CITY OF LAKELAND TENNESSEE

Board of Commissioners
Regular Meeting Agenda
Thursday, September 1, 2022, 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. Fiscal Year End June 30, 2022 (Unaudited)

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

- Sheriff's Report
- City Manager's Report
  - a. Update on retail recruitment strategy
- Commissioners' Report

VIII. PUBLIC COMMENTS:

IX. SEWERAGE COMMISSION BUSINESS:

X. CONSENT AGENDA:

1. Approval of Meeting Minutes from Previous Meetings:

   a. August 11, 2022

XI. REGULAR AGENDA:

1. **Ordinance - First Reading** - amending the fiscal year 2022-2023 budget, passed by ordinance O-10-2022, as amended by ordinance O-12-2022. *Sponsored by Michael Walker*

2. **Resolution** - authorizing the City Manager to execute a contract with True North Geographic Technologies, LLC for Cityworks and GIS hosting services. *Sponsored by Josh Thompson*

3. **Resolution** - authorizing the City Manager to execute a contract with True North Geographic Technologies, LLC for Cityworks and GIS general support services. *Sponsored by Josh Thompson*

4. **Resolution** - authorizing the submittal of a grant application for Canada Road Pedestrian and Bike Trail Phase 3 Improvements. *Sponsored by Emily Harrell*

5. Discussion and possible action on modifying certain traffic signal timing. *Sponsored by Commissioner Wright*

6. Discussion and possible action on reducing or eliminating parking lot minimums. *Sponsored by Commissioner Wright*

7. Discussion and possible action on requiring roof scuppers for certain commercial buildings. *Sponsored by Commissioner Wright*

8. Discussion and possible action on reducing commercial grass height limitations from 12 inches to 6 inches. *Sponsored by Commissioner Wright*

XII. ANNOUNCEMENTS:

XIII. ADJOURNMENT:

CITY OF

LAKELAND

TENNESSEE

June 2022

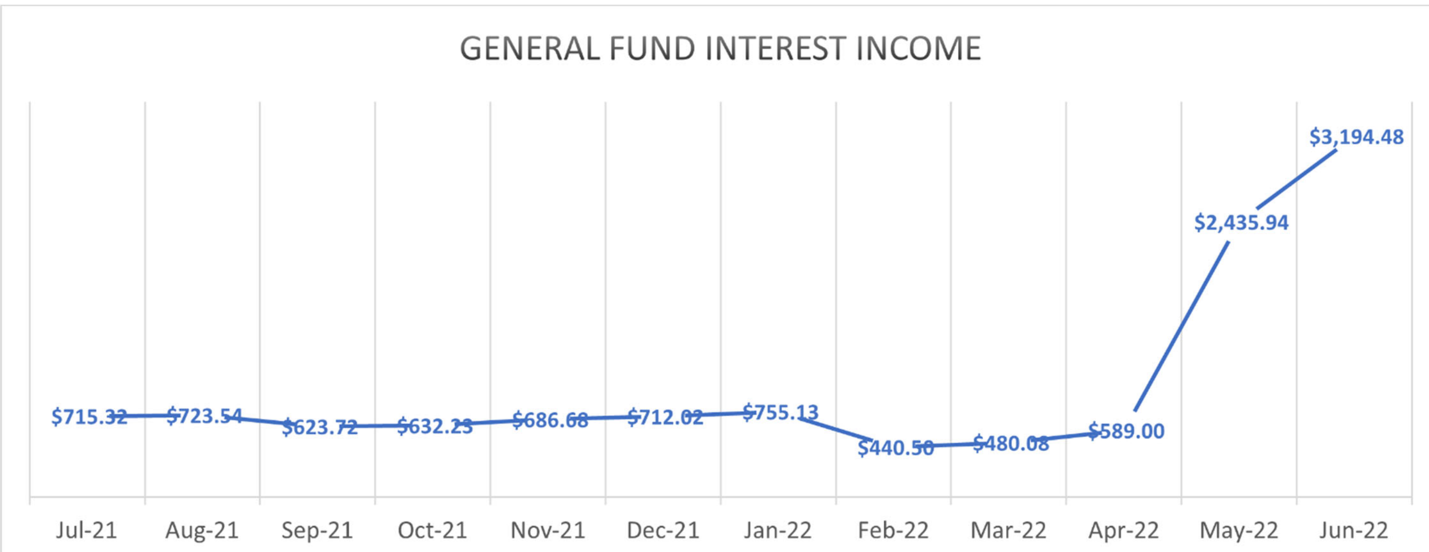
TREASURER'S REPORT

BOARD SUMMARY

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

Short Take:

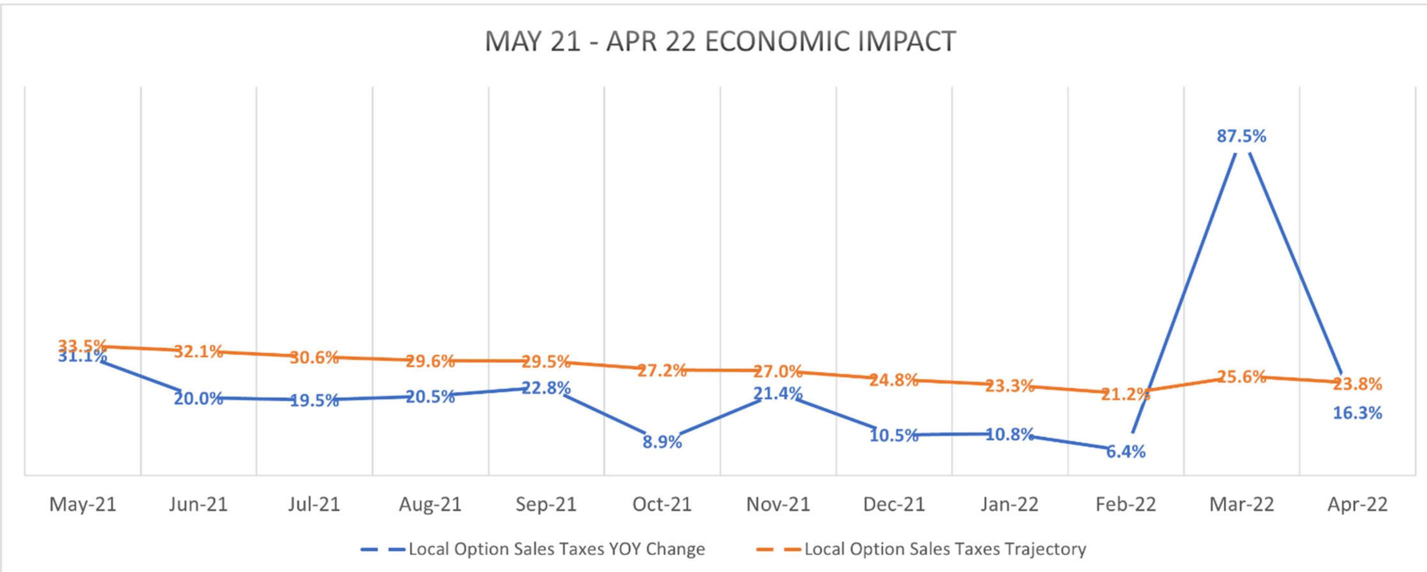
- General Fund:
  - 100.83% of property tax revenues have been collected
  - May 2022 was the first full month with the General Fund reserve balance invested with the LGIP, and the results are worth noting as to impact on interest income:



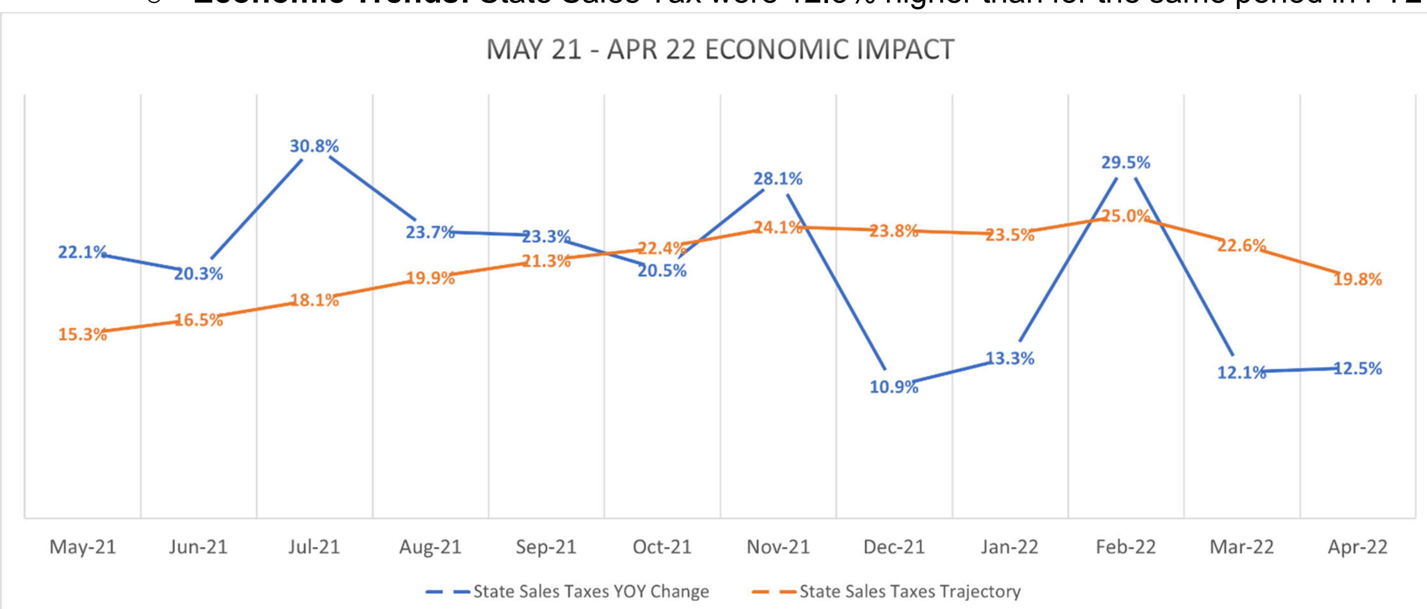
BOARD SUMMARY (continued)

- General Fund (continued)

  - **Economic Trends:** Local Option Sales Tax increase for amounts received in the month (two months prior transactions) was 16.3% over the prior year



  - **Economic Trends:** State Sales Tax were 12.5% higher than for the same period in FY21

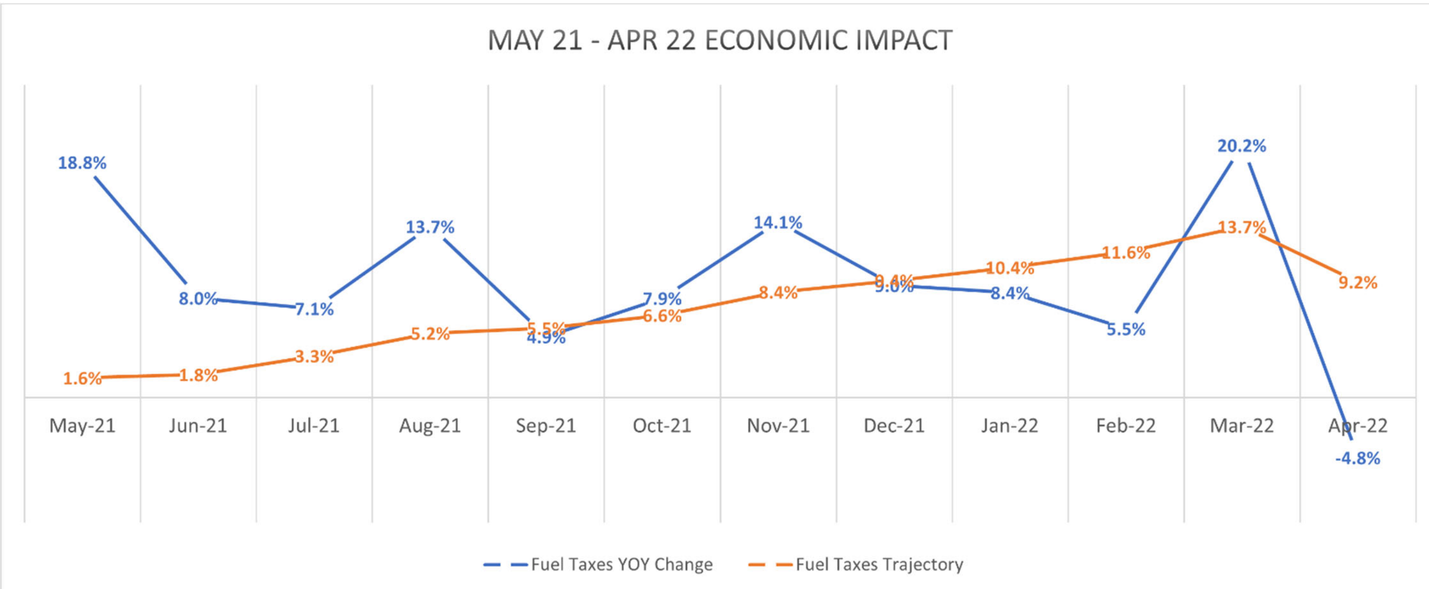


  - The full budgeted amounts for New Canada Road (expenditures and grant revenues) will not be expended in FY 22. Therefore, expenditures compared to budget target percentage will continue to appear low, for both capital outlays and grant revenues

BOARD SUMMARY (continued)

State Street Aid Fund:

- Revenues exceed FY22 budget due to Governor's appropriation grant received
- **Economic Trends:** Fuel taxes experienced a 4.8% decrease as compared to the same period in the prior year, with the trajectory (trailing 12-month average) dipping to 9.2%

