.

PASSED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee on this 9th day of December, 2021.

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell
City Recorder

2022 Meeting Calendar for Lakeland Boards & Commissions

January 2022

3rd – School Board Work Session
6th – Board of Commissioners Work Session
10th – School Board Regular Meeting
11th – Parks/Natural Resources Board Meeting
13th – Board of Commissioners Regular Meeting
~~17th – Board of Appeals/Storm Water Board of Appeals Meeting * (MLK Holiday)~~
18th – Community Advisory Board Meeting
20th – Municipal Planning/Design Review Commission Meeting
27th – Economic Development Commission Meeting/Industrial Development Board

February 2022

3rd – Board of Commissioners Work Session
7th – School Board Work Session
8th – Parks/Natural Resources Board Meeting
10th – Board of Commissioners Regular Meeting
14th – School Board Regular Meeting
17th – Municipal Planning/Design Review Commission
21st – Board of Appeals/Storm Water Board of Appeals Meeting (Presidents Day) (If necessary)
24th – Economic Development Commission Meeting/Industrial Development Board

March 2022

3rd – Board of Commissioner Work Session
7th – School Board Regular Meeting
8th – Parks/Natural Resources Board Meeting
10th – Board of Commissioners Regular Meeting
14th – School Board Regular Meeting
15th – Community Advisory Board Meeting
17th – Municipal Planning/Design Review Commission
21st – Board of Appeals/Storm Water Board of Appeals Meeting *(if necessary)*
24th – Economic Development Commission Meeting/Industrial Development Board

April 2022

4th – School Board Work Session
7th – Board of Commissioners Work Session
11th – School Board Regular Meeting
12th – Parks/Natural Resources Board Meeting
14th – Board of Commissioners Regular Meeting
18th – Board of Appeals/Storm Water Board of Appeals Meeting *(if necessary)*
21st – Municipal Planning/Design Review Commission Meeting
28th – Economic Development Commission Meeting/Industrial Development Board

May 2022

2nd – School Board Work Session
5th – Board of Commissioners Work Session
9th – School Board Regular Meeting
10th – Parks/Natural Resources Board Meeting
12th – Board of Commissioners Regular Meeting * *(Town Hall Meeting)*
16th – Board of Appeals/Storm Water Board of Appeals Meeting *(if necessary)*
19th – Municipal Planning/Design Review Commission Meeting
26th – Economic Development Commission Meeting/Industrial Development Board

2022 Meeting Calendar for Lakeland Boards & Commissions

June 2022

- 2nd – Board of Commissioners Work Session
- 6th – School Board Work Session
- 9th – Board of Commissioners Regular Meeting
- 13th – School Board Regular Meeting
- 14th – Parks/Natural Resources Board Meeting
- 16th – Municipal Planning/Design Review Commission Meeting
- 21st – Community Advisory Board Meeting
- ~~20th – Board of Appeals/Storm Water Board of Appeals Meeting~~ * (Juneteenth Holiday Observed)
- 23rd – Economic Development Commission Meeting/Industrial Development Board

July 2022

- ~~4th – School Board Work Session~~ * (4th of July Holiday)
- 7th – Board of Commissioners Work Session
- 11th – School Board Regular Meeting
- 12th – Parks/Natural Resources Board Meeting
- 14th – Board of Commissioners Regular Meeting
- 18th – Board of Appeals/Storm Water Board of Appeals Meeting (if necessary)
- 21st – Municipal Planning/Design Review Commission
- 28th – Economic Development Commission Meeting/Industrial Development Board

August 2022

- 1st – School Board Work Session
- 4th – Board of Commissioners Work Session
- 8th – School Board Regular Meeting
- 9th – Parks/Natural Resources Board Regular Meeting
- 11th – Board of Commissioners Regular Meeting
- 15th – Board of Appeals/Storm Water Board of Appeals Meeting (if necessary)
- 18th – Municipal Planning/Design Review Commission Meeting
- 25th – Economic Development Commission Meeting/Industrial Development Board

September 2022

- 1st – Board of Commissioners Work Session
- ~~5th – School Board Work Session~~ * (Labor Day Holiday)
- 8th – Board of Commissioners Regular Meeting
- 12th – School Board Regular Meeting
- 13th – Parks/Natural Resources Board Regular Meeting
- 15th – Municipal Planning/Design Review Commission Meeting
- 19th – Board of Appeals/Storm Water Board of Appeals Meeting (if necessary)
- 20th – Community Advisory Board Meeting
- 22nd – Economic Development Commission Meeting/Industrial Development Board

October 2022

- 3rd – School Board Work Session Meeting
- 6th – Board of Commissioners Work Session
- 10th – School Board Regular Meeting (Columbus Day)
- 11th – Parks/Natural Resources Board Meeting
- 13th – Board of Commissioners Regular Meeting
- 17th – Board of Appeals/Storm Water Board of Appeals Meeting (if necessary)
- 20th – Municipal Planning/Design Review Commission Meeting
- 27th – Economic Development Commission Meeting/Industrial Development Board

2022 Meeting Calendar for Lakeland Boards & Commissions

November 2022

3rd – Board of Commissioners Work Session

7th – School Board Work Session

8th – Parks/Natural Resources Board Meeting

10th – Board of Commissioners Regular Meeting * (*Town Hall Meeting*)

14th – School Board Regular Meeting

17th – Municipal Planning/Design Review Commission Meeting

21st – Board of Appeals/Storm Water Board of Appeals Meeting (*if necessary*)

~~24th – Economic Development Commission Meeting/Industrial Development Board~~ * (*Thanksgiving Holiday*)

December 2022

1st – Board of Commissioners Work Session

5th – School Board Work Session

8th – Board of Commissioners Regular Meeting

12th – School Board Regular Meeting

13th – Parks/Natural Resources Board Meeting

15th – Municipal Planning/Design Review Commission Meeting

19th – Board of Appeals/Storm Water Board of Appeals Meeting (*if necessary*)

20st – Community Advisory Board Meeting

22nd – Economic Development Commission Meeting/Industrial Development Board

** City-Observed Holiday – City Hall Closed*

Holiday or Break Week

RESOLUTION R-115-2021
A RESOLUTION RECOGNIZING THE HARD WORK ON ALL FULL-TIME & PART-TIME CITY OF LAKELAND EMPLOYEES AND AUTHORIZING THE CITY MANAGER TO PROVIDE EACH EMPLOYEE WITH A ONE-TIME BONUS

WHEREAS, the Lakeland Board of Commissioners recognizes and appreciates the hard work of the City of Lakeland employees; and

WHEREAS, the Lakeland Board of Commissioners appreciates the faithful commitment to serve the residents of Lakeland through the challenging times experienced with the Coronavirus pandemic; and

WHEREAS, the Board of Commissioners desires to express its gratitude for such work; and,

WHEREAS, the Board of Commissioners hereby authorizes the City Manager to provide each current full-time and part-time City of Lakeland employee with a one-time bonus.

NOW, THEREFORE, BE IT RESOLVED by the Mayor & Commissioners of the City of Lakeland, Tennessee that the Board of Commissioners hereby authorizes the City Manager to provide each current full-time City of Lakeland with a one-time holiday bonus of \$1,200.00 and each part-time City of Lakeland employee with a one-time bonus of \$600.00.

NOW, THEREFORE, BE IT RESOLVED that funds for this one-time bonus have been budgeted in the Fiscal Year 2022 budget.

PASSED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee on this 9th day of December, 2021.

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell, *City Recorder*

RESOLUTION R-116-2021

APPOINTMENTS TO THE ECONOMIC DEVELOPMENT COMMISSION/INDUSTRIAL DEVELOPMENT BOARD

RESOLVED; that the Board of Commissioners of the City of Lakeland, Tennessee has evaluated and considered the reappointment of the following members to the Economic Development Commission/Industrial Development Board to serve the terms indicated:

<u>Keith Acton</u>	December 31, 2024
<u>Jeremy Burnett</u>	December 31, 2024

PASSED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee this 9th day of December, 2021, public welfare requiring it.

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell
City Recorder

Nov. 25, 2021

City of Lakeland, TN: DRAFT COMMUNICATION PLAN FOR REVIEW/APPROVAL

This plan is written based on the outline submitted and approved (attached) and is designed to be a working document, fluid enough to change and flex as needed by Lakeland. The plan should be reviewed constantly and used as a day to day guide to city communications. This plan includes both EXTERNAL and INTERNAL communications and processes to be reviewed and if approved, followed by city staff, elected officials, vendors and anyone else involved in governance of Lakeland. Additionally, this plan should be accessible to all and be summarized for anyone who wishes to review it.

The content of this plan follows the outline already submitted for reference.

Components of the Plan:

A. Prioritize key strategies and communicate those to leadership:

The City Manager has defined many of Lakeland's key strategies, many of which are tied directly to land planning and land development as well as maintenance and budgetary issues related to Lakeland's current and future growth. These key strategies need to be identified specifically on a quarterly basis and reviewed for consistency in all external communications.
--Communications across all departments for streamlined communications:

Weekly reports at manager meetings: We should use the internal manager meetings weekly to report current communication needs and discuss content for the week or month. Special consideration should be given for additional meetings and approvals that occur through City Hall such as BOC and ED meetings. That content should be approved by City prior to posting online and in social media. Weekly adjustments and updates will improve the overall communications for the City.

--Tagline for Lakeland's future: What does our billboard say?

Lakeland needs an updated/refreshed "tagline" that tells our story and future story: We had discussed having an internal (and perhaps external) contest for good descriptors that capture the essence and spirit of the momentum and opportunity that exists in Lakeland. The tagline should be our "elevator pitch" or "billboard" and should be brief and simple to remember--symbolic of who we are, where we have come from and where we are going. Following a vote or approval of such, Lakeland can use this as part of the city identity and branding on all communications going forward.

--Key point of contact for external communications:

Lakeland City needs a key point of contact for all external inquiries and requests: These requests need to go through the City Manager and then sorted out to appropriate staff and commissioners as needed; Amy Howell and Jennifer Rezba to serve as backup to City staff. This should be posted on the City website so that media and others have a point of contact and email and cell numbers.

--Strategic content development of city projects and information:

Content development will come largely through departments and approvals by City: Lakeland has many exciting stories to share. Economic development is certainly one of the most attractive as well as controversial. This content will be determined and approved (maybe on each agenda at working BOC meetings) for disbursement by City leadership as appropriate.

--Establish and external PR process and PR policy:

The following proposed PR policy can be edited and approved:

All external PR for City of Lakeland will go through the office of City Manager with Amy Howell and Jennifer Rezba supporting. It is recommended that any reporter that contacts anyone other than City Manager should immediately convey the request for communication purposes. The goal is not to censor Commissioners, but to coordinate the City press strategy. Further, there may be multiple sources for story inquiries and it will be ideal for multiple parties to be included when appropriate. PR contacts for external media should be posted on the City Website and the policy for approval should be approved so that the City Manager knows when there are inquiries and has the time to respond accordingly. Reporters work on deadlines, so immediate responses are often needed. This policy should be short (not longer than one or two paragraphs) and everyone should agree to read and sign it that they will adhere to the best of their ability to it.

--Develop the Crisis Management plan:

Amy Howell to serve as face to face resource to City at all times and to draft a written plan for City to use in time of crisis. This plan will be drafted soon--tailor written for Lakeland and will be presented for approval when ready. Until that time, should a crisis occur, the City Manager, Amy and Jennifer will serve as the crisis response team with input and help from officials and others as needed. A media list has been updated for City use at all times (local media only) and will be updated by Jennifer Rezba as needed. In addition to media outlets, the City will rely heavily on social media and the website for disbursement of press releases and other important updates (similar to what City is doing on SCHD Covid reports).

--Evaluate and improve communications at public meetings:

The City Manager and Amy Howell to make recommendations when needed on communications in public meetings: It can be recommended that items which have not been approved or discussed may be items for consideration to delete from agendas so as not to create controversy prematurely. As meetings are recorded and open to the public (and media) scrutiny and brevity of agendas may actually improve City communications where needed. Additionally, it is recommended that when guests to public meetings appear to speak, they be given the opportunity to do so at the start of the meeting so as not to hold them there at the meetings as they are often 2 hours in duration. Another possible recommendation would be to allow time slots for certain topics not to exceed the time given—keep the time management as an important factor in meetings. This is subject mainly to the BOC and up to them and the Mayor to determine, but is a recommendation for consideration.

--Social media use and plan development; digital plan for future:

Lakeland has social media channels in place: Jennifer Rezba and Amy Howell are coordinating weekly on content calendar for social media postings. Along with that, are weekly and periodic updates from the City Manager and his team. Use of the City Facebook page to direct more visits to the website for more detailed and current information.

--Monthly evaluation and monitoring of progress:

The City Manager and Amy to evaluate the plan monthly and recommend changes and adjustments as needed: As with any plan, things will change. The key is to be flexible and improve it when possible as we go.

Recommendation: It is our recommendation that the City list the key communication issues by quarter based upon the working calendar, approvals, etc. This would be a meeting with administration and perhaps Commissioner Atkinson. We should look at what will be needed to communicate based on this calendar and upcoming meetings (New Canada Road, for example). We should ensure we are listing key strategies across the board (in multiple areas, not just land development). Once completed, the PR plan should be implemented and followed with city oversight. This PR plan will include both policy, key points of contact for external PR and how to communicate internally going forward.

The PR plan will also address current social media use and recommendations for improved information flow.

B. Establish and acknowledge “best practices”

--What works well internally? Externally?

