CITY OF
LAKELAND
TENNESSEE

Board of Commissioners
Work Session Agenda
Thursday, March 4, 2021, 5:30 PM
City Hall, Lakeland, Tennessee 38002

I. CALL TO ORDER BY MAYOR:

II. INVOCATION:

III. PLEDGE:

IV. ROLL CALL BY RECORDER:

V. PUBLIC HEARING:

VI. TREASURER'S REPORT:

1. February Treasurer's Report (w*ill be presented in Regular Meeting March 11th*)

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

- Sheriff's Report
- City Manager's Report
- Commissioners' Report

VIII. PUBLIC COMMENTS:

IX. SEWERAGE COMMISSION BUSINESS:

1. **Resolution** - recommending the Board of Commissioners approve a concept sewer plan for Heathfield on Scotts Creek Planned Development. *Sponsored by Emily Harrell*

X. CONSENT AGENDA:

1. Approval of Meeting Minutes from Previous Meetings:
   a. Regular Meeting Minutes, February 11, 2021

XI. REGULAR AGENDA:

1. **Ordinance - Final Reading** - amending the Fiscal Year 2020-2021

Budget, passed by Ordinance 20-285, as amended by Ordinance 20-286. *Sponsored by Michael Walker*

2. **Resolution** - initiating text amendments to Article III of the Zoning Regulations. *Sponsored by Commissioner Wright*

3. **Resolution** - approving the sewer concept plan for Heathfield on Scotts Creek Planned Development. *Sponsored by Emily Harrell*

4. **Resolution** - approving the Outline Plan for the Heathfield on Scott's Creek Planned Development. *Sponsored by Richard Donovan*

5. **Resolution** - authorizing the reduction of Security for Public and Common Improvements in Oakwood Grove Subdivision Phases 1A, 2A, 3A. *Sponsored by Emily Harrell*

6. **Resolution** - approving a contract with Fisher Arnold, Pickering, and SSR for On-Call Professional Engineering Services. *Sponsored by Emily Harrell*

7. **Resolution** - to approve the purchase of a Polaris UTV from Polaris Sales, Inc. through Sourcewell Contract 051717-PSI. *Sponsored by Emily Harrell*

8. **Resolution** - to approve the purchase of wetland mitigation credits from West Tennessee Wetlands Mitigation Bank for the Lakeland Athletic Complex Phase 1 project. *Sponsored by Emily Harrell*

9. **Resolution** - authorizing the Mayor to sign a proclamation establishing Saturday, March 20, 2021 as the City of Lakeland's Arbor Day 2021. *Sponsored by Patrick O'Mara*

10. **Resolution** - approving the purchase of a 2021 Ford F-150 4x4 SuperCrew Cab XL from Ford of Murfreesboro through State of Tennessee Statewide Contract #64470. *Sponsored by Patrick O'Mara*

11. **Resolution** - approving the engagement of Burris, Thompson & Associates for consulting services related to a compensation and classification plan. *Sponsored by Shane Horn*

12. Discussion and possible action on interim financing needs related to the New Canada Road capital outlay project. *Sponsored by Shane Horn and Michael Walker*

13. Discussion and possible action on an amendment to the Personnel

Policy concerning social media. *Sponsored by Vice-Mayor Dial*

14. Discussion and possible action on overall communication and unity strategic priorities. *Sponsored by Vice-Mayor Dial*

15. Discussion and possible action on strategic priorities. *Sponsored by Board of Commissioners*

16. Discussion and possible action directing staff to begin the RFQ process for the Comprehensive Plan and Land Development Regulations Update. *Sponsored by Board of Commissioners*

17. Discussion and possible action of the agenda management system and board portal. *Sponsored by Shane Horn*

XII. ADJOURNMENT:

CITY OF LAKELAND TENNESSEE

Board of Commissioners

Meeting Cycle: Thursday, March 4, 2021

Subject: **Resolution** - recommending the Board of Commissioners approve a concept sewer plan for Heathfield on Scotts Creek Planned Development. *Sponsored by Emily Harrell*

Staff Contact: Emily Harrell, City Engineer

STAFF RECOMMENDATION

Staff recommends the Board of Sewerage Commission, by resolution, recommend the Board of Commissioners approve a sanitary sewer concept plan for Heathfield on Scott Creek Planned Development

BUDGET IMPACT

DISCUSSION

Arbor View Development, LLC is proposing Heathfield on Scotts Creek, a planned residential development located north of Highway 70 at Seed Tick Road. The development consists of 118 single-family residential lots on approximately 80 acres. The proposed development will generate approximately 23 gallons per minute of wastewater flow. The development will tie into the existing Scotts Creek Interceptor which runs along the west side of the development. Staff recommends the approval of the sanitary sewer concept plan for Heathfield on Scotts Creek Planned Development for a period of three (3) years.

RESOLUTION 2021/03-XX

A RESOLUTION RECOMMENDING THE BOARD OF COMMISSIONERS APPROVE A CONCEPT SANITARY SEWER PLAN FOR HEATHFIELD ON SCOTTS CREEK PLANNED DEVELOPMENT

WHEREAS, the Owner of record of certain parcels of land located within the corporate limits of the City of Lakeland, further identified by Shelby county Tax Assessor Parcel ID L0150 00541 has requested review and approval of a concept sanitary sewer plan to service a proposed development upon said parcel known as Heathfield on Scotts Creek Planned Development, consisting of a maximum of 118-single family lots; and,

WHEREAS, the City Engineer has reviewed the concept sanitary sewer plan submitted by said property owner and finds the concept plan, as submitted, to be both feasible and not detrimental to the overall sanitary sewer system for the City of Lakeland; and,

WHEREAS, the Board of Sewerage Commissioners finds that it may be in the best interest of the users of the City of Lakeland sanitary sewer system to allow a maximum of 118-lots that may be created upon the aforementioned parcel of land at a later date to connect to the City of Lakeland sanitary sewer system.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SEWERAGE COMMISSIONERS OF THE CITY OF LAKELAND, TENNESSEE:

1. The concept sanitary sewer plan submitted by the owner of record of parcels of property located within the corporate limits of the City of Lakeland, further identified by the Shelby County Tax Assessor Parcel Identification L0150 00541 to service a proposed development upon said parcel known as Heathfield on Scotts Creek Planned Development, consisting of a maximum of 118-single family lots that may be created at a later date is hereby approved for a period of three (3) years from the date of passage of this resolution.

2. If a Preliminary Development Plan is submitted and approved for Heathfield on Scotts Creek Planned Development on said parcel of land within three (3) years from the date of passage of this resolution, the approval of the concept sanitary sewer plan identified above shall be extended for an additional one (1) year period commencing upon the date of Preliminary Development Plan approval.

3. If a Preliminary Development Plan has not been submitted and approved for the above referenced development within three (3) years from the date of passage of this resolution, this resolution shall become null and void and no approval of any concept sanitary sewer plan for the above referenced parcel shall exist. Additionally, neither the owner of record nor any entity with development interests upon said parcel shall retain any right of approval, vested or otherwise, for said parcel of land.

4. If at any point in time, subsequent to Preliminary Development Plan approval, approval(s) of the proposed development on said parcel of property by the Lakeland Municipal Planning Commission and/or Lakeland Board of Commissioners should lapse due to passage of time, this resolution shall become null and void and no approval of any concept sanitary sewer plan for the above referenced parcel shall exist. Additionally, neither the owner of record nor any entity with development interests upon said parcel shall retain any right of approval, vested or otherwise, for said parcel of land.

PASSED AND ADOPTED by the Board of Sewerage Commissioners of Lakeland, Tennessee on this 11th day of March 2021, public welfare requiring it.

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Mike Cunningham, *Mayor*

ATTEST:

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Debra Murrell
City Recorder

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BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, FEBRUARY 11, 2021, 5:30 P.M.
CITY HALL, LAKELAND, TENNESSEE 38002

I. **CALL TO ORDER BY MAYOR:** The meeting was called to order by Mayor Mike Cunningham 5:34 p.m. on Thursday, February 11, 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 *(via phone)*, Finance Director Michael Walker, Planning Director Richard Donovan, Park & Recreation Director Patrick O'Mara, GIS Director Josh Thompson, City Recorder Debra Murrell and City Attorney Will Patterson.

For the record: The order of business was changed by unanimous consent to move regular agenda item # 1 to the top of the agenda.

REGULAR AGENDA:

1. **RESOLUTION - authorizing the Mayor to sign a Proclamation of Recognition and Appreciation for Vice-Mayor Josh Roman for his service to the City of Lakeland.** *Sponsored by Mayor Cunningham*

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).

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

For the record:

- The board expressed their appreciation for Vice-Mayor Roman loyalty and dedication to the City of Lakeland.
- Vice-Mayor Roman expressed his appreciation for the opportunity to serve and gave recognition to his family who was present.
- Mayor Cunningham and the Board of Commissioners presented the Proclamation as photos were taken with Vice-Mayor Roman & family.

For the record:

- Commissioner Gonzales requested an additional agenda item be added to have discussion on Broadband. *(No objection was heard)*

V. PUBLIC HEARING:

ORDINANCE – FINAL READING – to commit specific revenue sources and establish specific uses of those resources and to rescind Ordinance 2015-223.

For the record: No comments were heard.

VI. TREASURER'S REPORT:

Finance Director Michael Walker offered the Treasurer's report for the month of January.

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

- Sheriff's Report: Lt. Ballard offered a report for the month of January via phone. *(On file - Available to view)*
- City Manager's Report: City Manager Shane Horn offered a report.
- Commissioners' Report:
  - Commissioner Wright offered a report on EDC/IDB and BOA activities.
  - Commissioner Atkinson offered a report on MPC/DRC activities.
  - Vice Mayor Dial offered a report on PRB activities.

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

IX. SEWERAGE COMMISSION CONSENT AGENDA:

1. **Approval of Meeting Minutes from Previous Meetings**:
   a. Beer Board Meeting Minutes, January 14, 2021
   b. Regular Meeting Minutes, January 14, 2021

2. ~~**ORDINANCE – FIRST READING – amending the Fiscal Year 2020-2021 Budget, passed by Ordinance 20-285, as amended by Ordinance 20-286**. *Sponsored by Michael Walker*~~

3. **RESOLUTION - to approve a contract with Standard Construction Company for FY 2021 Street Paving Projects**. *Sponsored by Emily Harrell*

4. **RESOLUTION - authorizing the Mayor to execute the Report on Debt Obligation for the Lakeland 2021 General Obligation Refunding Bonds**. *Sponsored by Shane Horn*

Commissioner Gonzales moved to approve the consent agenda as amended with the removal of Agenda Item # 2, seconded by Commissioner Wright.

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

X. REGULAR AGENDA: ***(Continued)***

1. **RESOLUTION - authorizing the Mayor to sign a Proclamation of Recognition and Appreciation for Vice-Mayor Josh Roman for his service to the City of Lakeland**. *Sponsored by Mayor Cunningham (Moved up on the agenda)*

* *(please note renumbering of Agenda Items)*

2. **ORDINANCE – FIRST READING – amending the Fiscal Year 2020-2021 Budget, passed by Ordinance 20-285, as amended by Ordinance 20-286**. *Sponsored by Michael Walker (removed from consent agenda – placed on regular agenda)*

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

When the question was called the First Reading of the ordinance passed, 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

3. **ORDINANCE – FINAL READING – to commit specific revenue sources and establish specific uses of those resources and to rescind Ordinance 2015-223**. *Sponsored by Michael Walker*
Commissioner Gonzales moved to bring this item to the floor, seconded by Commissioner Wright.

When the question was called the Final Reading of the ordinance 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

4. **RESOLUTION - authorizing the engagement of Watkins Uiberall PLLC to audit City of Lakeland financial activities for the Fiscal Year ending 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).

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

5. **RESOLUTION - initiating text amendments to Article II of the Neighborhood Development Regulations and Article III of the Zoning Regulations**. *Sponsored by Commissioner Atkinson*
Vice Mayor Dial moved to bring this item to the floor, seconded by Commissioner Wright.

Discussion ensued.

After discussion, Commissioner Wright moved to amend the resolution to add a 4th text amendment to amend the regulations for wet detention basin be required to have a minimum of one fountain, seconded by Vice Mayor Dial.

When the question was called the motion to amend the resolution 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

When the question was called the resolution passed as amended, 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

6. **RESOLUTION - to approve a contract with Bliss Products and Services, Inc. for the Installation of Safety Surfacing and Play Structure at Oakridge Park**. *Sponsored by Patrick O'Mara*
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).

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

7. **RESOLUTION - to approve a Materials and Supplies Reimbursement Agreement with Texas Gas Transmission, LLC.** *Sponsored by Emily Harrell*
Vice Mayor Dial 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).

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

8. **Discussion on Broadband.** *(Added by Commissioner Gonzales)*
Commissioner Gonzales moved to bring this item to the floor, seconded by Vice Mayor Dial.

Discussion ensued.

After discussion, Mayor Cunningham moved to direct staff to investigate the government program to bring Broadband to the rural area and to include a map, seconded by Commissioner Wright.

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. ANNOUNCEMENTS:

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

The meeting was adjourned at 6:53 p.m. on Thursday, February 11, 2021.

These minutes were approved on March 11, 2021.

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Mike Cunningham, *Mayor*

ATTEST:

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Debra Murrell
City Recorder

CITY OF LAKELAND TENNESSEE

Board of Commissioners

Meeting Cycle: Thursday, March 4, 2021

Subject: **Ordinance - Final Reading** - amending the Fiscal Year 2020-2021 Budget, passed by Ordinance 20-285, as amended by Ordinance 20-286. *Sponsored by Michael Walker*

Staff Contact: Michael Walker, Finance & HR Director

STAFF RECOMMENDATION

Staff recommends the passage of Ordinance 21-288 upon second and final reading based upon the information presented and discussions of the need for these amendments in the February Board of Commissioners meeting.

BUDGET IMPACT

See Exhibit A to the Ordinance.

DISCUSSION

No further discussion presented at this time other than notes on Exhibit A.

ORDINANCE 2021-288

AN ORDINANCE OF THE CITY OF LAKELAND, TENNESSEE AMENDING THE FISCAL YEAR 2020-2021 BUDGET, PASSED BY ORDINANCE 20-285, AS AMENDED BY ORDINANCE 20-286

WHEREAS, the City of Lakeland adopted the fiscal year 2020-2021 budget by passage of Ordinance 20-285 on June 11, 2020; and

WHEREAS, the City of Lakeland Board of Commissioners adopted Ordinance 20-286 on October 22, 2020 amending the fiscal year 2020-2021 budget originally set in Ordinance 20-285; and

WHEREAS, expenditure and transfer amounts in the General Fund, State Street Aid Fund, Debt Service Fund, and Storm Water Fund are expected to differ from amended projections due to subsequent events and information available; and

WHEREAS, the Lakeland Board of Education has approved amendments to the General Purpose School Fund, the School Federal Projects Fund, School Discretionary Grants Fund, and the School Capital Projects Fund that require Board of Commissioners approval.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF LAKELAND, TENNESSEE THAT CHANGES BE MADE TO THE FISCAL YEAR 2020-2021 BUDGET AS FOLLOWS**:**

SECTION 1. Ordinances 20-285 and 20-286 are hereby amended according to the attached budget amendment (Exhibit A).

SECTION 2. The Board of Commissioners authorizes the Finance and Human Resources Director to make said changes in the accounting system.

SECTION 3. This ordinance shall take effect immediately upon final passage.

SECTION 4. All ordinances or parts of ordinances in conflict with any provision of this ordinance are hereby repealed.