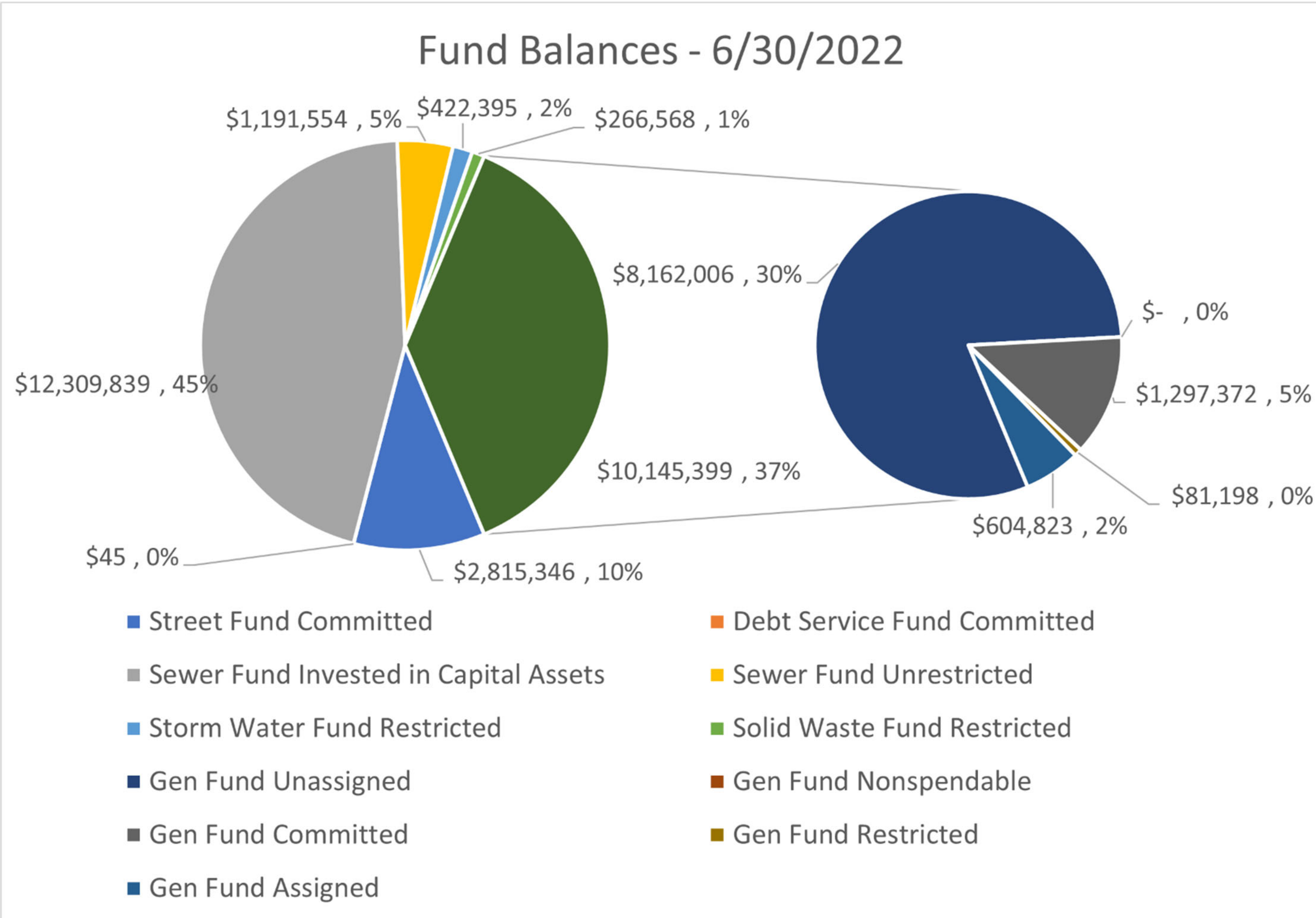


- Expenditures overall are lower than FY22 budget due to timing of the paving projects that will occur over the summer of 2022, with receipt of invoices trailing the work done

- Storm Water Fund:
  - Expenditures are significantly lower than budgeted due to the timing of capital outlays

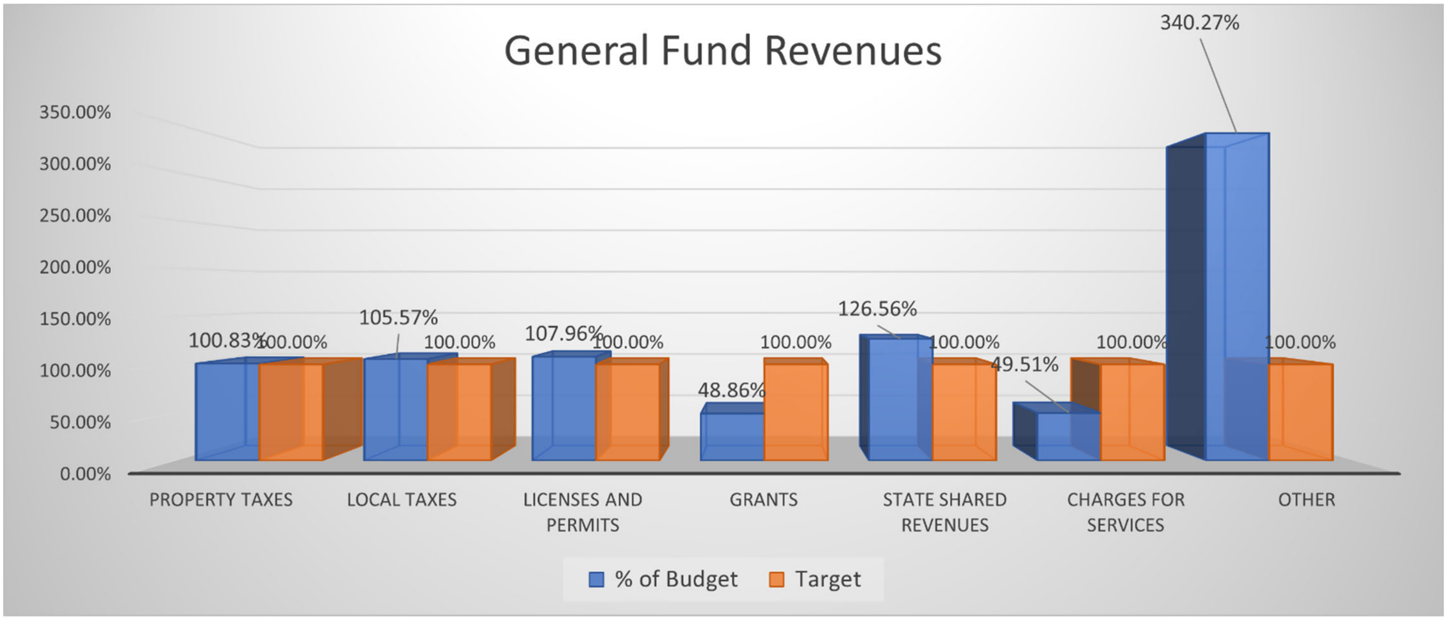
- Sewer Fund
  - Revenues are 82.64% of the amount projected for FY22, due to the timing of the acquisition of City of Memphis sewer infrastructure and related residential sewer fees - while anticipated for FY22 impact, these fees were not implemented until July 1st

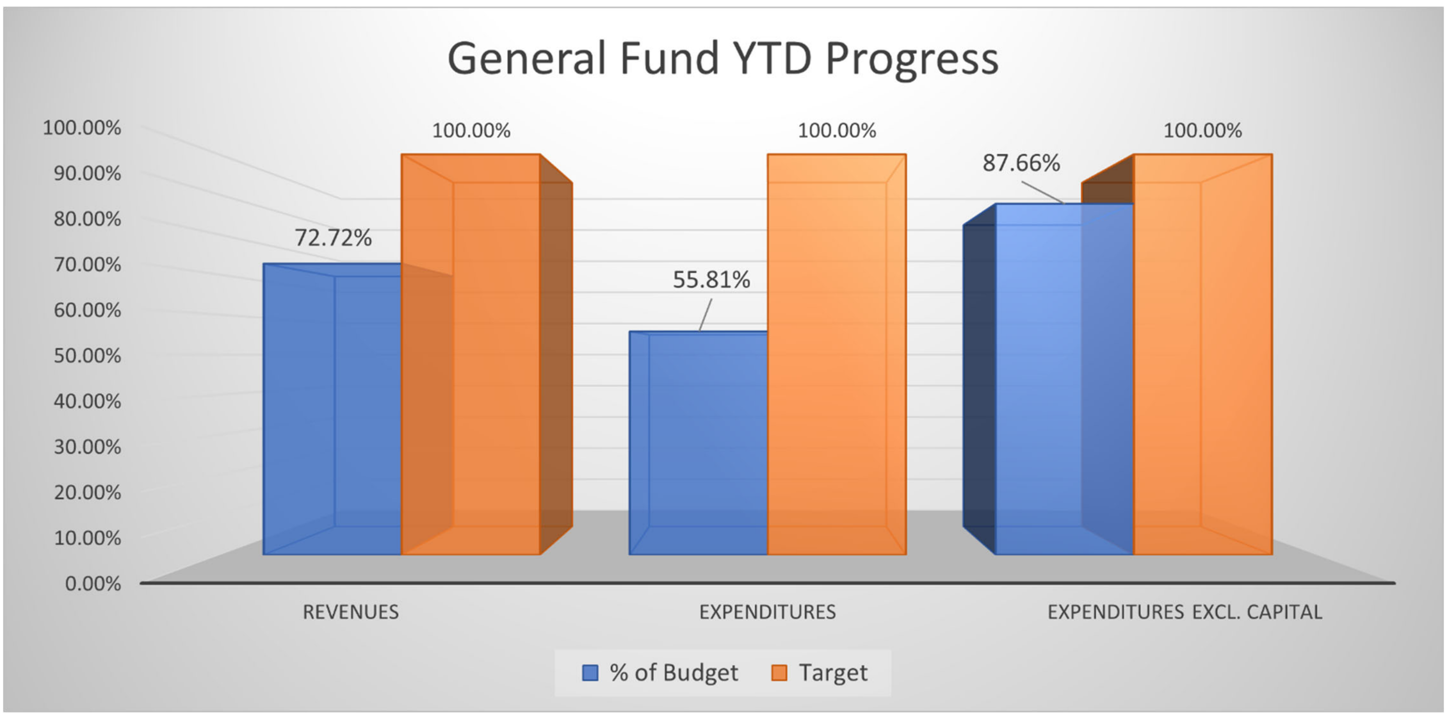
Fund Balance and Net Position - Across all funds (of the City), fund balance (and net position) saw a decrease of $174K in June from $27,325,542 to $27,151,146.



BOARD SUMMARY (continued)