--What practices do we want to employ for streamlining content across departments?

--What hinders good communications?

--What (if any) policies do we need?

---What are other successful communities doing?

Recommendation: We should meet with the department heads and City Manager to establish what is working and what internal and external communications need to be improved. This should take no longer than a working session where we explain what we are trying to do and get input from staff. Following this working session, we should utilize the weekly department meetings to update the content for the plan.

C. Process by which the plan works: PR, policy, internal reporting, external reporting:

Recommendation would be that this plan/outline is approved and will be monitored and updated as needed. Part of the communication strategy will be regular communication “updates” both internally and externally. Staff could periodically have communication updates at the BOC working or regular BOC meetings as needed (so as to not take up too much time during meetings).

D. Key Objectives to carry out strategies:

Recommendations: These objectives will be added as we move from reactive communications to more proactive strategies. Initially, the key objectives are to limit rumors spread on social media, establish a chain of command for releasing information (policy in place), ensure that the communications follow the quarterly timeline set by the “priorities” outlined above, and constant review of objectives.

E. Tools and Resources:

Recommendation: City administration needs to determine budget for communications in general including consulting fees and possible part time or full time employee(s). I think we will have a better grasp on needs and resources based on further implementation of this plan. Other considerations will include any outside costs such as advertising, mailed communications, printing, database management, etc. I will be glad to help develop this budget with city staff.

F. Execution:

Recommendation is to get started on all parts of this plan immediately. It will be important for me to meet with the city department heads to walk through this plan and get some feedback as well as help educate everyone on objectives and strategies.

G. Measurement:

Recommendation: The plan should follow the quarterly timeline of priorities we will set soon. Monthly meetings and as needed weekly communications should take place to ensure we are making progress.

LAKELAND PARK

PLANNED DEVELOPMENT
Lakeland, Tennessee



DEVELOPER:Hyneman Companies

177 Crescent Drive
Collierville, TN 38017
901.202.1220

contact: Mr. John Hyneman - Jhydev@aol.com

PLANNER / LANDSCAPE ARCHITECT:DALHOFF THOMAS design | studio

6465 North Quail Hollow Rd | Suite 401
Memphis, TN 38120
901.646.5070
www.dt-designstudio.com

contacts: Bob Dalhoff - bob@dt-designstudio.com
Michelle Ye - michelle@dt-designstudio.com

COMMERCIAL ARCHITECT:

Renaissance Group
architecture • engineering • planning • interiors

Renaissance Group

9700 Village Circle | Suite 100
Lakeland, TN 38002
901.332.5533
www.rgroup.biz

contacts: Ron Colin - RColin@rgroup.biz
Christopher Speltz - CSpeltz@rgroup.biz

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RESIDENTIAL ARCHITECTShapiro & Company Architects, Inc.

4646 Poplar Avenue | Suite 517
Memphis, TN 38117
901.685.9001

contact: Brad Shapiro - bshapiro@shapiroandco.com

DISCLAIMER:

Graphics, images, and photographs included in this booklet are solely to convey form and character within Development Name Planned Development and are not intended to be a final product design. All site design, engineering, graphics, and images are subject to final design and approvals. Some images used in this booklet are not property of DALHOFF THOMAS design studio. A full list of photo credits can be provided if needed.

November 30, 2021

Mayor Cunningham
City of Lakeland
10001 Highway 70
Lakeland, TN 38002

**RE: Lakeland Park Planned Development
Sketch Plan Submittal**

Dear Mayor Cunningham,

We are pleased, on behalf of the Hyneman family, the Property owner and Developer, to submit this Sketch Plan application for the property located on the northwest corner of the I-40 and Canada Road interchange. The conceptual development plan prioritizes the concentration of commercial uses around the interchange, the preservation of natural features, and the creation of high-quality living environments for senior citizens.

Lakeland Park Planned Development encompasses 99.29 ± acres, currently zoned as C-2 and the site of an existing paintball park. It is the intent of the Developer to subdivide the commercial areas presented in this Sketch Plan application and allow the approved commercial uses to be developed first, prior to the Outline Plan for the entire property is submitted. This strategy not only allows the property to keep up with the recovery of the retail industry and attract much-needed commercial uses to a convenient location for Lakeland residents, but also provides more time for the Developer and design team to refine the plan for the rest of the property with the City’s input through the Planned Development process.

The property is currently bound on the south side by Davies Plantation Rd, with other commercial uses across the street. Along the east side is Canada Road, which will be rerouted per Lakeland’s Transportation Plan. The north side of the property is adjacent to a vacant residential parcel, and the west side is the Plantation Estates – Davieshire residential neighborhood which is in the Bartlett city limits.

The Lakeland Park conceptual development plan is organized around fitting the most appropriate uses to the site’s physical features and surrounding context. The vehicular traffic and surrounding commercial uses along Davies Plantation Road and Canada Road are fitting for the approved commercial uses to remain along these road frontages. Although it is illustrated that some of these parcels could develop as office or hotel, these are all approved uses under the existing commercial zoning, and the exact use will be determined by the market. The southeast corner of the site is on relatively flat high ground, so it is a perfect place to provide a senior community that includes a multi-story building on the corner and small senior cottage lots towards the interior of the site. The design works around the existing drainage patterns and provides adequate room for the extension of public sewer along the western and northern property line. A mixed-product residential community is planned to work with the heavy topography and drainage challenges in the middle and northeast portion of the site. The majority of existing tree cover is in this area and care has been taken to preserve tree areas between groups of lots.

In 2017, a Lakeland Small Area Plan was completed by LRK for the properties around the I-40 and Canada Road interchange. The plan concluded that the area, although designated C-2, should be allowed more residential uses in alignment with the Type V Neighborhood designation. The potential development graphic presents a scenario where mixed-use, residential, or senior living is located along Canada Road, with two single-family neighborhoods on the west and north portions of the site. Although the design team has followed the basic framework of this plan, the proposed conceptual development plan addresses a few key issues that come up when looking at this property from a site-specific level. First, a single-family residential neighborhood would be too harsh of a transition directly across from the commercial or mixed-use buildings along Davies Plantation Rd and in close proximity to I-40. A better solution is to soften the transition with approved commercial uses along Davies Plantation Rd and to locate a multi-story senior living building on the southwest corner before transitioning into residential toward the back and interior of the site. Another issue was the lack of detention at the low area, which has also been addressed on the conceptual development plan. Lastly, the plan shows a large building appearing to be mixed use or senior living on the eastern portion of the site. This will be challenging to construct with the grades in that area, so the proposed concept uses smaller commercial buildings along Canada Rd. We believe that this project expands on the groundwork of the Small Area Plan using a more in-depth analysis of the site, the feasibility and compatibility of different uses, and the demands of the residential market.

We feel that the Lakeland Park Planned Development will create a long-lasting, high-quality community that addresses the needs of the City, and represents the Developer and design team’s understanding of Lakeland’s unique assets and vision. If we can be of any help with regards to this application, please do not hesitate to contact us.

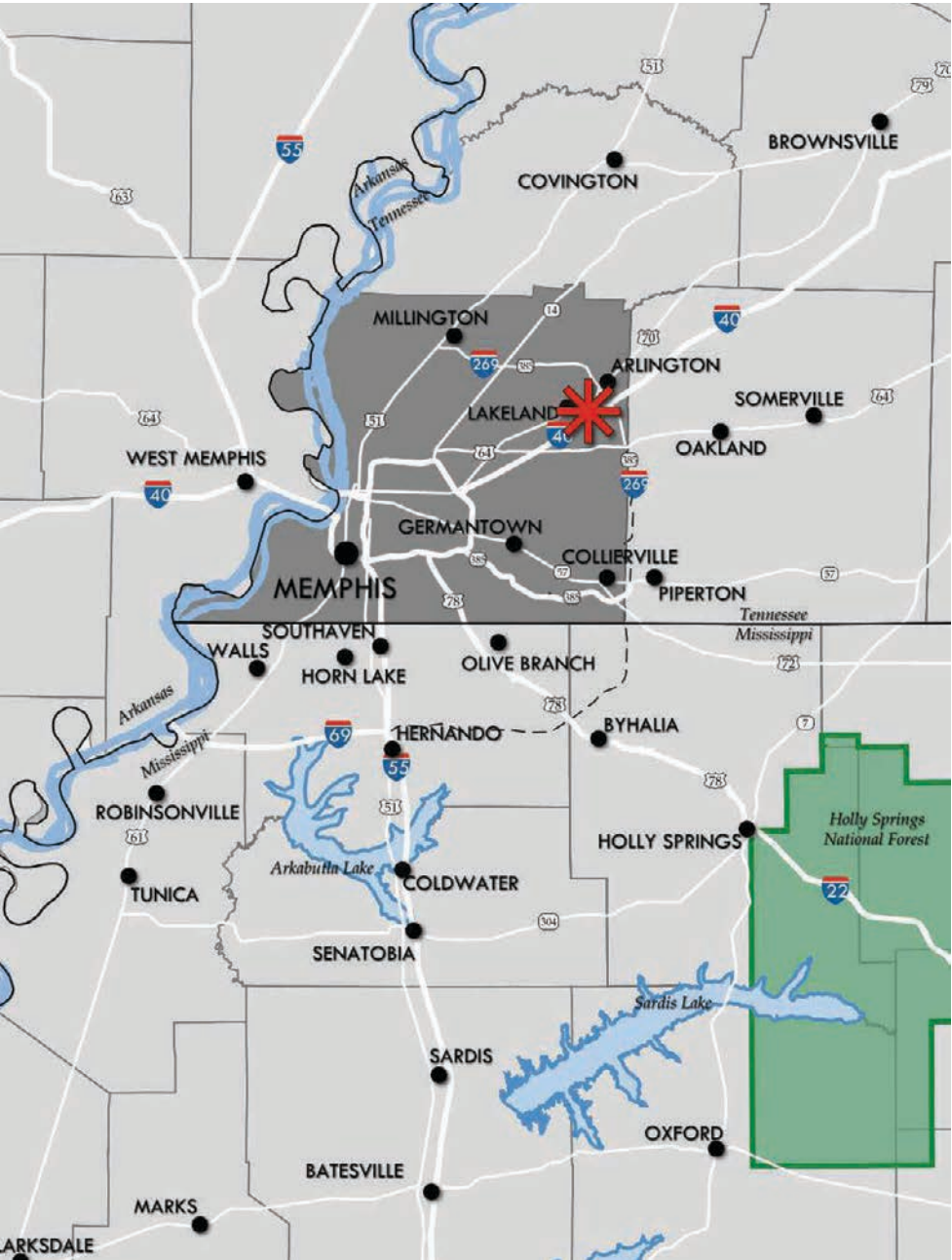
Sincerely,



Michelle Ye, PLA
Senior Associate
DT design studio

REGIONAL LOCATION

Lakeland Park Planned Development is in the northeastern portion of Shelby County, Tennessee and is in the limits of the City of Lakeland. The property is inside the bounds of the Memphis Metropolitan Area boasting a population of over 1.34 million. Metropolitan Memphis is also known as the Mid-South. Lakeland Park PD contains 99.29 ± acres.

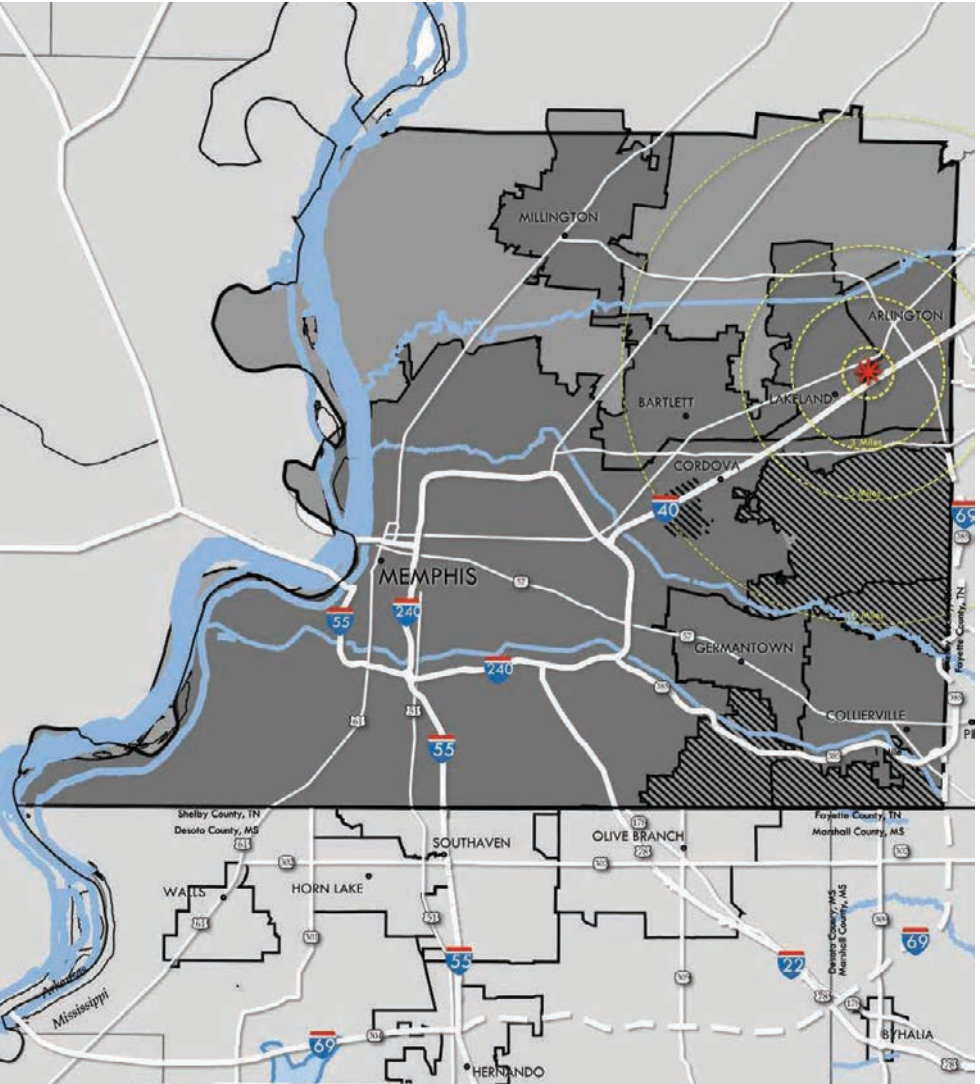


IMMEDIATE LOCATION

More specifically defined, the Lakeland Park Planned Development is in the southwest portion of the City of Lakeland. The subject property is bound by single-family residential parcels to the north, west, and south. Davies Plantation Road borders the southeast portion of the site and Canada Road extends along the northeast boundary.

