



Board of Commissioners
Regular Meeting Agenda
Thursday, December 9, 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:
 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*
- VI. TREASURER'S REPORT:
 1. Treasurer's Report - November 2021
- VII. REPORTS FROM COMMITTEES, MEMBERS OF THE BOARD OF COMMISSIONERS & OTHER OFFICERS:
 - 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

2. **Resolution** - approving the FY 2023 budget preparation calendar.
Sponsored by Michael Walker
3. **Resolution** - adopting a City of Lakeland compensation policy.
Sponsored by Michael Walker
4. **Resolution** - adopting a revised City of Lakeland travel policy.
Sponsored by Michael Walker
5. **Resolution** - adopting a revised City of Lakeland vehicle use policy.
Sponsored by Michael Walker
6. **Resolution** - approving Task Order #4 of the Master Services Agreement with True North Geographic Technologies for Cityworks Storeroom implementation. *Sponsored by Josh Thompson*
7. **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*

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** - 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
4. **Resolution** - to approve the 2022 Meeting Calendar. *Sponsored by Shane Horn*

5. **Resolution** - authorizing one-time employee recognition bonuses for part-time and full-time City of Lakeland employees. *Sponsored by Mayor Cunningham*
6. **Resolution** - authorizing appointments to the Economic Development Commission/Industrial Development Board. *Sponsored by Commissioner Wright*
7. **Resolution** - authorizing appointments to the Parks and Recreation Board/Natural Resources Board. *Sponsored by Vice-Mayor Dial*
8. **Resolution** - appointing a Commissioner to serve as a liaison on the Transportation Plan update committee. *Sponsored by Emily Harrell*
9. **Resolution** - approving Change Order #5 with Grinder Taber & Grinder, Inc. for the Fiscal Year 2018 LPRF Project - Lakeland Athletic Complex & Recreation Park, Phase I Construction. *Sponsored by Pat O'Mara*
10. **Resolution** - to approve the Strategic Communications Plan. *Sponsored by Shane Horn*

XII. ANNOUNCEMENTS:

XIII. ADJOURNMENT:

CITY OF
LAKE LAND
TENNESSEE



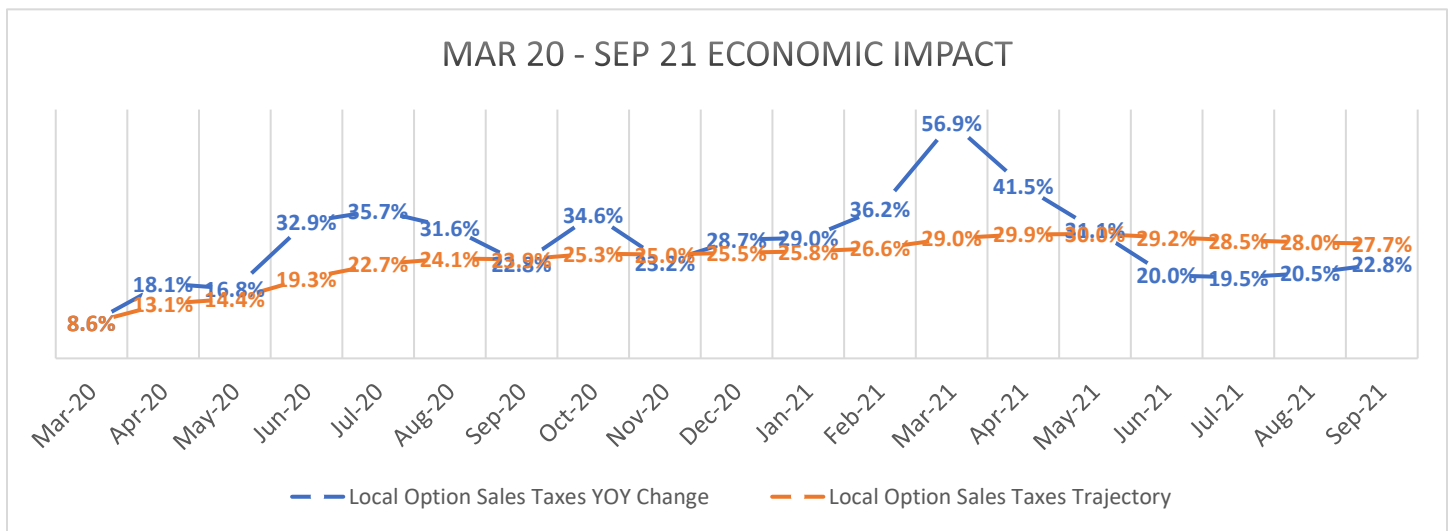
NOVEMBER 2021
TREASURER'S REPORT

BOARD SUMMARY

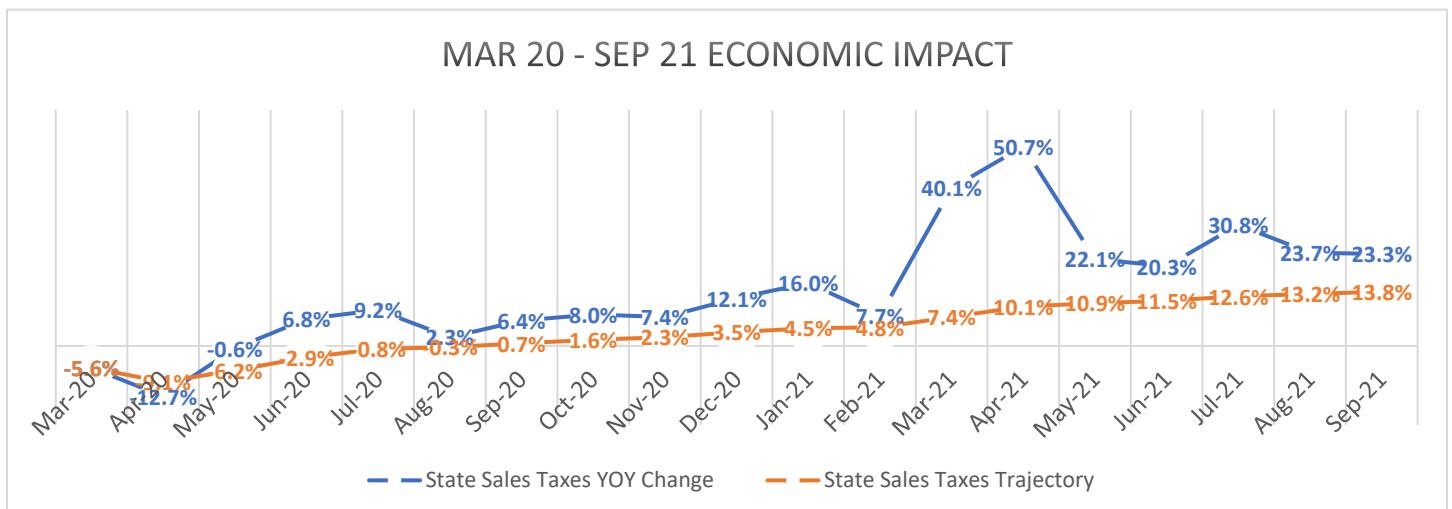
The following Board Summary is provided to assist in the review of the detailed monthly Treasurer's Report on the following pages. The Treasurer's Report provides monthly fiscal-year-to-date operating results for the General Fund, the State Street Aid Fund, the Debt Service Fund, the Sewer Fund, the Storm Water Fund, and the Solid Waste Fund. This report **excludes** the funds of Lakeland School System ("LSS"), either individually or in the aggregate.

Short Take:

- General Fund:
 - Revenues in total are higher than for the same timeframe in the prior fiscal year
 - **Economic Trends:** Local Option Sales Tax (for the 3 months recognized thus far in FY22) have *averaged 20.9%* higher than for the same period in FY21 – since March 2020, the year-over-year increase has averaged 22.8%

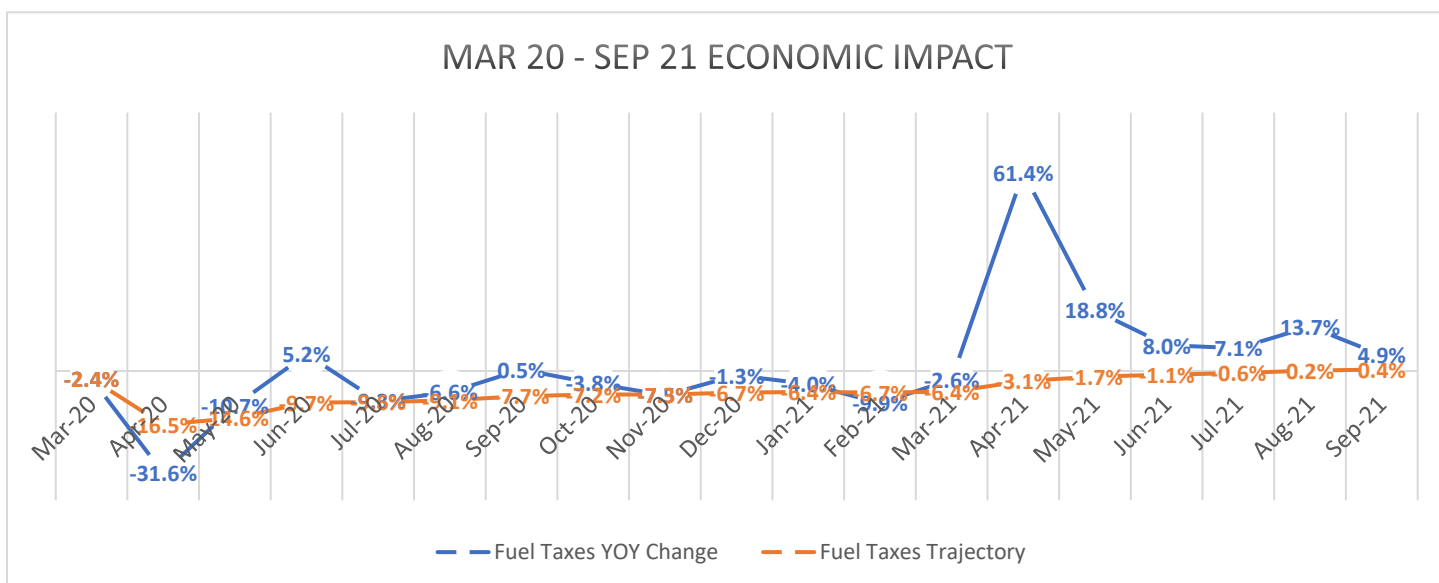


- **Economic Trends:** State Sales Tax (for the 3 months recognized thus far in FY22) have *averaged 25.9%* higher than for the same period in FY21 – since March 2020, the year-over-year increase has averaged 13.8%