First Reading: February 11, 2021
Public Hearing: March 11, 2021
Final Reading: March 11, 2021

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Mike Cunningham, *Mayor*

ATTEST:

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Debra Murrell
City Recorder

2020-2021 BUDGET - CITY OF LAKELAND	ORIGINAL BUDGET ORD 20-285 2020-2021	REVISED BUDGET ORD 20-286 & TRANSFERS 2020-2021	AMENDMENT ORD 21-288 FINAL READING 03/11/21		PROPOSED BUDGET 2020-2021
CITY FUNDS					
General Fund					
Revenue and Other Financing Sources					
Property Tax	$ 4,562,475	$ 4,562,475	$ -		$ 4,562,475
Local Taxes (including sales tax)	1,885,399	1,885,399	-		1,885,399
Licenses and Permits	258,819	258,819	-		258,819
Grants	2,240,438	3,357,177	430,400	7	3,787,577
Intergovernmental	1,530,600	1,530,600	-		1,530,600
Charges for Services	326,580	326,580	-		326,580
Other Revenue	42,000	42,000	-		42,000
Other Financing Sources:					
Loan Proceeds	-	-	14,794,500	1	14,794,500
Transfer from School System Fund	706,250	706,250	-		706,250
Total	11,552,561	12,669,300	15,224,900		27,894,200
Expenditures and Other Financing Uses					
General Government	(1,713,917)	(1,876,785)	(69,845)	2	(1,946,630)
Community Development	(645,853)	(646,101)	(8,100)	3	(654,201)
Public Works	(571,509)	(581,072)	-		(581,072)
Parks and Recreation (including Senior Center & IH)	(680,337)	(690,526)	-		(690,526)
Capital	(4,623,000)	(5,433,890)	(554,000)	4,7	(5,987,890)
Other Financing Uses:					
Transfer to Debt Service Fund	(3,584,333)	(3,584,333)	(15,300,398)	1	(18,884,731)
Transfer to School System Fund	(559,355)	(787,655)	(67,050)	1	(854,705)
Transfer to Storm Water Fund	-	-	(245,000)	5	(245,000)
Transfer to State Street Aid Fund	(986,604)	(1,094,690)	(1,004,800)	6	(2,099,490)
Total	(13,364,908)	(14,695,052)	(17,249,193)		(31,944,245)
Surplus (Deficit)	(1,812,347)	(2,025,752)	(2,024,293)		(4,050,045)
Use of (Increase to) Assigned/Committed Fund Balance	1,812,347	1,566,051	127,479		1,693,530
Use of (Increase to) Restricted Fund Balance	-	-	-		-
Use of (Increase to) Nonspendable Fund Balance	-	320,000	-		320,000
Use of Unassigned Fund Balance (Prior Year Funds)	-	139,701	1,896,814		2,036,515
Net Planned Sources of Funds for Future Years	$ -	$ -	$ -		$ -

Ending Fund Balance:				
Nonspendable	$ 320,000	$ -	$ -	$ -
Restricted	172,419	172,419	-	172,419
Committed	939,572	1,253,222	(127,480)	1,125,742
Assigned	67,354	-	-	-
Unassigned	8,588,342	8,448,641	(1,896,814)	6,551,827
Total Ending General Fund Balance	$ 10,087,687	$ 9,874,282		$ 7,849,988
Minimum Unassigned, per Policy	*$ 3,492,610*	*$ 3,492,610*		*$ 3,492,610*
Excess Unassigned Fund Balance	*$ 5,095,732*	*$ 4,956,031*		***$ 3,059,217***

2020-2021 BUDGET - CITY OF LAKELAND	ORIGINAL BUDGET ORD 20-285 2020-2021	REVISED BUDGET ORD 20-286 & TRANSFERS 2020-2021	AMENDMENT ORD 21-288 FINAL READING 03/11/21		PROPOSED BUDGET 2020-2021
State Street Aid					
Revenue	$ 464,700	$ 418,230	$ -		$ 418,230
Transfer from General Fund	986,604	1,094,690	1,004,800	6	2,099,490
Expenditures	(1,465,173)	(1,526,789)	(1,004,800)	6	(2,531,589)
Surplus (Deficit)	(13,869)	(13,869)	-		(13,869)
Use of Fund Balance (Prior Year Funds)	13,869	13,869	-		13,869
Net Planned Sources of Funds for Future Years	$ -	$ -	$ -		$ -
Debt Service					
Revenue	$ -	$ -	$ -		$ -
Transfer from General Fund	3,584,333	3,584,333	15,300,398	1	18,884,731
Expenditures	(3,584,333)	(3,584,333)	(15,300,398)	1	(18,884,731)
Surplus (Deficit)	-	-	-		-
Use of Fund Balance (Prior Year Funds)	-	-	-		-
Net Planned Sources of Funds for Future Years	$ -	$ -	$ -		$ -
Storm Water					
Revenue	$ 197,000	$ 197,000	$ -		$ 197,000
Transfer from General Fund	-	-	245,000	5	245,000
Expenditures	(272,381)	(272,381)	(245,000)	5	(517,381)
Surplus (Deficit)	(75,381)	(75,381)	-		(75,381)
Use of Fund Balance (Prior Year Funds)	75,381	75,381	-		75,381
Net Planned Sources of Funds for Future Years	$ -	$ -	$ -		$ -
LSS FUNDS					
General Purpose School Fund (School General Fund)					
Revenue	$ 17,180,000	$ 17,106,000	$ -		$ 17,106,000
Transfer from General Fund	559,355	787,655	-		787,655
Expenditures	(17,732,685)	(18,658,685)	(524,320)		(19,183,005)
Transfer to General Fund	(706,250)	(706,250)	-		(706,250)
Transfer to Other Funds	-	-	(2,000,000)		(2,000,000)
Surplus (Deficit)	(699,580)	(1,471,280)	(2,524,320)		(3,995,600)
Use of Fund Balance (Prior Year Funds)	699,580	1,471,280	2,524,320		3,995,600
Net Planned Sources of Funds for Future Years	$ -	$ -	$ -		$ -
School Federal Projects (Federal Grants)					
Revenue	$ 985,586	$ 1,344,988	$ 102,130		$ 1,447,118
Expenditures	(985,586)	(1,344,988)	(40,002)		(1,384,990)
Surplus (Deficit)	-	-	62,128		62,128
Use of Fund Balance (Prior Year Funds)	-	-	-		-
Net Planned Sources of Funds for Future Years	$ -	$ -	$ 62,128		$ 62,128

2020-2021 BUDGET - CITY OF LAKELAND	ORIGINAL BUDGET ORD 20-285 2020-2021	REVISED BUDGET ORD 20-286 & TRANSFERS 2020-2021	AMENDMENT ORD 21-288 FINAL READING 03/11/21	PROPOSED BUDGET 2020-2021
School Discretionary Grants (State Grants)				
Revenue	$ 83,000	$ 83,000	$ 27,750	$ 110,750
Expenditures	(83,000)	(83,000)	(27,750)	(110,750)
Surplus (Deficit)	-	-	-	-
Use of Fund Balance (Prior Year Funds)	-	-	-	-
Net Planned Sources of Funds for Future Years	$ -	$ -	$ -	$ -
School Capital Projects (Middle School Project)				
Revenue	$ 600,000	$ 600,000	$ (106,392)	$ 493,608
Transfer from General Fund	-	-	2,067,050	2,067,050
Expenditures	(39,618,099)	(39,618,099)	(4,465,836)	(44,083,935)
Surplus (Deficit)	(39,018,099)	(39,018,099)	(2,505,178)	(41,523,277)
Use of Fund Balance (Prior Year Funds)	39,018,099	39,018,099	2,505,178	41,523,277
Net Planned Sources of Funds for Future Years	$ -	$ -	$ -	$ -
Net Transfers (Should Net to $0)	$ -	$ -	$ -	$ -

Description of Proposed Amendments:

1 These amendment amounts relate to updated debt service activities, as outlined on the detailed line-item budget page that follows. Amendment relates to 1) changes due to the refinance of the 2015 Capital Outlay Notes and related payoff/costs of issuance/ and use of remaining funds to pay a portion of LSS HS Construction costs, 2) changes in anticipated interest expenses on the variable-rate debt, and 3) payoff of the 2008 TMBF loan as discussed in January's BoC meeting.

2 Amendments relate to various additional unanticipated expenditures in the General Government category, including 1) funding of St. Jude Dream Home contribution, 2) Shelby County election commission fees, 3) funding of December employee bonuses, and 4) other minor revisions.

3 Amendments relate to planning salaries and benefits that are expected to exceed original budget.

4 Amendments relate to fees on the Dog Park Project not included on the prior amendment.

5 Amendments relate to BOC approved (via Resolution) Heron's Ridge Basin expenditures.

6 Amendments relate to 1) BOC approved (via Resolution) additional paving budget/expenditures, and 2) additional maintenance costs incurred.

7 Amendments relate to increased budget for materials and supplies on the New Canada Rd project gas line relocation.

ORD 21-288 - FY 2021 Budget Amendment 2 **Exhibit A (Continued)**

Detailed line item amendment

Fnd T Acct Obj Prj Loc Prg	Description	Original Budget	Budget Carry Fwd	Revised Budget	Other Amendments	Total Amendment 1	Proposed Revised Budget	Summary Line
110 R 33460 000 000 00000 000	New Canada Rd (PIN 107036.00)	480,000.00	-	801,470.00	430,400.00	430,400.00	1,231,870.00	7
110 R 36935 000 000 00000 000	USDA Refi Proceeds - 2015 CON	-	-	-	14,794,500.00	14,794,500.00	14,794,500.00	1
110 E 41000 132 000 00000 000	GOV - Bonus Pay	38,107.00	-	38,107.00	25,100.00	25,100.00	63,207.00	2
110 E 41000 141 000 00000 000	GOV - FICA (Employer's Share)	13,904.00	-	13,904.00	1,925.00	1,925.00	15,829.00	2
110 E 41000 143 000 00000 000	GOV - Retirement	6,072.00	-	6,072.00	2,040.00	2,040.00	8,112.00	2
110 E 41000 147 000 00000 119	GOV - Unemployment - COVID	-	-	1,600.00	5,000.00	5,000.00	6,600.00	2
110 E 41000 252 000 00000 800	GOV Legal Services - COVID-19	-	-	17,140.00	10,000.00	10,000.00	27,140.00	2
110 E 41000 720 000 00000 000	St Jude Dream Home	-	-	-	11,050.00	11,050.00	11,050.00	2
110 E 41210 111 000 00000 000	CRT - Salary	3,000.00	-	3,000.00	2,000.00	2,000.00	5,000.00	2
110 E 41330 670 000 00000 000	BOC - Election Commission Fee	-	-	-	11,930.00	11,930.00	11,930.00	2
110 E 41670 773 000 00000 000	ENG - New Canada Rd Improvemen	600,000.00	-	920,000.00	538,000.00	538,000.00	1,458,000.00	7
110 E 41700 111 000 00000 000	PLN - Salary	61,202.00	-	61,202.00	6,900.00	6,900.00	68,102.00	3
110 E 41700 123 000 00000 000	PLN - Overtime Wages	1,348.00	-	1,348.00	1,200.00	1,200.00	2,548.00	3
110 E 41711 948 000 00000 000	IS - Computer Upgrades	9,700.00	-	6,393.00	800.00	800.00	7,193.00	2
110 E 44710 924 000 00000 000	Dog Park Project	250,000.00	-	325,000.00	16,000.00	16,000.00	341,000.00	4
110 E 51621 765 000 00000 000	Operating Trans To State Stree	986,604.00	-	1,094,689.80	1,004,800.00	1,004,800.00	2,099,489.80	6
110 E 51630 690 000 00000 000	Operating Transfer To Debt Ser	3,584,333.00	-	3,584,333.00	15,300,398.00	15,300,398.00	18,884,731.00	1
110 E 51640 700 000 00000 000	Operating Trans to Storm Water	-	-	-	245,000.00	245,000.00	245,000.00	5
110 E 51923 762 000 00000 000	Capital Trans to LSS	-	-	-	67,050.00	67,050.00	67,050.00	1
121 R 37950 000 000 00000 000	Transfer In from General Fund	986,604.00	-	1,094,689.80	1,004,800.00	1,004,800.00	2,099,489.80	6
121 E 43100 268 000 00000 000	STR - Repair & Maintenance Roa	800,000.00	-	800,000.00	1,000,000.00	1,000,000.00	1,800,000.00	6
121 E 43100 533 000 00000 000	STR - Machinery & Equip Rental	5,000.00	-	8,600.00	4,800.00	4,800.00	13,400.00	6
210 R 37950 000 000 00000 000	Transfer In from General Fund	3,584,333.00	-	3,584,333.00	15,300,398.00	15,300,398.00	18,884,731.00	1
210 E 49200 622 000 00000 000	Principal - TMBF #50538	223,000.00	-	223,000.00	2,515,000.00	2,515,000.00	2,738,000.00	1
210 E 49200 625 000 00000 000	Principal - 20M CONs, 2015	1,530,000.00	-	1,530,000.00	12,820,000.00	12,820,000.00	14,350,000.00	1
210 E 49400 641 000 00000 000	Interest - 2004 TMBF #50236	11,108.00	-	11,108.00	(8,108.00)	(8,108.00)	3,000.00	1
210 E 49400 642 000 00000 000	Interest - 2008 TMBF #50538	54,369.00	-	54,369.00	(48,369.00)	(48,369.00)	6,000.00	1
210 E 49400 645 000 00000 000	Interest - 20M CONs, Series 20	699,025.00	-	699,025.00	(12,125.00)	(12,125.00)	686,900.00	1
210 E 49500 694 015 00000 000	COI - CON 2015 Refi - USDA	-	-	-	34,000.00	34,000.00	34,000.00	1
416 R 37950 000 000 00000 000	Transfer In from General Fund	-	-	-	245,000.00	245,000.00	245,000.00	5
416 E 46000 900 000 00000 000	STW - Capital Projects	200,000.00	-	200,000.00	245,000.00	245,000.00	445,000.00	5

RESOLUTION XX-XXXX

A RESOLUTION INITIATING TEXT AMENDMENTS TO ARTICLE III OF THE ZONING REGULATIONS AND TO CREATE SEPARATE DESIGN GUIDELINES DOCUMENT

WHEREAS, the Board of Commissioners is aware that the Land Development Regulations allow certain development types that are no longer in the City's best interest; and

WHEREAS, the Board of Commissioners plan to initiate the process of replacing the Land Development Regulations in the coming months; and

WHEREAS, the Board of Commissioners recognizes that undesired development types could be developed in a manner consistent with the Land development Regulations prior to replacement of the Land Development Regulations; and

WHEREAS, the Board of Commissioners desires to take immediate action to eliminate specific development types allowed in the Land Development Regulations.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the City of Lakeland that the City Manager or his designee hereby directed to initiate the following text amendments to the Land Development Regulations:

1. Amend Article III, Section 5 Landscape Standards, J. Frontage Buffer & K. Side and Rear Buffers
2. Amend Article III, Section 5 Landscape Standards, M. Screening of Open Storage, Refuse Areas, and Utility Appurtenances
3. Amend Article III, Section 3 Building Type Standards, A. General Requirements., 5. Building Materials
4. Amend Article III, Section 4 Open Space Type Standards
5. Amend Article III, Section 3 Building Type Standards
6. Create a stand-alone Design Guidelines document

PASSED AND ADOPTED by the Board of Commissioner of Lakeland, Tennessee on this 11th day of March 2021, the public welfare requiring it.

____
Mike Cunningham, *Mayor*

ATTEST:

____
Debra Muller
City Recorder

CITY OF LAKELAND TENNESSEE

Board of Commissioners

Meeting Cycle: Thursday, March 4, 2021

Subject: **Resolution** - approving the sewer concept plan for Heathfield on Scotts Creek Planned Development. *Sponsored by Emily Harrell*

Staff Contact: Emily Harrell, City Engineer

STAFF RECOMMENDATION

Staff recommends the Board of Commissioners, by resolution, approve the sewer concept plan for Heathfield on Scotts Creek Planned Development

BUDGET IMPACT

DISCUSSION

Arbor View Development, LLC is proposing Heathfield on Scotts Creek, a planned residential development located north of Highway 70 at Seed Tick Road. The development consists of 118 single-family residential lots on approximately 80 acres. The proposed development will generate approximately 23 gallons per minute of wastewater flow. The development will tie into the existing Scotts Creek Interceptor which runs along the west side of the development. Staff recommends the approval of the sanitary sewer concept plan for Heathfield on Scotts Creek Planned Development for a period of three (3) years.

RESOLUTION 2021/03-XX

A RESOLUTION APPROVING A CONCEPT SANITARY SEWER PLAN FOR HEATHFIELD ON SCOTTS CREEK PLANNED DEVELOPMENT

WHEREAS, the Owner of record of certain parcels of land located within the corporate limits of the City of Lakeland, further identified by Shelby county Tax Assessor Parcel ID L0150 00541, has requested review and approval of a concept sanitary sewer plan to service a proposed development upon said parcel known as Heathfield on Scotts Creek Planned Development, consisting of a maximum of 118-single family lots; and,

WHEREAS, the City Engineer has reviewed the concept sanitary sewer plan submitted by said property owner and finds the concept plan, as submitted, to be both feasible and not detrimental to the overall sanitary sewer system for the City of Lakeland; and,

WHEREAS, the Board of Commissioners finds that it may be in the best interest of the users of the City of Lakeland sanitary sewer system to allow a maximum of 118-lots that may be created upon the aforementioned parcel of land at a later date to connect to the City of Lakeland sanitary sewer system.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF LAKELAND, TENNESSEE:

1. The concept sanitary sewer plan submitted by the owner of record of parcels of property located within the corporate limits of the City of Lakeland, further identified by the Shelby County Tax Assessor Parcel Identification L0150 00541, to service a proposed development upon said parcel known as Heathfield on Scotts Creek Planned Development, consisting of a maximum of 118-single family lots that may be created at a later date is hereby approved for a period of three (3) years from the date of passage of this resolution.

2. If a Preliminary Development Plan is submitted and approved for Heathfield on Scotts Creek Planned Development on said parcel of land within three (3) years from the date of passage of this resolution, the approval of the concept sanitary sewer plan identified above shall be extended for an additional one (1) year period commencing upon the date of Preliminary Development Plan approval.

3. If a Preliminary Development Plan has not been submitted and approved for the above referenced development within three (3) years from the date of passage of this resolution, this resolution shall become null and void and no approval of any concept sanitary sewer plan for the above referenced parcel shall exist. Additionally, neither the owner of record nor any entity with development interests upon said parcel shall retain any right of approval, vested or otherwise, for said parcel of land.

4. If at any point in time, subsequent to Preliminary Development Plan approval, approval(s) of the proposed development on said parcel of property by the

Lakeland Municipal Planning Commission and/or Lakeland Board of Commissioners should lapse due to passage of time, this resolution shall become null and void and no approval of any concept sanitary sewer plan for the above referenced parcel shall exist. Additionally, neither the owner of record nor any entity with development interests upon said parcel shall retain any right of approval, vested or otherwise, for said parcel of land.

PASSED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee on this 11th day of March 2021, public welfare requiring it.

____

Mike Cunningham, *Mayor*

ATTEST:

____

Debra Murrell
City Recorder

RESOLUTION XX-XXXX

A RESOLUTION TO APPROVE THE OUTLINE PLAN FOR HEATHFIELD AT SCOTT'S CREEK PLANNED DEVELOPMENT

WHEREAS, The Outline Plan for Heathfield at Scott's Creek Planned Development meets the general intent and spirt of the Zoning and Subdivision Regulations and conforms to the Floodplain Management, Stream Management Buffer, and Tree Management Ordinances; and

WHEREAS, On January 21, 2021, the City of Lakeland Municipal Planning Commission recommended approval for the Heathfield at Scott's Creek Outline Plan with conditions; and

WHEREAS, On March 11, 2021, the City of Lakeland Sewer Board approved a Resolution approving the Sanitary Sewer Concept Plan for Heathfield at Scott's Creek.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the City of Lakeland that Outline Plan for Heathfield at Scott's Creek Planned Development is approved, subject to the following conditions:

1. Cluster mailbox locations shall be approved by MPC/DRC prior to installation.
2. Traffic Impact Study must be submitted prior to any PDP being approved by the MPC.
3. The Seed Tick Street Type Standard shall be the same as those approved in the Lakeland Meadows PD.
4. The walking trail will be a 10' wide paved trail that is maintained by the HOA.
5. Approval of landscaping plate for evergreen screening prior to approval of any PDP.
6. The minimum lot size for Suburban Estate lots is 17,500 square feet.
7. That the Seed Tick Extension be completed as warranted by the traffic study or the development of The Meadows.