CURRENT MUNICIPALITIES

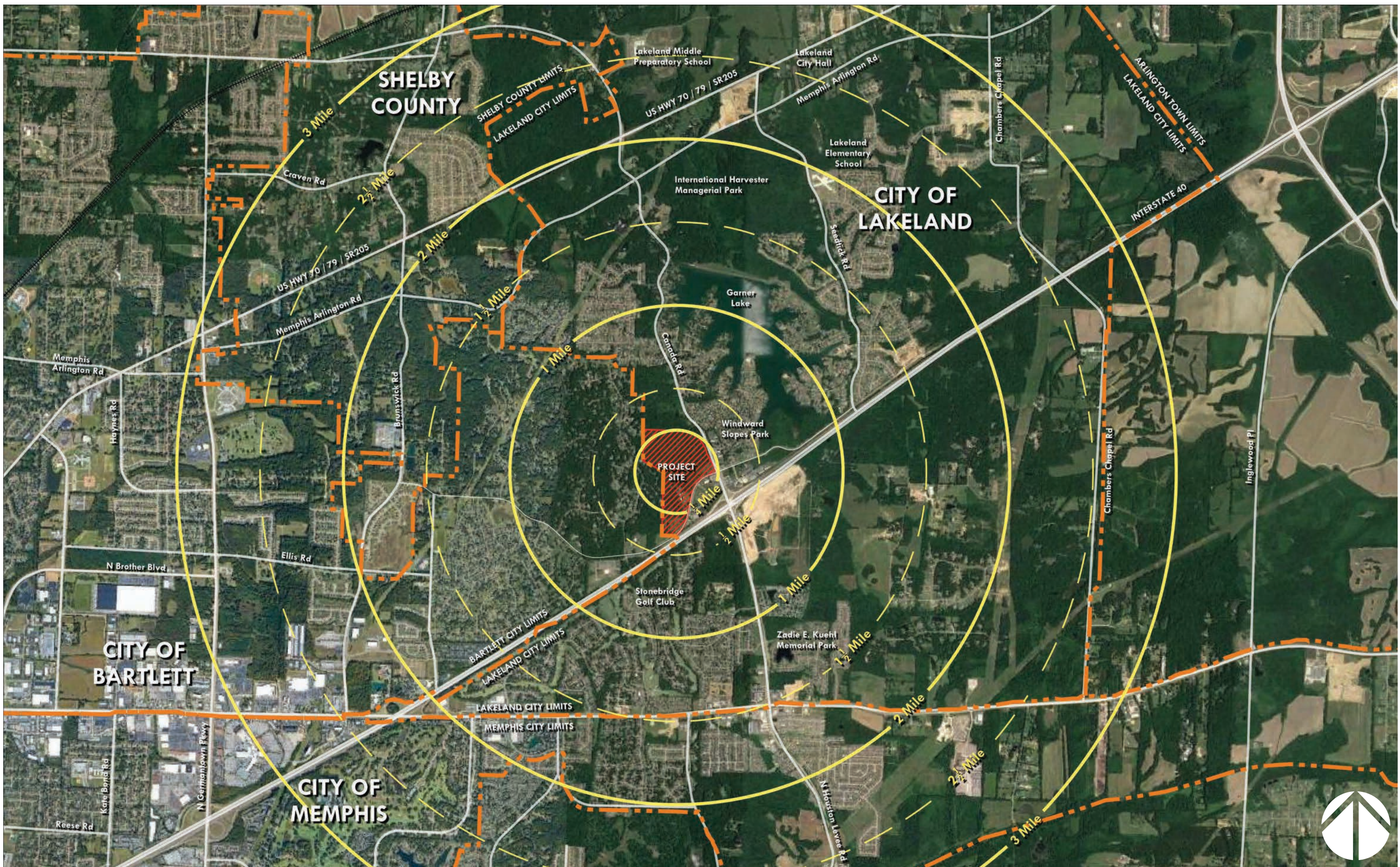
Lakeland Park Planned Development falls entirely within the Lakeland municipal boundary. The US Census Bureau estimates the current population within the City of Lakeland to be approximately 12,642. The City is in the northeast portion of Shelby County. The County itself has a population of over 937,000. The Memphis Metropolitan area boasts a population of approximately 1.34 million.



MILEAGE TO SURROUNDING MUNICIPALITIES (±)

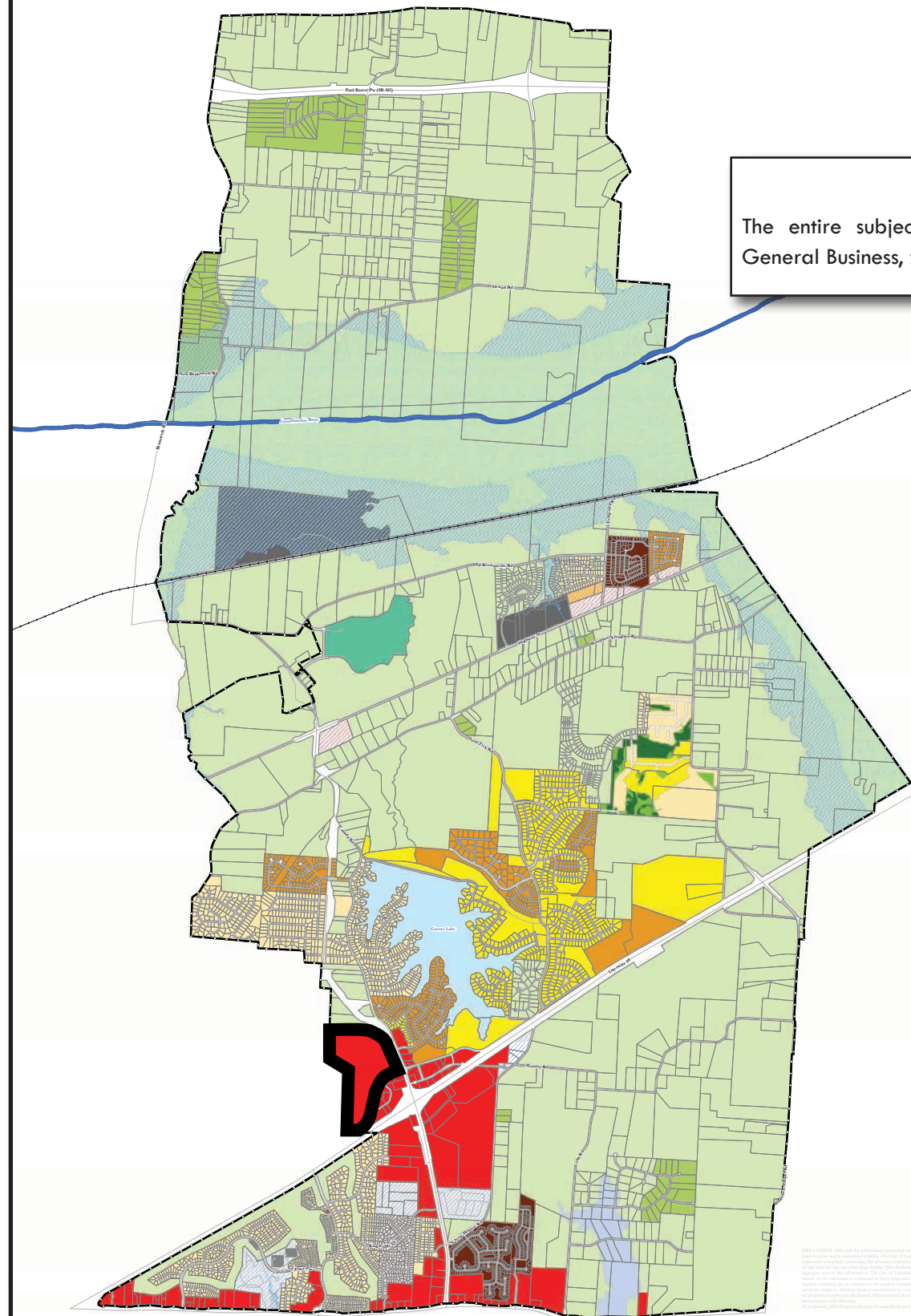
Lakeland.....	4
Bartlett	8
Germantown	12
Collierville	15
Memphis.....	21
Olive Branch	26
Southaven	30
Jackson, TN	64

Measured to City/Town Hall



LAKELAND PARK PLANNED DEVELOPMENT

City of Lakeland Zoning Map



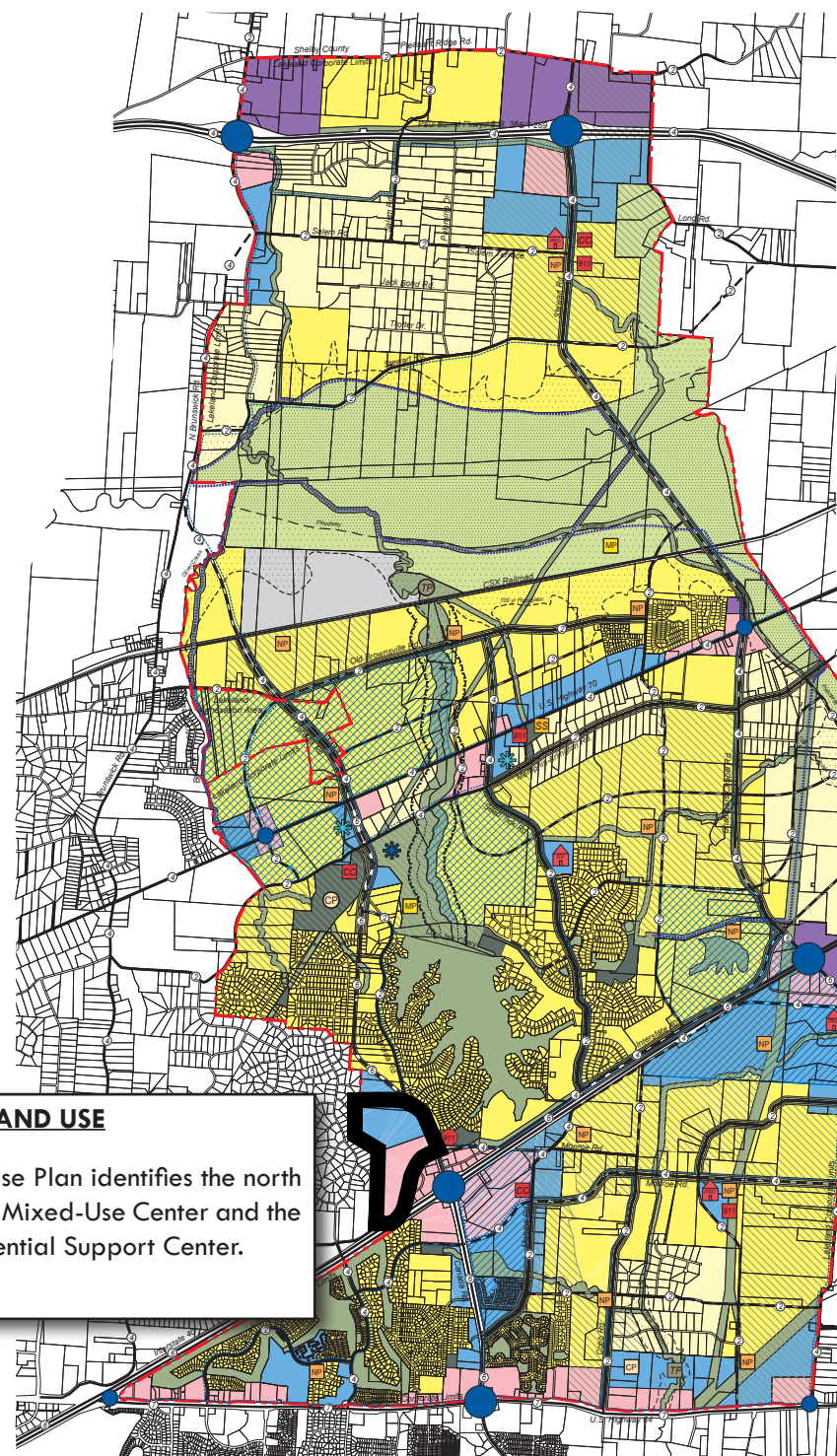
ZONING

The entire subject property falls within the C-2, General Business, zoning category.