BOARD SUMMARY (CONTINUED)

- General Fund (continued)
 - Until the New Canada Road capital outlays planned for FY22 are incurred, expenditures compared to budget target percentage will continue to appear low
- State Street Aid Fund:
 - Revenues exceed FYTD target due to Governor's appropriation grant received
 - **Economic Trends:** Fuel taxes are just beginning to return to pre-pandemic levels, with the year-over-year average currently reaching 0.4%

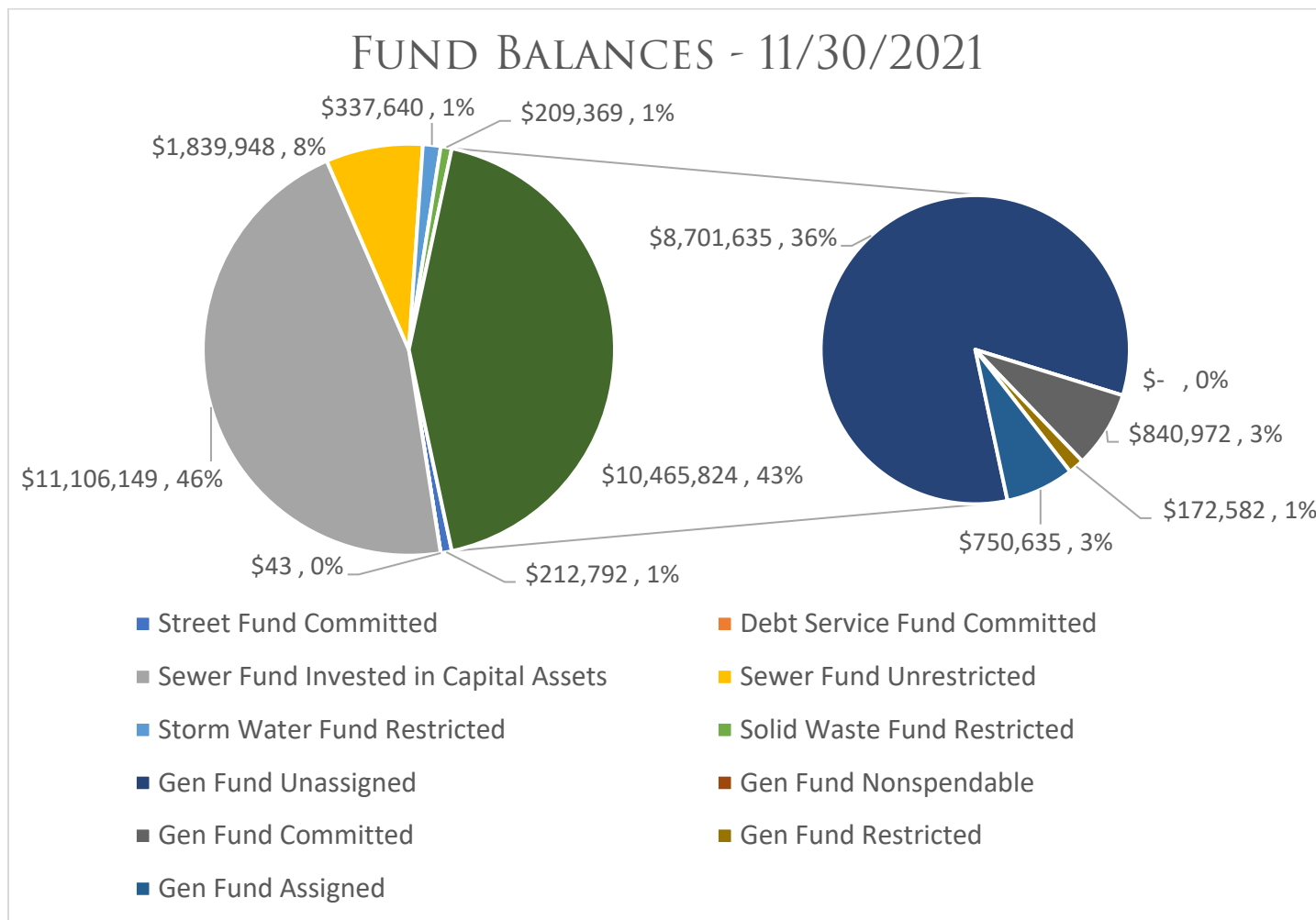


- Expenditures lower than FYTD target due to timing of receipt of invoices for the paving projects

BOARD SUMMARY (CONTINUED)

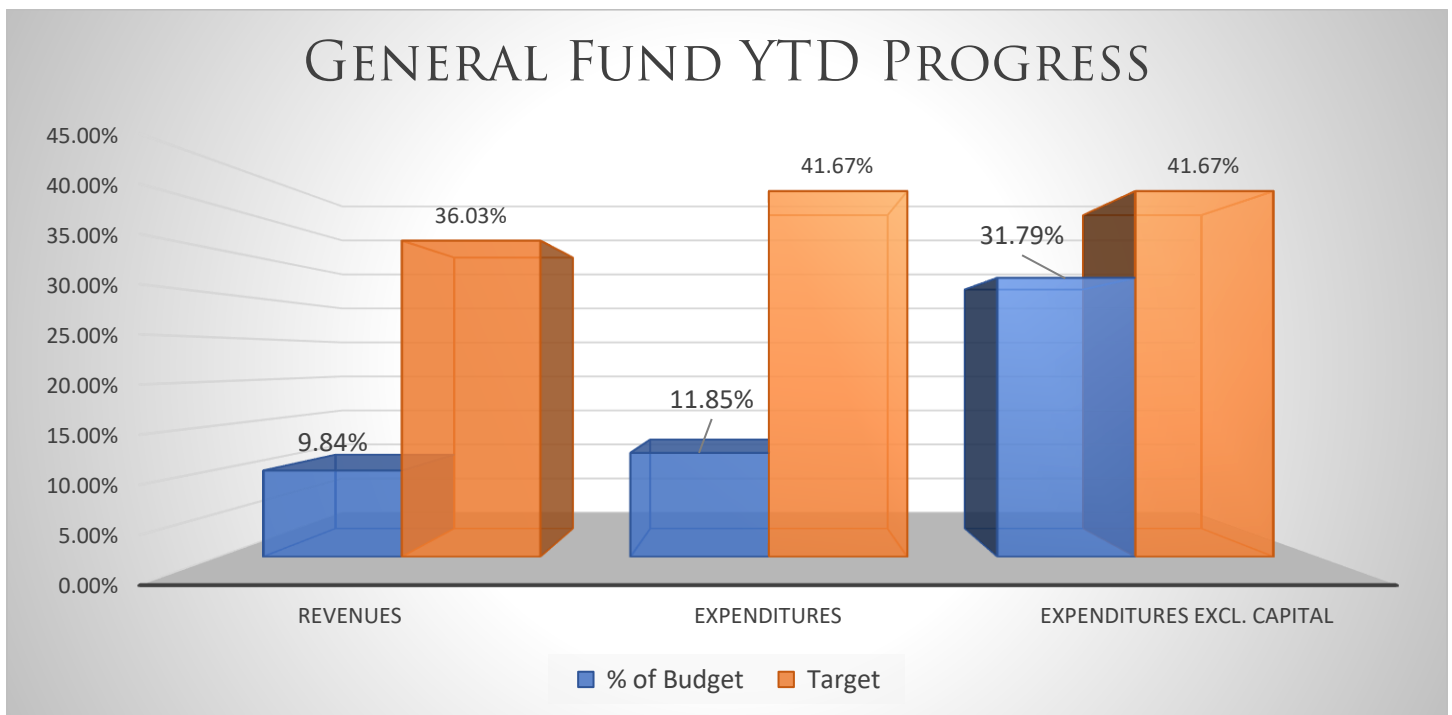
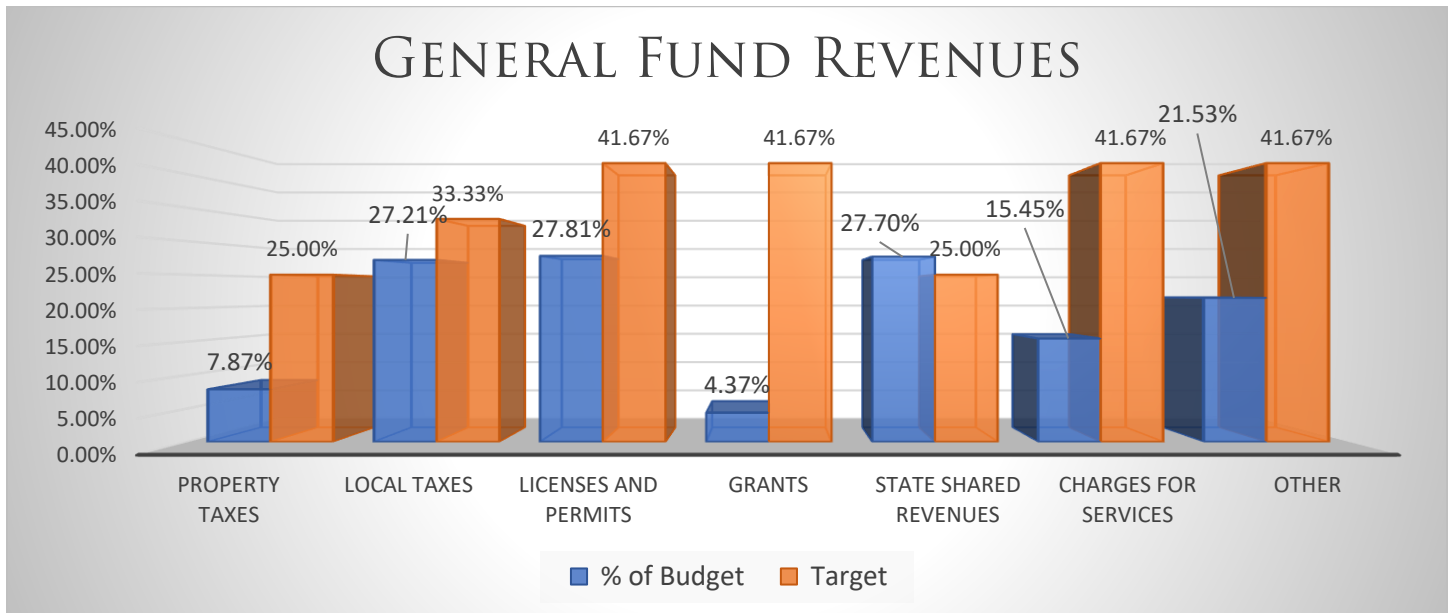
Fund Balance and Net Position - Across all funds (of the City), fund balance (and net position) increased during November from \$23,565,960 to \$24,171,765 - or by \$0.61 million.