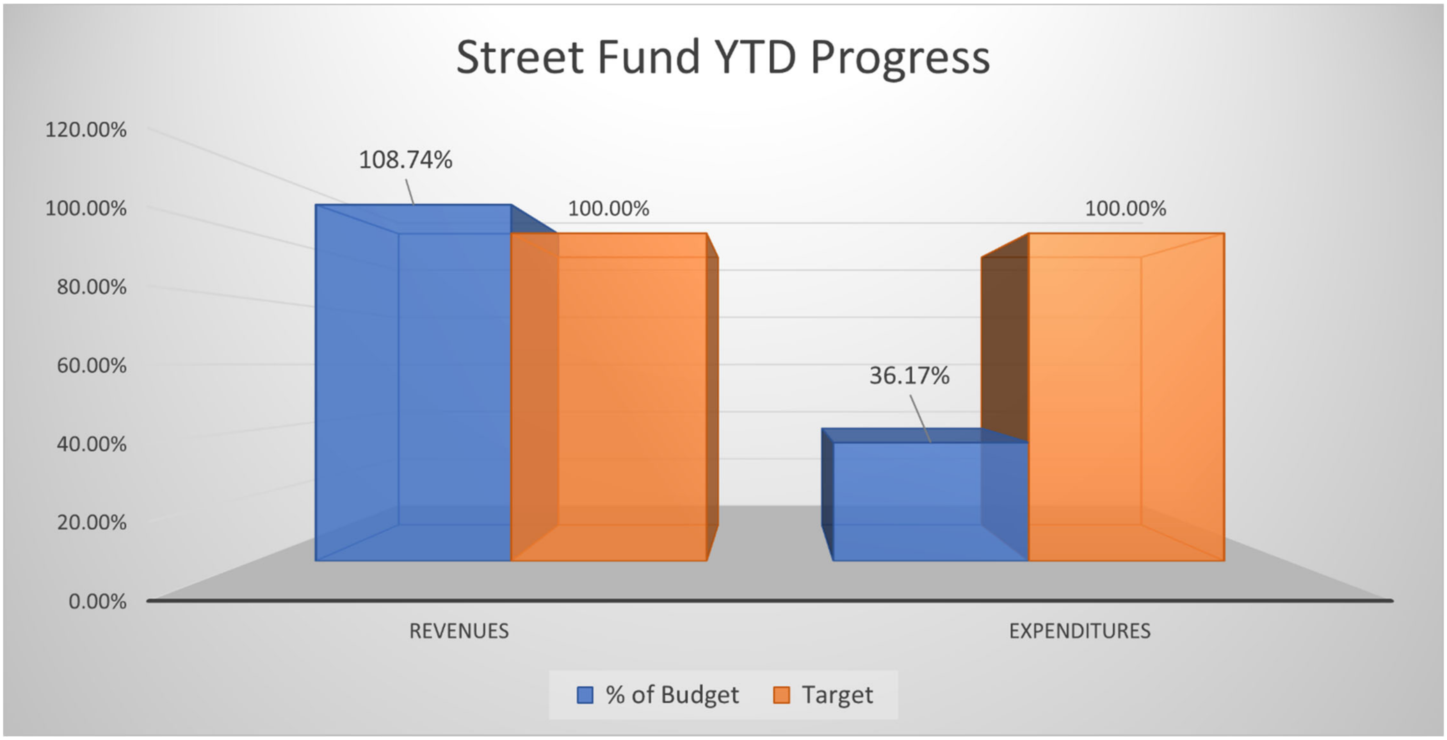
General Fund Summary



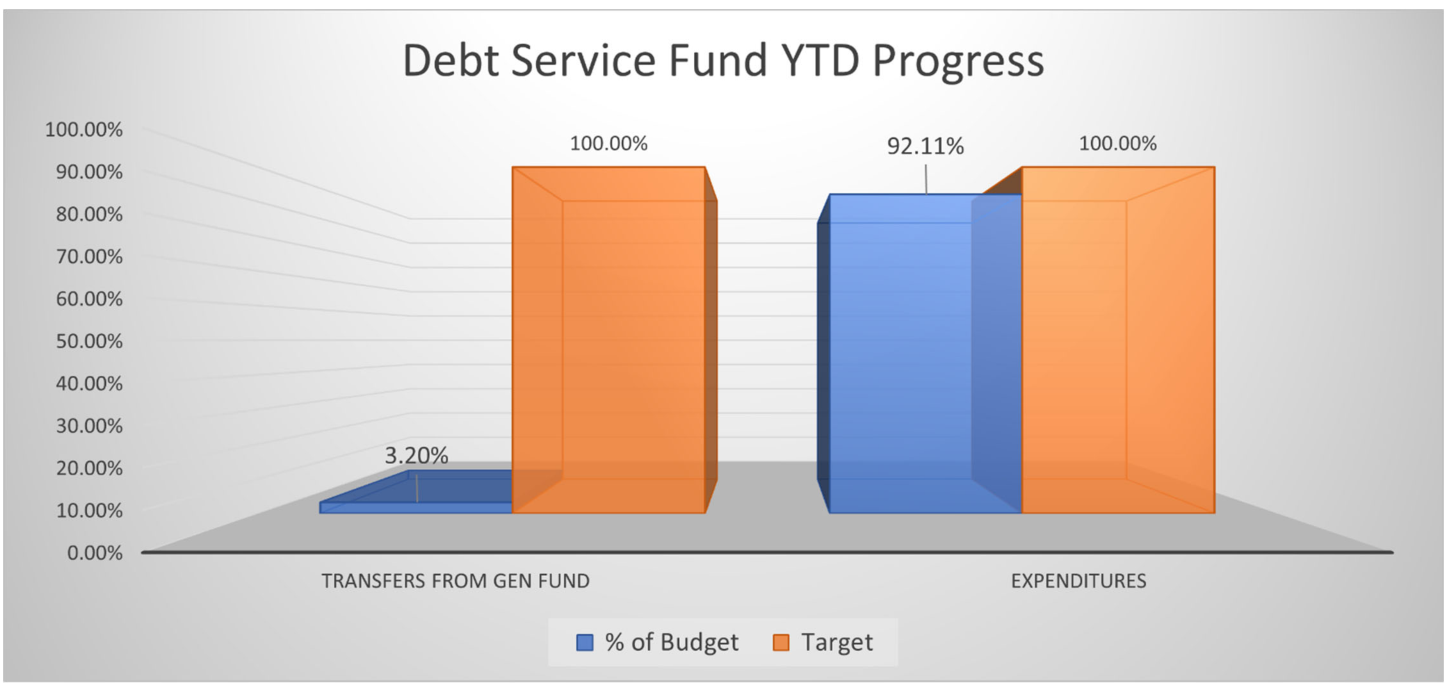


BOARD SUMMARY (continued)

State Street Aid Fund Summary

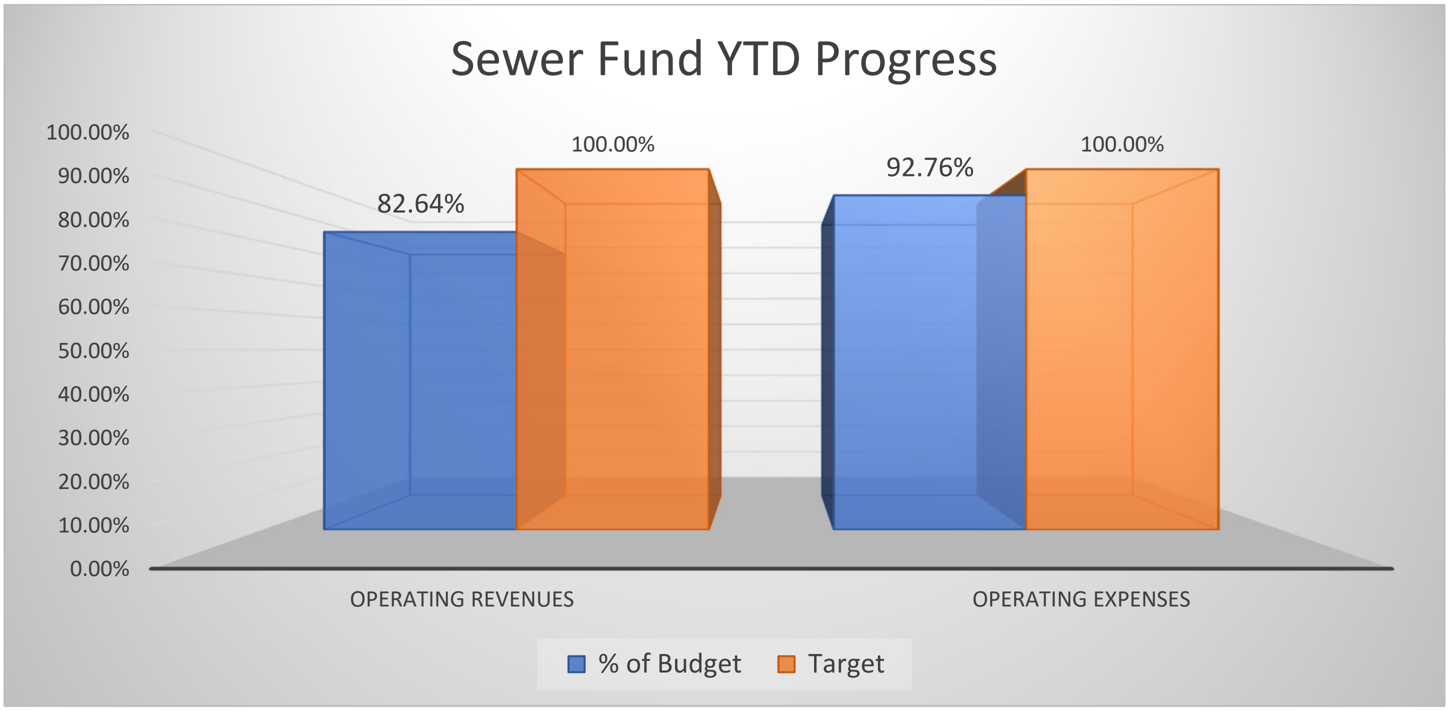


Debt Service Fund Summary

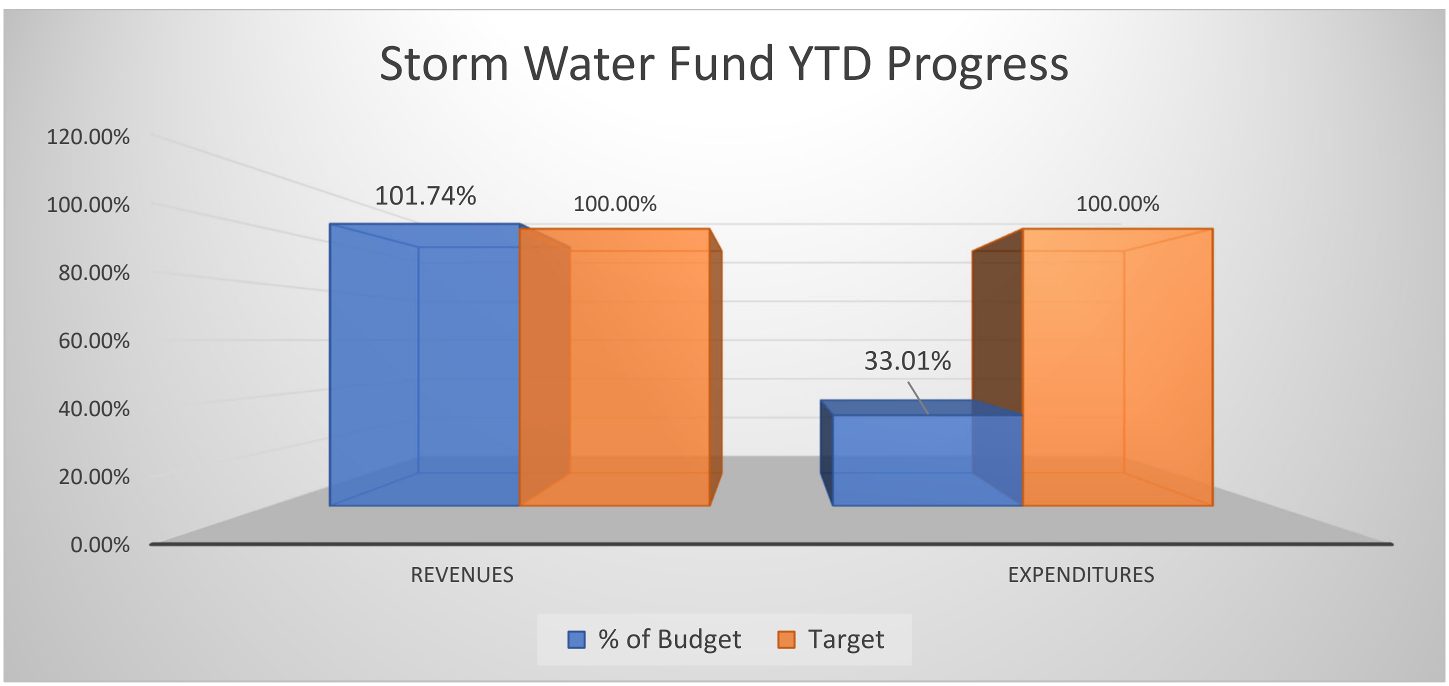


BOARD SUMMARY (continued)

Sewer Fund Summary

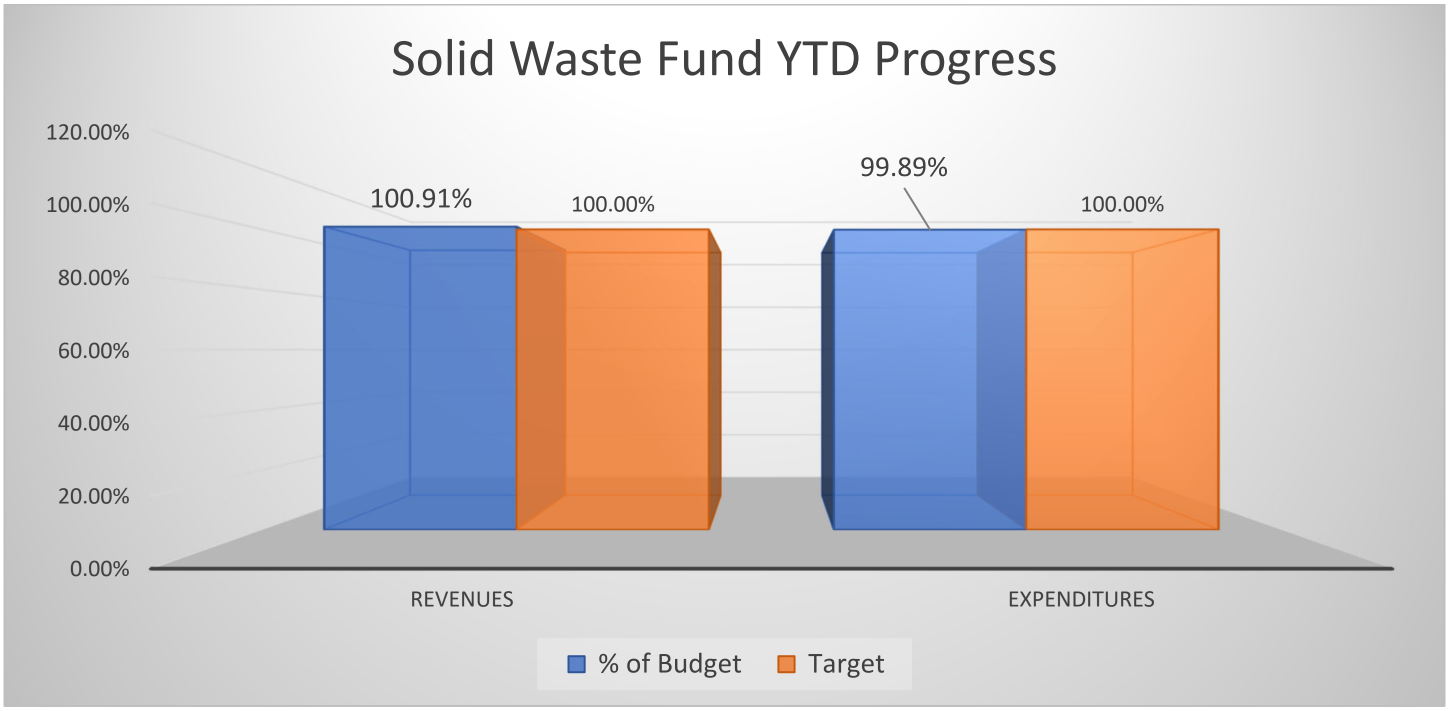


Storm Water Fund Summary



BOARD SUMMARY (continued)