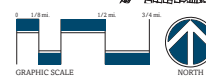
CITY OF LAKELAND, TENNESSEE

COMPREHENSIVE LAND USE PLAN UPDATE



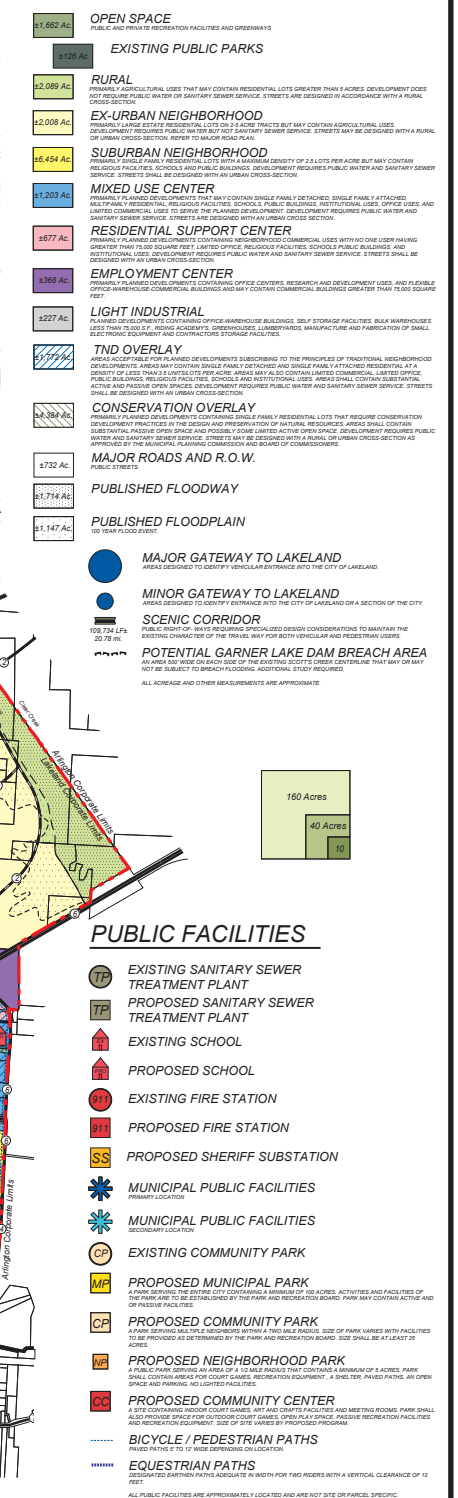
FUTURE LAND USE

The Lakeland Future Land Use Plan identifies the north section of the property as a Mixed-Use Center and the southern portion as a Residential Support Center.



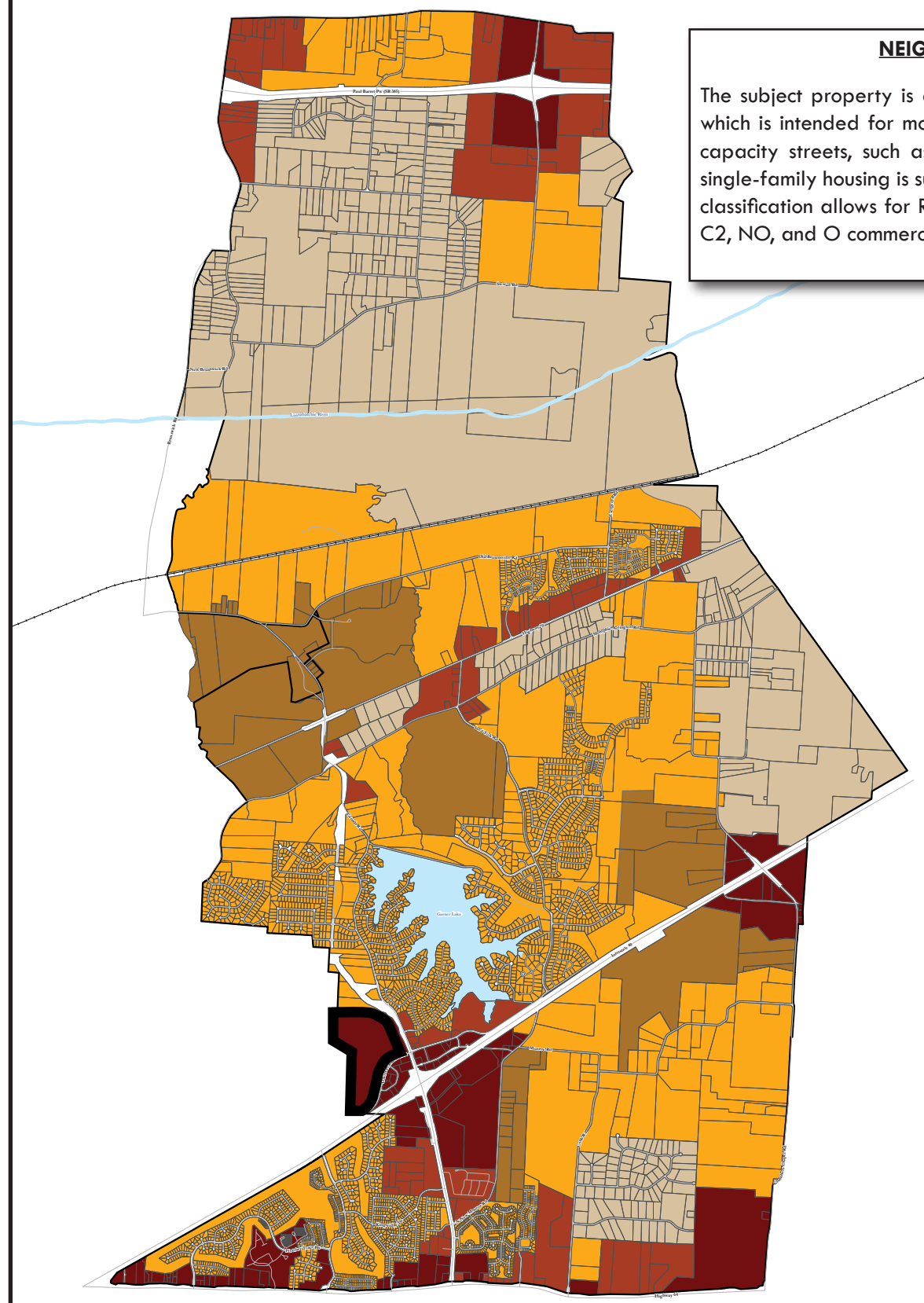
LAND USE PLAN

Brenda P. Solomito
Land Planner
10145 Mackwood Drive • Lakeland, TN 38002
brendasolomito@bellsouth.net



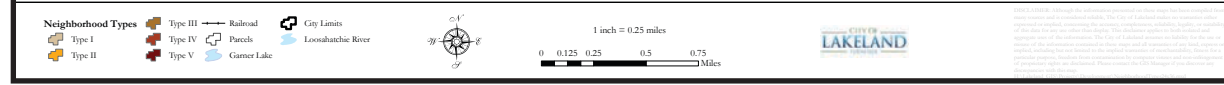
DUGAN DESIGN GROUP, LLC
planning, landscape architecture, design
5100 WHEELS DRIVE, SUITE 110 MEMPHIS, TN 38117
TEL: 901.680.3080 FAX: 901.680.9097
WWW.DUGANDESIGNGROUP.COM
March 20, 2006 E0247LandUsePlan.dwg

City of Lakeland Neighborhood Types

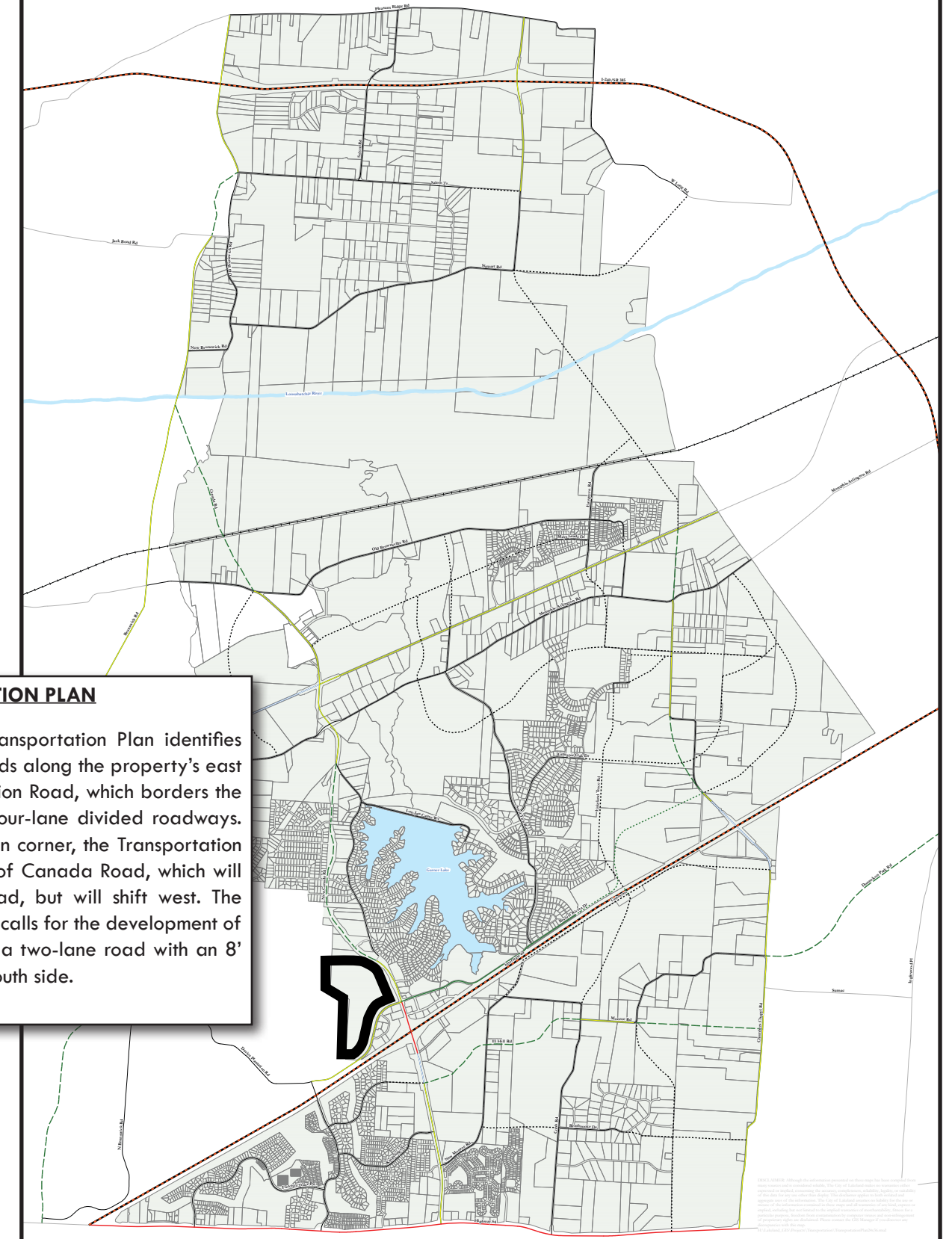


NEIGHBORHOOD TYPES

The subject property is designated as a Type V neighborhood, which is intended for more intense commercial use along higher capacity streets, such as Canada Road. In larger subdivisions, single-family housing is suitable beyond commercial uses. Type V classification allows for R1 – R7 residential districts and NC, C1, C2, NO, and O commercial districts.