This increase is due in large part to the receipt of grant reimbursements receivable on the New Canada Road project, the costs of which were incurred in FY21 while the revenue was recorded in FY22.



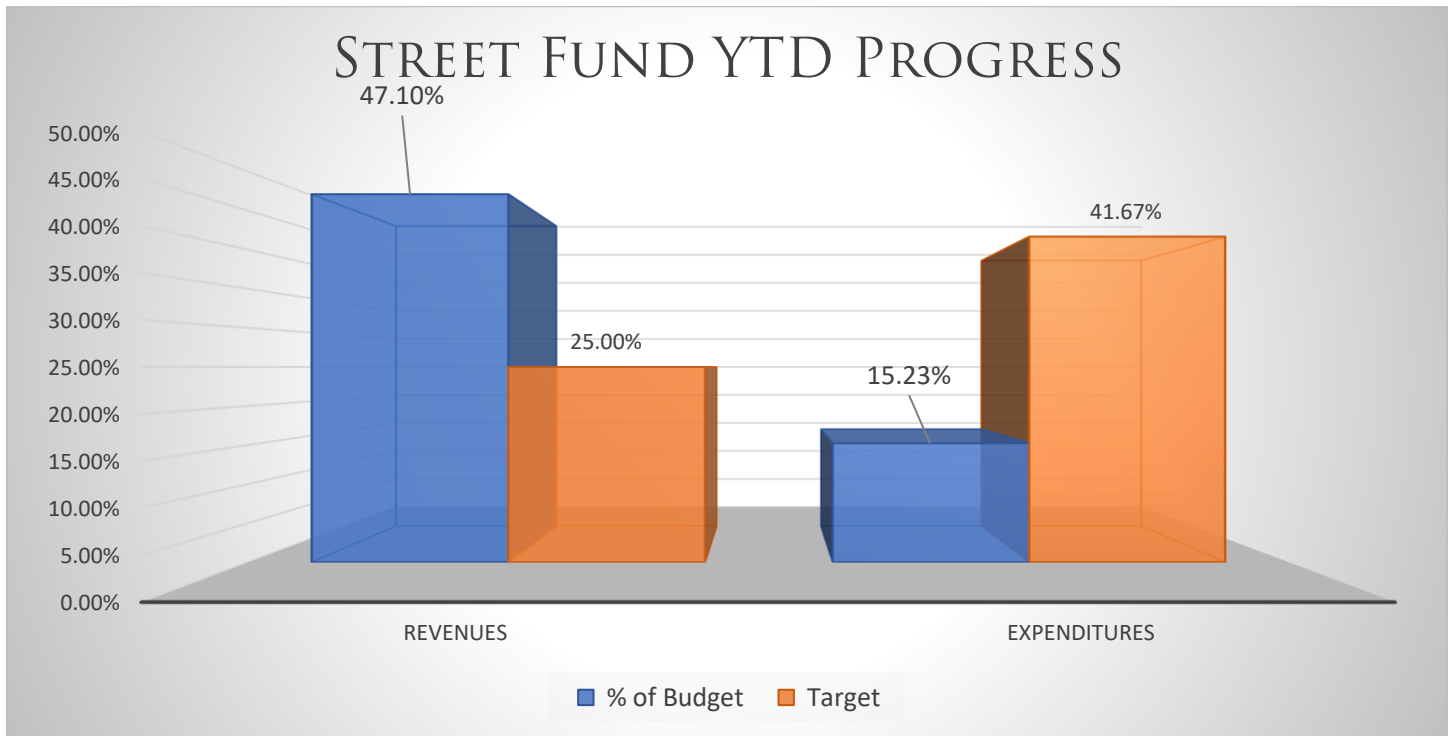
BOARD SUMMARY (CONTINUED)

General Fund Summary

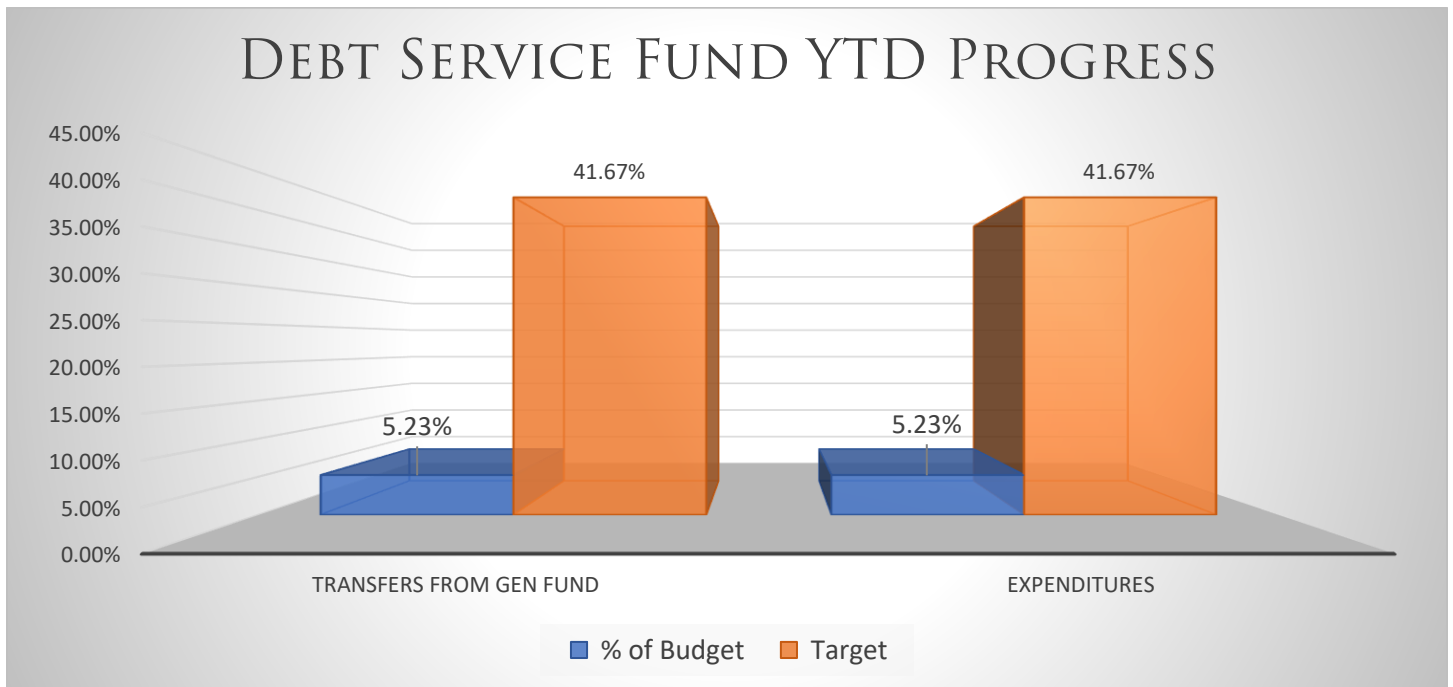


BOARD SUMMARY (CONTINUED)