Solid Waste Fund Summary



Budget Transfers

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

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

BOARD SUMMARY (continued)

Outstanding Debt Update – by Purpose of Debt

Profile as of

06/30/2022

Export Data

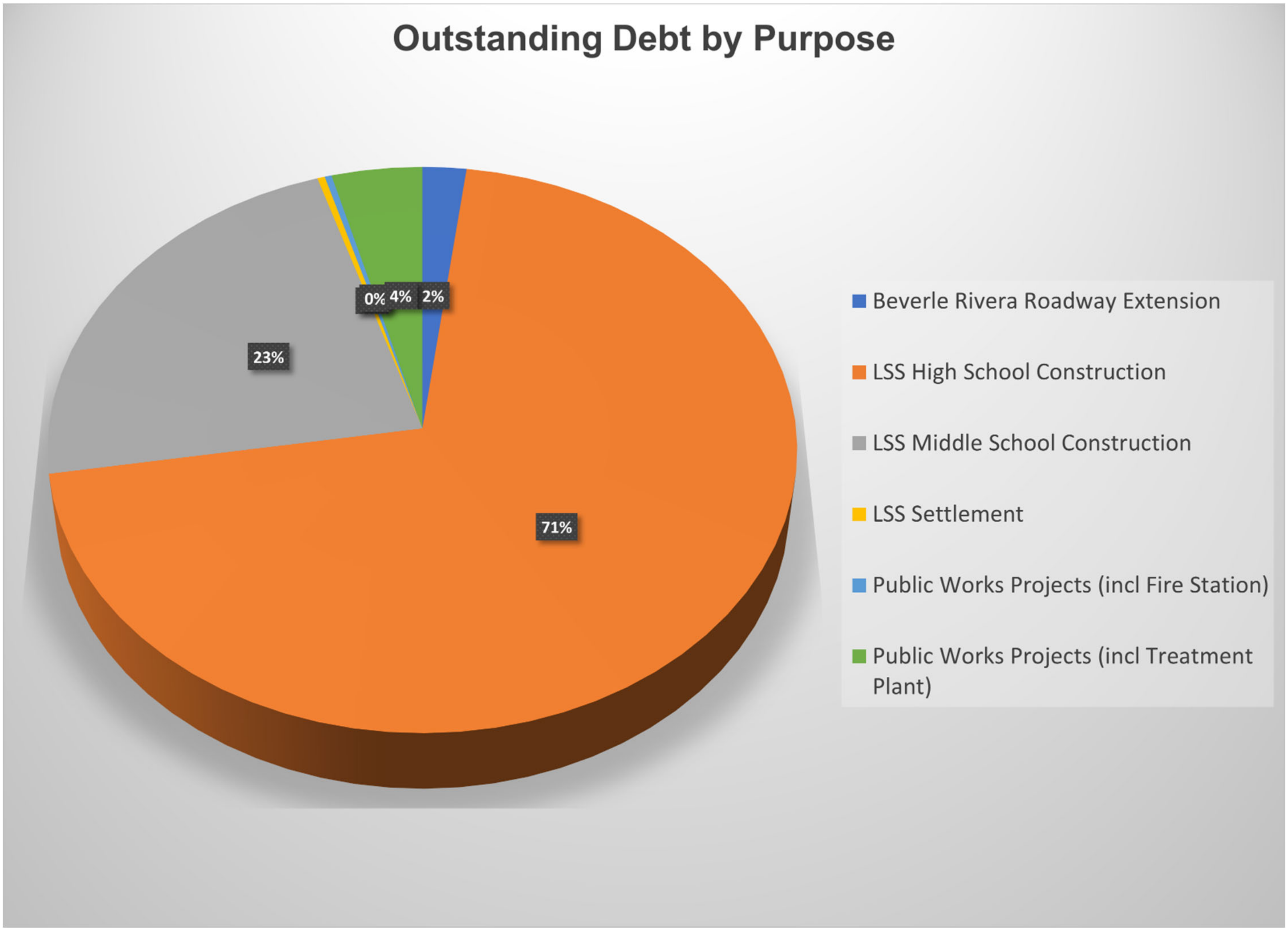
Viewing 6 Purposes with 11 total issues View All Issues Total Outstanding Par Amount: **64,197,949**

Title	Original Par Amount	Outstanding Par Amount
BEVERLE RIVERA ROADWAY EXTENSION (1 Issue)	1,490,397	1,306,516
LSS HIGH SCHOOL CONSTRUCTION (5 Issues)	45,205,500	45,205,500
LSS MIDDLE SCHOOL CONSTRUCTION (2 Issues)	14,794,500	14,556,013
LSS SETTLEMENT (1 Issue)	332,443	222,825
PUBLIC WORKS PROJECTS (INCL FIRE STATION) (1 Issue)	3,237,095	206,095
PUBLIC WORKS PROJECTS (INCL TREATMENT PLANT) (1 Issue)	9,811,191	2,701,000

† Audited Financial Statements: 06/30/2021

* Does not include 2022 CON interim financing balance

Debt Mix – by Purpose of Debt



JUNE FISCAL YEAR RESULTS

City of Lakeland
BALANCE SHEET - ALL CITY GOVERNMENTAL FUNDS - UNAUDITED
June 30, 2022

	GOVERNMENTAL FUNDS - MODIFIED ACCRUAL					
	GENERAL FUND	DEBT SERVICE FUND	STATE STREET AID FUND	STORM WATER FUND	SOLID WASTE FUND	TOTAL GOVERNMENTAL FUNDS
ASSETS						
Cash and cash equivalents	$ 10,559,336	$ 45	$ 2,810,957	$ 380,655	$ 231,498	$ 13,982,491
Receivables						
Property taxes, net of allowance	4,956,029	-	-	-	-	4,956,029
Grants	-	-	-	-	-	-
Other	64,461	-	-	46,787	111,251	222,499
Due from other governments	4,256,481	-	84,247	-	-	4,340,728
Due from other funds	-	-	-	-	31,594	31,594
Prepaid items	500	-	-	-	-	500
Inventory	504	-	-	-	-	504
Restricted cash	81,198	-	-	-	-	81,198
Total assets	$ 19,918,509	$ 45	$ 2,895,204	$ 427,442	$ 374,343	$ 23,615,543
LIABILITIES						
Accounts payable and accrued liabilities	$ 4,493,986	$ -	$ 79,858	$ 5,047	$ 107,775	$ 4,686,666
Deposits	124,247	-	-	-	-	124,247
Due to other funds	31,797	-	-	-	-	31,797
Total liabilities	4,650,030	-	79,858	5,047	107,775	4,842,710
DEFERRED INFLOWS OF RESOURCES						
Unavailable revenue						
Property taxes	4,907,231	-	-	-	-	4,907,231
Grants	207,050	-	-	-	-	207,050
Other	8,799	-	-	-	-	8,799
Total deferred inflows of resources	5,123,080	-	-	-	-	5,123,080
FUND BALANCES						
Restricted	81,198	-	-	422,395	266,568	770,161
Committed	1,297,372	45	2,815,346	-	-	4,112,763
Assigned	604,823	-	-	-	-	604,823
Unassigned	8,162,006	-	-	-	-	8,162,006
Total fund balances	10,145,399	45	2,815,346	422,395	266,568	13,649,753
Total liabilities, deferred inflows of resources, and fund balances	$ 19,918,509	$ 45	$ 2,895,204	$ 427,442	$ 374,343	$ 23,615,543

City of Lakeland

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
ALL CITY GOVERNMENTAL FUNDS - UNAUDITED - FOR THE FYTD PERIOD ENDED
June 30, 2022

	GOVERNMENTAL FUNDS - MODIFIED ACCRUAL					
	GENERAL FUND	DEBT SERVICE FUND	STATE STREET AID FUND	STORM WATER FUND	SOLID WASTE FUND	TOTAL GOVERNMENTAL FUNDS
REVENUES						
Property taxes	$ 4,740,144	$ -	$ -	$ -	$ -	$ 4,740,144
Local taxes	2,788,508	-	-	-	-	2,788,508
Intergovernmental	1,860,939	-	487,882	-	-	2,348,821
Licenses and permits	274,995	-	-	-	-	274,995
Charges for services	165,365	-	-	232,546	1,332,538	1,730,449
Federal, state, and local grants	6,266,931	-	153,314	-	-	6,420,245
Interest income	11,989	2	-	-	-	11,991
Other	72,480	-	-	-	1,415	73,895
Total revenues	16,181,351	2	641,196	232,546	1,333,953	18,389,048
EXPENDITURES						
Current						
General government	2,041,557	-	-	-	-	2,041,557
Community development	734,128	-	-	-	-	734,128
Public works	692,394	-	1,087,387	70,886	1,295,438	3,146,105
Parks and recreation	735,061	-	-	-	-	735,061
Capital Outlay	8,178,693	-	478,594	5,731	53,832	8,716,850
Debt Service						
Principal	10,908	45,599,849	-	-	-	45,610,757
Interest and fiscal charges	487	1,161,162	-	-	-	1,161,649
Total expenditures	12,393,228	46,761,011	1,565,981	76,617	1,349,270	62,146,107
Excess of revenues over expenditures	3,788,123	(46,761,009)	(924,785)	155,929	(15,317)	(43,757,059)
OTHER FINANCING SOURCES (USES)						
Issuance of debt	46,724,728	-	-	-	-	46,724,728
Issuance of leases						
Transfers in	700,000	46,761,012	3,184,556	-	-	50,645,568
Transfers out	(52,355,283)	-	-	-	-	(52,355,283)
Total other financing sources (uses)	(4,930,555)	46,761,012	3,184,556	-	-	45,015,013
Net change in fund balances	(1,142,432)	3	2,259,771	155,929	(15,317)	1,257,954
Fund balances - beginning	11,287,831	42	555,575	266,466	281,885	12,391,799
Fund balances - ending	$ 10,145,399	$ 45	$ 2,815,346	$ 422,395	$ 266,568	$ 13,649,753

City of Lakeland, TN
SEWER FUND
STATEMENT OF NET POSITION
June 30, 2022

ASSETS	
Current assets:	
Cash and cash equivalents	$ 1,562,198
Restricted cash and cash equivalents	1,875,526
Receivables	
Accounts	138,492
Interest	1,721
Total current assets	3,577,937
Capital assets:	
Capital assets, not being depreciated	1,095,434
Capital assets, being depreciated - net	13,915,405
Total capital assets	15,010,839
Total assets	18,588,776
DEFERRED OUTFLOWS OF RESOURCES	
Deferred Outflows Related to Pensions	18,704
LIABILITIES	
Current liabilities:	
Accounts payable and accrued expenses	517,754
Deposits	1,875,526
Current portion of notes payable	636,000
Total current liabilities	3,029,280
Noncurrent liabilities:	
Net pension liability	3,576
Notes payable, net of current portion	2,065,000
Total liabilities	5,097,856
DEFERRED INFLOWS OF RESOURCES	
Deferred Inflows Related to Pensions	8,230
NET POSITION	
Net investment in capital assets	12,309,839
Unrestricted	1,191,555
Total net position	$ 13,501,394

City of Lakeland, Tennessee
SEWER FUND
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION
June 30, 2022

	Prior YTD 06/30/21	Current YTD 06/30/22	Plan FY 2022
Operating revenues:			
Sewer service fee	$ 1,540,097	$ 1,541,065	$ 1,742,376
Service connection fees	364,002	282,750	464,680
Total operating revenues	1,904,099	1,823,815	2,207,056
Operating expenses:			
Personnel expenses	(344,939)	(330,164)	(530,793)
General and administrative	(501,242)	(503,430)	(447,100)
Depreciation	(513,026)	(546,514)	(510,000)
Total operating expenses	(1,359,207)	(1,380,108)	(1,487,893)
Operating Income (Loss)	544,892	443,707	719,163
Nonoperating revenues (expenses):			
Interest income	3,271	5,403	5,110
Interest and agent fee expense	(32,504)	(30,606)	(160,000)
Total non-operating expenses	(29,233)	(25,203)	(154,890)
Change in net position	515,659	418,504	564,273
Capital Contributions	-	244,155	560,069
Net position - beginning of year	12,316,614	12,838,734	12,838,734
Net position - Jun-30	$ 12,832,273	$ 13,501,393	$ 13,963,076

City of Lakeland, Tennessee
SEWER FUND
STATEMENT OF CASH FLOWS
June 30, 2022

	Current YTD 06/30/22
Cash flows from operating activities:	
Receipts from customers and users	$ 1,820,826
Payments to suppliers/operating costs	(601,268)
Net cash provided by operating activities	1,219,558
Cash flows from capital and related financing activities:	
Principal payments on capital debt	(612,000)
Acquisition and construction of capital assets	(896,777)
Interest paid on capital debt	(30,606)
Net cash used by capital and related financing activities	(1,539,383)
Cash flows from investing activities:	
Interest income received	5,403
Net increase (decrease) in cash and cash equivalents	(314,422)
Cash and cash equivalents - beginning of year	1,876,620
Cash and cash equivalents - Jun-30	$ 1,562,198