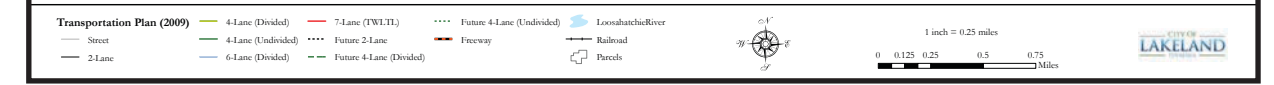


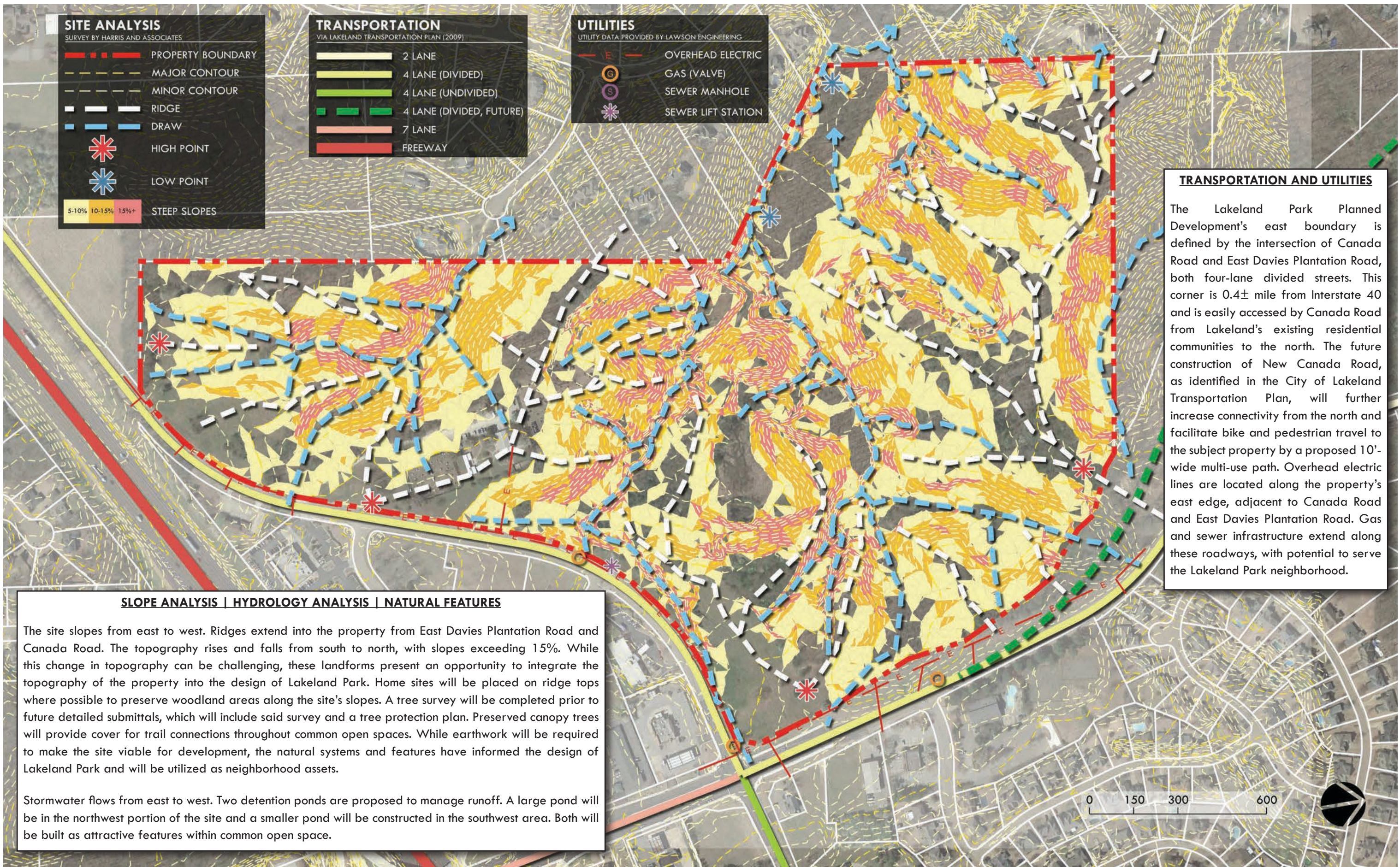
City of Lakeland Transportation Plan



TRANSPORTATION PLAN

The 2009 City of Lakeland Transportation Plan identifies both Canada Road, which extends along the property's east section, and East Davies Plantation Road, which borders the property's southeast edge, as four-lane divided roadways. Near the property's northeastern corner, the Transportation Plan illustrates the realignment of Canada Road, which will remain a four-lane divided road, but will shift west. The 2017 Lakeland Small Area Plan calls for the development of East Davies Plantation Road as a two-lane road with an 8' parking lane along the road's south side.





SITE ANALYSIS
SURVEY BY HARRIS AND ASSOCIATES

- PROPERTY BOUNDARY
- MAJOR CONTOUR
- MINOR CONTOUR
- RIDGE
- DRAW
- HIGH POINT
- LOW POINT
- 5-10% 10-15% 15%+ STEEP SLOPES

TRANSPORTATION
VIA LAKELAND TRANSPORTATION PLAN (2009)

- 2 LANE
- 4 LANE (DIVIDED)
- 4 LANE (UNDIVIDED)
- 4 LANE (DIVIDED, FUTURE)
- 7 LANE
- FREEWAY

UTILITIES
UTILITY DATA PROVIDED BY LAWSON ENGINEERING

- OVERHEAD ELECTRIC
- GAS (VALVE)
- SEWER MANHOLE
- SEWER LIFT STATION

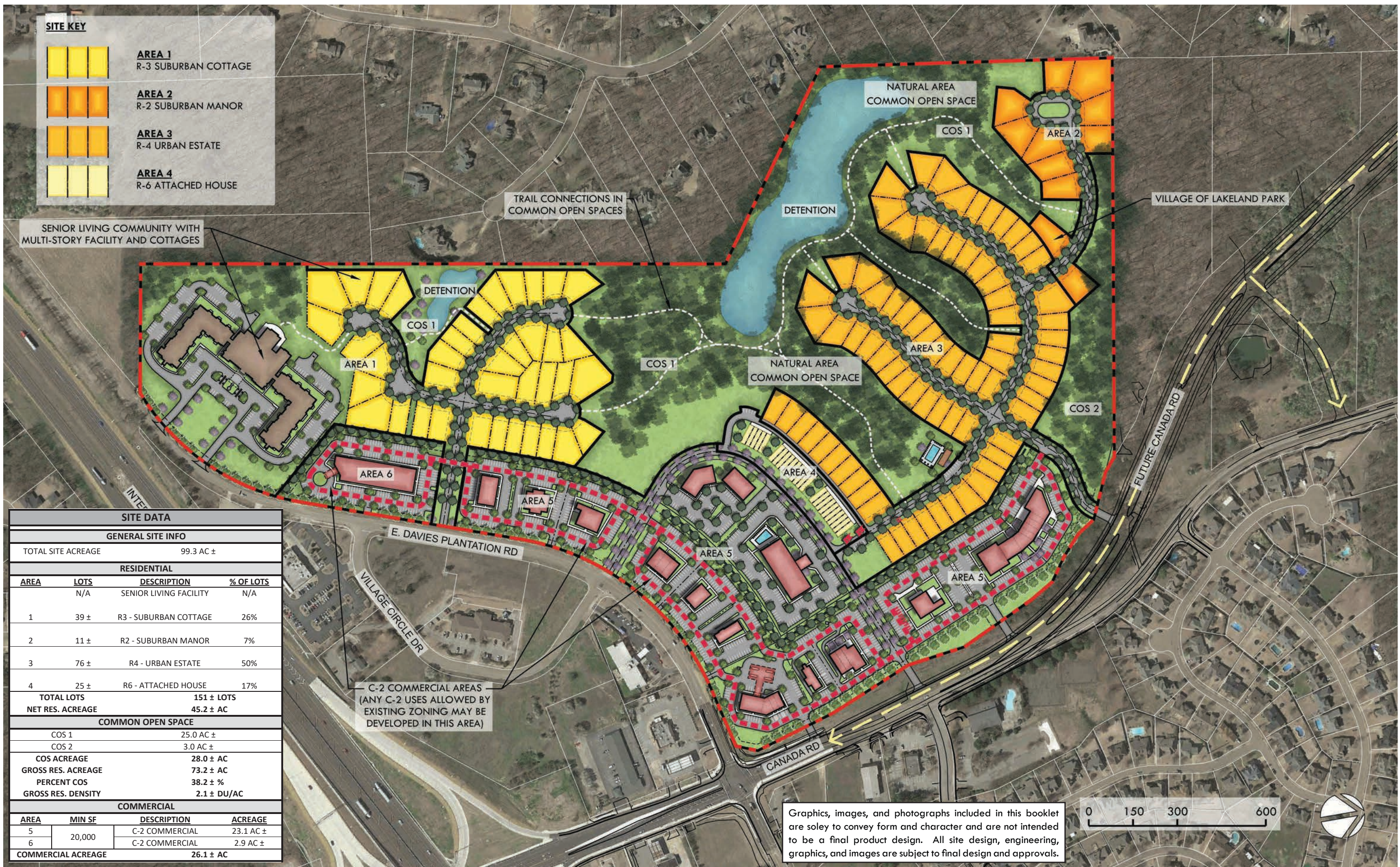
TRANSPORTATION AND UTILITIES

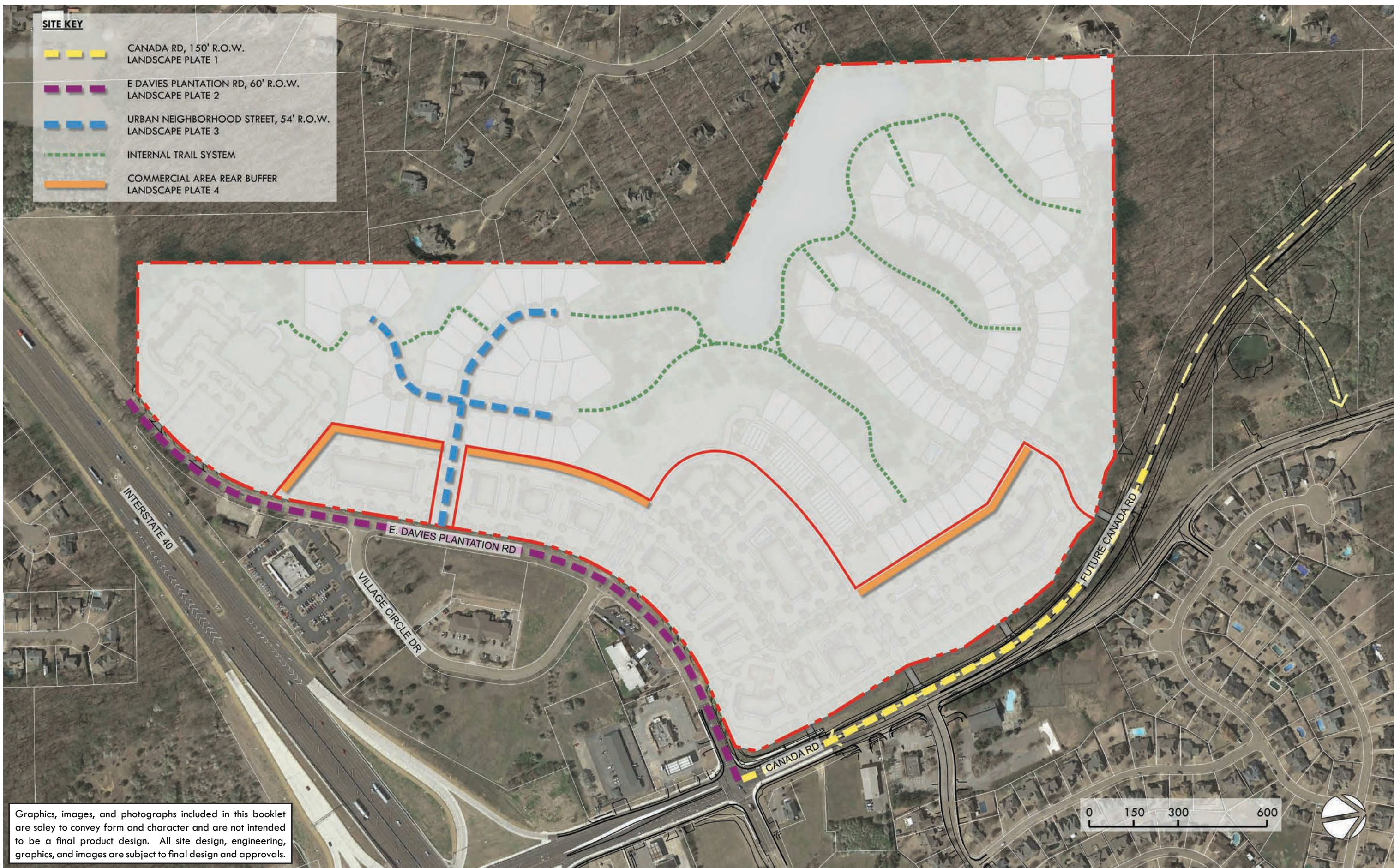
The Lakeland Park Planned Development's east boundary is defined by the intersection of Canada Road and East Davies Plantation Road, both four-lane divided streets. This corner is 0.4± mile from Interstate 40 and is easily accessed by Canada Road from Lakeland's existing residential communities to the north. The future construction of New Canada Road, as identified in the City of Lakeland Transportation Plan, will further increase connectivity from the north and facilitate bike and pedestrian travel to the subject property by a proposed 10'-wide multi-use path. Overhead electric lines are located along the property's east edge, adjacent to Canada Road and East Davies Plantation Road. Gas and sewer infrastructure extend along these roadways, with potential to serve the Lakeland Park neighborhood.