State Street Aid Fund Summary

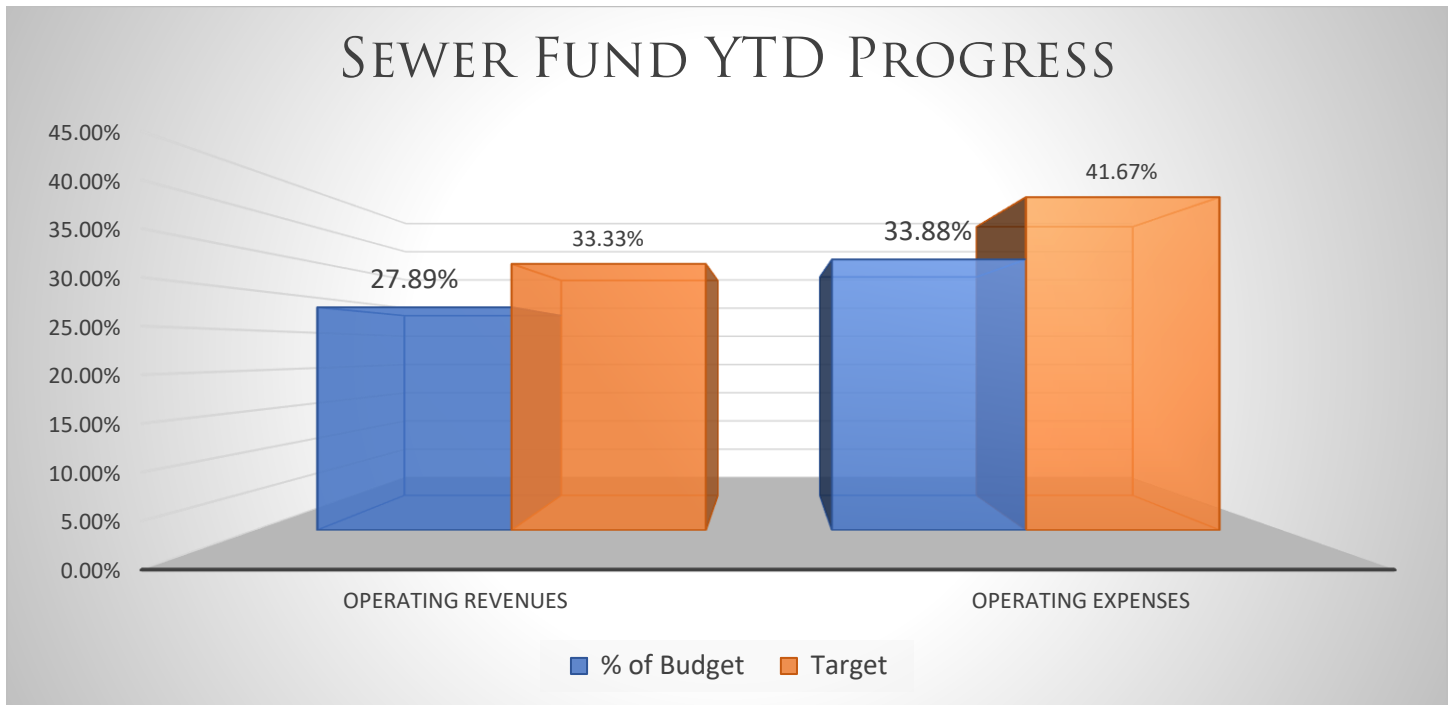


Debt Service Fund Summary

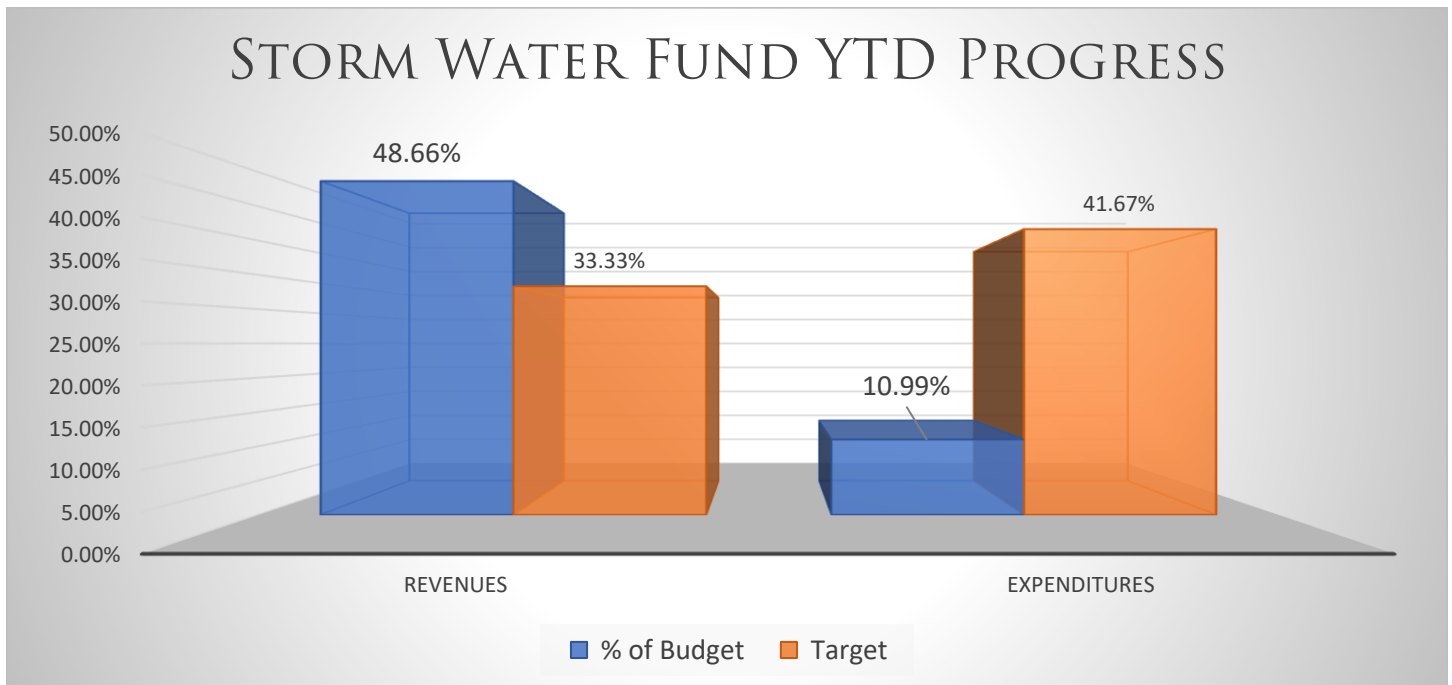


BOARD SUMMARY (CONTINUED)

Sewer Fund Summary

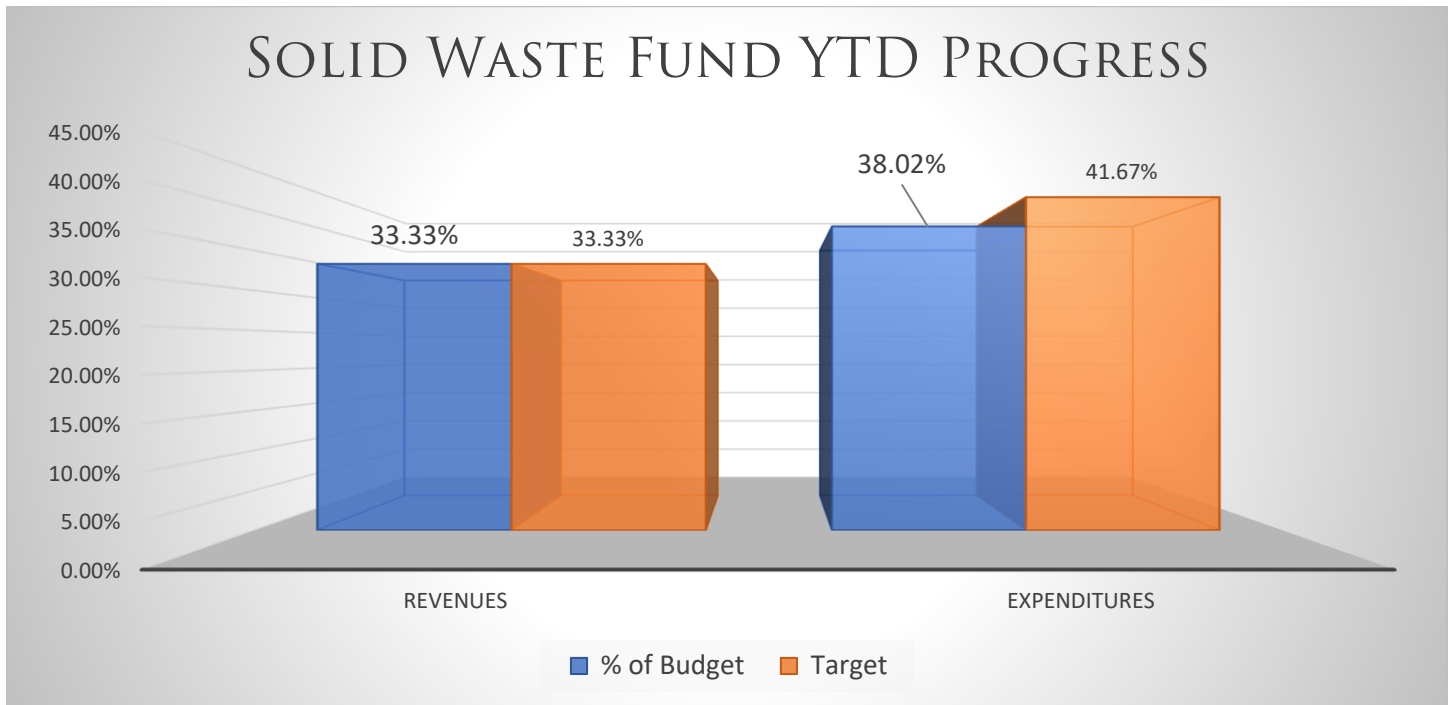


Storm Water Fund Summary



BOARD SUMMARY (CONTINUED)

Solid Waste Fund Summary



Budget Transfers

As noted in Ordinance O-5-2021, funds “may be transferred from one appropriation to another in the same fund by the Finance Director” and “shall be reported to the governing body at its next regular meeting.”

Budgetary transfers for fiscal year 2022 are as noted in Appendix A at the back of this Treasurer’s Report.

BOARD SUMMARY (CONTINUED)

Outstanding Debt Update – by Purpose of Debt

Profile as of

11/30/2021



[Export Data](#)

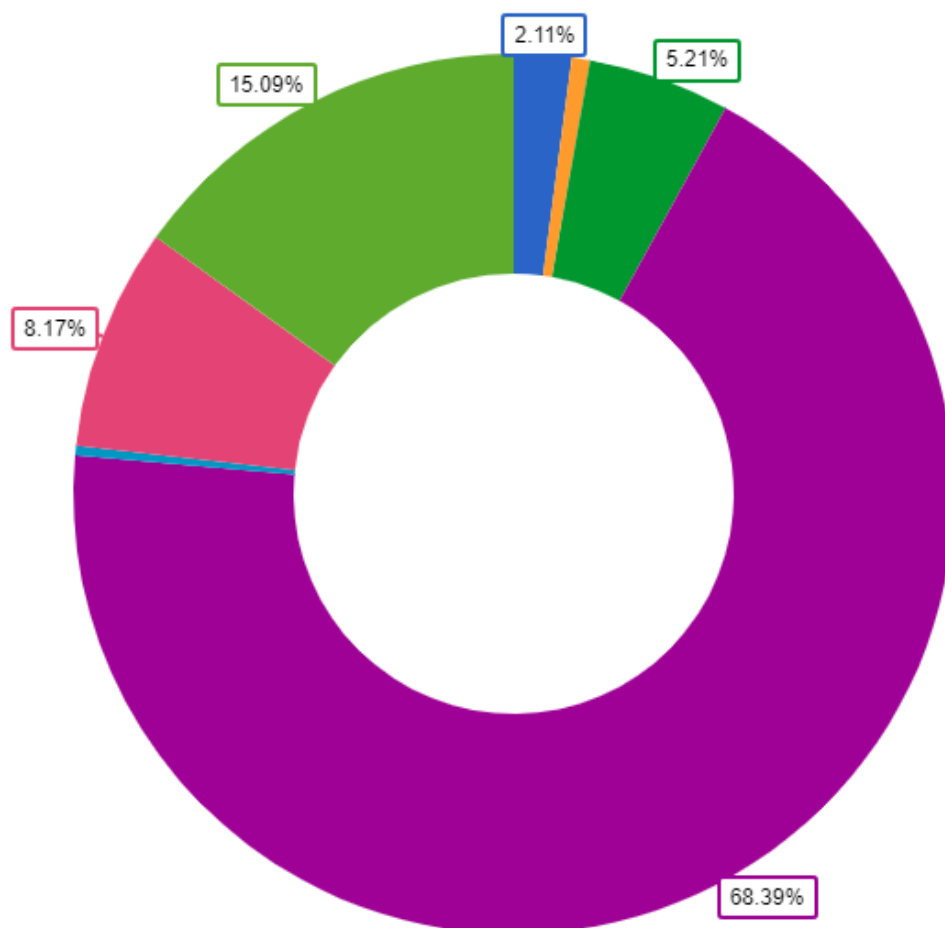
Viewing 6 Purposes with 7 total issues [View All Issues](#)