PASSED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee on this 11th day of March 2021, public welfare requiring it.

____
Mike Cunningham, *Mayor*

ATTEST:

____
Debra Murrell
City Recorder

CITY OF LAKELAND TENNESSEE

Board of Commissioners

MEETING CYCLE: Thursday, March 4, 2021

SUBJECT: Resolution - approving the Outline Plan for the Heathfield on Scott's Creek Planned Development. Sponsored by Richard Donovan

STAFF CONTACT: Richard Donovan, Planning Director

STAFF RECOMMENDATION

The MPC and Staff recommend ***approval*** of the request for an Outline Plan for the Heathfield at Scott's Creek Planned Development with the following conditions:

1. Cluster mailbox locations shall be approved by MPC/DRC prior to installation.
2. Traffic Impact Study must be submitted prior to any PDP being approved by the MPC.
3. The Seed Tick Street Type Standard shall be the same as those approved in the Lakeland Meadows PD.
4. The walking trail will be a 10' wide paved trail that is maintained by the HOA.
5. Approval of landscaping plate for evergreen screening prior to approval of any PDP.
6. The minimum lot size for Suburban Estate lots is 17,500 square feet.
7. That the Seed Tick Extension be completed as warranted by the traffic study or the development of The Meadows.

BUDGET IMPACT

DISCUSSION

LOCATION: Between Highway 70 and Old Bownsville Road

ZONING: A (Agriculture)

NEIGHBORHOOD TYPE: Type II

AREA: 65.98 Acres

118 Lots

OWNER: Seed Tick, LLC.

APPLICANT: Arbor View Development, LLC

REPRESENTATIVE: Brandon Young, McCarty Granberry Engineering

BACKGROUND:

Heathfield at Scotts Creek is a planned residential development having a combined area of 79.61-acres. The subject property is located north of US Highway 70 and is bound to the east by the Lakeland Meadows PD, the west by Board of Education and Gilliland Group Properties , and the north by Old Brownsville Road.

Arbor View Development, LLC intends to develop the combined 79.61-acre property as a planned residential development offering 118 single-family residential lots with 24.91-acres or 37.15% of the site reserved for common open space.

LAND USE PLAN:
Lakeland's Comprehensive Land Use Plan Update, adopted March of 2006, recommends "Suburban Neighborhood" for the property.

"Suburban Neighborhood" is defined as *"Primarily single-family residential lots with a maximum density of 2.5 dwelling units per acre, but may contain religious facilities, schools, and public buildings. Development requires public water and sanitary sewer service. Streets shall be designed with an urban cross section"*.

DEVELOPMENT REGULATIONS:
The subject properties are currently zoned AG (Agriculture) as defined and regulated by the Lakeland Land Development Regulations. However, in the Spring of 2014 the City adopted a planned development ordinance. The planned development ordinance allows greater flexibility of design and relief from various provisions of the Lakeland Development Regulations (Zoning Ordinance) when the standards and criteria of the planned development ordinance are met. When a planned development is approved, the underlying zoning of the property remains unchanged, but the conditions of the planned development regulate the uses and bulk regulations of the property as opposed to the zoning provisions.

Bulk Requirements:
The Heathfield PD will utilized the Suburban Estate, Suburban Manor, and Suburban Cottages building types for bulk and design requirements with some modifications. The table below highlights the changes that have been made to the different building types.

	Suburban Estate		Suburban Manor		Suburban Cottage	
	LDR	Proposed	LDR	Proposed	LDR	Proposed
Setbacks						
Front	30'	30'	30'	30'	15'	20'
Side	10'	5'	5'	5'	5'	5'
Rear	30'	20'	25'	20'	15'	15'
Building Coverage	20%	20%	35%	35%	40%	45%
Impervious Surface						
Impervious	30%	30%	45%	45%	45%	50%
Semi-pervious	10%	10%	10%	10%	10%	10%
Lot Size	17,500 sf	17,500 sf	10,000 sf	10,000 sf	5,500 sf	5,500 sf

Streets:
The streets do not comply with the LDR and Comprehsive Plan. The LDR call for the sidewalk and planting strip to be within the right-of-way and the applicant is proposing back of curb as the right-of-way. The LDR requires a Traffic Impact Study be submitted as a part of a PD application. A very basic Traffic Analysis has been provide a more in depth study is needed to ensure the proper improvement

are being made to the roadways. This would need to be provide prior to any PDP being approved by the Planning Commission.

Old Brownsville and Seed Tick are identified as a senic corridor. Seed Tick will be a new road not an existing road. Senic corridors have a slightly different street type standard than typical streets. Below is the standards from the LDR:

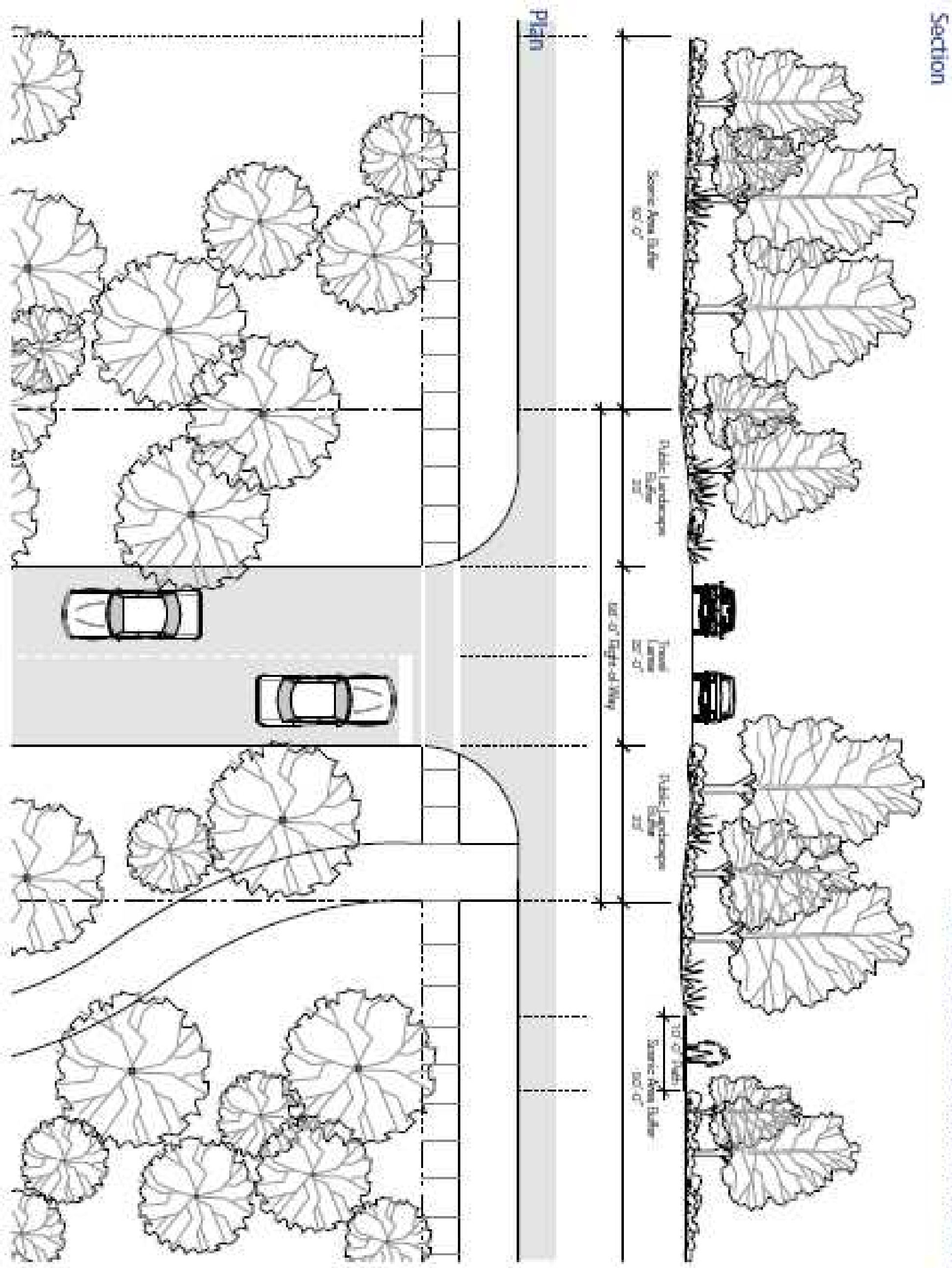


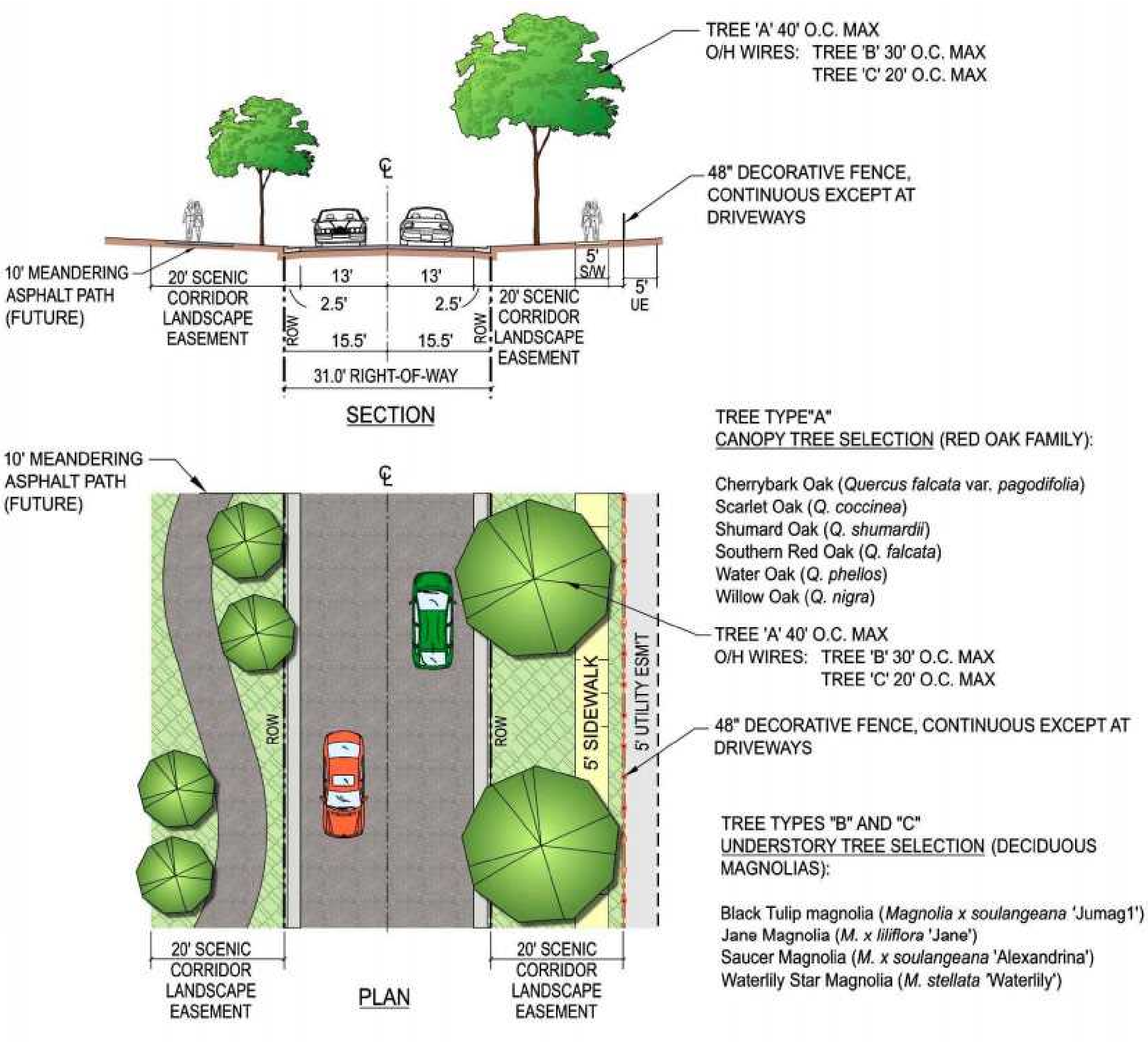
Figure 8.O-1. Typical Scenic Corridor.

Scenic Corridor Standards		
	Location	As designated by city
	Typical Right-of-Way Width	68', plus 50' Scenic Corridor Buffer on each side
	Typical Capacity	3,000 - 10,000 average daily trips;
Vehicular Realm	Travel Lanes	1 lane in each direction
Vehicular Realm	Lane Width	10' to 12'
Vehicular Realm	Allowable Turning Lanes	Not permitted
Vehicular Realm	Parking Lanes[1]	Not permitted
Vehicular Realm	Pavement Width	22'
Vehicular Realm	Curbs	None or Ribbon or 18" wide asphalt shoulder
Vehicular Realm	Target Speed	25-30 mph
Vehicular Realm	Median	None
Vehicular Realm	Bicycle Facilities[2]	Off street trail only
Pedestrian Realm	Pedestrian Facilities	One minimum 10' wide trail in required buffer on at least one side
Pedestrian Realm	Street Buffer	Minimum 21' wide Planting Zone with drainage Swale on both sides, 50' Scenic Corridor Buffer (refer to II.8.C(9))

1. Reference II.8.C(8) for on-street parking requirements
2. Reference II.8.C(6) for bicycle facility types and requirements.

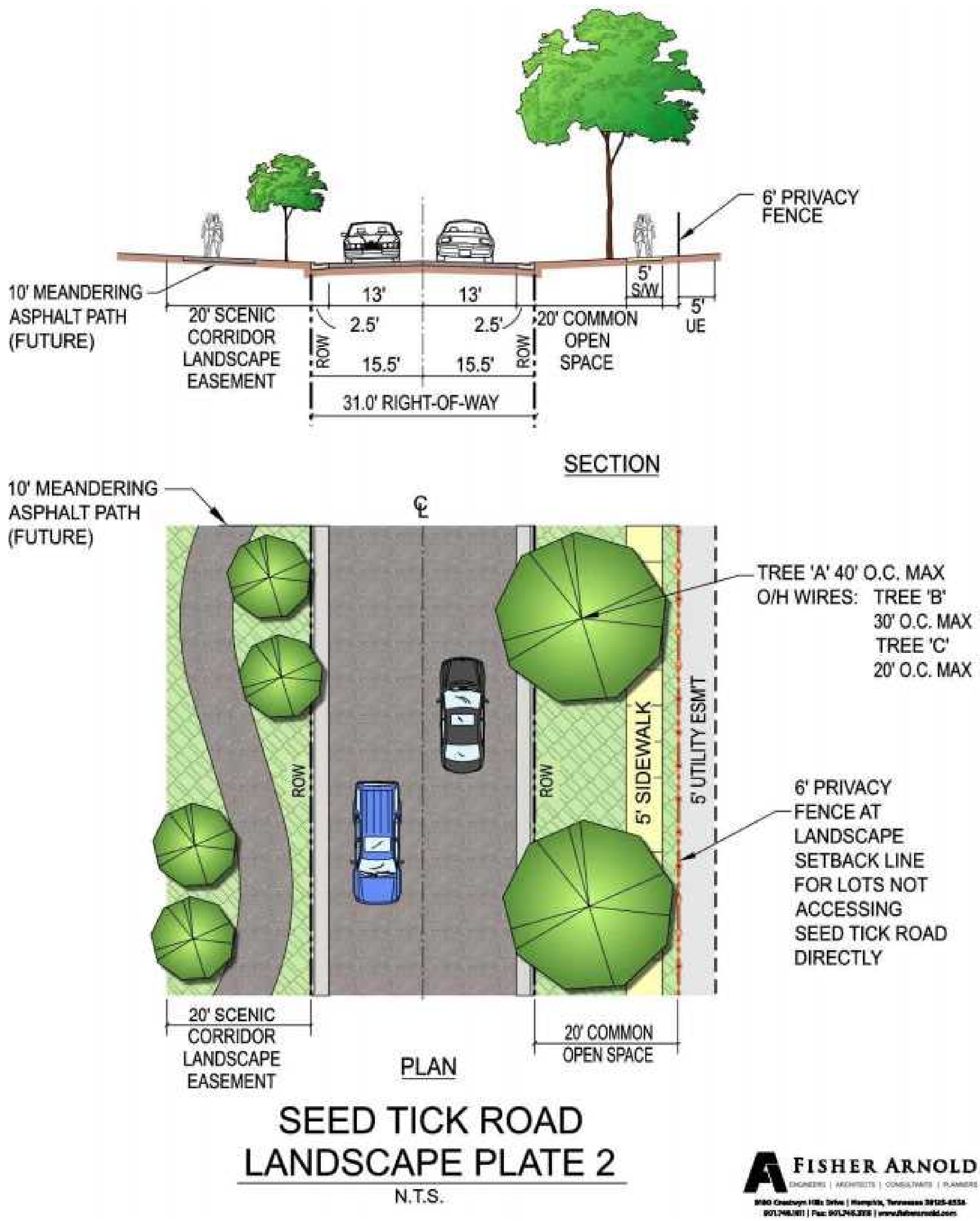
Table 8.O-1. Scenic Corridor Standards.

A slightly different street type was required for seed tick as a part of Lakeland Meadows. The requireements for that street type are provided below. These deveolopments will need to have a consistent road crossection as they both share access on to Future Seed Tick.