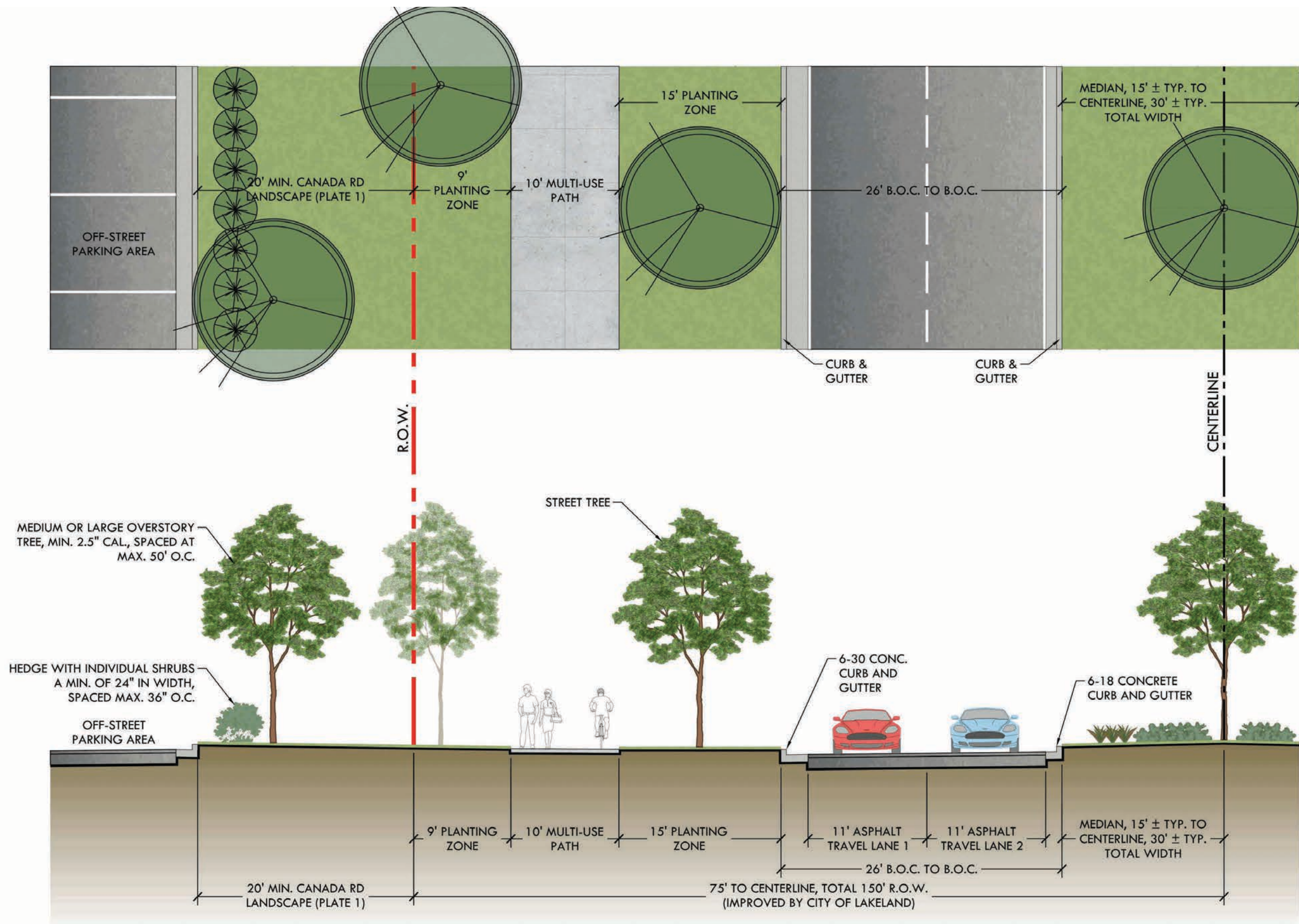
SLOPE ANALYSIS | HYDROLOGY ANALYSIS | NATURAL FEATURES

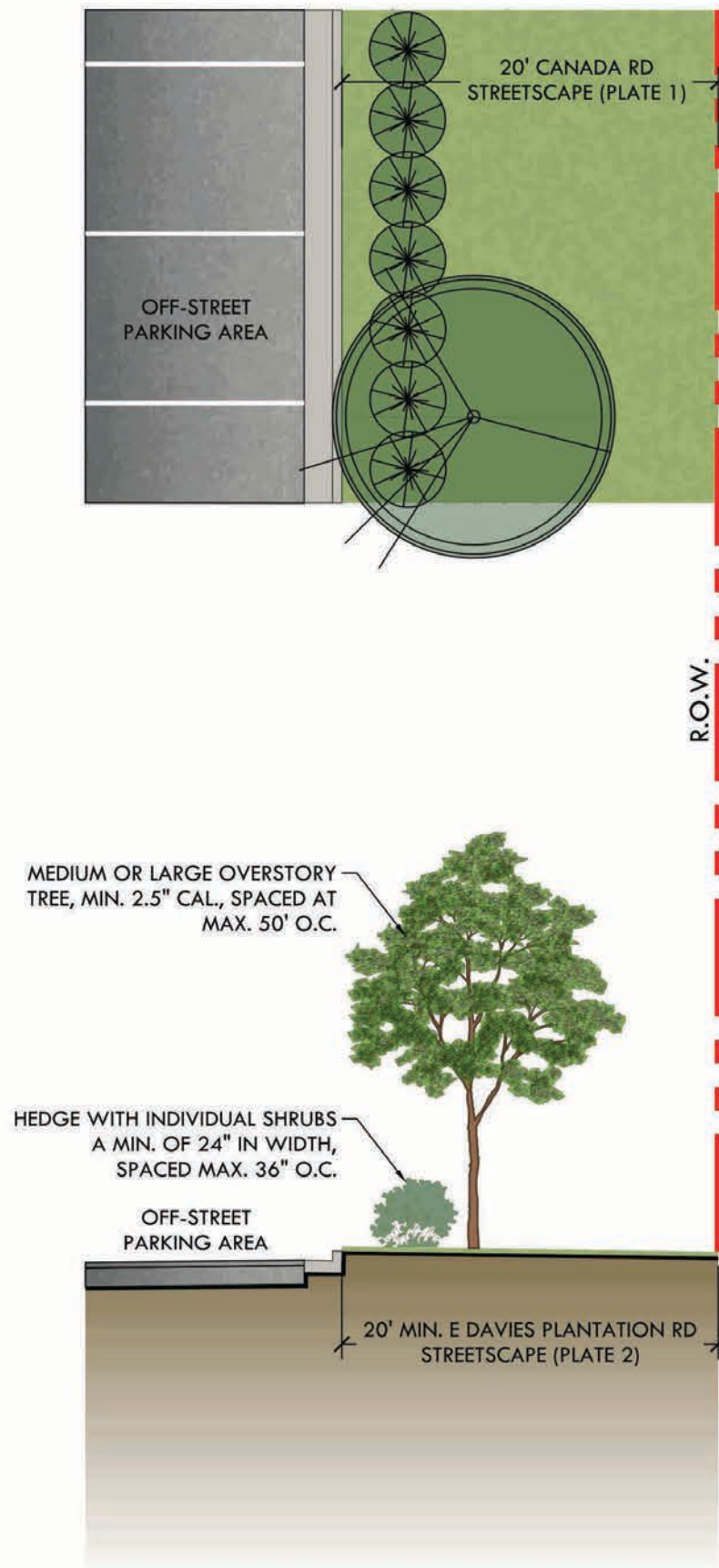
The site slopes from east to west. Ridges extend into the property from East Davies Plantation Road and Canada Road. The topography rises and falls from south to north, with slopes exceeding 15%. While this change in topography can be challenging, these landforms present an opportunity to integrate the topography of the property into the design of Lakeland Park. Home sites will be placed on ridge tops where possible to preserve woodland areas along the site's slopes. A tree survey will be completed prior to future detailed submittals, which will include said survey and a tree protection plan. Preserved canopy trees will provide cover for trail connections throughout common open spaces. While earthwork will be required to make the site viable for development, the natural systems and features have informed the design of Lakeland Park and will be utilized as neighborhood assets.

Stormwater flows from east to west. Two detention ponds are proposed to manage runoff. A large pond will be in the northwest portion of the site and a smaller pond will be constructed in the southwest area. Both will be built as attractive features within common open space.