Total Outstanding Par Amount: **63,603,379**

☐	Title	Outstanding Par Amount
☐	BEVERLE RIVERA ROADWAY EXTENSION (1 Issue)	1,343,959
☐	LSS HIGH SCHOOL CONSTRUCTION (1 Issue)	43,500,000
☐	LSS MIDDLE SCHOOL CONSTRUCTION (2 Issues)	14,794,500
☐	LSS SETTLEMENT (1 Issue)	222,825
☐	PUBLIC WORKS PROJECTS (INCL FIRE STATION) (1 Issue)	429,095
☐	PUBLIC WORKS PROJECTS (INCL TREATMENT PLANT) (1 Issue)	3,313,000

BOARD SUMMARY (CONTINUED)

Debt Mix – by Purpose of Debt



2011 Tida Loan 2001 Tennessee Municipal League Note Payable 2005 Tennessee Municipal League Note
2019 General Obligation Bond Anticipation Note 2014 Shelby County Settlement
2021R1 General Obligation Refunding Bonds 2021R2 General Obligation Refunding Bonds

NOVEMBER FISCAL YEAR-TO-DATE RESULTS



CITY OF LAKELAND

BALANCE SHEET - ALL CITY GOVERNMENTAL FUNDS - UNAUDITED

November 30, 2021

	GOVERNMENTAL FUNDS - MODIFIED ACCRUAL					TOTAL GOVERNMENTAL FUNDS
	GENERAL FUND	DEBT SERVICE FUND	STATE STREET AID FUND	STORM WATER FUND	SOLID WASTE FUND	
ASSETS						
Cash and cash equivalents	\$ 10,280,442	\$ 43	\$ 262,858	\$ 307,640	\$ 217,557	\$ 11,068,540
Receivables						
Property taxes, net of allowance	4,742,729	-	-	-	-	4,742,729
Grants	108,023	-	-	-	-	108,023
Other	197,510	-	-	30,000	-	227,510
Due from other governments	-	-	-	-	-	-
Due from other funds	-	-	-	-	-	-
Prepaid items	-	-	-	-	-	-
Inventory	5,136	-	-	-	-	5,136
Restricted cash	172,582	-	-	-	-	172,582
Total assets	<u>\$ 15,506,422</u>	<u>\$ 43</u>	<u>\$ 262,858</u>	<u>\$ 337,640</u>	<u>\$ 217,557</u>	<u>\$ 16,324,520</u>
LIABILITIES						
Accounts payable and accrued liabilities	\$ 30,106	\$ -	\$ 50,066	\$ -	\$ 8,188	\$ 88,360
Deposits	148,350	-	-	-	-	148,350
Due to other funds	251	-	-	-	-	251
Unearned revenue	-	-	-	-	-	-
Total liabilities	<u>178,707</u>	<u>-</u>	<u>50,066</u>	<u>-</u>	<u>8,188</u>	<u>236,961</u>
DEFERRED INFLOWS OF RESOURCES						
Unavailable revenue						
Property taxes	4,734,124	-	-	-	-	4,734,124
Grants	114,468	-	-	-	-	114,468
Other	13,299	-	-	-	-	13,299
Total deferred inflows of resources	<u>4,861,891</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,861,891</u>
FUND BALANCES						
Restricted	172,582	-	-	337,640	209,369	719,591
Committed	840,972	43	212,792	-	-	1,053,807
Assigned	750,635	-	-	-	-	750,635
Unassigned	8,701,635	-	-	-	-	8,701,635
Total fund balances	<u>10,465,824</u>	<u>43</u>	<u>212,792</u>	<u>337,640</u>	<u>209,369</u>	<u>11,225,668</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 15,506,422</u>	<u>\$ 43</u>	<u>\$ 262,858</u>	<u>\$ 337,640</u>	<u>\$ 217,557</u>	<u>\$ 16,324,520</u>

CITY OF LAKELAND

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES ALL CITY GOVERNMENTAL FUNDS - UNAUDITED - FOR THE FYTD PERIOD ENDED November 30, 2021

	GOVERNMENTAL FUNDS - MODIFIED ACCRUAL					TOTAL
	GENERAL FUND	DEBT SERVICE FUND	STATE STREET AID FUND	STORM WATER FUND	SOLID WASTE FUND	GOVERNMENTAL FUNDS
REVENUES						
Property taxes	\$ 370,016	\$ -	\$ -	\$ -	\$ -	\$ 370,016
Local taxes	717,304	-	-	-	-	717,304
Intergovernmental	407,295	-	124,403	-	-	531,698
Licenses and permits	70,840	-	-	-	-	70,840
Charges for services	51,616	-	-	96,628	439,589	587,833
Federal, state, and local grants	556,893	-	153,314	-	-	710,207
Interest income	3,381	-	-	-	-	3,381
Other	1,964	-	-	-	965	2,929
Total revenues	<u>2,179,309</u>	<u>-</u>	<u>277,717</u>	<u>96,628</u>	<u>440,554</u>	<u>2,994,208</u>
EXPENDITURES						
Current						
General government	755,263	-	-	-	-	755,263
Community development	256,915	-	-	-	-	256,915
Public works	206,900	-	545,834	24,962	459,237	1,236,933
Parks and recreation	268,559	-	-	-	-	268,559
Capital Outlay	1,154,402	-	74,666	492	53,833	1,283,393
Debt Service						
Principal	-	81,691	-	-	-	81,691
Interest and fiscal charges	-	295,370	-	-	-	295,370
Total expenditures	<u>2,642,039</u>	<u>377,061</u>	<u>620,500</u>	<u>25,454</u>	<u>513,070</u>	<u>4,178,124</u>
Excess of revenues over expenditures	(462,730)	(377,061)	(342,783)	71,174	(72,516)	(1,183,916)
OTHER FINANCING SOURCES (USES)						
Issuance of debt	-	-	-	-	-	-
Transfers in	700,000	377,062	-	-	-	1,077,062
Transfers out	(1,059,277)	-	-	-	-	(1,059,277)
Total other financing sources (uses)	<u>(359,277)</u>	<u>377,062</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>17,785</u>
Net change in fund balances	(822,007)	1	(342,783)	71,174	(72,516)	(1,166,131)
Fund balances - beginning	<u>11,287,831</u>	<u>42</u>	<u>555,575</u>	<u>266,466</u>	<u>281,885</u>	<u>12,391,799</u>
Fund balances - ending	<u>\$ 10,465,824</u>	<u>\$ 43</u>	<u>\$ 212,792</u>	<u>\$ 337,640</u>	<u>\$ 209,369</u>	<u>\$ 11,225,668</u>
	-	-	-	-	-	-

CITY OF LAKELAND, TN
SEWER FUND
STATEMENT OF NET POSITION
NOVEMBER 30, 2021

ASSETS

Current assets:

Cash and cash equivalents	\$ 2,004,693
Receivables	
Accounts	-
Interest	1,721
Due from other governments	-
Total current assets	<u>2,006,414</u>

Capital assets:

Capital assets, not being depreciated	1,033,753
Capital assets, being depreciated - net	<u>13,385,396</u>
Total capital assets	14,419,149

Net pension asset

	-
Total assets	<u>16,425,563</u>

DEFERRED OUTFLOWS OF RESOURCES

Deferred Outflows Related to Pensions	18,704
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LIABILITIES

Current liabilities:

Accounts payable and accrued expenses	173,364
Current portion of notes payable	<u>588,000</u>
Total current liabilities	761,364

Noncurrent liabilities:

Net pension liability	3,576
Notes payable, net of current portion	<u>2,725,000</u>
Total liabilities	3,489,940

DEFERRED INFLOWS OF RESOURCES

Deferred Inflows Related to Pensions	<u>8,230</u>
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NET POSITION

Net investment in capital assets	11,106,149
Unrestricted	<u>1,839,948</u>
Total net position	<u><u>\$ 12,946,097</u></u>

CITY OF LAKELAND, TENNESSEE

SEWER FUND

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION NOVEMBER 30, 2021

	Prior YTD 11/30/20	Current YTD 11/30/21	Plan FY 2022
Operating revenues:			
Sewer service fee	\$ 562,814	\$ 575,608	\$ 1,742,376
Service connection fees	216,800	39,900	464,680
Operating grants	-	-	-
Total operating revenues	<u>779,614</u>	<u>615,508</u>	<u>2,207,056</u>
Operating expenses:			
Personnel expenses	(136,008)	(127,414)	(528,451)
General and administrative	(148,248)	(158,245)	(432,100)
Depreciation	(213,761)	(212,500)	(510,000)
Total operating expenses	<u>(498,017)</u>	<u>(498,159)</u>	<u>(1,470,551)</u>
Operating Income (Loss)	281,597	117,349	736,505
Nonoperating revenues (expenses):			
Interest income	1,434	1,111	5,110
Interest and agent Fee expense	(14,484)	(11,097)	(160,000)
Total non-operating expenses	<u>(13,050)</u>	<u>(9,986)</u>	<u>(154,890)</u>
Change in net position	268,547	107,363	581,615
Capital Contributions	-	-	560,069
Net position - beginning of year	<u>12,316,614</u>	<u>12,838,734</u>	<u>12,838,734</u>
Net position - Nov-30	<u>\$ 12,585,161</u>	<u>\$ 12,946,097</u>	<u>\$ 13,980,418</u>

CITY OF LAKELAND, TENNESSEE
SEWER FUND
STATEMENT OF CASH FLOWS
NOVEMBER 30, 2021

	<u>Current YTD</u> <u>11/30/21</u>
Cash flows from operating activities:	
Receipts from customers and users	\$ 751,011
Payments to suppliers/operating costs	<u>(397,724)</u>
Net cash provided by operating activities	353,287
 Cash flows from capital and related financing activities:	
Principal payments on capital debt	-
Acquisition and construction of capital assets	(215,228)
Interest paid on capital debt	<u>(11,097)</u>
Net cash used by capital and related financing activities	(226,325)
 Cash flows from investing activities:	
Interest income received	<u>1,111</u>
 Net increase (decrease) in cash and cash equivalents	128,073
 Cash and cash equivalents - beginning of year	<u>1,876,620</u>
 Cash and cash equivalents - Nov-30	<u><u>\$ 2,004,693</u></u>