SEED TICK ROAD LANDSCAPE PLATE 1

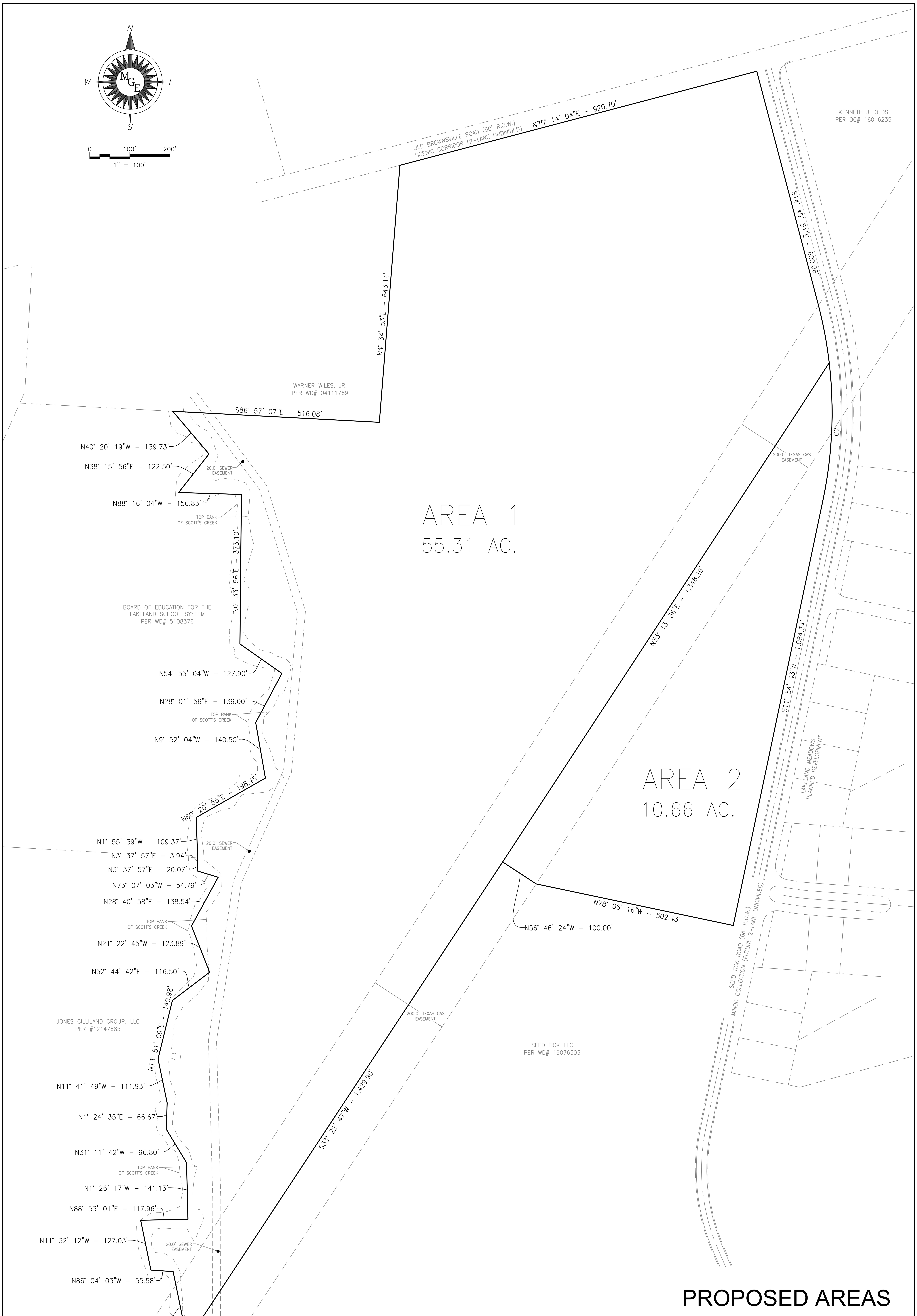
N.T.S.


6' PRIVACY FENCE
10' MEANDERING ASPHALT PATH (FUTURE)
13'
13'
5' S/W
5' UE
2.5'
2.5'
20' SCENIC CORRIDOR LANDSCAPE EASEMENT
ROW
15.5'
15.5'
ROW
20' COMMON OPEN SPACE
31.0' RIGHT-OF-WAY
SECTION
10' MEANDERING ASPHALT PATH (FUTURE)
℄
TREE 'A' 40' O.C. MAX
O/H WIRES: TREE 'B' 30' O.C. MAX
TREE 'C' 20' O.C. MAX
ROW
ROW
5' SIDEWALK
5' UTILITY ESMT
6' PRIVACY FENCE AT LANDSCAPE SETBACK LINE FOR LOTS NOT ACCESSING SEED TICK ROAD DIRECTLY
20' SCENIC CORRIDOR LANDSCAPE EASEMENT
PLAN
20' COMMON OPEN SPACE
SEED TICK ROAD
LANDSCAPE PLATE 2
N.T.S.
FISHER ARNOLD

Seed Tick Road Construction
The PD currently proposes a portion of Seed Tick to be with Phase 2 and Pahse 4. This does not complete Seed Tick from Old Brownsville Road to Highway 70. This connection could be vital in providing access from this subdivision and The Meadows as several subdivision are in development along Old Brownsville and currently only three ways to Highway 70 exist (Adagio Lane, Canada Road, and Evergreen Road).

Walking Trails:
The walking trails that are proposed in the development is noted to be a crushed gravel without a required width. It is also noted that the a portion of the trail will be maintained by the trail. Tyipically when a trail is provided the City requires it to be 10' in width and paved. Trails are also to be maintained by the HOA not the City.

In Staff's opionin this Outline plan generally complies with the City's PD requirements and the LDRs with a few exeptions that conditions of approval can resolve.



PROPOSED AREAS

MG McCARTY GRANBERRY
ENGINEERING
198 PROGRESS ROAD, COLLIERVILLE, TN 38017 901-221-0075

PREPARED BY: MGE
DRAFTSMAN: JRM
DATE: 1/15/21

HEATHFIELD ON
SCOTT'S CREEK
LAKELAND, TN

SITE DATA TABLE	
AREA 1 (WEST)	
NUMBER OF LOTS	105
AREA	55.31 AC.
D.U.A.	1.90
SETBACKS	
FRONT	30'
REAR	20'
SIDE	5'
AREA 2 (EAST)	
NUMBER OF LOTS	13
AREA	10.66 AC.
D.U.A.	1.22
SETBACKS	
FRONT	20'
REAR	15'
SIDE	5'
AREAS COMBINED	
NUMBER OF LOTS	118
AREA	65.98 AC.
D.U.A.	1.79

LOT TABLE		
LOT TYPE	# OF LOTS	% OF TOTAL LOT COUNT
SUBURBAN ESTATE MIN. 17,500 SF	24	20%
SUBURBAN MANOR MIN. 10,000 SF	81	69%
SUBURBAN COTTAGE MIN. 5,500 SF	13	11%

PROPOSED LAYOUT

McCARTY GRANBERRY ENGINEERING
198 PROGRESS ROAD, COLLIERVILLE, TN 38017 901-221-0075

PREPARED BY: MGE
DRAFTSMAN: JRM
DATE: 1/15/21

HEATHFIELD ON SCOTT'S CREEK
LAKELAND, TN

I. Outline Plan General Guidelines

A. The Heathfield on Scott's Creek Outline Plan shall serve as the land use and transportation plan and define the planning objective to be achieved for the development of the Heathfield on Scott's Creek Subdivision.
B. The Common Open Spaces will be developed with details that encourage the use of the spaces.
C. A Declaration of Covenants and Restrictions shall be applicable to all lots in the development. A Homeowner's Association shall be established to assure that improvements and common open spaces are maintained in a quality manner.
D. A comprehensive signage system will be implemented to insure continuity in the development.
E. The Heathfield on Scott's Creek development shall adhere to the landscaping guidelines in the landscape plan.

II. Bulk Requirements

AREA 1(WEST) SUBURBAN MANOR & SUBURBAN ESTATE
A. The Maximum Gross Density for this area of the development shall be 1.90 Dwelling Units Per Acre.
B. Minimum setbacks are as follows:
Front: 30 Feet
Rear: 20 Feet
Side: 5 Feet
C. The minimum lot size for this area shall be 10,000 square feet.

AREA 2 (EAST) SUBURBAN COTTAGE
A. The Maximum Gross Density for this area of the development shall be 1.22 Dwelling Units Per Acre.
B. Minimum setbacks are as follows:
Front: 20 Feet
Rear: 15 Feet
Side: 5 Feet
C. The minimum lot size for this area shall be 5,500 square feet.

BUILDABLE AREA RESTRICTIONS

Lot Type	Maximum Building Coverage	Maximum Impervious + Semi-Pervious Coverage
Suburban Estate	20%	30% Impervious + 10% Semi-Pervious
Suburban Manor	35%	45% Impervious + 10% Semi-Pervious
Suburban Cottage	45%	50% Impervious + 10% Semi-Pervious

III. Design Standards:

A. Homes shall be Traditional, French Country or English in style.
B. Garage Standards: Garages shall incorporate exterior materials, design features, and roof forms compatible with the dwellings they serve, and shall comply with the following standards:
    1. The inside dimensions of garages shall be at least ten feet wide by twenty feet deep per vehicle.
    2. If built more than 5' beyond the main front facade of the home, a garage shall be at 90° from the front property line.
    3. Front facing garages shall be either:
        a.) Designed with architectural features to break up the garage expanse (e.g., individual garage doors, pergola, etc.).
        b.) Located at least 10' behind the building facade.
C. The primary roofing material shall be architectural shingles.
D. Windows must include shutters if home allows.
E. There shall be dormers, roof line changes and decorative gable vent covers, where appropriate.
F. No King size brick allowed. All brick must be Queen size, a modular size or similar.
G. All homes are required to have gutters on the front and any side facing a street.
H. All windows to be vinyl, vinyl clad or aluminum clad. No wood windows.
I. Font porches shall be allowed to encroach past the front setback a maximum distance of 8'.

IV. Access and Circulation:

A. Dedicate and improve internal street to a 31 feet wide Right-of-Way with 26 feet of pavement section.
B. The proposed street sections are provided on this sheet.
D. The construction of Seed Tick Road is not required to begin until Phase 2 of the development occurs, and shall only be required along the frontage of Phase 2 at that time. The section of Seed Tick Road that is the frontage for Phase 4 of the development is not required to be constructed until Phase occurs.

V. Landscaping/Screening/Open Space:

A. All Common Open Spaces shall have landscaping to enhance the aesthetic value of the overall development.
B. Common Open Space shall meet the City of Lakeland Zoning Ordinance and Design Guidelines.
C. No perimeter fence may exceed six feet in height without approval. A 6' ornamental fence shall be an option for any lot line abutting a common open space.
D. See the Landscape Plans submitted with the Master Development Plan for additional requirements.
E. There is a 50' Scenic Corridor Buffer along Old Brownsville Road with landscaping requirements and restrictions that shall be adhered to according to the Lakeland Zoning Regulation and are to be maintained by the property owner.
F. Walking trail material shall consist of crushed stone or asphalt.
G. A portion of the walking trail will be owned by the City of Lakeland and a portion of the walking trail will be owned by the current property owner until the Heathfield on Scott's Creek Homeowners Association can be formed. Please see the second page of this Outline Plan for delineation of trail ownership. It will be the owners responsibility to maintain their sections of the walking trail.

VI. Drainage:

A. A Grading and Drainage plan will be submitted to the City Engineer concurrent with construction plans for review by the City prior to commencement of construction.
B. Onsite detention will be provided to prevent any downstream drainage issues related to the development of the subdivision.
C. Adequate EPSC measures will be in place during construction.
D. Detention to be located in C.O.S. areas and used in conjunction as attenuation for the development.
E. The property is located in Zone X which is not located in a Special Flood Hazard Area per FEMA FIRM Map Number 47157C0215GF dated February 6, 2013.
F. All grading shall be in accordance with TDEC and City of Lakeland Regulations. All grading shall be reviewed and approved by the Town Engineer.
G. Stormwater Detention facilities shall be owned and maintained by the Homeowners Association.

VII. Utilities

A. The water system shall be capable of producing a minimum residual pressure of 20 PSI at a minimum fire flow of 1,500 gpm and shall be approved by and constructed in accordance with the requirements of the City of Lakeland.
B. The sewer system shall be approved by and constructed in accordance with the requirements of the City of Lakeland.
C. There shall be a 5 foot wide utility easement along all lot lines.

VIII. Stream Buffer Requirements

ZONE 1 – STREAMSIDE SECTION
A. Allowable uses within the streamside section are restricted to:
    1. Flood control structures
    2. Utility rights-of-way
    3. Footpaths
    4. Road crossings, where permitted
    5. Stormwater management facilities, with approval of the City Engineer

ZONE 2 – OUTER SECTION
A. Allowable uses within the outer section are restricted to:
    1. Biking or hiking paths
    2. Stormwater management facilities, with the approval of the City Engineer
    3. Recreational uses as approved by the Planning Commission
    4. Limited tree clearing with approval from the Planning Commission

LEGAL DESCRIPTION

Tax ID# L0150 00492C (Portion of)

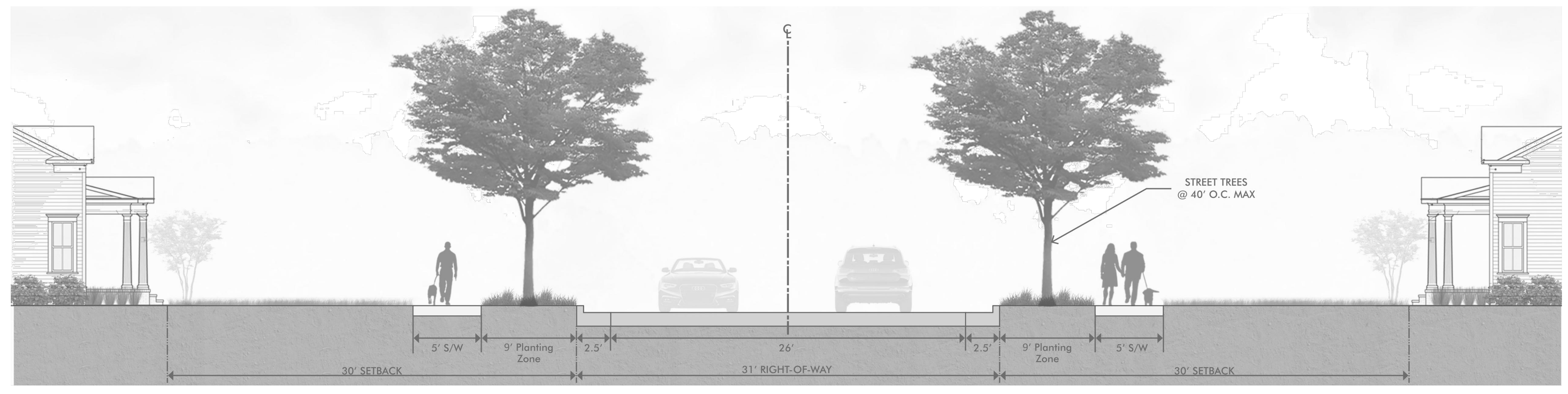
Being a portion of Parcel I, all of Parcel II and all of Parcel III of the 'Harding Academy of Memphis, Inc.' property as recorded in Instrument Number 05182497 at the Shelby County Register's Office, City of Memphis, State of Tennessee being more particularly described by metes and bounds as follows:

Commencing at the POINT OF BEGINNING that is where the East line of the Wiles property (#04111769) intersects with the physical centerline of Old Brownsville Road (set cotton picker spindle with washer); thence with a portion of said centerline, North 75 degrees 14 minutes 04 seconds East a distance of 942.19' to a point; thence South 14 degrees 46 minutes 38 seconds East a distance of 599.15' to a point of curvature; thence in southwesterly direction along the arc of a curve to the right having a radius of 1083.34' (Long Chord = South 06 degrees 22 minutes 10 seconds West, 209.99') an arc distance of 210.32' to a point; thence South 11 degrees 55 minutes 52 seconds West a distance of 1083.45' to a point; thence North 78 degrees 06 minutes 16 seconds West a distance of 523.98' to a point; thence North 56 degrees 46 minutes 24 seconds West a distance of 100.00' to a point; thence South 33 degrees 22 minutes 47 seconds West a distance of 1429.90' to a point in the center of Scott's Creek; thence departing from said south line with the centerline of said Scott's Creek and the east line of the Jones Gilliland Group, LLC property (#12147685) and the east line of the 'Board of Education for the Lakeland School System' property (#15108376) the following twenty-three (23) calls;