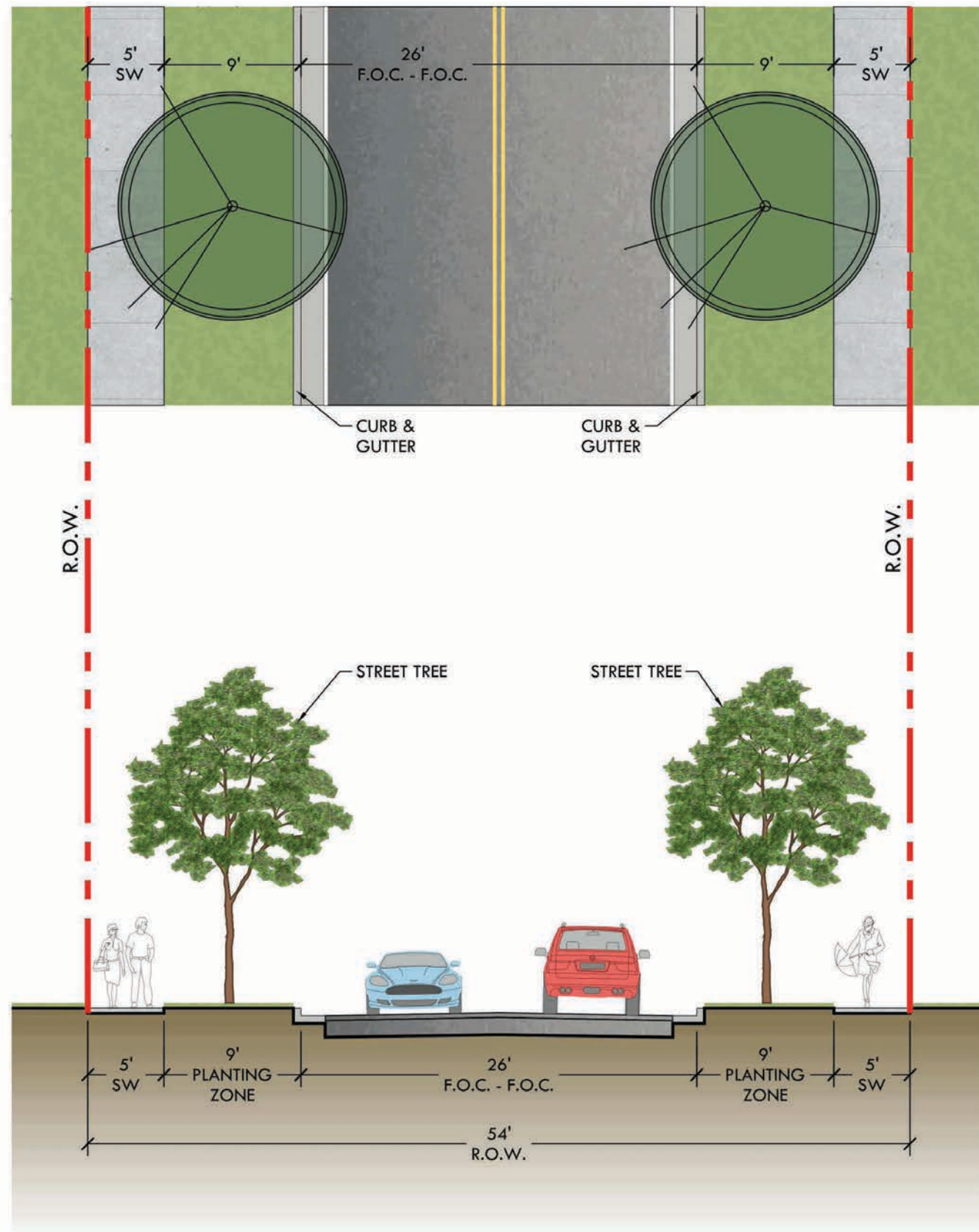




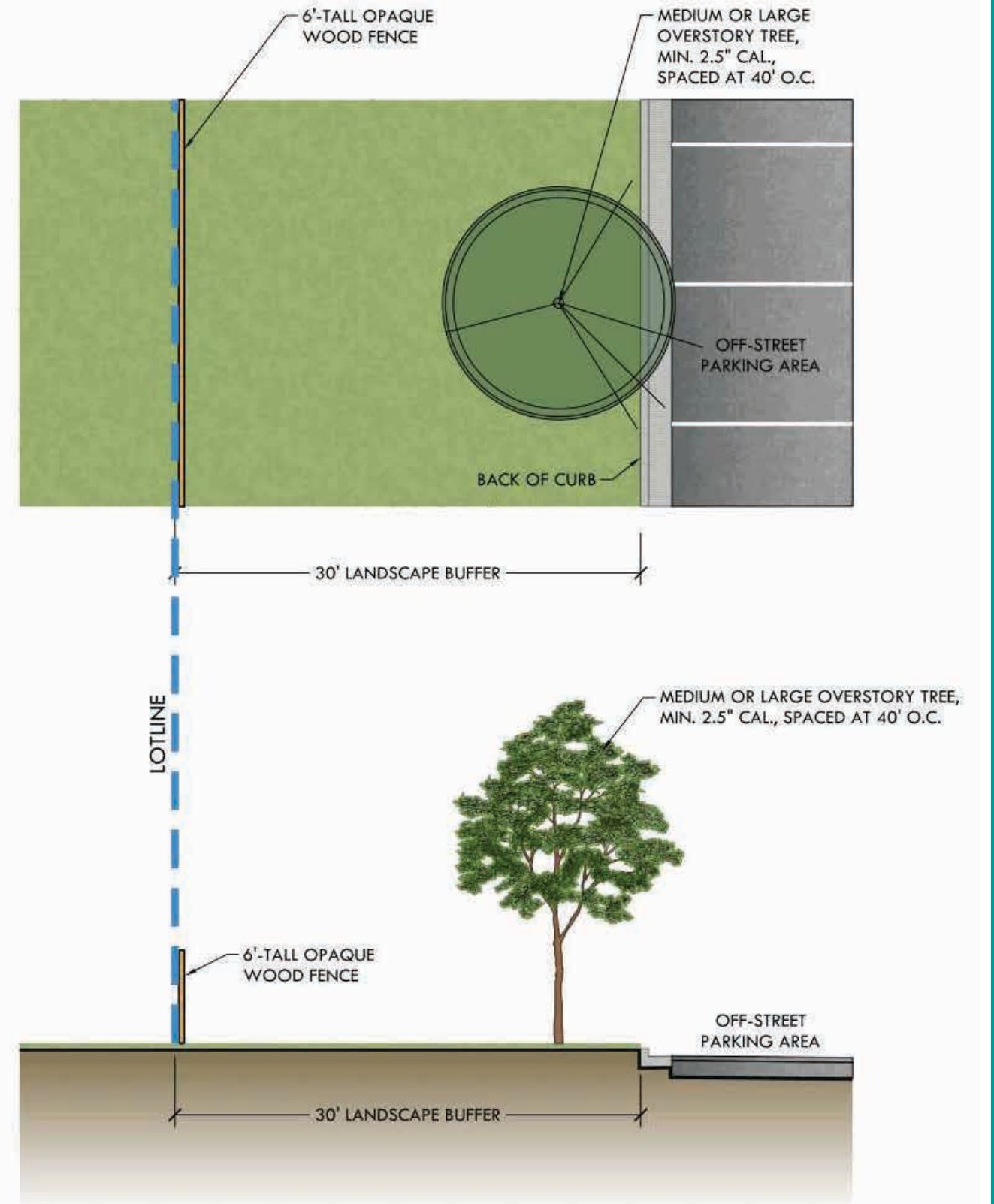




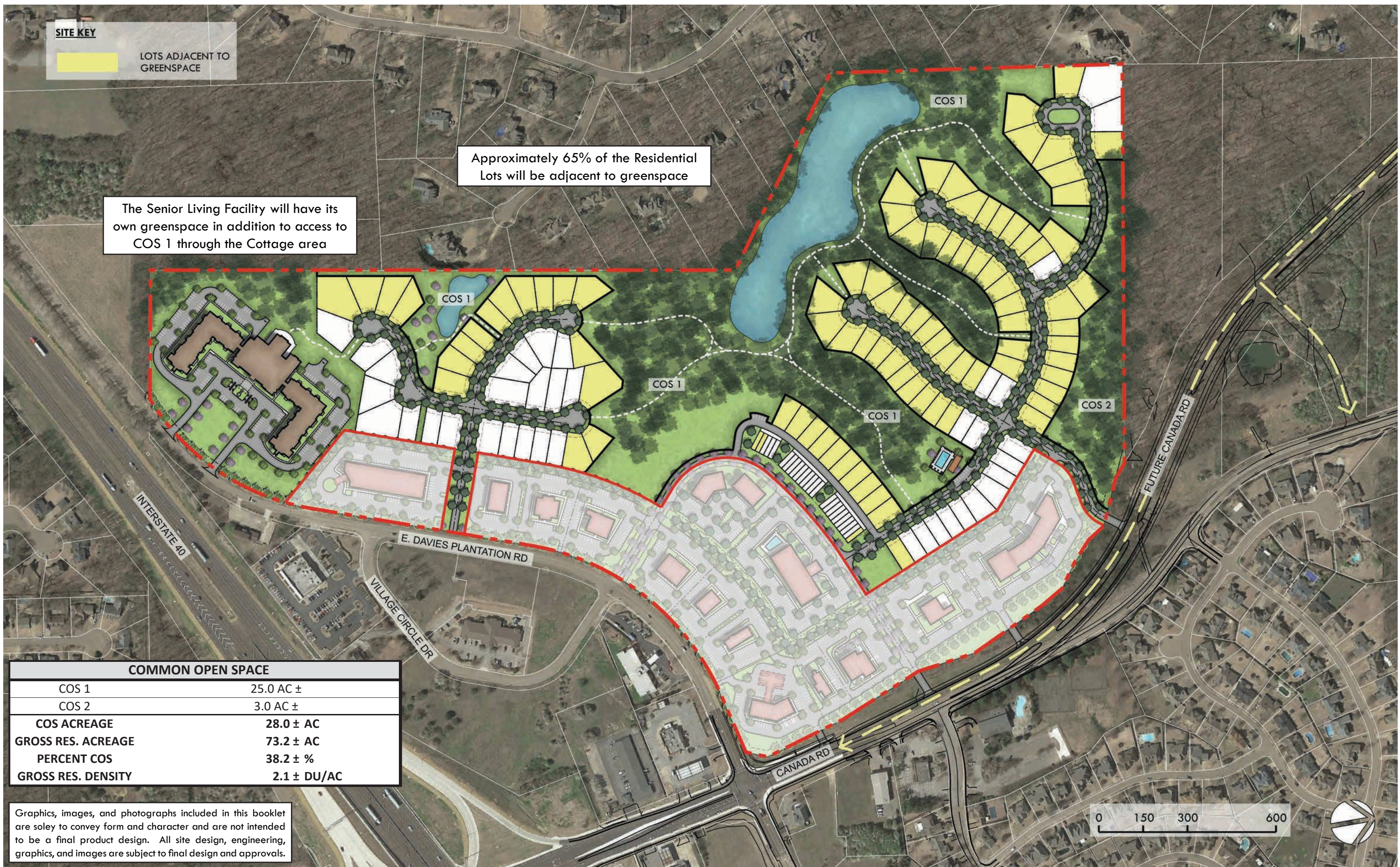
E DAVIES PLANTATION ROAD / STREETScape PLATE 2



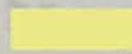
URBAN NEIGHBORHOOD STREET / STREETScape PLATE 3
54' RIGHT-OF-WAY



BUFFER BEHIND COMMERCIAL USE AREAS / LANDSCAPE PLATE 4



SITE KEY

 LOTS ADJACENT TO GREENSPACE

The Senior Living Facility will have its own greenspace in addition to access to COS 1 through the Cottage area

Approximately 65% of the Residential Lots will be adjacent to greenspace

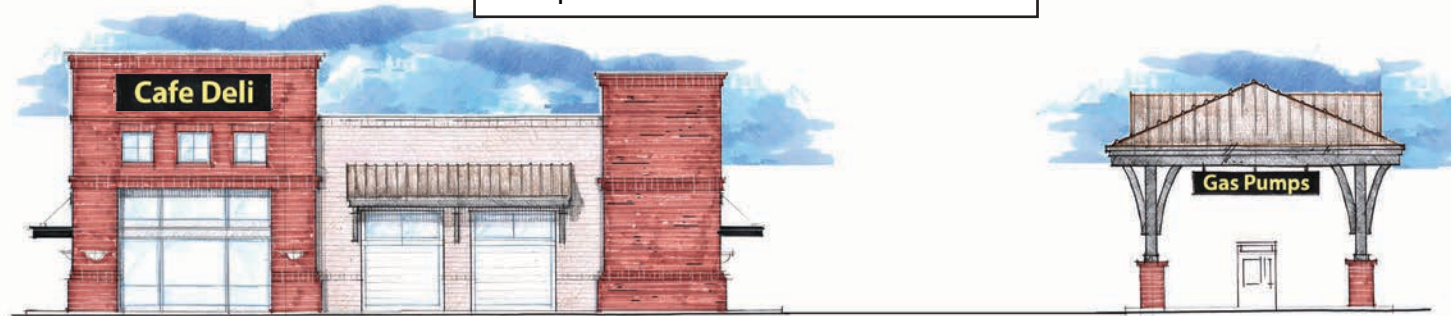
COMMON OPEN SPACE	
COS 1	25.0 AC ±
COS 2	3.0 AC ±
COS ACREAGE	28.0 ± AC
GROSS RES. ACREAGE	73.2 ± AC
PERCENT COS	38.2 ± %
GROSS RES. DENSITY	2.1 ± DU/AC

Graphics, images, and photographs included in this booklet are solely to convey form and character and are not intended to be a final product design. All site design, engineering, graphics, and images are subject to final design and approvals.

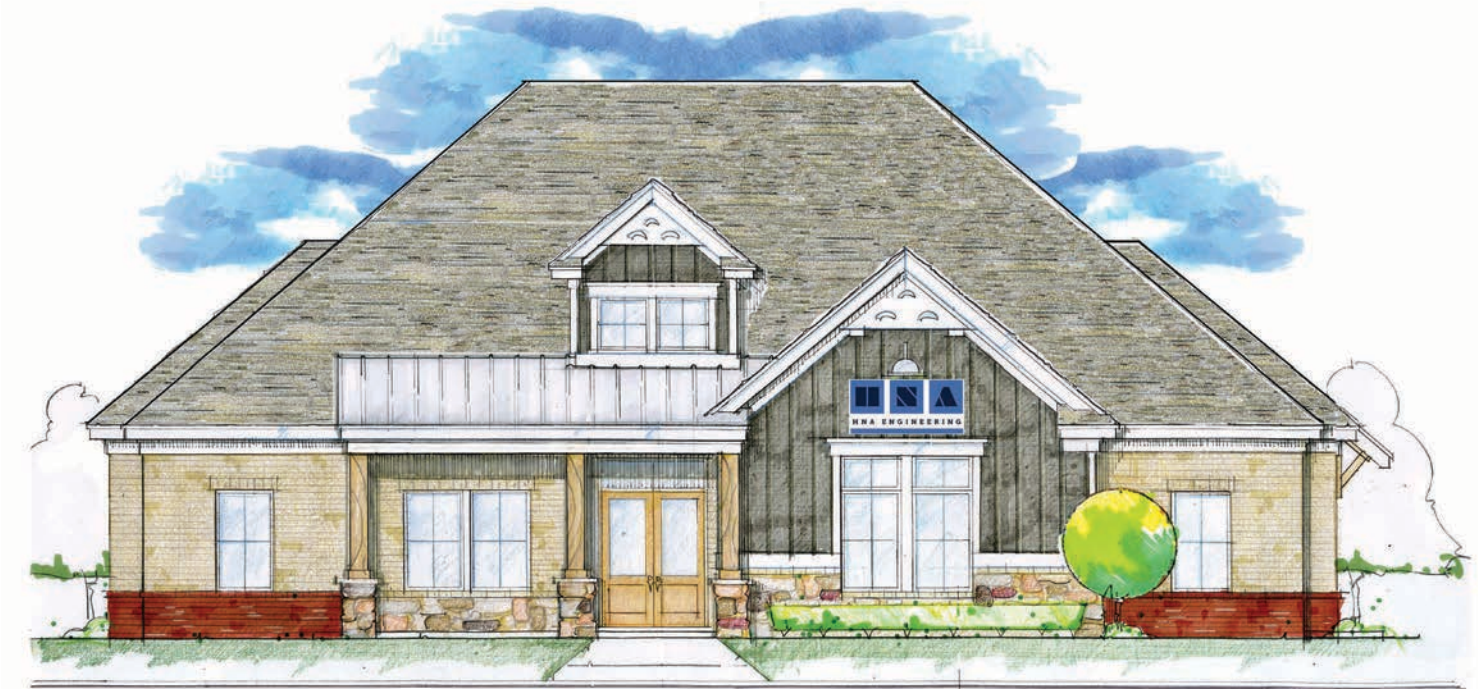
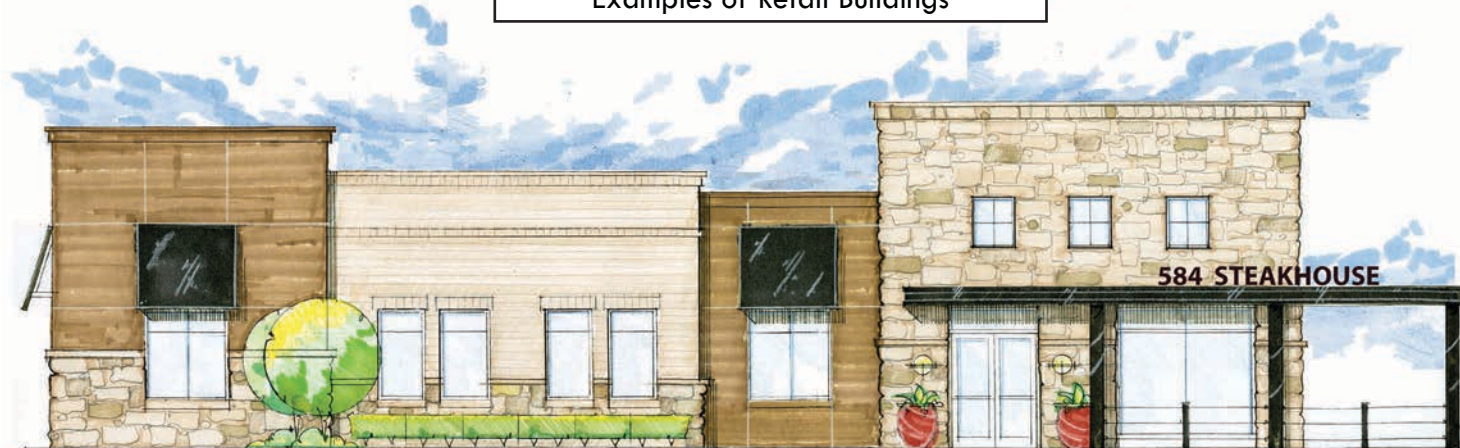
Graphics, images, and photographs included in this booklet are solely to convey form and character and are not intended to be a final product design. All site design, engineering, graphics, and images are subject to final design and approvals.



Examples of The Market at Lakeland Park



Examples of Retail Buildings



Example of Office Building

Example of Hotel Building



1. Introduction

The purpose of these design guidelines is to provide a vision of what architectural styles are proposed for Myers Park.

2. The History and Characteristics of Traditional Homes

The architectural vision is based on traditional homes built in the South. Traditional architecture is based on a set of guiding principles that create timeless and classic architecture that not only looks good today but will continue to look good years from now which, in essence, enhances the long-term value of the neighborhood. The following will discuss the essential elements that are used to design and build classic and timeless homes. It is important to maintain these design standards and avoid inappropriate use of materials and an inappropriate blending of styles on any one home.

The following home styles are traditional, classic, and are appropriate for Myers Park. A blending of styles is one element of traditional neighborhoods that provide interest and character.