CITY OF LAKELAND

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

GENERAL FUND

NOVEMBER 30, 2021

	Prior YTD 11/30/20	Current YTD 11/30/21	Budget FY 2022	% Earned/Used Year-to-Date
REVENUES				
Property Taxes	\$ 419,545	\$ 370,016	\$ 4,700,922	7.87%
Local Taxes	511,901	717,304	2,636,377	27.21%
Intergovernmental	336,363	407,295	1,470,458	27.70%
Licenses and permits	200,513	70,840	254,720	27.81%
Charges for services	72,637	51,616	334,000	15.45%
Federal, State, and Local Grants	571,701	556,893	12,734,400	4.37%
Other	7,625	5,345	24,824	21.53%
Total Revenues	<u>2,120,285</u>	<u>2,179,309</u>	<u>22,155,701</u>	<u>9.84%</u>
EXPENDITURES				
Current				
General government	(724,396)	(755,263)	(2,111,403)	35.77%
Community Development	(217,681)	(256,915)	(999,378)	25.71%
Public Works	(151,032)	(206,900)	(682,897)	30.30%
Parks and Recreation	(162,974)	(268,559)	(885,810)	30.32%
Capital Projects	(282,681)	(1,154,402)	(17,623,125)	6.55%
Total Expenditures	<u>(1,538,764)</u>	<u>(2,642,039)</u>	<u>(22,302,613)</u>	<u>11.85%</u>
Excess (deficiency) of revenues over (under) expenditures	581,521	(462,730)	(146,912)	
OTHER FINANCING SOURCES (USES)				
Issuance of Debt	-	-	13,500,000	
Transfers in	700,000	700,000	707,100	
Transfers out	(1,232,848)	(1,059,277)	(10,823,982)	
Total Other Financing Sources	<u>(532,848)</u>	<u>(359,277)</u>	<u>3,383,118</u>	
Net Change in Fund Balance	<u>\$ 48,673</u>	<u>\$ (822,007)</u>	<u>\$ 3,236,206</u>	
Allocation of Net Change in Fund Balance:				
Committed Fund Balance		\$ (1,019,365)		
Restricted Fund Balance		36		
Assigned Fund Balance		(771,166)		
Nonspendable Fund Balance		-		
Unassigned Fund Balance		968,488		
Net Change in Fund Balance		<u>\$ (822,007)</u>		

CITY OF LAKELAND

DEBT SERVICE FUND

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

NOVEMBER 30, 2021

	YTD	11/30/21	Budget FY 2022
Revenues:			
Interest	\$	-	\$ -
Total Revenues		-	-
Expenditures:			
Principal		(81,691)	(5,980,621)
Interest		(293,220)	(1,166,880)
Dues and Fees		(2,150)	(66,400)
Total Expenditures		(377,061)	(7,213,901)
 Net excess (deficiency) of revenues over expenditures		(377,061)	(7,213,901)
 Other Financing Sources (Uses):			
Transfers In		377,062	7,213,901
Transfers Out		-	-
Total Other Financing Sources (Uses)		377,062	7,213,901
 Net Change in Fund Balance	\$	1	\$ -

STATE STREET AID
STATEMENT OF REVENUES AND EXPENSES
NOVEMBER 30, 2021

	Prior YTD 11/30/20	Current YTD 11/30/21	Budget FY 2022
REVENUES:			
State shared revenue	\$ 114,642	\$ 124,403	\$ 436,320
Local Revenue	-	-	-
Grant Revenue	-	153,314	153,314
Other revenue	-	-	-
Total revenues	<u>114,642</u>	<u>277,717</u>	<u>589,634</u>
EXPENDITURES:			
Personnel expenses	(85,270)	(67,528)	(257,713)
Public works	(130,584)	(478,306)	(3,133,363)
Capital projects	(90,426)	(74,666)	(681,997)
Total expenditures	<u>(306,280)</u>	<u>(620,500)</u>	<u>(4,073,073)</u>
Net excess (deficiency) of revenues over expenditures	(191,638)	(342,783)	(3,483,439)
OTHER FINANCING SOURCES (USES):			
Transfers in	-	-	2,927,866
Transfers out	-	-	-
Total other financing sources (uses):	<u>-</u>	<u>-</u>	<u>2,927,866</u>
Net change in fund balance	(191,638)	(342,783)	(555,573)
Fund balance - beginning of year	<u>294,322</u>	<u>555,575</u>	<u>294,322</u>
Fund balance - Nov 30	<u>\$ 102,684</u>	<u>\$ 212,792</u>	<u>\$ (261,251)</u>

STORM WATER FUND

STATEMENT OF REVENUES AND EXPENDITURES

NOVEMBER 30, 2021

	Prior YTD 11/30/20	Current YTD 11/30/21	Budget FY 2022
REVENUES:			
Storm Water Fees	\$ 64,122	\$ 66,628	\$ 198,566
Other	23,400	30,000	-
Total revenues	<u>87,522</u>	<u>96,628</u>	<u>198,566</u>
EXPENDITURES:			
Personnel expenses	(15,543)	(22,270)	(54,307)
General and administrative	(5,383)	(2,692)	(27,310)
Capital	(17,923)	(492)	(150,000)
Total expenditures	<u>(38,849)</u>	<u>(25,454)</u>	<u>(231,617)</u>
OTHER FINANCING SOURCES/USES			
Transfers in from General Fund	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balance	48,673	71,174	(33,051)
Fund balance - beginning of year	<u>168,394</u>	<u>266,466</u>	<u>168,392</u>
Fund balance - Nov 30	<u><u>\$ 217,067</u></u>	<u><u>\$ 337,640</u></u>	<u><u>\$ 135,341</u></u>

SOLID WASTE FUND
STATEMENT OF REVENUES AND EXPENDITURES
NOVEMBER 30, 2021

	Prior YTD 11/30/20	Current YTD 11/30/21	Budget FY 2022
REVENUES:			
Solid waste collection fees	\$ 426,838	\$ 439,589	\$ 1,320,444
Interest income	-	-	-
Grant revenues	132,550	-	-
Other	1,050	965	1,500
Total revenues	<u>560,438</u>	<u>440,554</u>	<u>1,321,944</u>
EXPENDITURES:			
Personnel expenditures	(61,344)	(60,008)	(151,834)
General and administrative	(28,310)	(23,894)	(88,700)
Contracted services	(402,102)	(375,335)	(1,055,000)
Capital	(61,845)	(53,833)	(53,833)
Total expenditures	<u>(553,601)</u>	<u>(513,070)</u>	<u>(1,349,367)</u>
Net change in fund balance	6,837	(72,516)	(27,423)
Fund balance - beginning of year	<u>547,021</u>	<u>281,885</u>	<u>281,885</u>
Fund balance - Nov 30	<u>\$ 553,858</u>	<u>\$ 209,369</u>	<u>\$ 254,462</u>

APPENDIX A – BUDGETARY TRANSFERS



CITY OF LAKELAND, TENNESSEE
FY2022 BUDGETARY TRANSFERS

Fnd T Acct	Obj	Prj	Loc	Prg	Account Level Description	2021-22 Original Budget	2021-22 Budget Carry F	2021-22 Budget Revision	2021-22 Budget Transfe	2021-22 Revised Budget
110 E 41000 212 000 00000 000					GOV - Employee Engagement	\$ -	\$ -	\$ -	\$ 300.00	\$ 300.00
110 E 41000 252 000 00000 000					GOV - Legal Services	\$ 100,000.00	\$ -	\$ -	\$ (10,000.00)	\$ 90,000.00
110 E 41000 252 000 00000 800					GOV Legal Services - COVID-19	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00
110 E 41000 259 000 00000 000					GOV - Other Professional Servi	\$ 23,000.00	\$ -	\$ -	\$ 10,000.00	\$ 33,000.00
110 E 41000 290 000 00000 000					GOV - Contracted Service	\$ 105,000.00	\$ -	\$ -	\$ (10,000.00)	\$ 95,000.00
110 E 41000 299 000 00000 000					GOV - Contingency	\$ 2,000.00	\$ -	\$ -	\$ (300.00)	\$ 1,700.00
110 E 41500 220 000 00000 000					FIN - Printing	\$ 1,500.00	\$ -	\$ -	\$ 600.00	\$ 2,100.00
110 E 41500 299 000 00000 000					FIN - Contingency	\$ 1,000.00	\$ -	\$ -	\$ (600.00)	\$ 400.00
110 E 41670 148 000 00000 000					ENG - Education/Training	\$ 2,000.00	\$ -	\$ -	\$ 1,000.00	\$ 3,000.00
110 E 41670 259 000 00000 000					ENG - Other Professional Servi	\$ 15,000.00	\$ -	\$ -	\$ (3,075.00)	\$ 11,925.00
110 E 41670 280 000 00000 000					ENG - Travel	\$ 2,500.00	\$ -	\$ -	\$ 600.00	\$ 3,100.00
110 E 41670 299 000 00000 000					ENG - Contingency	\$ 2,500.00	\$ -	\$ -	\$ (1,745.00)	\$ 755.00
110 E 41670 781 000 00000 000					ENG - Transp Plan Update	\$ -	\$ -	\$ 349,855.00	\$ 3,220.00	\$ 353,075.00
110 E 41672 148 000 00000 000					INS - Education/Training	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	\$ 2,000.00
110 E 43000 122 000 00000 000					PW - Temporary Employee Wages	\$ 40,000.00	\$ -	\$ -	\$ (40,000.00)	\$ -
110 E 43000 148 000 00000 000					PW - Education/Training	\$ 3,000.00	\$ -	\$ -	\$ (1,000.00)	\$ 2,000.00
110 E 43000 290 000 00000 000					PW - Contracted Service	\$ 10,000.00	\$ -	\$ -	\$ 40,000.00	\$ 50,000.00
110 E 43000 331 000 00000 000					PW - Gas, Oil, Diesel	\$ 10,000.00	\$ -	\$ -	\$ (1,000.00)	\$ 9,000.00
110 E 44400 462 000 00000 000					REC - Youth Soccer	\$ 53,305.00	\$ -	\$ -	\$ (11,500.00)	\$ 41,805.00
110 E 44400 465 000 00000 000					REC - Youth Cheerleading	\$ 26,000.00	\$ -	\$ 4,016.61	\$ (15,000.00)	\$ 15,016.61
110 E 44400 475 000 00000 000					REC - Youth Football	\$ 25,000.00	\$ -	\$ 525.00	\$ 15,000.00	\$ 40,525.00
110 E 44400 476 000 00000 000					REC - Recreation Camps	\$ 10,000.00	\$ -	\$ -	\$ (5,000.00)	\$ 5,000.00
110 E 44400 480 000 00000 000					REC - Health & Fitness	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00
110 E 44710 122 000 00000 000					PRK -Temporary Employee Wages	\$ -	\$ -	\$ -	\$ 8,000.00	\$ 8,000.00
110 E 44710 290 000 00000 000					PRK - Contracted Service	\$ 24,840.00	\$ -	\$ -	\$ (8,000.00)	\$ 16,840.00
110 E 44710 331 000 00000 000					PRK - Gas, Oil, Diesel	\$ -	\$ -	\$ 7,000.00	\$ 1,000.00	\$ 8,000.00
110 E 44710 341 000 00000 000					PRK - Tools	\$ 2,500.00	\$ -	\$ -	\$ 11,500.00	\$ 14,000.00