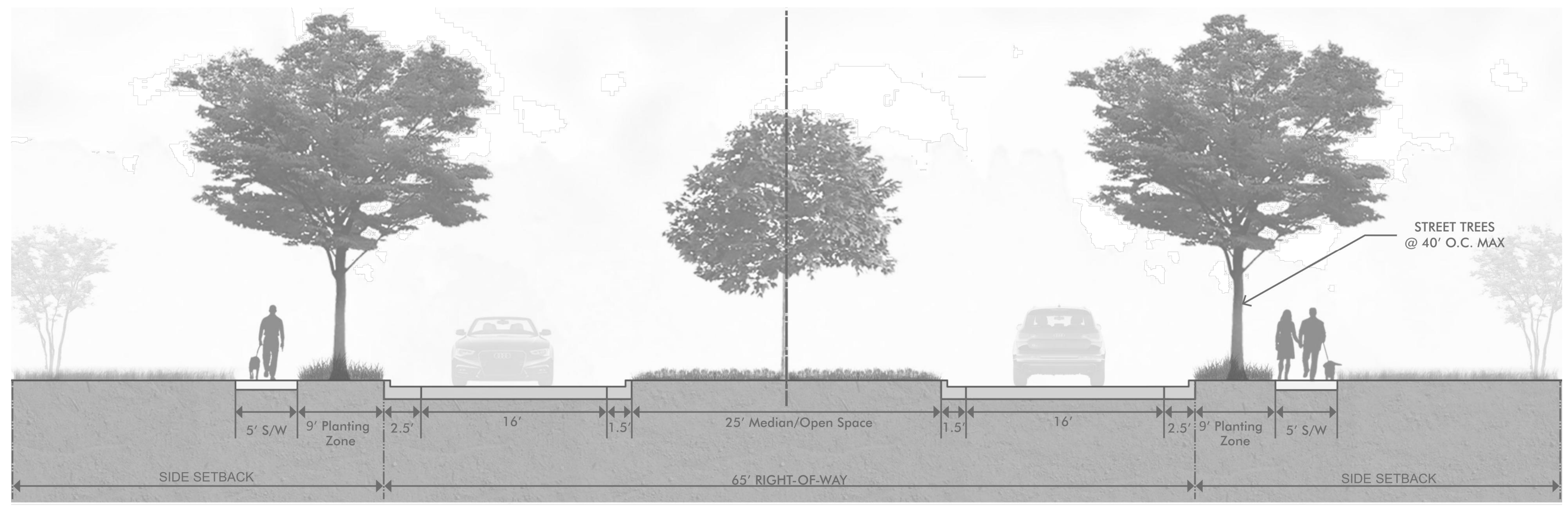
1. North 46 degrees 36 minutes 39 seconds West a distance of 43.98'
2. North 11 degrees 37 minutes 41 seconds West a distance of 255.88'
3. North 86 degrees 04 minutes 03 seconds West a distance of 55.58'
4. North 11 degrees 32 minutes 12 seconds West a distance of 127.03'
5. North 88 degrees 53 minutes 01 seconds East a distance of 117.96'
6. North 01 degrees 26 minutes 17 seconds West a distance of 141.13'
7. North 31 degrees 11 minutes 42 seconds West a distance of 96.80'
8. North 01 degrees 24 minutes 35 seconds East a distance of 66.67'
9. North 11 degrees 41 minutes 49 seconds West a distance of 111.93'
10. North 13 degrees 51 minutes 09 seconds East a distance of 149.98'
11. North 52 degrees 44 minutes 42 seconds East a distance of 116.50'
12. North 21 degrees 22 minutes 45 seconds West a distance of 123.89'
13. North 28 degrees 40 minutes 58 seconds East a distance of 138.54'
14. North 73 degrees 07 minutes 03 seconds West a distance of 54.79'
15. North 03 degrees 37 minutes 57 seconds East passing the northwest corner of said original Lillian Humphreys 72 acres at a distance of 20.07' but continuing for a total distance of 24.01'
16. North 01 degrees 55 minutes 39 seconds West a distance of 109.37'
17. North 60 degrees 20 minutes 56 seconds East a distance of 198.45'
18. North 09 degrees 52 minutes 04 seconds West a distance of 140.50'
19. North 28 degrees 01 minutes 56 seconds East a distance of 139.00'
20. North 54 degrees 55 minutes 04 seconds West a distance of 127.90'
21. North 00 degrees 33 minutes 56 seconds East a distance of 373.10'
22. North 88 degrees 16 minutes 04 seconds West a distance of 156.83'
23. North 38 degrees 15 minutes 56 seconds East a distance of 122.50'
North 40 degrees 20 minutes 19 seconds West a distance of 139.73' to a point in the south line of the Wiles property (#04111769);

thence departing from said centerline of Scott's Creek with a portion of said south line, South 86 degrees 57 minutes 07 seconds East a distance of 516.08' to the southeast corner of said Wiles property (found fence post); thence with the east line of said Wiles property, North 04 degrees 34 minutes 53 seconds East a distance of 643.14' to the said POINT OF BEGINNING.

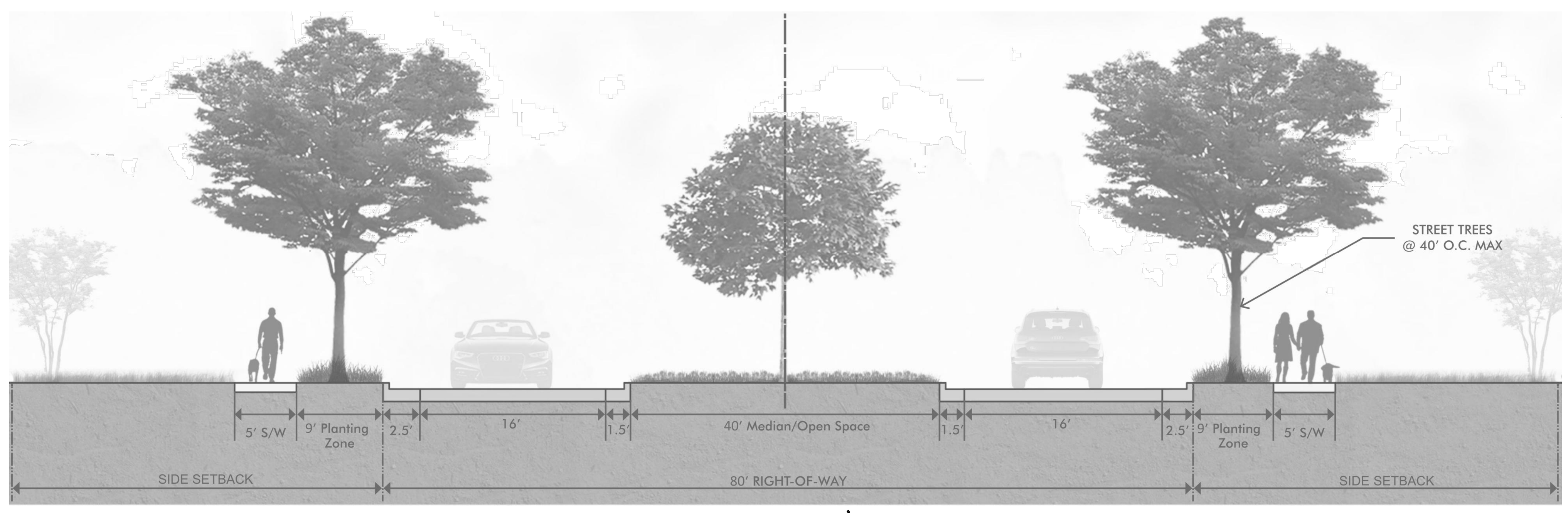
Said described property described containing 2,921,293 square feet or 67.06 acres, more or less.



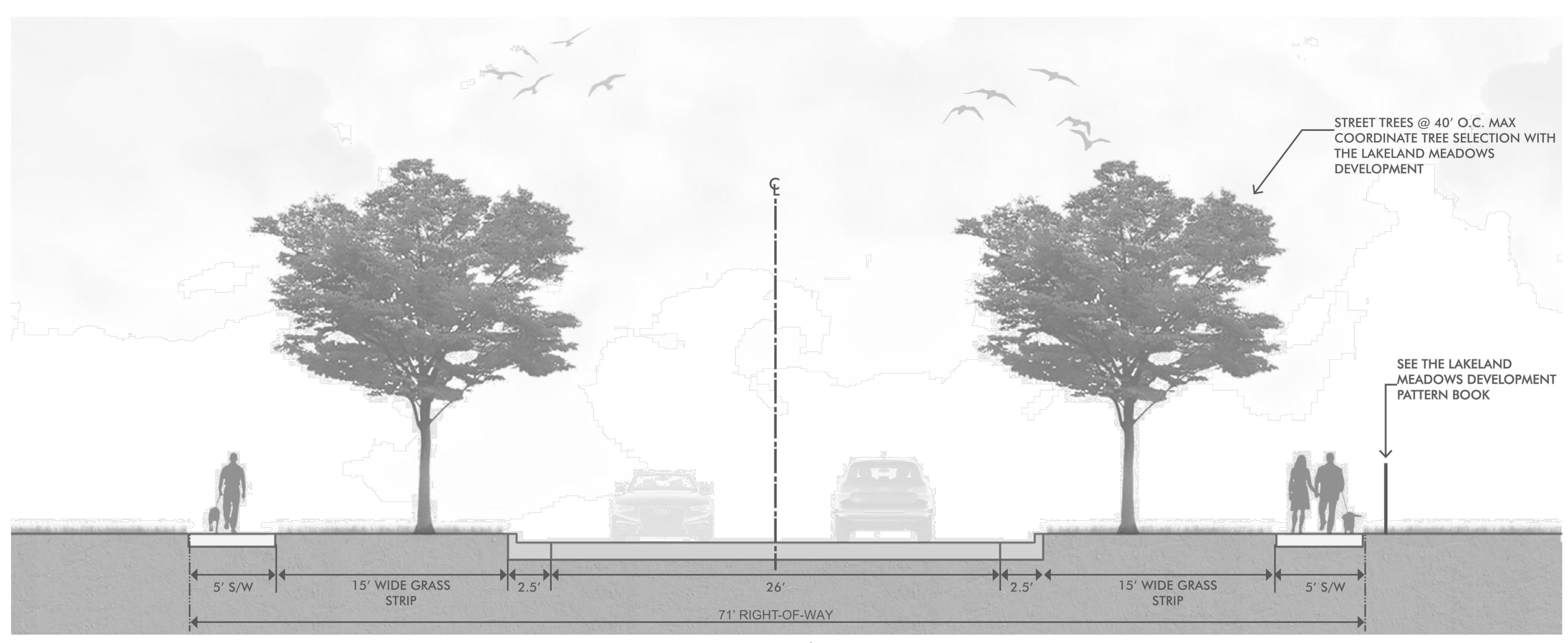
LOCAL STREET 31' RIGHT-OF-WAY



NORTH ENTRY BLVD. 65' RIGHT-OF-WAY



SOUTH ENTRY BLVD. 80' RIGHT-OF-WAY



SEED TICK ROAD 71' RIGHT-OF-WAY

GENERAL GUIDELINES & CERTIFICATES

McCARTY GRANBERRY ENGINEERING 198 PROGRESS ROAD, COLLIERVILLE, TN 38017 901-221-0075	PREPARED BY: MGE	HEATHFIELD ON SCOTT'S CREEK
	DRAFTSMAN: JRM	LAKELAND, TN
	DATE: 1/15/21	

PHASING PLAN	
PHASE 1	
NUMBER OF LOTS	27
AREA	11.60 AC.
PHASE 2	
NUMBER OF LOTS	30
AREA	14.76 AC.
PHASE 3	
NUMBER OF LOTS	32
AREA	15.62 AC.
PHASE 4	
NUMBER OF LOTS	29
AREA	26.52 AC.

MG
McCARTY
GRANBERRY
ENGINEERING

PHASING PLAN

HEATHFIELD ON SCOTT'S CREEK

LAKELAND, TN

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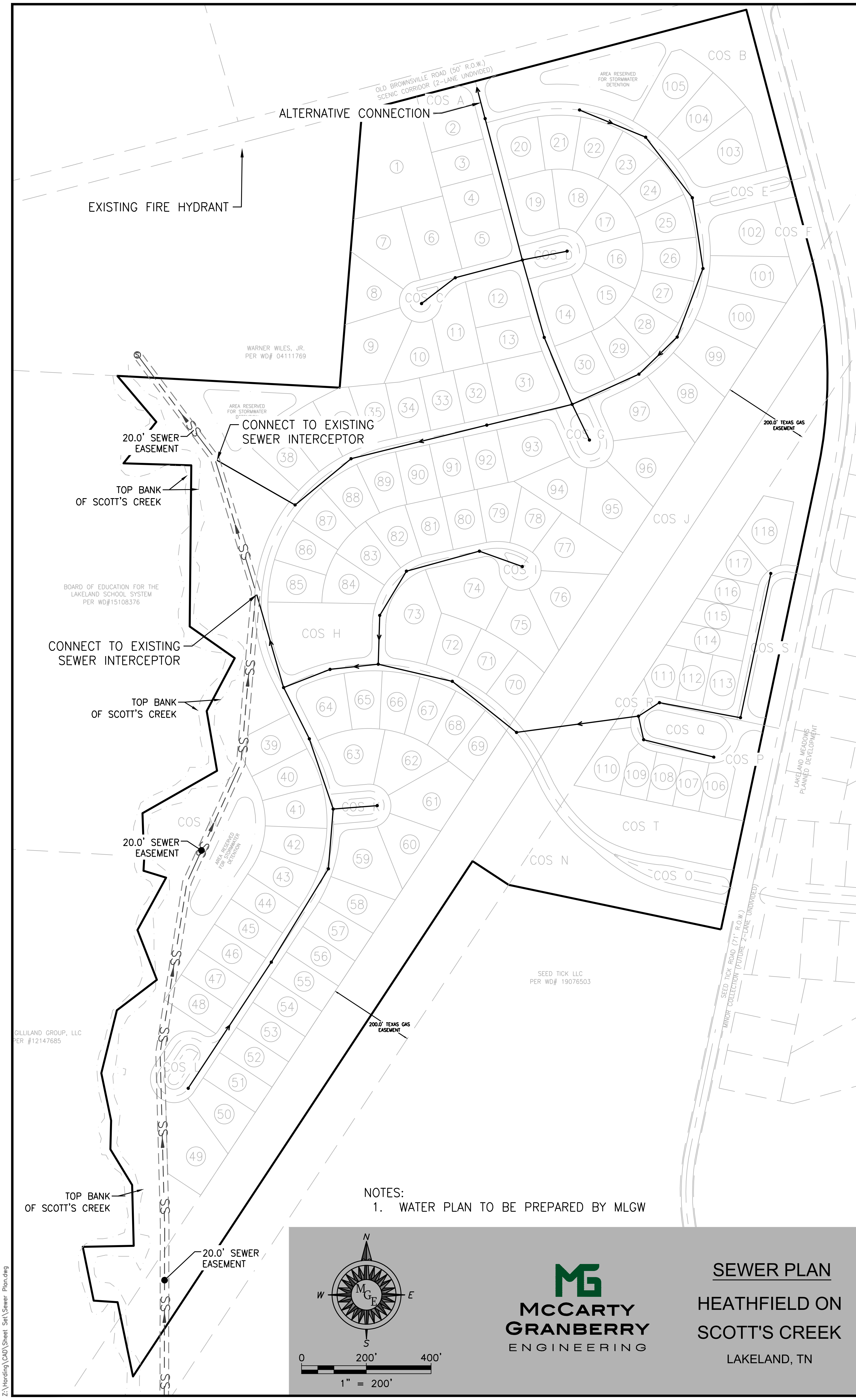
ALTERNATIVE CONNECTION
EXISTING FIRE HYDRANT
OLD BROWNSVILLE ROAD (50' R.O.W.)
SCENIC CORRIDOR (2-LANE UNDIVIDED)
AREA RESERVED FOR STORMWATER DETENTION
WARNER WILES, JR.
PER WD# 04111769
CONNECT TO EXISTING SEWER INTERCEPTOR
20.0' SEWER EASEMENT
TOP BANK OF SCOTT'S CREEK
BOARD OF EDUCATION FOR THE LAKELAND SCHOOL SYSTEM
PER WD#15108376
CONNECT TO EXISTING SEWER INTERCEPTOR
TOP BANK OF SCOTT'S CREEK
20.0' SEWER EASEMENT
GILLILAND GROUP, LLC
PER #12147685
TOP BANK OF SCOTT'S CREEK
20.0' SEWER EASEMENT
200.0' TEXAS GAS EASEMENT
200.0' TEXAS GAS EASEMENT
SEED TICK LLC
PER WD# 19076503
SEED TICK ROAD (71' R.O.W.)
MINOR COLLECTION (FUTURE 2-LANE UNDIVIDED)
LAKELAND MEADOWS PLANNED DEVELOPMENT
COS A
COS B
COS C
COS D
COS E
COS F
COS G
COS H
COS I
COS J
COS K
COS L
COS N
COS O
COS P
COS Q
COS R
COS S
COS T
NOTES:
1. WATER PLAN TO BE PREPARED BY MLGW
N
S
E
W
0
200'
400'
1" = 200'
McCARTY GRANBERRY ENGINEERING
SEWER PLAN
HEATHFIELD ON SCOTT'S CREEK
LAKELAND, TN
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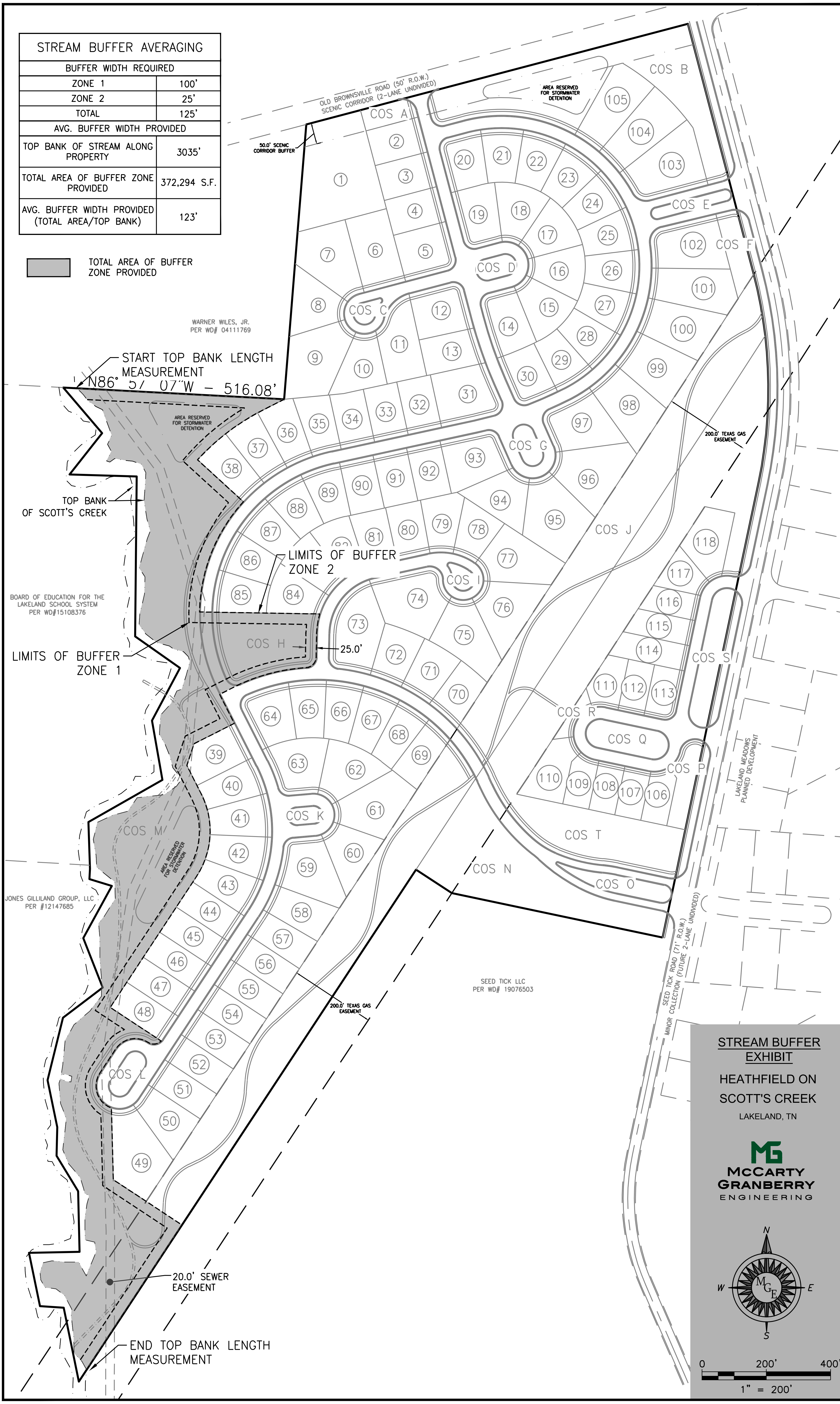
STREAM BUFFER AVERAGING	
BUFFER WIDTH REQUIRED	
ZONE 1	100'
ZONE 2	25'
TOTAL	125'
AVG. BUFFER WIDTH PROVIDED	
TOP BANK OF STREAM ALONG PROPERTY	3035'
TOTAL AREA OF BUFFER ZONE PROVIDED	372,294 S.F.
AVG. BUFFER WIDTH PROVIDED (TOTAL AREA/TOP BANK)	123'