City of Lakeland

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
GENERAL FUND
June 30, 2022

	Prior YTD 06/30/21	Current YTD 06/30/22	Budget FY 2022	% Earned/Used Year-to-Date
REVENUES				
Property Taxes	$ 4,648,727	$ 4,740,144	$ 4,700,922	100.83%
Local Taxes	2,200,349	2,788,508	2,641,377	105.57%
Intergovernmental	1,679,438	1,860,939	1,470,458	126.56%
Licenses and permits	353,233	274,995	254,720	107.96%
Charges for services	203,860	165,365	334,000	49.51%
Federal, State, and Local Grants	1,799,469	6,266,931	12,825,895	48.86%
Other	15,548	84,469	24,824	340.27%
Total Revenues	10,900,624	16,181,351	22,252,196	72.72%
EXPENDITURES				
Current				
General government	(1,863,400)	(2,041,558)	(2,159,371)	94.54%
Community Development	(558,325)	(734,128)	(935,668)	78.46%
Public Works	(438,559)	(692,394)	(769,682)	89.96%
Parks and Recreation	(418,368)	(735,061)	(929,946)	79.04%
Capital Projects	(2,226,552)	(8,178,693)	(17,382,935)	47.05%
Debt Service				
Principal	-	10,908	10,908	100.00%
Interest	-	487	487	100.00%
Total Expenditures	(5,505,204)	(12,370,439)	(22,166,207)	55.81%
Excess (deficiency) of revenues over (under) expenditures	5,395,420	3,810,912	85,989	
OTHER FINANCING SOURCES (USES)				
Issuance of Debt	14,794,500	46,724,728	58,705,500	
Issuance of Leases	-	58,116	-	
Transfers in	700,000	700,000	707,100	
Transfers out	(21,298,808)	(52,355,283)	(56,358,172)	
Total Other Financing Sources	(5,804,308)	(4,872,439)	3,054,428	
Net Change in Fund Balance	$ (408,888)	$ (1,061,527)	$ 3,140,417	
Allocation of Net Change in Fund Balance:				
Committed Fund Balance		$ (1,165,177)		
Restricted Fund Balance		(546)		
Assigned Fund Balance		(412,552)		
Nonspendable Fund Balance		-		
Unassigned Fund Balance		516,748		
Net Change in Fund Balance		$ (1,061,527)		

City of Lakeland
DEBT SERVICE FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
June 30, 2022

	YTD 06/30/22	Budget FY 2022
Revenues:		
Interest	$ 2	$ -
Total Revenues	2	-
Expenditures:		
Principal	(45,599,849)	(49,480,621)
Interest	(1,003,744)	(1,026,872)
Dues and Fees	(157,418)	(256,408)
Total Expenditures	(46,761,011)	(50,763,901)
Net excess (deficiency) of revenues over expenditures	(46,761,009)	(50,763,901)
Other Financing Sources (Uses):		
Transfers In	46,761,012	50,763,901
Transfers Out	-	-
Total Other Financing Sources (Uses)	46,761,012	50,763,901
Net Change in Fund Balance	$ 3	$ -

STATE STREET AID
STATEMENT OF REVENUES AND EXPENSES
June 30, 2022

	Prior YTD 06/30/21	Current YTD 06/30/22	Budget FY 2022
REVENUES:			
State shared revenue	$ 457,642	$ 487,882	$ 436,320
Grant Revenue	-	153,314	153,314
Total revenues	457,642	641,196	589,634
EXPENDITURES:			
Personnel expenses	(193,526)	(168,904)	(259,073)
Public works	(1,219,479)	(918,483)	(3,369,539)
Capital projects	(358,004)	(478,594)	(701,151)
Total expenditures	(1,771,009)	(1,565,981)	(4,329,763)
Net excess (deficiency) of revenues over expenditures	(1,313,367)	(924,785)	(3,740,129)
OTHER FINANCING SOURCES (USES):			
Transfers in	1,574,617	3,184,556	3,184,556
Total other financing sources (uses):	1,574,617	3,184,556	3,184,556
Net change in fund balance	261,250	2,259,771	(555,573)
Fund balance - beginning of year	294,322	555,575	555,575
Fund balance - Jun 30	$ 555,572	$ 2,815,346	$ 2

STORM WATER FUND

STATEMENT OF REVENUES AND EXPENDITURES

June 30, 2022

	Prior YTD 06/30/21	Current YTD 06/30/22	Budget FY 2022
REVENUES:			
Storm Water Fees	$ 193,007	$ 202,246	$ 198,566
Other	23,550	30,300	30,000
Total revenues	216,557	232,546	228,566
EXPENDITURES:			
Personnel expenses	(42,680)	(56,354)	(57,973)
General and administrative	(17,221)	(14,532)	(24,124)
Capital	(303,585)	(5,731)	(150,000)
Total expenditures	(363,486)	(76,617)	(232,097)
Net change in fund balance	(146,929)	155,929	(3,531)
Fund balance - beginning of year	168,394	266,466	266,466
Fund balance - Jun 30	$ 21,465	$ 422,395	$ 262,935

SOLID WASTE FUND
STATEMENT OF REVENUES AND EXPENDITURES
June 30, 2022

	Prior YTD 06/30/21	Current YTD 06/30/22	Budget FY 2022
REVENUES:			
Solid waste collection fees	$ 1,290,506	$ 1,332,538	$ 1,320,444
Grant revenues	138,760	-	-
Other	1,900	1,415	1,500
Total revenues	1,431,166	1,333,953	1,321,944
EXPENDITURES:			
Personnel expenditures	(202,861)	(147,863)	(147,863)
General and administrative	(67,571)	(61,557)	(61,557)
Contracted services	(1,123,081)	(1,086,018)	(1,087,497)
Capital	(312,661)	(53,832)	(53,833)
Total expenditures	(1,706,174)	(1,349,270)	(1,350,750)
Net change in fund balance	(275,008)	(15,317)	(28,806)
Fund balance - beginning of year	547,021	281,885	281,885
Fund balance - Jun 30	$ 272,013	$ 266,568	$ 253,079

Appendix A – Budgetary Transfers

EXHIBIT A - CUMULATIVE BUDGET TRANSFERS FYTD AS OF 6.30.2022

Fnd T Acct Obj Prj Loc Prg	Account Level Description	2021-22 Original Budget	2021-22 Budget Carry Fwd	2021-22 Budget Revisions	2021-22 Budget Transfers	2021-22 Revised Budget
110 E 41000 111 000 00000 000	GOV - Salary	116,741.00	0.00	5,854.00	12,392.86	134,987.86
110 E 41000 121 000 00000 000	GOV - Regular Employee Wages	47,400.00	0.00	1,880.00	-15,813.66	33,466.34
110 E 41000 132 000 00000 000	GOV - Bonus Pay	76,119.00	0.00	0.00	-1,957.78	74,161.22
110 E 41000 141 000 00000 000	GOV - FICA (Employer's Share)	16,859.00	0.00	592.00	720.70	18,171.70
110 E 41000 143 000 00000 000	GOV - Retirement	8,625.00	0.00	293.00	3,700.00	12,618.00
110 E 41000 144 000 00000 000	GOV - RHS PLAN	0.00	0.00	640.00	40.00	680.00
110 E 41000 147 000 00000 000	GOV - Unemployment	0.00	0.00	0.00	550.00	550.00
110 E 41000 148 000 00000 000	GOV - Education/Training	5,000.00	0.00	0.00	-1,500.00	3,500.00
110 E 41000 212 000 00000 000	GOV - Employee Engagement	0.00	0.00	0.00	300.00	300.00
110 E 41000 230 000 00000 000	GOV - Publicity/Dues	12,000.00	0.00	0.00	-1,011.95	10,988.05
110 E 41000 241 000 00000 000	GOV - Electric	16,000.00	0.00	0.00	-3,300.00	12,700.00
110 E 41000 242 000 00000 000	GOV - Water	1,000.00	0.00	0.00	3,401.32	4,401.32
110 E 41000 244 000 00000 000	GOV - Gas/Propane	3,000.00	0.00	0.00	32.71	3,032.71
110 E 41000 251 000 00000 000	GOV - Trustee Collection Fees	22,000.00	0.00	0.00	11,454.94	33,454.94
110 E 41000 252 000 00000 000	GOV - Legal Services	100,000.00	0.00	0.00	1,418.00	101,418.00
110 E 41000 252 000 00000 600	GOV - Legal Services - Bonds	3,500.00	0.00	0.00	-3,500.00	0.00
110 E 41000 252 000 00000 800	GOV Legal Services - COVID-19	0.00	0.00	0.00	15,560.00	15,560.00
110 E 41000 253 000 00000 000	GOV - Accounting & Auditing Se	33,000.00	0.00	0.00	-5,080.00	27,920.00
110 E 41000 257 000 00000 000	GOV - Property Tax Commission	95,000.00	0.00	0.00	944.16	95,944.16
110 E 41000 259 000 00000 000	GOV - Other Professional Servi	23,000.00	0.00	0.00	3,000.00	26,000.00
110 E 41000 261 000 00000 000	GOV - Repair & Maintenance Veh	1,500.00	0.00	0.00	-1,500.00	0.00
110 E 41000 266 000 00000 000	GOV - Repair & Maintenance Bui	57,000.00	0.00	0.00	-2,500.00	54,500.00
110 E 41000 280 000 00000 000	GOV - Travel	4,000.00	0.00	0.00	-4,000.00	0.00
110 E 41000 287 000 00000 000	GOV - Meals & Entertainment	5,000.00	0.00	0.00	-750.00	4,250.00
110 E 41000 290 000 00000 000	GOV - Contracted Service	105,000.00	0.00	25,000.00	-14,420.00	115,580.00
110 E 41000 299 000 00000 000	GOV - Contingency	2,000.00	0.00	0.00	-300.00	1,700.00
110 E 41000 300 000 00000 000	GOV - Neighborhood Watch	12,000.00	0.00	0.00	-11,000.00	1,000.00
110 E 41000 331 000 00000 000	GOV - Gas, Oil, Diesel	800.00	0.00	0.00	700.00	1,500.00
110 E 41000 513 000 00000 000	GOV - Liability	33,000.00	0.00	3,600.00	-1,087.00	35,513.00
110 E 41000 932 000 00000 000	GOV - Building Improvements	80,000.00	0.00	0.00	-213.00	79,787.00
110 E 41000 951 000 00000 000	GOV - Furn & Fixtures	0.00	0.00	0.00	16,600.00	16,600.00
110 E 41210 121 000 00000 000	CRT - Regular Employee Wages	3,865.00	0.00	362.00	42.99	4,269.99
110 E 41210 144 000 00000 000	CRT - RHS PLAN	0.00	0.00	64.00	4.00	68.00
110 E 41210 148 000 00000 000	CRT - Education/Training	500.00	0.00	0.00	6.33	506.33
110 E 41210 255 000 00000 000	CRT - Data Processing	1,000.00	0.00	0.00	200.00	1,200.00
110 E 41500 111 000 00000 000	FIN - Salary	88,268.00	0.00	4,438.00	4,592.36	97,298.36
110 E 41500 144 000 00000 000	FIN- RHS PLAN	0.00	0.00	2,496.00	156.00	2,652.00

EXHIBIT A - CUMULATIVE BUDGET TRANSFERS FYTD AS OF 6.30.2022

Fnd T Acct Obj Prj Loc Prg	Account Level Description	2021-22 Original Budget	2021-22 Budget Carry Fwd	2021-22 Budget Revisions	2021-22 Budget Transfers	2021-22 Revised Budget
110 E 41500 220 000 00000 000	FIN - Printing	1,500.00	0.00	0.00	1,100.00	2,600.00
110 E 41500 245 000 00000 000	FIN - Telephone	1,000.00	0.00	0.00	200.00	1,200.00
110 E 41500 259 000 00000 000	FIN - Other Prof Services	500.00	0.00	0.00	305.00	805.00
110 E 41500 280 000 00000 000	FIN - Travel	4,500.00	0.00	0.00	-700.00	3,800.00
110 E 41500 299 000 00000 000	FIN - Contingency	1,000.00	0.00	0.00	-610.00	390.00
110 E 41500 318 000 00000 000	FIN - Misc Expense	0.00	0.00	0.00	10.00	10.00
110 E 41670 111 000 00000 000	ENG - Salary	31,406.00	0.00	1,571.00	929.62	33,906.62
110 E 41670 148 000 00000 000	ENG - Education/Training	2,000.00	0.00	0.00	1,000.00	3,000.00
110 E 41670 245 000 00000 000	ENG - Telephone	1,440.00	0.00	0.00	1,140.00	2,580.00
110 E 41670 254 000 00000 000	ENG - Arch/Eng/Landscape Serv	15,000.00	3,770.00	0.00	30,000.00	48,770.00
110 E 41670 259 000 00000 000	ENG - Other Professional Servi	15,000.00	0.00	0.00	-3,075.00	11,925.00
110 E 41670 280 000 00000 000	ENG - Travel	2,500.00	0.00	0.00	1,200.00	3,700.00
110 E 41670 299 000 00000 000	ENG - Contingency	2,500.00	0.00	0.00	-2,345.00	155.00
110 E 41670 341 000 00000 000	ENG - Tools	0.00	0.00	0.00	2,000.00	2,000.00
110 E 41670 773 000 00000 000	ENG - New Canada Rd Improvemen	14,600,000.00	0.00	0.00	-69,511.00	14,530,489.00
110 E 41670 778 000 00000 000	ENG - Canada Rd Bike Ped Path	0.00	0.00	343,000.00	-33,740.00	309,260.00
110 E 41670 781 000 00000 000	ENG - Transp Plan Update	0.00	0.00	349,855.00	3,220.00	353,075.00
110 E 41670 951 000 00000 000	ENG - Furniture & Fixtures	0.00	0.00	0.00	600.00	600.00
110 E 41672 111 000 00000 000	INS - Salary	0.00	0.00	0.00	1,791.56	1,791.56
110 E 41672 121 000 00000 000	INS - Regular Employee Wages	94,469.00	0.00	18,803.00	265.59	113,537.59
110 E 41672 123 000 00000 000	INS - Overtime Wages	547.00	0.00	679.00	500.00	1,726.00
110 E 41672 141 000 00000 000	INS - FICA (Employer's Share)	7,359.00	0.00	1,490.00	-415.37	8,433.63
110 E 41672 142 000 00000 000	INS - Insurance	26,384.00	0.00	0.00	7,274.81	33,658.81
110 E 41672 144 000 00000 000	INS - RHS PLAN	0.00	0.00	1,440.00	90.00	1,530.00
110 E 41672 148 000 00000 000	INS - Education/Training	1,000.00	0.00	0.00	1,000.00	2,000.00
110 E 41672 245 000 00000 000	INS - Telephone	3,000.00	0.00	0.00	-175.00	2,825.00
110 E 41672 261 000 00000 000	INS - Repair & Maintenance Mot	5,000.00	0.00	0.00	-1,000.00	4,000.00
110 E 41672 331 000 00000 000	INS - Gas, Oil, Diesel	3,500.00	0.00	0.00	1,421.31	4,921.31
110 E 41672 944 000 00000 000	INS - Capital Outlay - Vehicle	35,000.00	0.00	15,000.00	-6,400.00	43,600.00
110 E 41700 111 000 00000 000	PLN - Salary	61,202.00	0.00	1,198.00	-12,330.00	50,070.00
110 E 41700 121 000 00000 000	PLN - Regular Employee Wages	108,499.00	0.00	8,803.00	-1,600.00	115,702.00
110 E 41700 123 000 00000 000	PLN - Overtime Wages	3,967.00	0.00	-2,191.00	1,615.53	3,391.53
110 E 41700 144 000 00000 000	PLN - RHS PLAN	0.00	0.00	480.00	30.00	510.00
110 E 41700 148 000 00000 000	PLN - Education/Training	2,500.00	0.00	0.00	3,200.00	5,700.00
110 E 41700 245 000 00000 000	PLN - Telephone	720.00	0.00	0.00	180.00	900.00
110 E 41700 245 000 00000 019	PLN - Telephone - CARES	540.00	0.00	0.00	-150.00	390.00
110 E 41700 259 000 00000 000	PLN - Other Professional Servi	100,000.00	0.00	0.00	-7,000.00	93,000.00