**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
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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
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CITY HALL, LAKE LAND, TENNESSEE 38002

DRAFT

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



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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 9, 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
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 9, 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 9, 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 LAKE LAND
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.

	Date
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 9, 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
LAKE LAND
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 9, 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 9, 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).

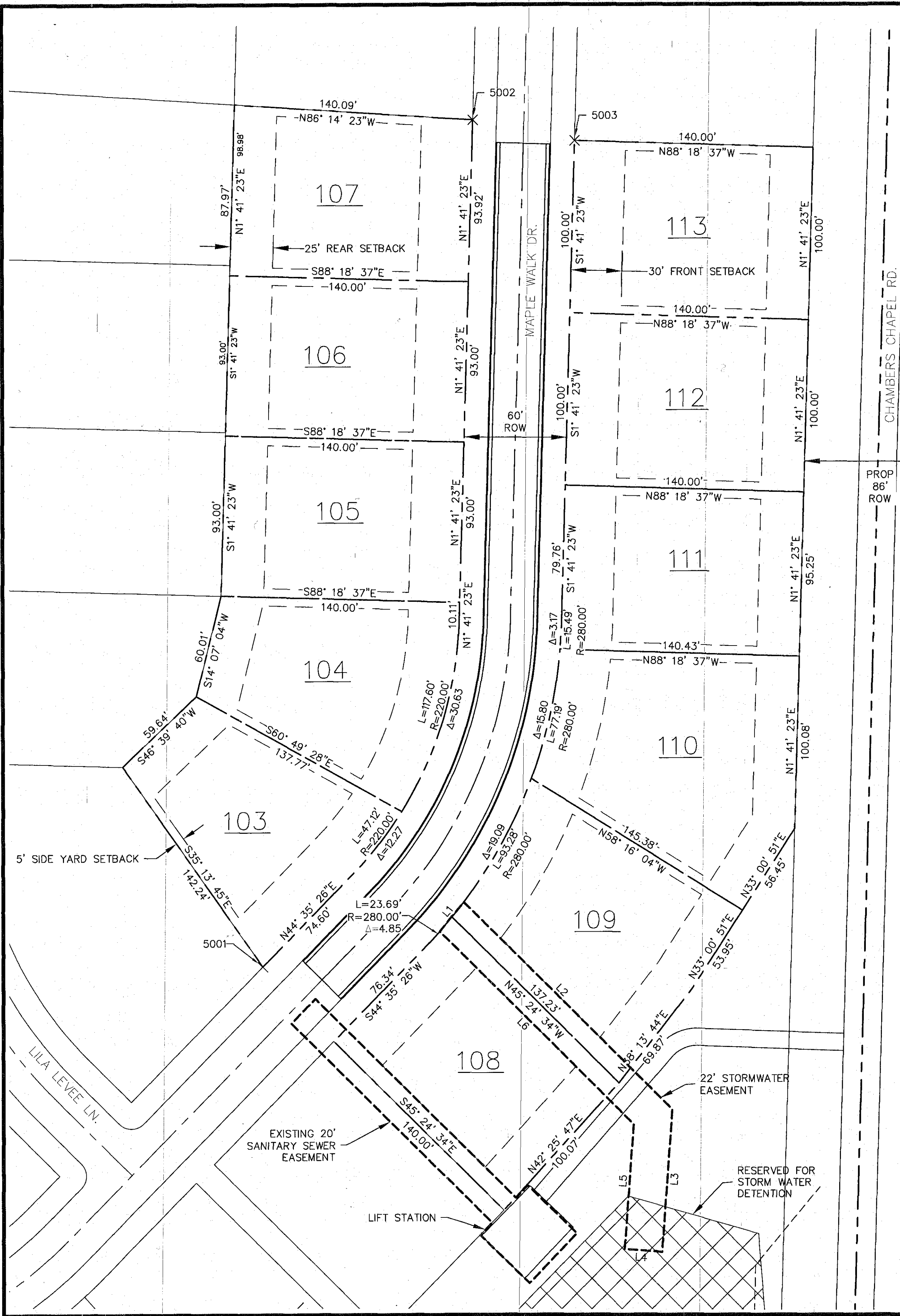
NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LAKE LAND, TENNESSEE: hereby accept the Dedication of Public Improvements and authorize the reduction of the Security for Public and Common Improvements in Oakwood Grove Subdivision Phase 5 from Fifty Thousand Dollars (\$50,000.00) to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

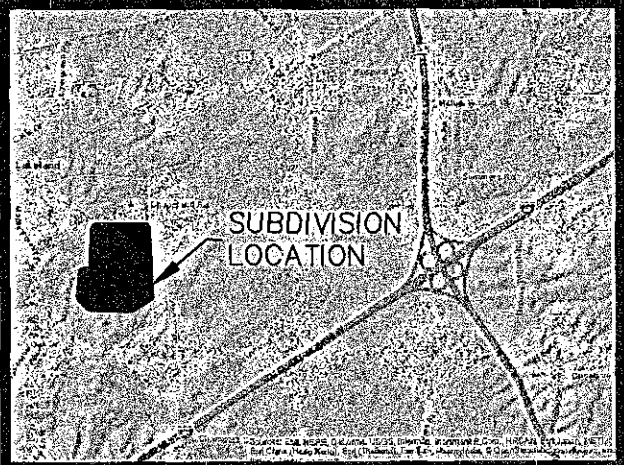
ATTEST:

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

Parcel Line Table

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

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

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 9, 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 LAKELAND, 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 \$1,400.00 and each part-time City of Lakeland employee with a one-time bonus of \$700.00.

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



City of Lakeland

Application for Boards & Commissions

Name: _____
Last First Middle

Address: _____

E-mail: _____ **Phone:** _____

How long have you lived within Lakeland City Limits? _____

What is your present job description or profession? _____

Present Employer: _____

Employer Address: _____

How long have you been employed at your present job? _____

☐ **Resume is attached.**

Education: (please list the levels of education, any type of degree(s), etc.)

_____	_____
_____	_____
_____	_____

Unique Skills: _____

What are your interests? _____



City of Lakeland

Application for Boards & Commissions

COMPLETE A SEPARATE SHEET FOR EACH BOARD/COMMISSION APPLYING FOR AND INDICATE YOUR FIRST CHOICE (AND SECOND/THIRD CHOICE, IF APPLICABLE)

Board or Commission applying for: _____

Check if applicable: ☐ First choice ☐ Second choice ☐ Third choice

List related experience and/or training including volunteer activities: _____

List special skills, qualifications, or interests: _____

Reason you chose to volunteer on this Board/Commission: _____

To be completed by the City of Lakeland

Appointed To: _____

Date of Appointment: _____



City of Lakeland

Application for Boards & Commissions

Name: _____
Last First Middle

Address: _____

E-mail: _____ **Phone:** _____

How long have you lived within Lakeland City Limits? _____

What is your present job description or profession? _____

Present Employer: _____

Employer Address: _____

How long have you been employed at your present job? _____

☐ **Resume is attached.**

Education: (please list the levels of education, any type of degree(s), etc.)

_____	_____
_____	_____
_____	_____

Unique Skills: _____

What are your interests? _____



City of Lakeland

Application for Boards & Commissions

COMPLETE A SEPARATE SHEET FOR EACH BOARD/COMMISSION APPLYING FOR AND INDICATE YOUR FIRST CHOICE (AND SECOND/THIRD CHOICE, IF APPLICABLE)

Board or Commission applying for: _____

Check if applicable: ☐ First choice ☐ Second choice ☐ Third choice

List related experience and/or training including volunteer activities: _____

List special skills, qualifications, or interests: _____

Reason you chose to volunteer on this Board/Commission: _____

To be completed by the City of Lakeland

Appointed To: _____

Date of Appointment: _____

RESOLUTION R-119-2021

APPOINTMENTS TO THE PARKS AND RECREATION BOARD/NATURAL RESOURCES 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 Parks and Recreation Board/Natural Resources Board to serve the terms indicated:

<u>Mark Donley</u>	December 31, 2024
<u>Derek Johnston</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



City of Lakeland

Application for Boards & Commissions

Name: _____
Last First Middle

Address: _____

E-mail: _____ **Phone:** _____

How long have you lived within Lakeland City Limits? _____

What is your present job description or profession? _____

Present Employer: _____

Employer Address: _____

How long have you been employed at your present job? _____

☐ **Resume is attached.**

Education: (please list the levels of education, any type of degree(s), etc.)