TOTAL AREA OF BUFFER ZONE PROVIDED

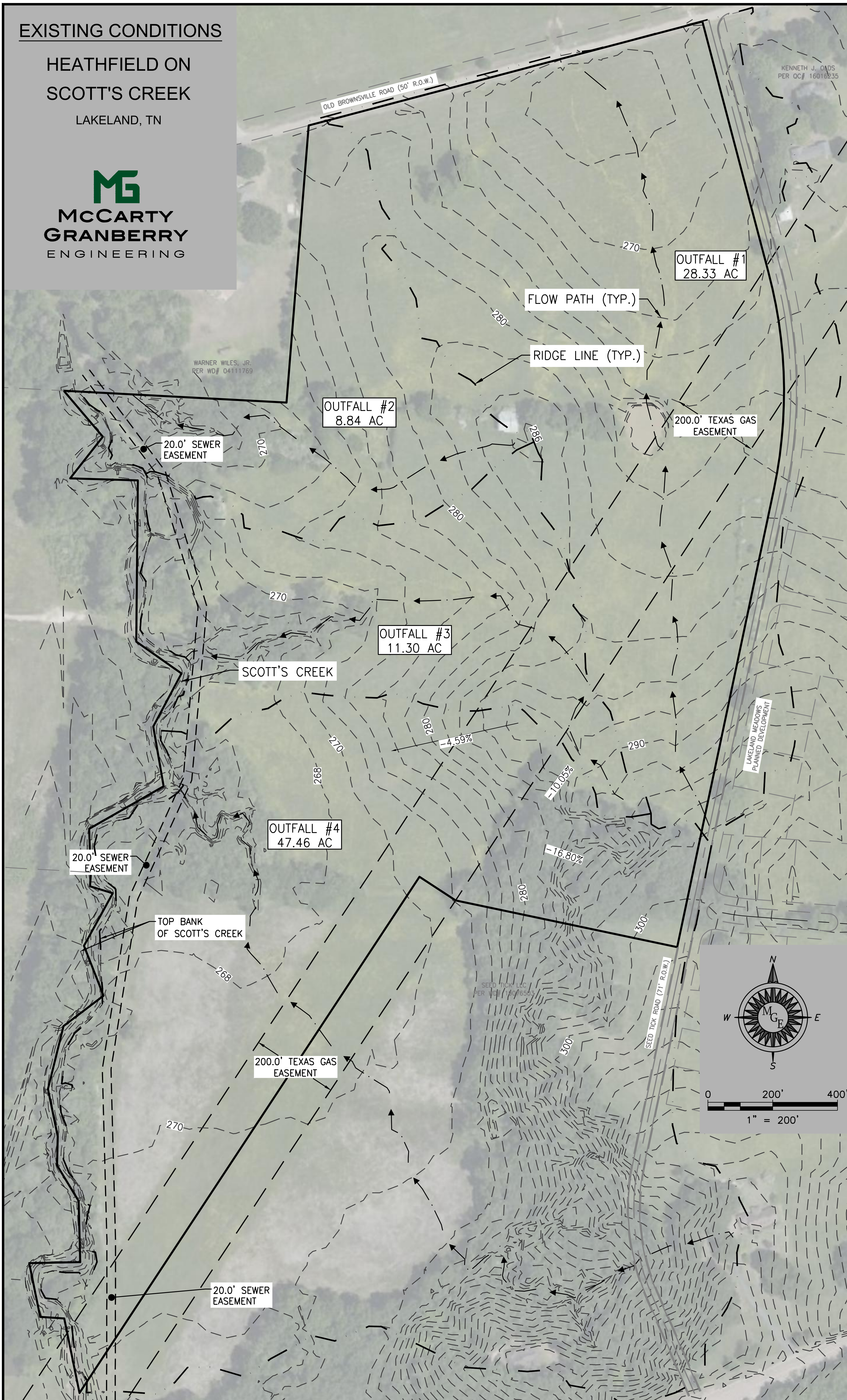


STREAM BUFFER EXHIBIT

HEATHFIELD ON SCOTT'S CREEK

LAKELAND, TN

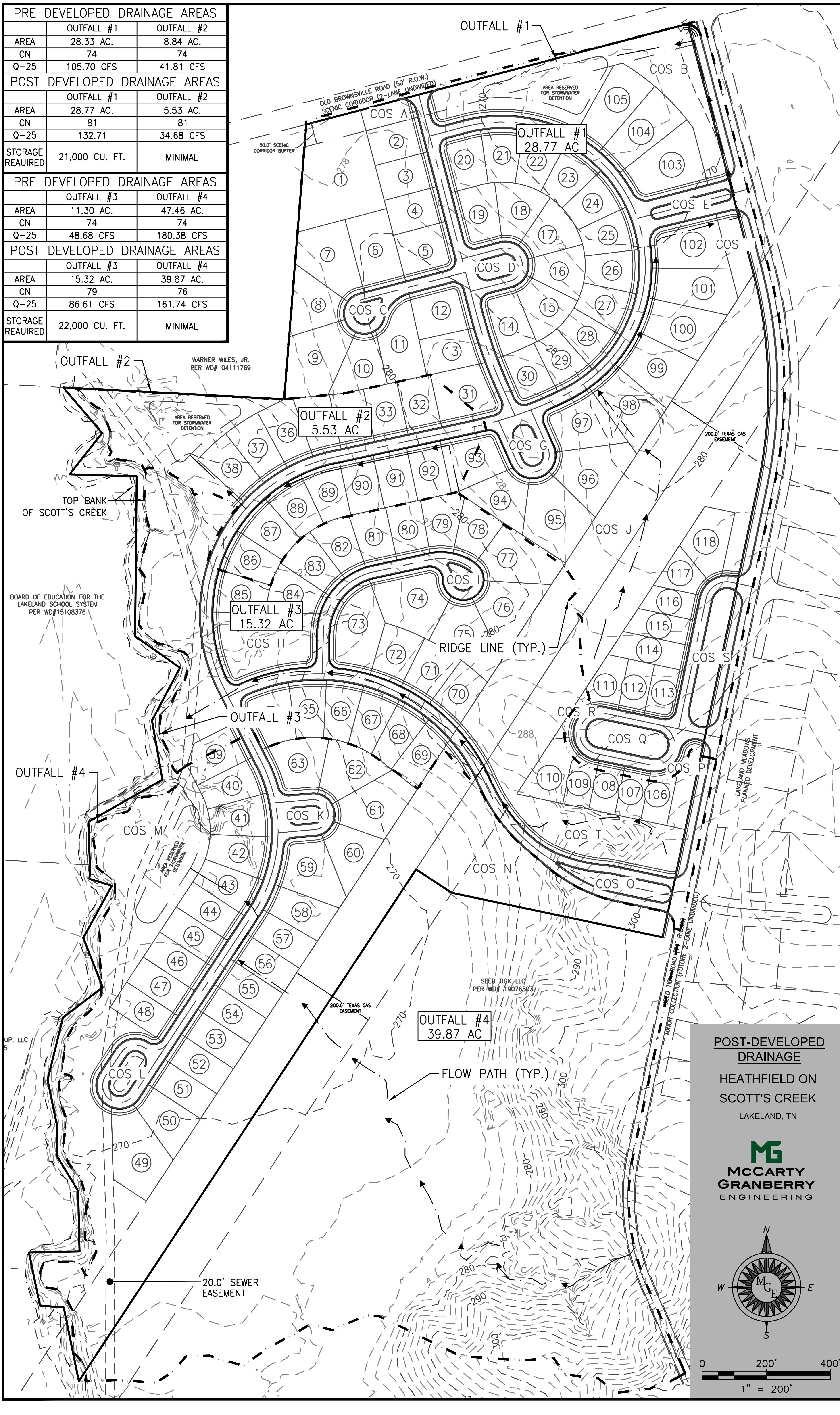
McCARTY GRANBERRY ENGINEERING



\\10.1.10.107\Share\Harding\CAD\Sheet Set\EXISTING CONDITIONS.dwg

PRE DEVELOPED DRAINAGE AREAS		
	OUTFALL #1	OUTFALL #2
AREA	28.33 AC.	8.84 AC.
CN	74	74
Q-25	105.70 CFS	41.81 CFS
POST DEVELOPED DRAINAGE AREAS		
	OUTFALL #1	OUTFALL #2
AREA	28.77 AC.	5.53 AC.
CN	81	81
Q-25	132.71	34.68 CFS
STORAGE REAUIRED	21,000 CU. FT.	MINIMAL

PRE DEVELOPED DRAINAGE AREAS		
	OUTFALL #3	OUTFALL #4
AREA	11.30 AC.	47.46 AC.
CN	74	74
Q-25	48.68 CFS	180.38 CFS
POST DEVELOPED DRAINAGE AREAS		
	OUTFALL #3	OUTFALL #4
AREA	15.32 AC.	39.87 AC.
CN	79	76
Q-25	86.61 CFS	161.74 CFS
STORAGE REAUIRED	22,000 CU. FT.	MINIMAL



POST-DEVELOPED DRAINAGE

HEATHFIELD ON SCOTT'S CREEK

LAKELAND, TN

McCARTY GRANBERRY ENGINEERING

0 200' 400'

1" = 200'

SITE DATA CHART:

LOT NO.	SQFT.	ACERAGE
1	41,080	0.94
2	10,500	0.24
3	10,500	0.24
4	10,500	0.24
5	13,724	0.32
6	17,500	0.40
7	19,075	0.44
8	13,457	0.31
9	20,732	0.48
10	12,221	0.28
11	15,836	0.36
12	14,174	0.33
13	11,398	0.26
14	13,507	0.31
15	12,029	0.28
16	11,486	0.26
17	11,486	0.26
18	12,029	0.28
19	13,115	0.30
20	11,842	0.27
21	10,235	0.23
22	10,391	0.24
23	10,391	0.24
24	10,391	0.24
25	10,391	0.24
26	10,391	0.24
27	10,391	0.24
28	10,391	0.24
29	10,006	0.23
30	11,847	0.27
31	17,519	0.40
32	10,000	0.23
33	10,000	0.23
34	10,066	0.23
35	10,306	0.24
36	11,242	0.26
37	11,189	0.26
38	11,189	0.26
39	12,157	0.28
40	10,803	0.25
41	11,604	0.27
42	11,604	0.27
43	11,028	0.25
44	10,010	0.23
45	10,010	0.23
46	10,010	0.23
47	10,010	0.23
48	10,009	0.23
49	20,478	0.47
50	12,713	0.29
51	10,150	0.23
52	10,150	0.23
53	10,150	0.23
54	10,150	0.23
55	10,150	0.23
56	10,150	0.23
57	10,502	0.24
58	11,809	0.27
59	17,575	0.40
60	12,634	0.29

LOT NO.	SQFT.	ACERAGE
61	18,017	0.41
62	14,634	0.34
63	15,138	0.35
64	13,569	0.31
65	10,129	0.23
66	10,032	0.23
67	10,372	0.24
68	10,064	0.23
69	10,208	0.23
70	10,433	0.24
71	11,039	0.25
72	11,039	0.25
73	20,330	0.47
74	21,111	0.48
75	17,548	0.40
76	17,540	0.40
77	18,009	0.41
78	10,022	0.23
79	10,497	0.24
80	10,144	0.23
81	10,177	0.23
82	10,160	0.23
83	10,583	0.24
84	11,007	0.25
85	10,324	0.24
86	10,324	0.24
87	10,324	0.24
88	10,324	0.24
89	10,056	0.23
90	10,000	0.23
91	10,000	0.23
92	10,000	0.23
93	15,967	0.37
94	13,436	0.31
95	21,606	0.50
96	19,902	0.46
97	17,506	0.40
98	17,500	0.40
99	17,500	0.40
100	17,500	0.40
101	17,500	0.40
102	18,297	0.42
103	21,873	0.50
104	17,684	0.41
105	17,567	0.40
106	7,606	0.17
107	7,130	0.16
108	7,130	0.16
109	7,223	0.17
110	12,399	0.28
111	8,291	0.19
112	7,439	0.17
113	8,284	0.19
114	10,184	0.23
115	8,780	0.20
116	7,376	0.17
117	7,687	0.18
118	13,592	0.31
TOTAL	1,486,496	34.13

KEY

TOTAL SITE ACREAGE: ±65.98

SINGLE FAMILY LOTS

SUBURBAN ESTATE	24 LOTS (20% of total)
SUBURBAN MANOR	81 LOTS (69% of total)
SUBURBAN COTTAGE	13 LOTS (11% of total)
TOTAL SINGLE FAMILY LOTS	118 LOTS
NET DENSITY	1.79 D.U./AC.

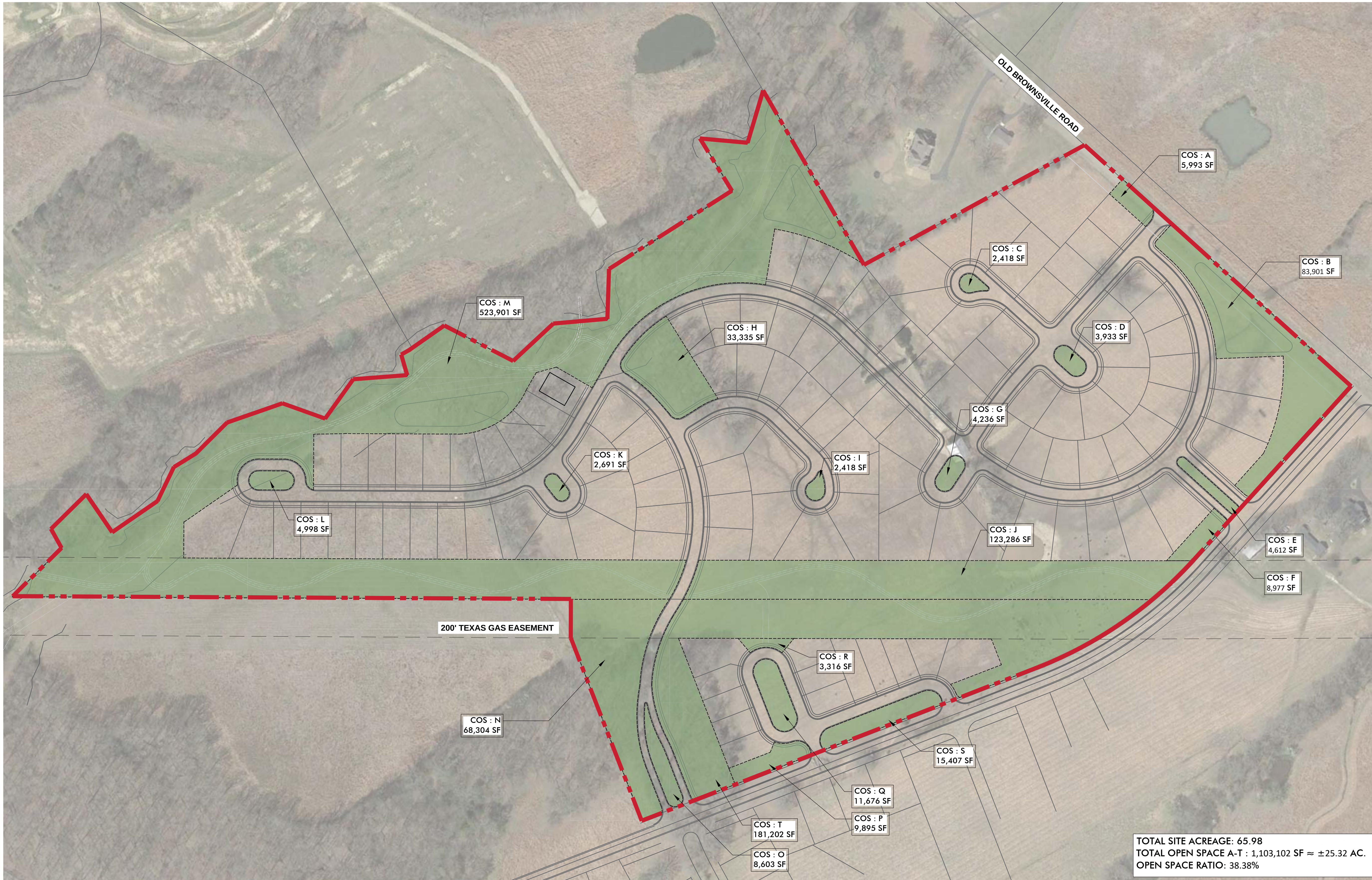
SITE PLAN

HEATHFIELD ON SCOTT'S CREEK,
LAKELAND,
SHELBY COUNTY, TENNESSEE

KV+D
KISER VOGRIN DESIGN

Project #20013
Original Issue: January 28, 2020
Revised: November 12, 2020
REV: January 11, 2021