EXHIBIT A - CUMULATIVE BUDGET TRANSFERS FYTD AS OF 6.30.2022

Fnd T Acct Obj Prj Loc Prg	Account Level Description	2021-22 Original Budget	2021-22 Budget Carry Fwd	2021-22 Budget Revisions	2021-22 Budget Transfers	2021-22 Revised Budget
110 E 41700 280 000 00000 000	PLN - Travel	1,000.00	0.00	0.00	3,200.00	4,200.00
110 E 41700 287 000 00000 000	PLN - Meals & Entertainment	500.00	0.00	0.00	1,300.00	1,800.00
110 E 41701 111 000 00000 000	ECD - Salary	20,401.00	0.00	399.00	-1,000.00	19,800.00
110 E 41701 123 000 00000 000	ECD - Overtime Wages	463.00	0.00	129.00	1,000.00	1,592.00
110 E 41701 144 000 00000 000	ECD - RHS PLAN	0.00	0.00	160.00	10.00	170.00
110 E 41710 111 000 00000 000	CDE - Salary	0.00	0.00	0.00	1,517.13	1,517.13
110 E 41710 144 000 00000 000	CDE - RHS PLAN	0.00	0.00	640.00	40.00	680.00
110 E 41710 148 000 00000 000	CDE - Education/Training	500.00	0.00	0.00	-200.00	300.00
110 E 41710 261 000 00000 000	CDE - Repair & Maintenance Mot	1,000.00	0.00	0.00	-350.00	650.00
110 E 41710 290 000 00000 000	CDE - Contracted Service	0.00	0.00	0.00	350.00	350.00
110 E 41710 341 000 00000 000	CDE - Tools	500.00	0.00	0.00	-500.00	0.00
110 E 41711 111 000 00000 000	IS - Salary	82,416.00	0.00	5,880.00	3,959.57	92,255.57
110 E 41711 121 000 00000 000	IS - Regular Employee Wages	30,600.00	0.00	1,536.00	26,000.00	58,136.00
110 E 41711 122 000 00000 000	IS - Temporary Employee Wages	26,780.00	0.00	-1,747.00	-13,670.00	11,363.00
110 E 41711 141 000 00000 000	IS - FICA (Employer's Share)	10,801.00	0.00	435.00	596.33	11,832.33
110 E 41711 142 000 00000 000	IS - Insurance	15,349.00	0.00	0.00	3,701.55	19,050.55
110 E 41711 143 000 00000 000	IS - Retirement	4,162.00	0.00	294.00	424.14	4,880.14
110 E 41711 144 000 00000 000	IS - RHS PLAN	0.00	0.00	640.00	40.00	680.00
110 E 41711 259 000 00000 000	IS - Other Professional Servi	115,056.00	0.00	0.00	-13,000.00	102,056.00
110 E 41711 320 000 00000 000	IS - Operating Supplies	500.00	0.00	0.00	1,000.00	1,500.00
110 E 41711 948 000 00000 000	IS - Computer Upgrades	17,450.00	0.00	1,550.00	18,275.00	37,275.00
110 E 43000 111 000 00000 000	PW - Salary	72,108.00	0.00	7,369.00	2,865.40	82,342.40
110 E 43000 121 000 00000 000	PW - Regular Employee Wages	263,651.00	0.00	21,104.00	-60,855.00	223,900.00
110 E 43000 122 000 00000 000	PW - Temporary Employee Wages	40,000.00	0.00	0.00	-30,000.00	10,000.00
110 E 43000 144 000 00000 000	PW - RHS PLAN	0.00	0.00	2,880.00	180.00	3,060.00
110 E 43000 148 000 00000 000	PW - Education/Training	3,000.00	0.00	0.00	-1,000.00	2,000.00
110 E 43000 245 000 00000 000	PW - Telephone	2,000.00	0.00	0.00	5,000.00	7,000.00
110 E 43000 254 000 00000 000	PW - Architectural, Engineerin	15,000.00	0.00	0.00	-5,000.00	10,000.00
110 E 43000 280 000 00000 000	PW - Travel	4,000.00	0.00	0.00	-600.00	3,400.00
110 E 43000 289 000 00000 000	PW - Other Contracted Svc	0.00	0.00	80,000.00	19,262.00	99,262.00
110 E 43000 290 000 00000 000	PW - Contracted Service	10,000.00	0.00	0.00	75,753.31	85,753.31
110 E 43000 331 000 00000 000	PW - Gas, Oil, Diesel	10,000.00	0.00	0.00	-1,000.00	9,000.00
110 E 43000 341 000 00000 000	PW - Tools	18,000.00	0.00	0.00	-3,300.00	14,700.00
110 E 43000 951 000 00000 000	PW - Furniture & Fixtures	0.00	0.00	0.00	600.00	600.00
110 E 44310 241 000 00000 000	SC - Electric	6,000.00	0.00	0.00	717.03	6,717.03
110 E 44310 242 000 00000 000	SC - Water	2,750.00	0.00	0.00	336.05	3,086.05
110 E 44310 245 000 00000 000	SC - Telephone	3,700.00	0.00	0.00	178.06	3,878.06

EXHIBIT A - CUMULATIVE BUDGET TRANSFERS FYTD AS OF 6.30.2022

Fnd T Acct Obj Prj Loc Prg	Account Level Description	2021-22 Original Budget	2021-22 Budget Carry Fwd	2021-22 Budget Revisions	2021-22 Budget Transfers	2021-22 Revised Budget
110 E 44310 287 000 00000 000	SC - Meals & Entertainment	7,500.00	0.00	0.00	-1,000.00	6,500.00
110 E 44310 290 000 00000 000	SC - Contracted Service	3,500.00	0.00	0.00	1,000.00	4,500.00
110 E 44400 462 000 00000 000	REC - Youth Soccer	53,305.00	0.00	0.00	-21,500.00	31,805.00
110 E 44400 465 000 00000 000	REC - Youth Cheerleading	26,000.00	0.00	4,016.61	-15,000.00	15,016.61
110 E 44400 475 000 00000 000	REC - Youth Football	25,000.00	0.00	525.00	20,181.33	45,706.33
110 E 44400 476 000 00000 000	REC - Recreation Camps	10,000.00	0.00	0.00	-5,000.00	5,000.00
110 E 44400 480 000 00000 000	REC - Health & Fitness	0.00	0.00	0.00	5,000.00	5,000.00
110 E 44421 241 000 00000 000	IHC - Electric	6,000.00	0.00	0.00	717.03	6,717.03
110 E 44421 242 000 00000 000	IHC - Water	3,500.00	0.00	0.00	-200.00	3,300.00
110 E 44421 245 000 00000 000	IHC - Telephone	800.00	0.00	0.00	200.00	1,000.00
110 E 44421 266 000 00000 000	IHC - Repair & Maintenance Bui	20,000.00	0.00	0.00	-1,000.00	19,000.00
110 E 44421 290 000 00000 000	IHC - Contracted Service	3,000.00	0.00	0.00	1,000.00	4,000.00
110 E 44710 111 000 00000 000	PRK - Salary	80,912.00	0.00	4,056.00	5,560.56	90,528.56
110 E 44710 122 000 00000 000	PRK -Temporary Employee Wages	0.00	0.00	0.00	8,000.00	8,000.00
110 E 44710 144 000 00000 000	PRK - RHS PLAN	0.00	0.00	1,920.00	480.00	2,400.00
110 E 44710 242 000 00000 000	PRK - Water	0.00	0.00	0.00	8,200.00	8,200.00
110 E 44710 245 000 00000 000	PRK - Telephone	2,040.00	0.00	0.00	1,800.00	3,840.00
110 E 44710 290 000 00000 000	PRK - Contracted Service	24,840.00	0.00	25,000.00	-8,000.00	41,840.00
110 E 44710 331 000 00000 000	PRK - Gas, Oil, Diesel	0.00	0.00	7,000.00	1,000.00	8,000.00
110 E 44710 341 000 00000 000	PRK - Tools	2,500.00	0.00	0.00	11,500.00	14,000.00
110 E 44710 461 000 00000 000	PRK - Park Maintenance	40,000.00	0.00	0.00	4,046.79	44,046.79
110 E 44710 910 000 00000 000	PRK - Leased Equip Expenditure	0.00	0.00	0.00	58,116.00	58,116.00
110 E 44710 937 000 00000 000	PRK - Athletic Complex	1,770,000.00	0.00	-155,410.00	-50,232.31	1,564,357.69
110 E 49210 629 000 00000 000	Principal - Leases	0.00	0.00	0.00	10,908.00	10,908.00
110 E 49410 629 000 00000 000	Interest - Leases	0.00	0.00	0.00	487.00	487.00
121 E 43100 144 000 00000 000	STR - RHS PLAN	0.00	0.00	1,280.00	80.00	1,360.00
121 E 43100 268 000 00000 000	STR - Repair & Maintenance Roa	2,150,000.00	700,937.66	100,000.00	-2,753,765.66	197,172.00
121 E 43100 270 000 00000 000	STR - Paving	0.00	0.00	255,410.00	2,753,765.66	3,009,175.66
121 E 43100 331 000 00000 000	STR - Gas, Oil, Diesel	18,000.00	0.00	0.00	766.22	18,766.22
121 E 43100 452 000 00000 000	STR - Gravel & Sand	50,000.00	0.00	0.00	-20,000.00	30,000.00
121 E 43100 940 000 00000 000	STR - New Capital Light Equipm	70,000.00	0.00	0.00	-4,000.00	66,000.00
121 E 43100 941 000 00000 000	STR - HEAVY EQUIPMENT	250,000.00	11,997.09	30,000.00	54,000.00	345,997.09
121 E 43160 241 000 00000 000	STR - Street Lighting-Electri	20,000.00	0.00	0.00	6,045.48	26,045.48
121 E 52115 920 000 00000 000	STR - Building Improvements	300,000.00	0.00	0.00	-36,891.70	263,108.30
210 E 49400 641 000 00000 000	Interest - 2004 TMBF #50236	1,500.00	0.00	0.00	-8.13	1,491.87
210 E 49400 650 000 00000 000	INT - 2021 USDA Refunding	314,383.00	0.00	0.00	0.13	314,383.13
210 E 49500 693 000 00000 000	Loan Fees - TLDA Beverle River	1,600.00	0.00	0.00	8.00	1,608.00