_____	_____
_____	_____
_____	_____

Unique Skills: _____

What are your interests? _____



City of Lakeland

Application for Boards & Commissions

COMPLETE A SEPARATE SHEET FOR EACH BOARD/COMMISSION APPLYING FOR AND INDICATE YOUR FIRST CHOICE (AND SECOND/THIRD CHOICE, IF APPLICABLE)

Board or Commission applying for: _____

Check if applicable: ☐ First choice ☐ Second choice ☐ Third choice

List related experience and/or training including volunteer activities: _____

List special skills, qualifications, or interests: _____

Reason you chose to volunteer on this Board/Commission: _____

To be completed by the City of Lakeland

Appointed To: _____

Date of Appointment: _____



City of Lakeland

Application for Boards & Commissions

Name: JOHNSTON DEREK ANDREW
Last First Middle

Address: 9394 LAUREL HILL DR LAKELAND, TN 38002

E-mail: gator2004trx@yahoo.com Phone: 901-826-8571

How long have you lived within Lakeland City Limits? 8 yrs

What is your present job description or profession? PHARMACIST -

PHARMACIST INVESTIGATOR, TN BOARD OF PHARMACY

Present Employer: TENNESSEE DEPARTMENT OF HEALTH

Employer Address: 665 MAINSTREAM DR NASHVILLE

How long have you been employed at your present job? 4 yrs

☐ Resume is attached.

Education: (please list the levels of education, any type of degree(s), etc.)

UNIVERSITY OF MEMPHIS B.A. ENGLISH

UNIVERSITY OF TENNESSEE, MEMPHIS DOCTORATE OF PHARMACY (PHARM D)

Unique Skills: PROBLEM SOLVING, GOOD COMMUNICATOR, ACTIVE LISTENER,
CUSTOMER SERVICE

What are your interests? SPORTS, COACHING KIDS, TRAVELLING, COOKING



City of Lakeland

Application for Boards & Commissions

COMPLETE A SEPARATE SHEET FOR EACH BOARD/COMMISSION APPLYING FOR AND INDICATE YOUR FIRST CHOICE (AND SECOND/THIRD CHOICE, IF APPLICABLE)

Board or Commission applying for: PARKS & RECREATION COMMITTEE

Check if applicable: ☒ First choice ☐ Second choice ☐ Third choice

List related experience and/or training including volunteer activities: _____

MEMBER, PARKS & RECREATION COMMITTEE 1 TERM

List special skills, qualifications, or interests: INTERESTED IN COMMUNITY SPORTS,
YOUTH RECREATIONAL SOCCER COACH FOR 8 YEARS

Reason you chose to volunteer on this Board/Commission: I WOULD LIKE TO

CONTINUE ON THE PARKS & REC COMMITTEE TO HELP STEER OUR

COMMUNITY INTO THE FUTURE AS OUR DEPARTMENT GROWS AND

WE HAVE GREATER RESOURCES AND OPPORTUNITIES FOR LEISURE ACTIVITIES
IN THE CITY

To be completed by the City of Lakeland

Appointed To: _____

Date of Appointment: _____

Meeting Cycle: Thursday, December 9, 2021

Subject: **Resolution** - appointing a Commissioner to serve as a liaison on the Transportation Plan update committee. *Sponsored by Emily Harrell*

Staff Contact: Emily Harrell, City Engineer

STAFF RECOMMENDATION

Staff recommends the Board of Commissioners, by resolution, appoint a Commissioner to serve as a liaison on the Transportation Plan update committee.

BUDGET IMPACT

DISCUSSION

The City of Lakeland Transportation Plan was last updated in 2009. The City applied for and was awarded a grant to update the plan through the 2020-2023 Transportation Improvement Plan (TIP). The City has received the Notice to Proceed for Design from TDOT and is preparing to start the project. The project team includes City Staff, Kimley Horn and BOC liaison. The committee is scheduled to meet twice as well as attend a public outreach meeting.

A RESOLUTION APPOINTING A COMMISSIONER TO SERVE AS A LIAISON ON
THE TRANSPORTATION PLAN UPDATE COMMITTEE

WHEREAS, The City of Lakeland's Transportation Plan was last updated in 2009; and,

WHEREAS, The City was awarded a grant for an update to the Transportation Plan through the 2020-2023 Transportation Improvement Plan (TIP); and,

WHEREAS, the Transportation Plan update committee will be comprised of City Staff, Kimley Horn and a BOC liaison; and,

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LAKELAND, TENNESSEE: hereby appoint _____ to serve as the BOC liaison on the Transportation Plan Update Committee.

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



Board of Commissioners

Meeting Cycle: Thursday, December 9, 2021

Subject: **Resolution** - approving Change Order #5 with Grinder Taber & Grinder, Inc. for the Fiscal Year 2018 LPRF Project - Lakeland Athletic Complex & Recreation Park, Phase I Construction. *Sponsored by Pat O'Mara*

Staff Contact: Patrick O'Mara, Parks & Recreation Director

STAFF RECOMMENDATION

Staff Recommends approval of Change Order #5

BUDGET IMPACT

Funds for this Change Order will be allocated from Park Development funds designated for the creation of the Athletic Complex.

DISCUSSION

This Change Order covers changes requested by the Tennessee Department of Environment & Conservation after completing a site visit in early November 2021. These issues were requested to further address erosion control on the site.

RESOLUTION R-117-2021

A RESOLUTION APPROVING CHANGE ORDER #5 WITH GRINDER TABER & GRINDER INC. FOR THE FISCAL YEAR 2018 LPRF PROJECT - LAKELAND ATHLETIC COMPLEX & RECREATION PARK, PHASE I CONSTRUCTION.

WHEREAS, Grinder, Taber & Grinder, INC. is under contract for the FY18 LPRF Project – Lakeland Athletic complex & Recreation Park, Phase I Construction: and,

WHEREAS, the City of Lakeland, Tennessee desires to make necessary and immediate improvements to the property at 9541 Memphis-Arlington Road, designated as the site for the new Lakeland Athletic Complex; and,

WHEREAS, the City of Lakeland, Tennessee has accepted financial assistance in the form of a Local Parks and Recreation Fund grant (LPRF) from the State of Tennessee LPRF program for assistance in financing the project; and,

WHEREAS, Funding for this work in addition to the LPRF grant awarded will be appropriated from Park Development Funds allocated by the Board of Commissioners for the Lakeland Athletic Complex

WHEREAS, the City wishes to execute Change Order #5 in the amount of Eight Thousand, Fifty Dollars (\$8,050).

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LAKELAND, TENNESSEE: That the City Manager is hereby authorized and directed to execute Change Order #5 with GRINDER, TABER & GRINGER, INC for the FY18-LPRF Project - Lakeland Athletic Complex & Recreation Park, Phase I Construction in the amount of Eight Thousand, Fifty Dollars (\$8,050).

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

Date of Issuance: 12/09/2021

Effective Date: 12/09/2021

Owner: City of Lakeland

Owner's Contract No.:

Contractor: Grinder, Taber, and Grinder

Contractor's Project No.:

Engineer:

Engineer's Project No.:

Project: 2018 LPRF Project-Lakeland Athletic Complex & Recreation Park

Contract Name:

The Contract is modified as follows upon execution of this Change Order:

Description: Due to response to TDEC inspection and request: 4 pallets of waddles to enhance erosion control (\$4,400), additional straw on banks to support re-application of hydroseeding (\$2,900). Winterization of the irrigation system (\$750)

Attachments: *[List documents supporting change]*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price: \$1,123,292.08	Original Contract Times: Substantial Completion: <u>September 1, 2021</u> Ready for Final Payment: <u>September 15, 2021</u> days or dates
[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>4</u> : \$ <u>18,702</u>	[Increase] [Decrease] from previously approved Change Orders No. <u>1</u> to No. <u>4</u> : Substantial Completion: <u>30 days</u> Ready for Final Payment: <u>30 days</u> days
Contract Price prior to this Change Order: \$ <u>1,141,994.08</u>	Contract Times prior to this Change Order: Substantial Completion: <u>October 1, 2021</u> Ready for Final Payment: <u>October 15, 2021</u> days or dates
Increase of this Change Order: \$ <u>8,050</u>	[Increase] [Decrease] of this Change Order: Substantial Completion: _____ Ready for Final Payment: _____ days or dates
Contract Price incorporating this Change Order: \$ <u>1,150,044.08</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>October 1, 2021</u> Ready for Final Payment: <u>October 15, 2021</u> days or dates

RECOMMENDED:

ACCEPTED:

ACCEPTED:

By: _____
Engineer (if required)

By: _____
Owner (Authorized Signature)

By: _____
Contractor (Authorized Signature)

Title: _____

Title: _____

Title: _____

Date: _____

Date: _____

Date: _____

Approved by Funding Agency (if applicable)

By: _____
Title: _____

Date: _____

Meeting Cycle: Thursday, December 9, 2021

Subject: **Resolution** - to approve the Strategic Communications Plan. *Sponsored by Shane Horn*

Staff Contact: Shane Horn, City Manager

STAFF RECOMMENDATION

To approve the Strategic Communications Plan

BUDGET IMPACT

At this time there will not be any additional budgetary impact. This plan will continue to be used to gauge the needs of staffing and resources in order to fully execute and implement the action items within the plan. We will utilize the FY 2023 budget process to make any further staffing recommendations.

DISCUSSION

The 2021 Board of Commissioners retreat identified five priorities:

- Local Development Regulations/Comprehensive Plan
- Park Facilities
- Economic Development
- Communications Plan (Unity)
- Infrastructure

The Communications Plan will assist in directing multiple communications methods to address the diversity of citizen preferences. The execution of their plan will better position the City to be more proactive in communication across all media platforms. This will also allow us to evaluate budgetary needs for this effort as we head into the FY 2023 budgetary process.

The implementation of SeeClickFix will be a significant step in improving communications by allowing citizens to interact with City departments directly in alerting the City of any issues that may need specific attention. This system will be fully implemented in February 2022.

RESOLUTION R-120-2021

A RESOLUTION APPROVING THE 2021 STRATEGIC COMMUNICATIONS PLAN

WHEREAS, the Mayor and Board of Commissioners identified five priorities from the 2021 Board retreat; and

WHEREAS, the development of a Communications Plan to provide consistent, proactive communications across multiple platforms was identified as a Board priority in an effort to bring us together as a community; and

WHEREAS, in May 2021 the Board of Commissioners approved a Resolution to engage with Amy Howell of Howell Marketing Solutions, LLC of Cordova, TN to provide a Communications and Marketing Plan and professional services associated with enhancing communication opportunities both internally and externally.

NOW, THEREFORE BE IT RESOLVED that the Lakeland Mayor and Board of Commissioners hereby approve the 2021 Communications Plan that will provide direction and guidance for enhanced, proactive communications across multiple platforms.

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