0 100 200
SCALE: 1"=100'



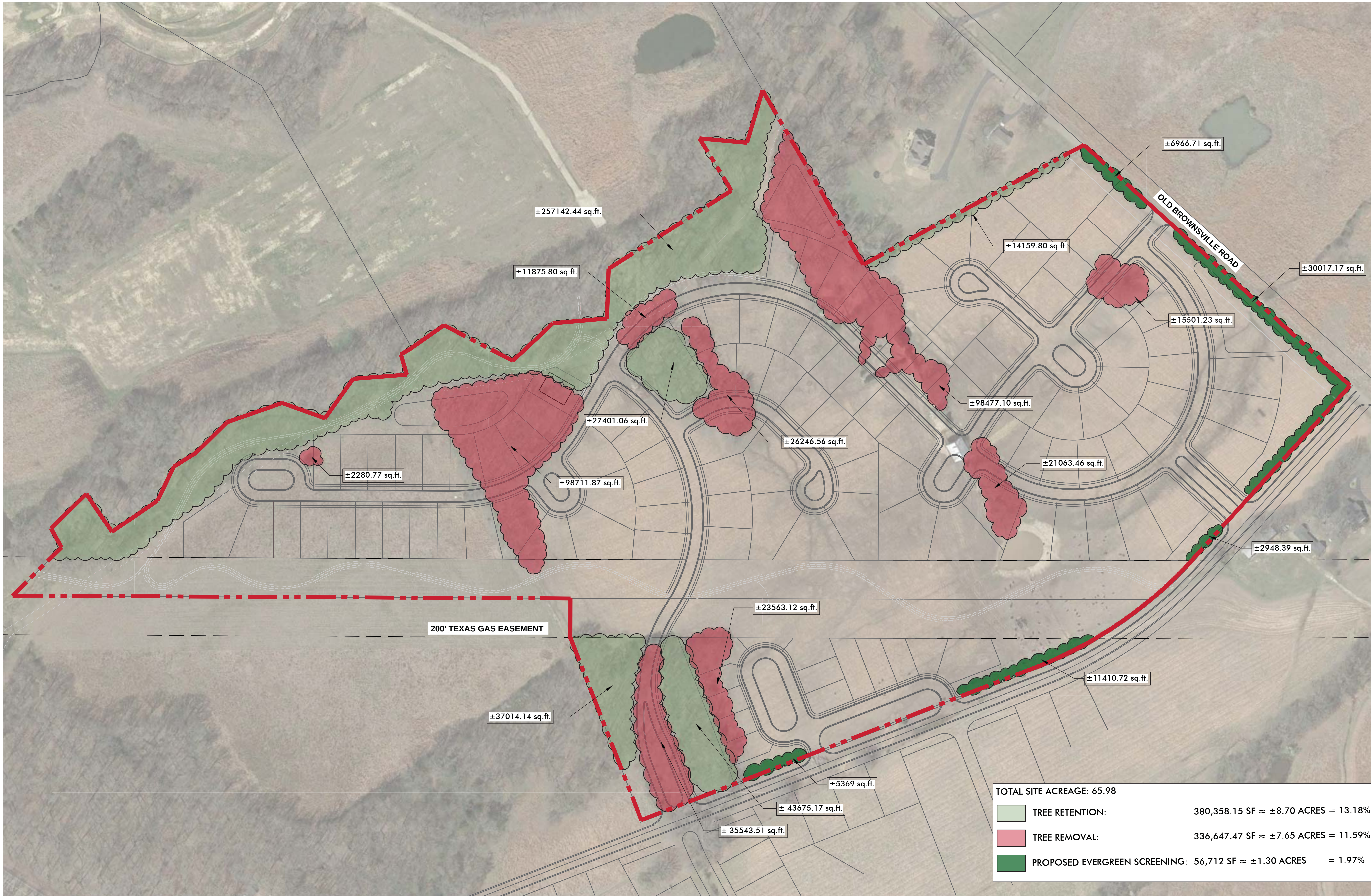
KV+D
KISER VOGRIN DESIGN

OPEN SPACE AREA
HEATHFIELD ON SCOTT'S CREEK
LAKELAND, SHELBY COUNTY, TN

NORTH

0 150 300 450 feet
SCALE: 1" = 150'

PROJECT #20013
DATE: 09-23-2020
REVISED: 01-11-2021



KV+D
KISER VOGRIN DESIGN

TREE PRESERVATION PLAN
HEATHFIELD ON SCOTT'S CREEK
LAKELAND, SHELBY COUNTY, TN

NORTH

0 150 300 450 feet
SCALE: 1" = 150'

PROJECT #20013
DATE: 09-23-2020
REVISED: 01-11-2021

McCARTY GRANBERRY
ENGINEERING
198 PROGRESS ROAD, COLLIERVILLE, TN 38017 901-221-0075

RESIDENTIAL DESIGNS

HEATHFIELD ON SCOTT'S CREEK

LAKELAND, SHELBY COUNTY, TN

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CITY OF LAKELAND TENNESSEE

Board of Commissioners

Meeting Cycle: Thursday, March 4, 2021

Subject: **Resolution** - authorizing the reduction of Security for Public and Common Improvements in Oakwood Grove Subdivision Phases 1A, 2A, 3A. *Sponsored by Emily Harrell*

Staff Contact: Emily Harrell, City Engineer

STAFF RECOMMENDATION

Staff recommends the Board of Commissioners, by resolution, authorize the reduction of Security for Public and Common Improvements in Oakwood Grove Subdivision Phases 1A, 2A, 3A from Ninety-Five Thousand Dollars ($95,000) to TwentyThousand Dollars ($20,000).

BUDGET IMPACT

The remaining Twenty Thousand Dollar ($20,000) Security will be retained for the one (1) year warranty on the final surface course of asphalt.

DISCUSSION

The Final Plat for Oakwood Grove Subdivision Phases 1A, 2A, 3A was approved by the Municipal Planning Commission on May 17, 2018. The Board of Commissioners reduced the Security to Ninety-Five Thousand Dollars ($95,000) in July 2018, upon Acceptance of Public Improvements. The final surface asphalt has been placed and the one (1) year warranty on all other public infrastructure has expired. The Engineer recommends retaining Twenty Thousand Dollars ($20,000) for the one (1) year warranty remaining on the final surface course asphalt.

RESOLUTION 2021/03-XX

A RESOLUTION AUTHORIZING THE REDUCTION OF SECURITY FOR PUBLIC AND COMMON IMPROVEMENTS IN OAKWOOD GROVE SUBDIVISION PHASES 1A, 2A, 3A.

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 Phases 1A, 2A, 3A in the amount of Two Hundred Seventy-Five Thousand One Hundred Fifty Dollars and One Cent ($275,150.01); and,

WHEREAS, in July 2018, the Board of Commissioners accepted Public Improvements and reduced the Security to Ninety-Five Thousand Dollars ($95,000); and,

WHEREAS, the final surface asphalt has been placed and the warranty period for all other public infrastructure has expired; and,

WHEREAS, the City Engineer has reviewed the request for reduction of security and recommends a reduction from Ninety-Five Thousand Dollars ($95,000) to Twenty Thousand Dollars ($20,000).

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LAKELAND, TENNESSEE: hereby authorize the reduction of the Security for Public and Common Improvements in Oakwood Grove Subdivision Phases 1A, 2A, 3A from Ninety-Five Thousand Dollars ($95,000) to Twenty Thousand Dollars ($20,000).

PASSED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee on this 11th day of March 2021, public welfare requiring it.

____

Mike Cunningham, *Mayor*

ATTEST:

____

Debra Murrell
City Recorder

CITY OF LAKELAND TENNESSEE

Board of Commissioners

Meeting Cycle: Thursday, March 4, 2021

Subject: **Resolution** - approving a contract with Fisher Arnold, Pickering, and SSR for On-Call Professional Engineering Services. *Sponsored by Emily Harrell*

Staff Contact: Emily Harrell, City Engineer

STAFF RECOMMENDATION

Staff recommends the Board of Commissioners, by resolution, approve a contract with Fisher Arnold, Pickering, and SSR for On-Call Professional Engineering Services.

BUDGET IMPACT

The On-Call Contract is per task not to exceed $50,000 in professional services. The monies for each task is budgeted within the total project cost or otherwise funded through Architectural/Engineering/Landscaping Service line item.

DISCUSSION

The On-Call professional engineering services contract will be utilized for analysis requiring specialized software and projects which cannot be designed in-house. The contracts are limited to projects with professional services totaling less than Fifty Thousand Dollars ($50,000). A Request for Qualifications (RFQ) was issued in February 2021. The City received twelve (12) proposals from interested firms. Three contracts are typically awarded based on the average number of tasks the City issues per year.

A committee of five staff members rated each proposal based on the following criteria as outlined in the Request for Qualifications:

1. Quality of Submission
2. Knowledge of Technical Requirements
3. Responsiveness to Project Description
4. Quality and Availability of Staff Assigned to the Project
5. Specific Experience of the Proposed Staff
6. Overall Experience of the Firm
7. Performance on Similar Projects

The top ranking firms were Fisher Arnold, Pickering, and SSR. Task orders will be issued to the firms on a rotating basis as needed for the design or analysis of various types of municipal projects including road construction, drainage improvements, sanitary sewer improvements, facilities, and park projects. The contracts are for a duration of three (3) years.

RESOLUTION 2021/03-XX

A RESOLUTION APPROVING A CONTRACT WITH FISHER ARNOLD, PICKERING, AND SSR FOR ON-CALL PROFESSIONAL ENGINEERING SERVICES

WHEREAS, the City desires to have on-call professional engineering services; and,

WHEREAS, Fisher Arnold, Pickering, and SSR were selected from twelve proposals received: and,

WHEREAS, Fisher Arnold, Pickering, and SSR are willing and able to provide these services as specified in the Contract documents; and,

WHEREAS, Funding will be appropriated from the General Fund for Architectural, Engineering, and Landscaping Services

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, and the City Recorder to attest, a contract with Fisher Arnold, Pickering and SSR for On-Call Professional Engineering Services in an amount not to exceed Fifty Thousand Dollars ($50,000) per task order.

PASSED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee on this 11th day of March 2021, public welfare requiring it.

____

Mike Cunningham, *Mayor*

ATTEST:

____

Debra Murrell
City Recorder

CITY OF LAKELAND TENNESSEE

Board of Commissioners

Meeting Cycle: Thursday, March 4, 2021

Subject: **Resolution** - to approve the purchase of a Polaris UTV from Polaris Sales, Inc. through Sourcewell Contract 051717-PSI. *Sponsored by Emily Harrell*

Staff Contact: Emily Harrell, City Engineer

STAFF RECOMMENDATION

Staff recommends the Board of Commissioners, by resolution, approve the purchase of a 2021 Ranger 1000 Polaris UTV from Polaris Sales, Inc. through Sourcewell contract #051717-PSI

BUDGET IMPACT

The utility vehicle will be purchased through Sourcewell Contract 051717-PSI. Sourcewell provides nationally competitive pricing for local governments and schools. The cost of the vehicle is $14,562.84. The funds are budgeted in the FY21 Sewer Fund - Light Equipment

DISCUSSION

The utility vehicle will be used for maintenance activities at the Wastewater Treatment Plant. The wastewater plant is a 35-acre site with 8 process facilities. The utility vehicle will be used in daily sample collection, maintenance and hauling of parts and supplies. The unit is a Ranger 1000 4wd with winch.

RESOLUTION 2021/03-XX

A RESOLUTION TO APPROVE THE PURCHASE OF A 2021 RANGER 1000 POLARIS UTV FROM POLARIS SALES, INC. THROUGH SOURCEWELL CONTRACT #051717-PSI

WHEREAS, the City desires to purchase a new utility terrain vehicle (UTV) to be used at the Scotts Creek Wastewater Treatment Plant; and,

WHEREAS, the Ranger 1000 is available for purchase from Polaris Sales, Inc. through Sourcewell Contract 051717-PSI; and,

WHEREAS, Funding for this purchase will be from Fiscal Year 2021 Sewer Fund – Light Equipment

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LAKELAND, TENNESSEE: That the City Manager is hereby authorized to purchase a new 2021 Ranger 1000 Polaris UTV in the amount of Fourteen Thousand Five Hundred Sixty-Two Dollars and Eighty-Four Cents ($14,562.84).

PASSED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee on this 11th day of March 2021, public welfare requiring it.

____
Mike Cunningham, *Mayor*

ATTEST:

____
Debra Murrell
City Recorder

RANGER 1000 SOLAR RED

POLARIS
GOVERNMENT & DEFENSE

KEY SPECIFICATIONS

61	11.35	2"
HORSEPOWER	GALLON FUEL CAPACITY	HITCH RECEIVER

ENGINE & DRIVETRAIN

Cooling	Liquid
Cylinders Displacement	999cc
Drive System Type	High Performance On-Demand True AWD/2WD/VersaTrac Turf Mode
Engine Type	4-Stroke Twin Cylinder SOHC
Fuel System/Battery	Electronic Fuel Injection
Horsepower	61 HP
Transmission/Final Drive	Automatic PVT H/L/N/R/P; Shaft

DIMENSIONS

Bed Box Dimensions (L x W x H)	36.75 x 54.25 x 12.5 in (93.3 x 137.8 x 31.75 cm)
Box Capacity	1,000 lb (453.6 kg)
Estimated Dry Weight	1,437 lb (652 kg)
Fuel Capacity	11.35 gal (43 L)
Ground Clearance	12 in (30.5 cm)
Hitch Towing Rating	2,500 lb (1,133.9 kg)
Overall Vehicle Size (L x W x H)	120 x 62.5 x 76 in. (305 x 158 x 193 cm)
Payload Capacity	2,070 lb (939 kg)
Person Capacity	3
Wheelbase	81 in (206 cm)

BRAKES

Front/Rear Brakes	4-Wheel Hydraulic Disc with Dual-Bore Front and Rear Calipers
Parking Brake	Park In-Transmission

SPECIFICATIONS

Adjustable Driver Seat	Not Equipped
Cargo System	Lock & Ride
Hitch Type	Standard 2 in (5 cm) Receiver
Instrumentation	4" LCD Rider Information Center: User Selectable Blue/Red Backlighting & Brightness, Programmable Service Intervals, Speedometer, Tachometer, Odometer, Tripmeter, Clock, Hour Meter, Gear Indicator, Fuel Gauge, Coolant Temperature, Voltmeter, Service Indicator and Codes, Seat Belt Reminder, DC Outlet
Lighting	Halogen Headlamps, 55W Low Beam, 60W High Beam, Dual LED Taillamps
Other Standard Features	Polaris Pulse Electrical System (3 position), Standard In-Dash SAE Charge Port
Tilt Steering	Standard

TIRES / WHEELS

Electronic Power Steering	Not Equipped
Front Tires	25 x 10-12; Carlisle 489
Rear Tires	25 x 11-12; Carlisle 489
Wheels	Stamped Steel

SUSPENSION

Front Suspension	Dual A-Arm 10 in. (25.4 cm) Travel
Rear Suspension	Dual A-Arm, IRS 10 in (25.4 cm) Travel

QUOTE

Polaris Sales Inc
2100 Hwy 55, Medina (Hamel), MN 55340
Phone: 866-468-7783 Fax: 763-847-8288

gov.info@polaris.com
www.polaris.com

Contact Information:
Name: Spencer Smalley
Email: ssmalley@lakelandtn.org
Phone: (901) 870-1803
Fax:

Quote Number: QUO-23917-C6J1H5
Revision #: 0
Date: 2/11/2021 2:56 PM
Quote Expires: 3/13/2021

Bill To:
City of Lakeland, TN
9708 Old Brownsville Rd

Lakeland, TN

Ship To:
City of Lakeland, TN

9708 Old Brownsville Rd

Lakeland, TN

Contract Name: Sourcewell
Contract #: 051717-PSI
Expiration Date: 7/17/2021

Cage: 3FP69
Duns#: 123399383
Tax ID#: 41-1921490
Customer#:

Freight	Delivery Terms	Payment Terms	Payment Methods
FOB Destination-CONUS US Continental (CONUS) Only	90 Days	Net 30	Visa Mastercard Wire Check

Item #	QTY	Description	MSRP	Discount Price	Extended
R21TAA99A7	1	RANGER 1000 - Solar Red - 49 State	$12,999.00	$12,222.29	$12,222.29
2889030	1	1000 / XP 1000 / Crew 1000 / Crew XP 1000 Fixed Glass Windshield	$729.99	$610.47	$610.47
2879013	1	1000 / XP 1000 / Crew 1000 / Crew XP 1000 Glass Rear Panel	$389.99	$326.14	$326.14
2882714	1	1000's Polaris HD 4500 LB Winch (steel cable)	$619.99	$518.48	$518.48
2884123	1	1000 / Crew 1000 Front Brushguard (std. on 1000 / Crew 1000 Premium)	$399.99	$334.50	$334.50
2882911	1	1000 / XP 1000 Poly Sport Roof	$329.99	$275.96	$275.96

Comments:

SUBTOTAL	$14,287.84
INSTALL*	$275.00
FREIGHT	$0.00
TAX	$0.00
TOTAL	$14,562.84

*Installation Pricing is Open Market

Polaris Sales Inc
2100 Hwy 55, Medina (Hamel), MN 55340
Phone: 866-468-7783 Fax: 763-847-8288

QUOTE

gov.info@polaris.com
www.polaris.com

Acceptance and Payment Information

Wire Payment:
US Bank
602 2nd Ave South
Minneapolis, MN 55402

Phone: 1-888-799-4737
ABA#: 091 000 022
Acct#: 1 702 2513 9170
Ref: Sourcewell Sourcewell Pricing for Polaris Ranger
PO#:

Ship To Address:	Billing Address:
Name:	Name:
Address:	Address:
Address:	Address:
Address:	Address:
City, State & ZIP:	City, State & ZIP:
Contact Name:	Contact Name:
Phone:	Phone:
Alternate Contact Name:	Alternate Contact Name:
Alternate Phone:	Alternate Phone:
Email:	Email:

Credit Card Holder:
Credit Card Type: VISA / Mastercard
Card Number:

Expiration Date:

To accept this quotation, sign here and return: ____________________

Printed name: ____________________

CITY OF LAKELAND TENNESSEE

Board of Commissioners

Meeting Cycle: Thursday, March 4, 2021

Subject: **Resolution** - to approve the purchase of wetland mitigation credits from West Tennessee Wetlands Mitigation Bank for the Lakeland Athletic Complex Phase 1 project. *Sponsored by Emily Harrell*

Staff Contact: Emily Harrell, City Engineer

STAFF RECOMMENDATION

Staff recommends the Board of Commissioners, by resolution, authorize the purchase of wetland mitigation credits from the West Tennessee Wetland Mitigation Bank for the Athletic Complex Project

BUDGET IMPACT

The cost for mitigation credits is $40,000 per acre. The project requires 0.34 acres of mitigation which totals $13,600. This is a one time cost related to a US Army Corp of Engineers 404 Nationwide Permit.