Craftsman

The Craftsman style is strongly influenced by the English Arts and Crafts movement. The style consists of lower mid-pitched, gable and hipped roofs with wide eave overhangs or exposed rafter tails, while decorative false beams or bracketing are commonly added under the gables. Porches are very common, whether they be full or partial width. Porch roofs are typically supported by columns resting on more massive piers.

The exterior veneers that are characteristic of a Craftsman style home include vertical board and batten siding, horizontal lap siding with possible accents of brick or stone. Historically, brick or siding is used as an accent only and not a prominent veneer material. For example, brick or stone may be used as a wainscot or a base for a column.



The following reflect common characteristics of a Craftsman style home that may be used:

- Roof pitch – typically between 8 & 12 and 10 & 12*



- Overhang and brackets – typically a minimum of 1 ft



- Veneer – horizontal siding and brick



- Columns – either has brick or stone piers with battered columns or full height columns



- Window styles – typically has wide, double sash windows with a 1 over 1, 4 over 4, or 4 over 1 lite pattern.



- Front door – the following are appropriate front door styles for a Craftsman



*These images illustrate architectural concepts only. Actual designs may vary in detail.

Colonial Revival

The term “Colonial Revival” refers to a wide range of styles with a rebirth of interest in the early English and Dutch houses of the Atlantic seaboard. This style features an accentuated front door, normally with a decorative cornice supported by pilasters. The cornice is occasionally extended forward and supported by columns to create an entry porch. This style may either display symmetrically balanced windows, with doors centered on the façade, or may have an asymmetrical arrangement with entries to one side. Windows with single hung sashes are frequently in adjacent pairs, most commonly with six, eight, nine, or twelve panes in each sash, or six over one.

Classic Colonial Revival veneer materials may include brick or horizontal siding. Typically brick may be painted or left natural. Brick may be used as a wainscot with siding above. Siding may be a prominent front façade material with brick used on the sides and rear of the house. Due to the more informal style of Colonial Revival, there is more flexibility with using a mixture of brick and siding.



The following reflect possible characteristics of a Colonial Revival style home that may be used:

- Roof pitch – typically 7 & 12 to 12 & 12*



- Overhang – typically a minimum of 1 ft



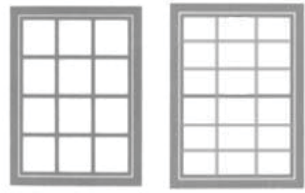
- Veneer – horizontal siding and brick



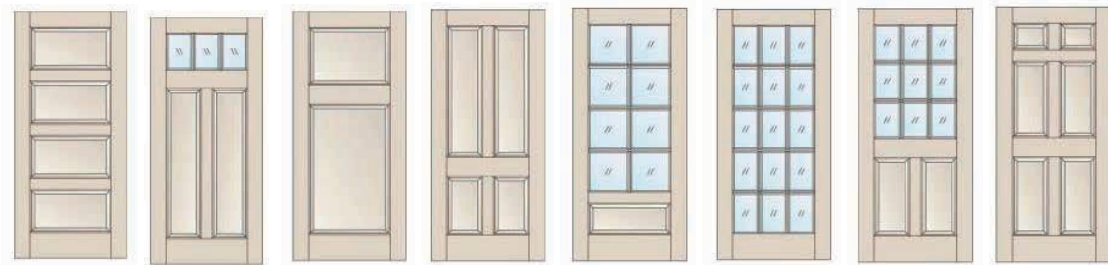
- Columns – typically square or round, non-fluted with a simple capital or base



- Window styles – typically has wide, double sash windows with a 6 over 6 or 9 over 9 lite pattern.



- Front door – the following are appropriate front door styles for a Colonial Revival



*These images illustrate architectural concepts only. Actual designs may vary in detail.

English

The English style is loosely based on a variety of early English building traditions. Most houses in this style emphasize high-pitched gabled roofs and prominent cross gables. Timbering is often used on the facades of this style with windows usually grouped in multiple arrangements.

Historically, with its variety of forms and detail, English style homes traditionally can incorporate a number of veneers used on a single home. For example, brick may be used in conjunction with siding or stone accents. The vast majority of English homes will mix exterior veneers.



The following reflect possible characteristics of an English style home that may be used:

- Roof pitch – typically between 10 & 12 to 16 & 12*



- Overhang – typically less than 1 ft



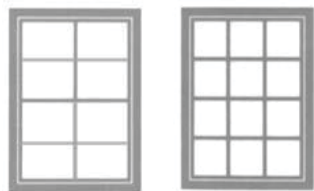
- Veneer – brick, stone, and horizontal siding



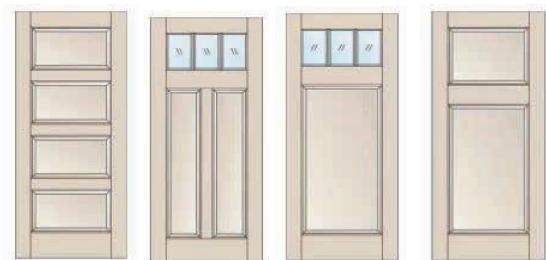
- Columns – typically square or round, non-fluted with a simple capital or base



- Window styles – typically has a 4 over 4 or 6 over 6 lite pattern.



- Front door – the following are appropriate front door styles for the English style



*These images illustrate architectural concepts only. Actual designs may vary in detail.

Farmhouse

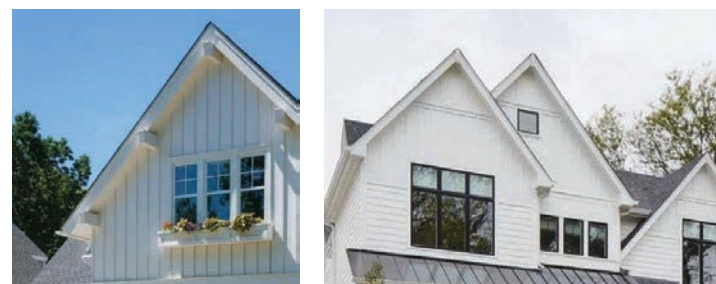
Traditional Farmhouse design is based on a functional and simple aesthetic and were prominent styles in rural America. The style may be symmetrical or asymmetrical and typically have large covered porches that contribute to a significant part of the overall façade. Windows are typically oversized and may either be grouped together or single.

Based on the Farmhouse style being a more rural prototype, veneer materials were predominately siding. Siding was more readily available and therefore used for the majority of the entire façade. Brick wainscoting along the base of the house is also a traditional architectural feature.



The following reflect possible characteristics of a Colonial Revival style home that may be used:

- Roof pitch – typically between 10 & 12 to 14 & 12*



- Overhang – typically a minimum of 1 ft



- Veneer – horizontal siding or board and batten



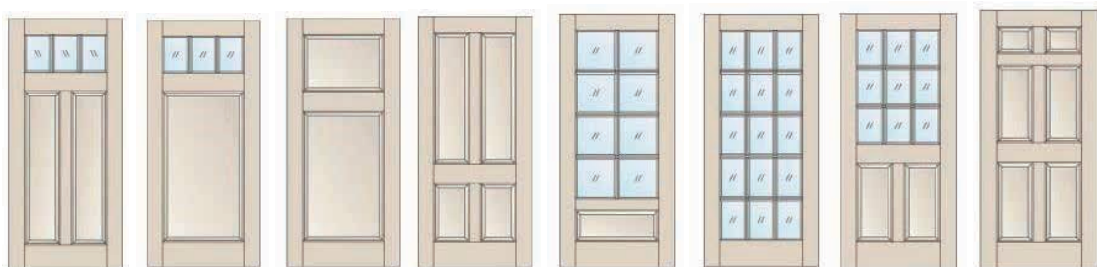
- Columns – plain shaft with no capital and base or a plain square shaft with minimal capital and base.



- Window styles – typically has a 4 over 4, 4 over 1, 1 over 1, or 6 over 6 lite pattern.



- Front door – the following are appropriate front door styles for a Farmhouse



*These images illustrate architectural concepts only. Actual designs may vary in detail.

3. Proportions & Massing

The proportion of the house and the building elements is important to maintain a classic order which is typically characterized by pleasant verticality. There is an emphasis on the vertical wall area while the roof area is deemphasized. The massing of these houses is vital in creating the emphasis on the front entry and less emphasis on subordinate elements like the garage. Simple massing, verses multiple façade changes, is a characteristic of classic traditional architecture.

4. Appropriate Veneer Materials

It is important to use the appropriate veneer for each specific style of house. While one veneer material may be appropriate for one style home, it may not be appropriate for another. By using the correct materials and colors, each house can have its own individual character while also complimenting each other to create a harmonious and pleasing streetscape.

Brick

Painted brick or natural color brick is an appropriate veneer for all of the architectural styles. Generally speaking, burgundy, rusty reds, browns, grays, white wash or painted brick are appropriate color ranges.

Siding

Siding is also an appropriate material for all of the above style homes. Classic traditional homes can include siding over the majority of the façade. While composite siding materials are appropriate, vinyl siding is not. Appropriate colors would be grays, tans, beiges, whites, off-whites, and other cool colors. Vibrant or bright colors are not approved for these style homes.

Stone

Stone accents are an appropriate material for the craftsman style. Stone could either be natural or a high-quality cultured stone. Acceptable colors range in the buff, white, grey, or earth tones.

Roofing

Architectural shingles are an appropriate material for the majority of the roof areas. No 3-TAB asphalt roofs shall be used. Accent metal roofs may be used to help accentuate a detail or elongate the porch.

*Roof pitches are typically 7:12 to 16:12 for the main roof that is visible when standing at the street looking at the front door. Secondary roofs or front to back roof pitches may be lower slope. Front to back roof pitches may vary in order to lower the ridgeline, reducing the overall roof mass. Roof masses shall not overwhelm the vertical wall surface of the house. Appropriate shingle colors would include weathered wood, charcoal, or a slate like color.

Cornice, Columns, and Railings

Material shall be a composite type or wood and not vinyl. Profiles and details shall be appropriate for the architectural style of the house. Cornice, columns, and railing colors shall be the same color. All casing, trim, and corner board colors are to match the color of the cornice, columns, and railings.

5. Appropriate Traditional Architectural Details

Porches

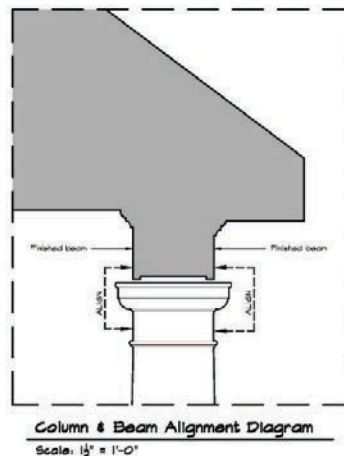
Front porches are required for all home styles. On English style homes, porches are typically smaller and are primarily used as an entry porch. However, wider porches can be appropriate as well. Other than small entry porches, usable porches shall be a minimum of six feet deep by eight feet wide.

Windows

Windows shall be located and sized according to the characteristics of the individual style of house. For example, on Craftsman style homes, windows are traditionally wider. Windows for English style homes are typically more vertical as long as egress requirements are met. Typical muntin patterns shall also follow standards for the specific style. Six over six grid, four over one, or four over four would be appropriate for Colonial style homes. One over one, two over two, four over four, four over one, or six over one would be appropriate muntin patterns for Craftsman style windows. Windows shall be a high-quality vinyl, wood, or metal clad. No aluminum windows are allowed. Appropriate colors include white, tan, or dark bronze. Majority of windows shall be white with the other colors being used less frequently.

Columns

Columns shall be wood or composite. They can be smooth painted or stained wood, timbers, or composite. Columns shall not be aluminum or vinyl. Whether round or square, columns must be appropriately proportioned. Top of the column shaft must align with the finished face of the beam or entablature.



Shutters

Materials shall be a wood or composite type. Louvered panel type shutters are appropriate for the approved style of homes. Plastic or vinyl shutters that are screwed into the veneer are not acceptable. Shutter size must match window size to look as if it could close up the full window opening. Shutter color should be a darker tone than the wall veneer color. Generally, shutter colors shall be black, forest green, deep rusty red, or dark bronze.

Front Door

Style of the front door shall be appropriate to the style of the house. Material can be metal, natural wood, or high-quality composite. Appropriate front door styles include four panel, two panel, full glass, two-thirds glass, or six panel. Appropriate colors include wood stain, matching the shutter color, or matching the cornice color. Front door colors can also be a distinct accent color such as a rusty red as long as the total number of colors on the front façade does not exceed three colors, including front door color.

The following door styles are appropriate:



Garage Doors

Style of garage door shall be appropriate to the style of the house. Garage doors can be painted or prefinished and the color should match or closely match the wall veneer color, shutter color, or cornice color.



Finished Floor Height

Finished floor height of the façade shall be a minimum of 18 inches above the finished grade at front façade.

Ceiling Height

Ceiling heights on the first floor shall be a minimum of 9 feet tall.

Dormers

Dormers shall have proportions that are appropriate to the style of house. Single window vertically scaled dormer is appropriate for a colonial style house while wider more horizontal dormers are appropriate for craftsman style homes.

REFERENCES

McAlester, Virginia and Lee. A Field Guide to American Houses, New York: Alfred A. Knopf. Inc., 1984.

Mouzon, Stephen A. Traditional Construction Patterns, McGraw-Hill, 2004.

Susanka, Sarah. The Not So Big House, Connecticut: The Taunton Press, 1998.