EXHIBIT A - CUMULATIVE BUDGET TRANSFERS FYTD AS OF 6.30.2022

Fnd T Acct Obj Prj Loc Prg	Account Level Description	2021-22 Original Budget	2021-22 Budget Carry Fwd	2021-22 Budget Revisions	2021-22 Budget Transfers	2021-22 Revised Budget
412 E 43250 266 000 00000 000	SEW - Repair & Maintenance	25,000.00	0.00	0.00	-5,000.00	20,000.00
412 E 43250 290 000 00000 000	SEW - Contracted Service	30,000.00	0.00	0.00	5,000.00	35,000.00
412 E 43250 333 000 00000 000	SEW - Other Equipment Parts	50,000.00	0.00	0.00	15,000.00	65,000.00
412 E 43250 941 000 00000 000	SEW - HEAVY EQUIPMENT	100,000.00	0.00	0.00	-15,000.00	85,000.00
416 E 46000 121 000 00000 000	STW - Regular Employee Wages	31,490.00	0.00	6,268.00	685.01	38,443.01
416 E 46000 123 000 00000 000	STW - Overtime Wages	183.00	0.00	226.00	50.00	459.00
416 E 46000 142 000 00000 000	STW - Insurance	8,798.00	0.00	0.00	2,421.27	11,219.27
416 E 46000 144 000 00000 000	STW - RHS PLAN	0.00	0.00	480.00	30.00	510.00
416 E 46000 220 000 00000 000	STW - Printing	3,000.00	0.00	0.00	-1,500.00	1,500.00
416 E 46000 251 000 00000 000	STW - MLGW Collection Fee	4,000.00	0.00	0.00	262.04	4,262.04
416 E 46000 299 000 00000 000	STW - Contingency	1,000.00	0.00	0.00	-300.00	700.00
416 E 46000 331 000 00000 000	STW - Gas, Oil, Diesel	1,500.00	0.00	0.00	300.00	1,800.00
416 E 46000 454 000 00000 000	STW - Sewer Line Materials	5,500.00	0.00	0.00	-1,948.32	3,551.68
424 E 43260 111 000 00000 000	SDW -Salaries	30,482.00	0.00	1,525.00	105.01	32,112.01
424 E 43260 121 000 00000 000	SDW - Regular Employee Wages	73,526.00	0.00	5,418.00	-241.79	78,702.21
424 E 43260 123 000 00000 000	SDW - Overtime Wages	1,548.00	0.00	-291.00	-1,154.70	102.30
424 E 43260 141 000 00000 000	SDW - FICA (Employer's Share)	8,154.00	0.00	509.00	-219.28	8,443.72
424 E 43260 142 000 00000 000	SDW - Insurance	21,491.00	0.00	0.00	-1,422.33	20,068.67
424 E 43260 143 000 00000 000	SDW - Retirement	5,329.00	0.00	334.00	-413.02	5,249.98
424 E 43260 144 000 00000 000	SDW - RHS PLAN	0.00	0.00	1,382.40	33.60	1,416.00
424 E 43260 146 000 00000 000	SDW - Work Comp	2,551.00	0.00	108.00	-939.00	1,720.00
424 E 43260 148 000 00000 000	SDW - Education/Training	650.00	0.00	0.00	-650.00	0.00
424 E 43260 149 000 00000 000	SDW - Uniforms	500.00	0.00	0.00	-452.26	47.74
424 E 43260 210 000 00000 000	SDW - Postage	2,500.00	0.00	0.00	-1,311.81	1,188.19
424 E 43260 220 000 00000 000	SDW - Printing	3,000.00	0.00	0.00	-11.20	2,988.80
424 E 43260 245 000 00000 000	SDW - Telephone/Internet	1,000.00	0.00	0.00	187.89	1,187.89
424 E 43260 251 000 00000 000	SDW - MLGW Collection Fee	27,000.00	0.00	0.00	835.54	27,835.54
424 E 43260 259 000 00000 000	SDW - Other Professional Servi	10,000.00	0.00	0.00	-10,000.00	0.00
424 E 43260 261 000 00000 000	SDW - Repair & Maintenance Veh	2,500.00	0.00	0.00	-289.50	2,210.50
424 E 43260 280 000 00000 000	SDW - Travel	500.00	0.00	0.00	-500.00	0.00
424 E 43260 287 000 00000 000	SDW - Meals & Entertainment	400.00	0.00	0.00	-400.00	0.00
424 E 43260 289 000 00000 000	SDW - Other Contracted Service	220,000.00	0.00	0.00	-85,731.28	134,268.72
424 E 43260 290 000 00000 000	SDW - Contracted Service	835,000.00	0.00	0.00	118,442.56	953,442.56
424 E 43260 290 000 00000 019	SDW - Contracted Service-CARES	0.00	0.00	0.00	-214.40	-214.40
424 E 43260 295 000 00000 000	SDW - Litter Control	25,000.00	800.00	0.00	-15,760.14	10,039.86
424 E 43260 299 000 00000 000	SDW - Contingency	1,000.00	0.00	0.00	-1,000.00	0.00
424 E 43260 331 000 00000 000	SDW - Gas, Oil, Diesel	15,000.00	0.00	0.00	1,106.11	16,106.11

DRAFT

BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, AUGUST 11, 2022, 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 5:33 p.m. on Thursday, August 11, 2022.

II. **INVOCATION:** Offered by Mayor Cunningham.

III. **PLEDGE:** Mayor Cunningham led the pledge to the flag.

IV. **ROLL CALL BY RECORDER:** Mayor Mike Cunningham, Vice Mayor Michele Dial, Commissioner Richard Gonzales, and Commissioner Wesley Wright were present. Commissioner Jim Atkinson was absent.

Staff personnel in attendance were City Manager Michael Walker, City Engineer Emily Harrell, Parks & Recreation Director Patrick O'Mara, ITS Director Josh Thompson, Engineer Intern Johnathon Thorne, City Recorder Debra Murrell and City Attorney Will Patterson.

V. **PUBLIC HEARING:**
Ordinance – First Reading – amending the fiscal year 2022-2023 annual budget passed by Ordinance O-10-2022.

For the record: No comments were heard.

VI. **TREASURER'S REPORT:**
Interim Treasurer's Report – June 2022 and July 2022.
Presented by Lauren Gann, CPA PLLC

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

- Sheriff's Report: Summary report for the month of July *(Given by Lt. Jason Valentine)*
- City Manager's Report: City Manager Michael Walker offered a report.
- Commissioners' Report:
    - Commissioner Wright offered a report on the EDC/IDB activities.
    - Vice Mayor Dial offered a report on PRB activities.
- Municipal Court semi-annual update:
  Presented by The Hon. Judge Kim Koratski

VIII. **PUBLIC COMMENTS:**
Comments were heard from the following:
Vince Smith – Lakeland Commons Development

IX. SEWERAGE COMMISSION BUSINESS:

1. **<u>Resolution</u> – amending BOSC Resolution 2020/10-01 approving a concept sanitary sewer Plan for Evergreen Planned Development.**
   Sponsored by Emily Harrell
   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, 4 in favor 0 against (4-0).

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

X. CONSENT AGENDA:

1. **Approval of Meeting Minutes from Previous Meetings:**
   a. Regular Meeting Minutes – July 07, 2022.

2. **<u>Resolution</u> - appointment to the City of Lakeland Community Advisory Board.** *Sponsored by Michael Walker*

3. **<u>Resolution</u> – authorizing the City Manager to execute an agreement for consulting services with MPL Planning.** *Sponsored by Michael Walker*

4. **<u>Resolution</u> – replacing the existing and adopting a new Comprehensive Parks Master Plan for the City of Lakeland, Tennessee.** *Sponsored by Patrick O'Mara*

5. **<u>Resolution</u> – authorizing the Parks and Recreation Director to explore and apply for the Blue Cross Healthy Places grant through Blue Cross Blue Shield of Tennessee Foundation.** *Sponsored by Patrick O'Mara*

6. **<u>Resolution</u> – approving the purchase of two 72" Bobcat zero-turn mowers from Williams Equipment.** *Sponsored by Daniel Lovett*

7. **<u>Resolution</u> – approving the purchase of a Caterpillar 416 backhoe loader from Thompson Caterpillar of Memphis.** *Sponsored by Daniel Lovett*

8. **<u>Resolution</u> – approving a contract with Traf-Mark Industries, LLC for the FY23 pavement marking project.** Sponsored by Emily Harrell

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9. **Resolution – authorizing and providing the financing of the construction of a water facilities project, including authorizing the execution of applications, contractual agreements, and other necessary documents and making certain representations, certifications, and pledges of certain revenue in connection with such financing.** *Sponsored by Emily Harrell*

Commissioner Gonzales moved to bring the consent agenda to the floor, seconded by Commissioner Wright.

When the question was called the consent agenda was approved as presented, roll call vote, 4 in favor 0 against (4-0).

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

XI. REGULAR AGENDA:

1. **Ordinance – Final Reading – amending the fiscal year 2022-2023 annual budget passed by Ordinance O-10-2022.** *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, 4 in favor 0 against (4-0).

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

2. **Resolution – appointing Michael Walker as City Manager and approving a related employment for the City of Lakeland.**

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

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

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

DRAFT

3. **Resolution – amending Resolution 2020/10-04 approving a concept sanitary sewer plan for Evergreen Planned Development.** *Sponsored by Emily Harrell*
   Commissioner Wright moved to bring this item to the floor, seconded by Commissioner Gonzales.

   When the question was called the resolution passed, as presented, roll call vote, 4 in favor 0 against (4-0).

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

4. **Resolution – approving a residential subdivision development contract with Evergreen PD, LLC for Evergreen Planned Development Phase 1.** *Sponsored by Emily Harrell*

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

   For the record: Comments were heard from the following:
   Ron May – Evergreen PD Applicant

   When the question was called the resolution passed, as presented, roll call vote, 4 in favor 0 against (4-0).

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

5. **Resolution – approving the Mayor to sign a proclamation declaring September 2022 Suicide Awareness Prevention Month.** *Sponsored by Mayor Cunningham*
   Mayor Cunningham moved to bring this item to the floor seconded by Vice Mayor Dial.

   When the question was called the resolution passed as presented, roll call vote, 4 in favor 0 against (4-0).

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

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6. **Discussion and possible action on changes to the September 2022 Board of Commissioners meeting schedule.** *Sponsored by Mayor Cunningham*
   Mayor Cunningham moved to bring this item to the floor, seconded by Commissioner Gonzales.

   Discussion ensued.

   After the discussion ended, Mayor Cunningham moved to change the meeting date of the regular meeting to September 1, 2022, and to eliminate the meeting on September 8, 2022, seconded by Vice Mayor Dial.

   When the question was called the motion carried, roll vote, 4 in favor 0 against. ***(4-0)***

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

XII. ANNOUNCEMENTS:

XIII. ADJOURNMENT:

There being no other business on which to act, Commissioner Gonzales moved to adjourn the meeting, seconded by Vice Mayor Dial. ***Motion carried, voice vote, all in favor (4-0).***

The meeting was adjourned at 6:52 p.m. on Thursday, August 11, 2022.

These minutes were approved on September 1, 2022.

____
Mike Cunningham, *Mayor*

ATTEST:

____
Debra Murrell
City Recorder

CITY OF LAKELAND TENNESSEE

Board of Commissioners

Meeting Cycle: Thursday, September 1, 2022

Subject: **Ordinance - First Reading** - amending the fiscal year 2022-2023 budget, passed by ordinance O-10-2022, as amended by ordinance O-12-2022. *Sponsored by Michael Walker*

Staff Contact: Michael Walker, Interim City Manager

STAFF RECOMMENDATION

City Staff recommends approval of Ordinance O-13-2022.

BUDGET IMPACT

The budget impact of this ordinance is outlined in Exhibit A attached herein.

DISCUSSION

The specific line items and activities proposed for amendment in Ordinance O-13-2022 are all related to the timing of financial activities for the gas line relocation phase of the New Canada Road project.

The original Annual Budget set in Ordinance O-10-2022 included estimates of actual results for fiscal year 2021-2022, including estimates of the levels of expenditure on gas line relocation. This was based on the stated desire from City Staff to the vendor that progress billings would be received monthly. However, as the contract stated that progress billings would be monthly or quarterly, the vendor billed the City quarterly, changing the timing of the draws on the 2022 Capital Outlay Note (CON), as well as the timing of repayment of said CON. Moreover, expenditure estimates themselves (the timing of costs) were different than anticipated.

During the year-end close process, encumbrance accounting is used. Some open purchase orders - such as the one utilizing FY22 budget funds for the gas line relocation - are encumbered and carried forward into the next fiscal year, per U.S. generally accepted accounting principals for governments. This creates a budget "imbalance" in this case, where the costs are carried forward to the next fiscal year, but the grant revenues are not - without budget amendment. This can be seen in the General Fund's Exhibit A "Current Revised Budget" column showing a projected arbitrary ending unassigned fund balance falling significantly short of required reserves. This situation is *arbitrary*, as it will not happen.

Therefore, this budget amendment is to -

- update the budgeted grant revenues for the TDOT reimbursement of 80% of the New Canada Road costs that were encumbered and carried forward into FY23,
- update the loan proceeds line to account for differences between original timing estimates and actual results of FY22 and its impact on FY23,
- update principal and interest expenditures in the Debt Service Fund to account for these same differences, and
- update required transfers out from the General Fund, in to the Debt Service Fund, to pay for these expenditures.

The Bottom Line:

The combination of actual results for FY22 and changes per this Amendment result in a projected ending unassigned fund balance in the General Fund of $6.1 million, which is $2.4 million greater than required reserve (per policy), and $0.7 million higher than the original estimate in Ordinance O-10-2022.

ORDINANCE O-13-2022

AMENDING THE FISCAL YEAR 2022-2023 BUDGET,
PASSED BY ORDINANCE O-10-2022,
AS AMENDED BY ORDINANCE O-12-2022

WHEREAS, the City of Lakeland adopted the fiscal year 2022-2023 budget by passage of Ordinance O-10-2022 on June 9, 2022; and

WHEREAS, the City of Lakeland adopted Ordinance O-12-2022 on August 11, 2022, amending the fiscal year 2022-2023 annual budget originally set in Ordinance O-10-2022; and

WHEREAS, revenues, other financing sources, expenditures, and/or other financing uses in the General Fund and Debt Service Fund are expected to differ from amended projections due to the impact of the timing of actual results in fiscal year 2021-2022 compared to initial estimates prior to year-end close.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the City of Lakeland, Tennessee, that changes be made to the fiscal year 2022-2023 budget as follows**:**

SECTION 1. Ordinances O-10-2022 and O-12-2022 are hereby amended according to the attached budget amendment detail in Exhibit A.