DISCUSSION

The Athletic Complex project located at 9661 Memphis Arlington Road will impact approximately 0.16 acres of wetlands. The impacts require a 404 Nationwide permit from the US Army Corps of Engineers. The Corps requires mitigation for impacts to wetlands over 0.10 acres. The amount of mitigation for impacts on the Athletic Complex project are a rate of 2:1. The City proposes to purchase 0.34 units of mitigation credits from the West TN Wetlands Mitigation Bank to meet the 404 permit requirements.

RESOLUTION 2021/03-XX

A RESOLUTION AUTHORIZING THE PURCHASE OF WETLAND MITGATION CREDITS FROM WEST TENNESSEE WETLANDS MITIGATION BANK FOR THE LAKELAND ATHLETIC COMPLEX PHASE 1 PROJECT

WHEREAS, the City desires to construct an athletic complex at 9661 Memphis Arlington Road; and,

WHEREAS, Phase 1 of the project impacts approximately 0.16 acres of wetlands: and,

WHEREAS, the US Army Corps of Engineers (USACE) 404 Nationwide Permit requires mitigation at a rate of 2:1; and,

WHEREAS, the City proposes to purchase 0.34 mitigation credits from the West TN Wetlands Mitigation Bank: and,

WHEREAS, Funding will be appropriated from the FY21 General Fund Budget

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LAKELAND, TENNESSEE: That the City Manager is hereby authorized to purchase wetland mitigation credits from the West TN Wetlands Mitigation Bank in the amount of Thirteen Thousand Six Hundred Dollars ($13,600).

PASSED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee on this 11th day of March 2021, public welfare requiring it.

____

Mike Cunningham, *Mayor*

ATTEST:

____

Debra Murrell
City Recorder

CITY OF LAKELAND TENNESSEE

Board of Commissioners

Meeting Cycle: Thursday, March 4, 2021

Subject: **Resolution** - authorizing the Mayor to sign a proclamation establishing Saturday, March 20, 2021 as the City of Lakeland's Arbor Day 2021. *Sponsored by Patrick O'Mara*

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

STAFF RECOMMENDATION

Staff recommends approving the resolution to establish Arbor Day 2021 in the City of Lakeland, TN

BUDGET IMPACT

none

DISCUSSION

The City of Lakeland has earned its 15th consecutive designation of "Tree City USA" from the Arbor Day Foundation based upon the following criteria:

- Having an annual Arbor Day observance
- Spending at least $2.00 per capita on tree-related programs
- Having a tree ordinance, and
- Having a tree advisory board, which is the Parks & Recreation/Natural Resources Board.

This designation says a lot about the quality of life, the importance of the natural resources of a community, and the planning standards as they relate to conservation.

RESOLUTION R-4-2021

A resolution authorizing the Mayor to sign a proclamation establishing Saturday, March 20, 2021 as the City of Lakeland's Arbor Day 2021.

WHEREAS, the City of Lakeland and the Board of Commissioners have celebrated Arbor Day for the last 21 years; and

WHEREAS, trees can help reduce air pollution and carbon dioxide from the air, create habitats for animals, purify ground water, produce oxygen, and reduce erosion of our topsoil by wind and water; and

WHEREAS, the City of Lakeland has been named Tree City USA for 15 consecutive years through the Arbor Day Foundation; and

WHEREAS, Saturday, March 20, 2021 is also Tennessee Tree day.

NOW THEREFORE BE IT RESOLVED by the Mayor and the Board of Commissioners of the City of Lakeland that the Mayor is hereby authorized and directed to sign a Proclamation naming March 20, 2021 as the City of Lakeland Tennessee's Arbor Day 2021.

PASSED AND ADOPTED by the Board of Commissioners of the City of Lakeland, Tennessee on this 11th day of March 2021.

____

Mike Cunningham, Mayor

ATTEST:

____

Debra Murrell, City Recorder

celebrate Arbor Day™

Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

Whereas, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, Therefore, I, Michael Cunningham, Mayor of the City of Lakeland, Tennessee, do hereby proclaim March 20, 2021 as

Arbor Day

In the City of Lakeland, Tennessee, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 11th day of March, 2021

Mayor ____________________

CITY OF LAKELAND TENNESSEE

Board of Commissioners

Meeting Cycle: Thursday, March 4, 2021

Subject: **Resolution** - approving the purchase of a 2021 Ford F-150 4x4 SuperCrew Cab XL from Ford of Murfreesboro through State of Tennessee Statewide Contract #64470. *Sponsored by Patrick O'Mara*

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

STAFF RECOMMENDATION

Staff recommends the Board of Commissioners, by resolution, approve the purchase of a 2021 Ford F-150 4x4 SuperCrew Cab XL from Ford of Murfreesboro through State of Tennessee Statewide Contract #64470 in the amount of Thirty Thousand, Seven Hundred Thirty-Eight Dollars ($30,738).

BUDGET IMPACT

The truck will be purchased from the State of Tennessee Statewide Contract #64470. Funds are budgeted in the FY21 Park Development funds

DISCUSSION

Parks Maintenance currently has a single 13-year-old compact truck. The new F-150 will be assigned to the Parks Maintenance Technician II and is better able to relocate maintenance equipment such as the trailer-mounted pressure washer purchased earlier in FY21 and mowing equipment.

RESOLUTION R-7-2021

RESOLUTION APPROVING THE PURCHASE OF A 2021 FORD F-150 4X4 SUPERCREW CAB XL FROM FORD OF MURFREESBORO THROUGH STATE OF TENNESSEE STATEWIDE CONTRACT #64470

WHEREAS, the City desires to purchase a new pick-up truck to be used for Parks Maintenance in the Parks and Recreation Department; and,

WHEREAS, the truck is available for purchase from Ford of Murfreesboro through State of Tennessee Statewide Contract; and,

WHEREAS, Funding for this purchase will be from Fiscal Year 2021 Park Development Funds

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF LAKELAND, TENNESSEE: That the City Manager is hereby authorized to purchase a new 2021 Ford F-150 4x4 SuperCrew Cab XL in the amount of Thirty Thousand, Seven Hundred Thirty-Eight Dollars ($30,738).

PASSED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee on this 11th day of March 2021.

____
Mike Cunningham, *Mayor*

ATTEST:

____
Debra Murrell
City Recorder

CITY OF
LAKELAND
TENNESSEE

Board of Commissioners

Meeting Cycle: Thursday, March 4, 2021

Subject: **Resolution** - approving the engagement of Burris, Thompson & Associates for consulting services related to a compensation and classification plan. *Sponsored by Shane Horn*

Staff Contact: Shane Horn, City Manager

STAFF RECOMMENDATION

The Compensation and Classification Plan will provide a market based review of all full-time positions to ensure that we remain competitive with the market in order to attract and retain individuals with desired skills and abilities. The plan would provide a salary structure with pay grades and pay ranges or steps that will be based on market data.

BUDGET IMPACT

The proposal from Burris, Thomson & Associates of Nashville, TN, is in the amount of $7,325 for the proposed services as submitted. Funds are available in the FY 2020-2021 budget for this expenditure.

DISCUSSION

The results of the completed compensation and classification plan will be presented to the BOC with possible consideration for implementation beginning with the FY 2022 budget.

Burris, Thompson
BTA
& Associates

Steve Thompson
President, Consulting Services
3259 Vinemont Dr.
Thompson's Station, TN 37179-2924
Phone: (615) 500-7931
stevenjthompson@comcast.net

March 1, 2021

Shane Horn, ICMA-CM
City Manager
City of Lakeland
10001 Hwy 70
Lakeland, TN 38002

Dear Shane:

As we discussed, Burris, Thompson & Associates (BT&A) proposes the following consulting services related to a compensation and classification plan for the City:

A. Confirm Study Scope and Objectives

We understand that the City's approximately 34 employees are assigned to one of approximately 25 job titles. The objectives of the compensation plan review are:

- Ensure that all employees are paid appropriately for the job duties performed.
- Ensure that the City's pay practices are competitive with the market so the City can attract and retain individuals with the desired skills and abilities.
- Determine salary adjustments to ensure that employee salaries are positioned appropriately within the salary structure and that any existing pay compression or pay compression created by adjustments to the structure is mitigated.
- Ensure pay is administered in a fair and consistent manner to all of the City's 34 employees.

BT&A will consult with City management to confirm pay study parameters such as desired market position, benchmark employers, salary planning date, etc.

B. Fact Finding

1. **<u>Department Head Interviews</u>**
   BT&A will meet with the various department heads to review the organization of work and the various positions in their areas (discussion is usually driven by a review of the departmental organization chart). We would also seek information related to anticipated organizational or technology changes that may need to be considered. We would also obtain feedback concerning current pay practices, including current and desired job classification and pay plan design considerations.

2. **<u>Review Pay Plan Documentation</u>**
   BT&A will review current City job classifications and pay scales, pay administration policies, and other documentation of pay practices to ensure this information is properly considered in the project.

3. **<u>Job Description – Review Only</u>**
   BT&A will review all City job descriptions, organization charts, and pay related policies. We would contact the Mayor and/or department heads for clarification of the duties of specific jobs as needed to supplement job descriptions. This information is necessary to ensure jobs are matched correctly with data compiled from external market sources.

C. Compile Comparative Market Data

BT&A will compile market data from the following sources:

1. **<u>Burris, Thompson & Associates' 2018 Public Sector Salary Survey</u>** – we will consult with City management to identify benchmark employers. City of Lakeland jobs will be matched to survey jobs based on job duties and required qualifications. We will work with City management to determine the appropriate salary planning date for the study – the date to which all data will be projected to create the "snapshot" of the market. Typically, this is the beginning of the fiscal year, but the City could choose a more aggressive date.

2. **<u>Economic Research Institute Salary Assessor</u>** – an automated database updated quarterly to which we subscribe that contains data for more than 4,000 job titles for many different industries. We will use general business data for the Lakeland-Memphis area.

D. Compare City of Lakeland Salaries to Market

For each City job we will compile data from the survey or surveys that contain a job that matches an understanding of the job gained from the City's existing job description.

1. **<u>Desired Market Position</u>**
   BT&A will consult with the City management to identify the City's desired competitive position in the labor market (i.e., market average, 40th percentile, etc.).

2. **<u>Determine Job Market Rates</u>**
   For each City of Lakeland job, BT&A will determine a "**Market Rate**" using the target competitive position as identified in #1 above. The **Market Rate** will be the weighted average of:

   i. The target percentile salary for the job match from the **public sector** salary survey, and

   ii. The target percentile salary for the job match from the **general business** database.

3. **<u>Salary Market Index</u>**
   BT&A will calculate a Salary Market Index for **each** City of Lakeland **employee**. The Salary

Market Index is the ratio of the employee's **current salary** to the **Market Rate** for the employee's job.

Salary Index = Employee Salary ÷ Job Market Rate

Individual and aggregate Salary Index numbers will allow comparison of current City of Lakeland employees to market practice.

E. Job Classification and Pay Structure

1. **Develop Pay Structure**
   Burris, Thompson and Associates will develop a pay structure (pay grades and pay ranges or pay steps) initially based on a general analysis of the market data. Then, jobs would be assigned to the pay grade which best matches the market rate for the job. We will work with Town management to decide which pay grade is the best fit for any jobs for which market data are unavailable.

F. Recommend Employee Salary Adjustments

Based on the new pay structure and the City budgeted or projected budgeted salary increases, BT&A will recommend individual employee salary adjustments. Typically, these salary adjustments would be comprised of the following:

1. Adjustments to pay range minimums (or step 1) if employees' salaries fall below the proposed minimums (or step 1) for their jobs.
2. Adjustments to address existing pay compression or pay compression resulting from adjustment of employees to pay range minimums (or step 1).
3. Merit or a common general increase – BT&A would recommend a percent of payroll salary increase budget based on data concerning employers' salary increase budgets for 2021 and the position of the City's salaries relative to the market.

BT&A would project the total cost (including the impact on FICA and retirement plan funding) of recommended employee salary adjustments.

BT&A will review proposed pay structure and salary adjustments with the City and make revisions as needed based on feedback.

G. City of Lakeland Benefits Market Comparison

BT&A will review the City's health insurance, vacation, sick leave, disability, and retirement plan benefit offerings and compare to public sector benchmark employer practices. This high-level review is intended to determine how the City's benefits programs might impact the City's positioning of wages and salaries. However, design and implementation of benefit plan revisions is beyond the scope of the present study. BT&A may identify benefit plan design features that the City can pursue with its brokers, insurance carriers, plan administrators, and financial services providers.

H. Review Pay Administration Policy

BT&A will help the City review existing pay administration policies and procedures and recommend changes that will be needed to support administration of the revised/new pay plan. We will present an initial policy draft and submit it for review by City management. The pay administration policy should address pay plan objectives and design, starting pay rates, individual employee pay adjustments (how employees progress through pay ranges), procedures for adjustments for promotions and changes in job duties, "on-call" pay, "comp time," and pay issues related to acting status, disability or other leaves of absence, and light duty job assignments. The policy should also describe the methodology for periodically updating the pay structure to maintain pace with the labor market.

If desired, BT&A will assist the City in developing a policy governing how certifications and other employee professional development accomplishments could be compensated. The objective would be to create an incentive for employees to seek additional training and reward them for it.

I. Develop Implementation Plan

BT&A will assist the City in creating a plan for implementing the new pay plan. The plan would include proposed effective date of pay changes, communication schedule, and pay change procedures as applicable. BT&A will train City staff in the methodology for maintaining the pay plan, including classification of new jobs and periodic updating of the pay structure based on changing labor market conditions. Much of this would be documented in the pay policy.

J. Present Final Report

BT&A will prepare a concise final report of findings and recommendations. If desired, BT&A will present the findings and recommendations to the Board of Commissioners & Mayor.

K. Timetable and Fee Estimate

Given our anticipated workload, the project should be completed by April 16.

Based on the scope of our services outlined above, our estimated fees for the project, including expenses, are shown in the table on the following page. We anticipate the project will require approximately 42 consulting hours and that our fees will not exceed $7,325.

Our fee estimate is effective through August 31, 2021.

If the scope of the project is significantly increased by the City of Lakeland from the services outlined above, we will bill additional hours at the rate of $160 per hour. Such hours would be subject to your approval in advance. Similarly, our fees will be less if our involvement is less than that specified in our proposal.

Cost Proposal Detail	
Project Activity	Professional Fees
Fact Finding Interviews, Job Description Review Only	$ 640
Compile Comparative Market Data	1,700
Compare City of Lakeland Salaries to Market	640
City of Lakeland Benefits Market Comparison	1,120
Job Classification and Pay Structure	640
Recommend Employee Salary Adjustments	320
Review Pay Administration Policy	960
Develop Implementation Plan	160
Final Report; Presentation to Board	800
TOTAL PROFESSIONAL FEES	$ 6,980
Expenses @5%	$ 345
TOTAL FEES	**$ 7,325**

We would enjoy working with City Staff on this project.

Sincerely,

Steven J. Thompson
President

The signature of a City representative below will indicate agreement with the scope of services outlined above and our estimated fees for the project.

Accepted:

Signature: ____
City of Lakeland Representative

Title: ______________________________ Date: ____________________

RESOLUTION 2021/03-xx
RESOLUTION ENAGAGING BURRIS, THOMPSON AND ASSOCIATES TO COMPLETE A COMPENSATION AND CLASSIFICATION PLAN

WHEREAS, the City of Lakeland desires to retain and recruit employees that are fairly compensated utilizing a market-based structure; and

WHEREAS, the City of Lakeland does not currently have an adopted Compensation and Classification Plan; and

WHEREAS, the development of a Compensation and Classification Plan will help ensure that Lakeland's compensation and benefit packages are both competitive and within budgetary parameters; and

WHEREAS, the City of Lakeland desires to engage a professional firm to conduct a comprehensive Compensation and Classification Plan; and

WHEREAS, Burris, Thompson & Associates was identified as an industry leader among Tennessee municipalities for this type of study.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the City of Lakeland, Tennessee, as follows:

Section 1. The Mayor is hereby authorized to enter into an agreement with Burris, Thompson & Associates to perform professional services to complete a Compensation and Classification Plan for $7,325.00.

Section 2. The Engagement letter is submitted as supporting information.

PASSED AND ADOPTED by the Board of Commissioner of Lakeland, Tennessee on this 11th day of March, 2021, the public welfare requiring it.

____
Mike Cunningham, *Mayor*

ATTEST:

____
Debra Murrell
City Recorder