SECTION 2. The Board of Commissioners authorizes the City Manager/Budget Officer to cause said changes to be made 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: September 1, 2022
Public Hearing:
Final Reading:

____
Mike Cunningham, *Mayor*

ATTEST:

____
Debra Murrell
City Recorder

2022-2023 BUDGET - CITY OF LAKELAND	ORIGINAL BUDGET O-10-2022 2022-2023	ENCUMBRANCE CARRYFORWARD, PRIOR AMENDMENTS, OR TRANSFERS	CURRENT REVISED BUDGET 2022-2023	PROPOSED AMENDMENTS 09/01/22	TOTAL BUDGET 2022-2023
CITY FUNDS					
General Fund					
Revenue and Other Financing Sources					
Property Tax	$ 4,911,449	$ -	$ 4,911,449	$ -	$ 4,911,449
Local Taxes (including sales tax)	2,914,488	-	2,914,488	-	2,914,488
Licenses and Permits	262,966	-	262,966	-	262,966
Grants	13,473,000	-	13,473,000	2,745,583	16,218,583
Intergovernmental	2,174,313	-	2,174,313	-	2,174,313
Charges for Services	226,282	-	226,282	-	226,282
Other Revenue	24,317	-	24,317	-	24,317
Other Financing Sources:					
Loan Proceeds	3,500,000	-	3,500,000	6,480,772	9,980,772
Transfer from School System Fund	700,000	-	700,000	-	700,000
Total	28,186,815	-	28,186,815	9,226,355	37,413,170
Expenditures and Other Financing Uses					
General Government	(2,290,855)	28,525	(2,262,330)	-	(2,262,330)
Community Development	(1,097,144)	(5,216)	(1,102,360)	-	(1,102,360)
Public Works	(641,982)	(22,118)	(664,100)	-	(664,100)
Parks and Recreation (including Senior Center & IH)	(994,051)	(11,940)	(1,005,991)	-	(1,005,991)
Capital	(17,343,000)	(3,506,877)	(20,849,877)	-	(20,849,877)
Other Financing Uses:					
Transfer to Debt Service Fund	(10,223,275)	-	(10,223,275)	(2,483,804)	(12,707,079)
Transfer to School System Fund	(713,505)	(81,200)	(794,705)	-	(794,705)
Transfer to State Street Aid Fund	(1,971,747)	-	(1,971,747)	-	(1,971,747)
Total	(35,275,559)	(3,598,826)	(38,874,385)	(2,483,804)	(41,358,189)
Surplus (Deficit)	(7,088,744)	(3,598,826)	(10,687,570)	6,742,551	(3,945,019)
Use of (Increase to) Assigned/Committed Fund Balance	1,317,087	(87,317)	1,229,770	-	1,229,770
Use of (Increase to) Restricted Fund Balance	2,405,900	81,198	2,487,098	(2,405,900)	81,198
Use of (Increase to) Nonspendable Fund Balance	-	-	-	-	-
Use of Unassigned Fund Balance (Prior Year Funds)	3,365,757	3,604,945	6,970,702	-	2,634,051
Net Planned Sources of Funds for Future Years	$ -	$ -	$ -	$ 4,336,651	$ -
Ending Fund Balance:					
Nonspendable	$ -	$ -	$ -	$ -	$ -
Restricted	(2,324,702)	(81,198)	(2,405,900)	2,405,900	-
Committed	(19,715)	87,317	67,602	-	67,602
Assigned	-	-	-	-	-
Unassigned	5,401,072	(3,604,945)	1,796,127	4,336,651	6,132,778
Total Ending General Fund Balance	$ 3,056,655	$ (3,598,826)	$ (542,171)	$ 6,742,551	$ 6,200,380
*Minimum Unassigned, per **Revised** Policy*	*$ 3,728,454*		*$ 3,728,454*		*$ 3,728,454*
Excess Unassigned Fund Balance	*$ 1,672,618*		*$ (1,932,327)*		*$ 2,404,324*
Debt Service					
Revenue	$ -	$ -	$ -	$ -	$ -
Transfer from General Fund	10,223,275	-	10,223,275	2,483,804	12,707,079
Expenditures	(10,223,275)	-	(10,223,275)	(2,483,804)	(12,707,079)
Surplus (Deficit)	-	-	-	-	-
Use of Fund Balance (Prior Year Funds)	-	-	-	-	-
Net Planned Sources of Funds for Future Years	$ -	$ -	$ -	$ -	$ -

O-13-2022 - FY 2023 Budget Amendment 2
Detailed line item amendments

Exhibit A (Continued)

Account	Description	Current Revised Budget	Amendment 2	Proposed Revised Budget	Reason for Amendment
110 R 33460 000 000 00000 000	New Canada Rd (PIN 107036.00)	13,080,000.00	2,745,582.98	15,825,582.98	Increased 80% grant funding of project costs encumbered/carried forward to FY2023
110 R 36934 000 000 00000 000	Interim Financing Proceeds	3,500,000.00	6,480,771.88	9,980,771.88	Estimated to draw $8MM in FY22; only drew down $1,519,228.12
110 E 51630 690 000 00000 000	Operating Transfer To Debt Ser	10,223,275.00	2,483,803.71	12,707,078.71	Increase transfers out to Debt Service for amended repayment of 2022 CON (Interim Loan)
210 R 37950 000 000 00000 000	Transfer In from General Fund	10,223,275.00	2,483,803.71	12,707,078.71	Increase transfers in to Debt Service for amended repayment of 2022 CON (Interim Loan)
210 E 49200 651 000 00000 000	Principal - 2022 CON New Can	7,500,000.00	2,480,771.88	9,980,771.88	Estimated to repay $4MM in FY22, only repaid $1,519,228.12
210 E 49400 651 000 00000 000	INT - 2022 CON - New Canada Rd	9,166.00	3,031.83	12,197.83	Estimated increase to interest costs due to additional draw/repayment in FY2023

CITY OF
LAKELAND
TENNESSEE

Board of Commissioners

Meeting Cycle: Thursday, September 1, 2022

Subject: **Resolution** - authorizing the City Manager to execute a contract with True North Geographic Technologies, LLC for Cityworks and GIS hosting services.
Sponsored by Josh Thompson

Staff Contact: Josh Thompson, ITS Director

STAFF RECOMMENDATION

City Staff recommends the Board of Commissioners approve Resolution R-93-2022

BUDGET IMPACT

This expenditure is appropriated in the original budget for the General Fund as part of the FY2023 Annual Budget.

DISCUSSION

As part of the City's effort to utilize cloud-based technologies, we utilized True North Geographic Technologies, LLC to host our Cityworks and GIS platforms. This allows the City to take advantage of these applications without the hardware and manpower expense necessary to manage and maintain these applications on premise.

RESOLUTION R-93-2022

AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH TRUE NORTH GEOGRAPHIC TECHNOLOGIES, LLC FOR CITYWORKS AND GIS HOSTING SERVICES

WHEREAS, the City of Lakeland desires to utilize cloud based services for Cityworks and GIS hosting; and,

WHEREAS, True North Geographic Technologies, LLC offers hosting services; and,

WHEREAS, funding for this purchase is appropriated in the Fiscal Year 2023 Annual Budget for the General Fund:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Lakeland, Tennessee, that the City Manager is hereby authorized to execute a contract with True North Geographic Technologies, LLC for Cityworks and GIS server hosting services in the amount of Twenty-One Thousand, Six Hundred Dollars ($21,600).

APPROVED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee this 1st day of September 2022, the public welfare requiring it.

____
Mike Cunningham, *Mayor*

ATTEST:

____
Debra Murrell
City Recorder

City of Lakeland, Tennessee

Cityworks and GIS Server Hosting and Support

Prepared for:
Josh Thompson, GIS Manager
City of Lakeland
10001 Hwy 70
Lakeland, TN
901.867.2717

Prepared by:
True North Geographic Technologies LLC
119 MTCS Road
Murfreesboro, TN 37129
Ph: 615-890-7728

August 24, 2022

Executive Summary

True North Geographic Technologies (True North) is pleased to provide this proposal to the City of Lakeland (Lakeland) for continued Cityworks and GIS and Server Hosting and Support. The scope of this hosting agreement includes maintaining the cloud servers running Cityworks and ArcGIS Enterprise and monthly support to maintain optimum server performance. The environment can scale to accommodate growth and will promote Esri, Cityworks and IT best-practices.

Proposal Details

The system architecture includes one GIS server and one Cityworks server. This hosting agreement includes 5 hours of technical support per month from True North for server administration. This typically includes performance tuning, routine maintenance and installing software upgrades and patches. Any unused support hours carry over to the next month. A one-year commitment is required. The cost for two servers with support as described is $1,800 per month.

Professional Services and Additional Support

Professional services for Cityworks, GIS and IT support can be obtained through a Master Services Agreement (document provided separately). Professional services projects are initiated with task orders that include a defined scope of work and budget. Additional support can include assisting end-users with Esri and Cityworks software questions, updating templates, automating workflows, and creating new services, maps and applications.

Key Assumptions:

- Lakeland will maintain adequate internet bandwidth to support working with the hosted environment.
- Lakeland will maintain Cityworks and Esri license agreements.
- Lakeland staff will pursue appropriate Esri and Cityworks training (as needed) to supplement current knowledge.
- Lakeland will obtain the security certificates for the servers.
- The term of this agreement is for a minimum of 1-year (hosting and support) and can be extended as directed by Lakeland.

Agreement

The City of Lakeland accepts this proposal dated August 24, 2022, for Cityworks and GIS Server Hosting and Support in the amount of $21,600. The hosting fee ($5,400) will be billed quarterly. The hosting term is from September 1, 2022, through August 31, 2023.

CUSTOMER

____
Customer Name

____
Address 1

____
Address 2

____
City/State/Zip

____
Authorized Signature

____
Printed Name

______/______/______
Date

True North Geographic Technologies LLC

____
True North Representative

______/______/______
Date

ArcGIS Online Specialty

Release Ready Specialty

CITY OF LAKELAND TENNESSEE

Board of Commissioners

Meeting Cycle: Thursday, September 1, 2022

Subject: **Resolution** - authorizing the City Manager to execute a contract with True North Geographic Technologies, LLC for Cityworks and GIS general support services. *Sponsored by Josh Thompson*

Staff Contact: Josh Thompson, ITS Director

STAFF RECOMMENDATION

City staff recommends Board of Commissioners approve Resolution R-94-2022.

BUDGET IMPACT

This expenditure is appropriated in the original budget for the General Fund as part of the FY2023 Annual Budget.

DISCUSSION

The Cityworks AMS and PLL applications require ongoing support related, but not limited, to general consulting, enhancing, refining, or expanding current workflows, GIS Portal support, and GIS and IT Support for solution development, customization, and integration.

RESOLUTION R-94-2022

AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH TRUE NORTH GEOGRAPHIC TECHNOLOGIES, LLC FOR CITYWORKS AND GIS GENERAL SUPPORT SERVICES

WHEREAS, the City of Lakeland desires to utilize Cityworks Asset Management System (AMS) and Permit, Licensing, and Land (PLL) services; and,

WHEREAS, Cityworks AMS and PLL require continued support services; and,

WHEREAS, funding for this purchase is appropriated in the Fiscal Year 2023 Annual Budget for the General Fund:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Lakeland, Tennessee, that the City Manager is hereby authorized to execute a contract with True North Geographic Technologies, LLC for Cityworks and GIS general support services in the amount of Eighteen Thousand, Nine Hundred and Sixty Dollars ($18,960).

APPROVED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee this 1st day of September 2022, the public welfare requiring it.

____

Mike Cunningham, *Mayor*

ATTEST:

____

Debra Murrell
City Recorder

City of Lakeland, Tennessee

Cityworks AMS, PLL and GIS General Support

Prepared for:
Josh Thompson, GIS Manager
City of Lakeland
10001 Hwy 70
Lakeland, TN
901.867.2717

Prepared by:
True North Geographic Technologies LLC
119 MTCS Road
Murfreesboro, TN 37129
Ph: 615-890-7728

August 24, 2022

Proposal Summary

True North Geographic Technologies (True North) is pleased to provide this proposal to the City of Lakeland (Lakeland) for ongoing Cityworks AMS, PLL and GIS General Support. The scope of services includes providing ongoing supplemental support to Lakeland for all Cityworks AMS, PLL and related GIS objectives.

Proposal Details

The proposal includes professional services to provide additional support for Lakeland's for all Cityworks AMS, Cityworks PLL and related GIS objectives, including, but not limited to the following:

- Enhancing current workflows, refining processes, expanding tasks and workflows to new groups or departments;
- Assisting end-users with Esri and Cityworks software questions, updating templates, automating workflows, and creating new services, maps and applications;
- Advanced server administration including advanced performance tuning, maintenance and installing software upgrades and patches;
- Creating and updating reports using Crystal Reports
- Creating dashboards or analytical tools using Esri and Cityworks technology
- Ad-hoc IT support for Cityworks and ArcGIS solutions; and
- Custom or ad-hoc training for new or existing employees.

These professional services for Cityworks, GIS and IT support can be obtained through True North's Enterprise GIS Support Block. The cost of the 120-hour block is $18,960. Additional details are attached.

ArcGIS/Cityworks Support Blocks

Support Blocks are discounted blocks of support hours purchased in advance for customers who do not have a long-term Master Services Agreement with True North. Because support blocks are agreements with no expiration date, there is no risk involved. Support hours can be used as needed without concern over losing the support investment. In addition, for customer convenience, True North will track the usage of support blocks and provide a report documenting hours as they are used.

Standard Support Blocks
Listed below are the options for purchasing Standard GIS Support Blocks as of January 1, 2022:

Regular Hourly Rate	Number of Hours	Rate per Hour	Extended Price	Savings
$175				
	40	$170	$6,800	$200
	56	$166	$9,296	$504
	80	$162	$12,960	$1,040
	120	$158	$18,960	$2,040
	200+	$148	$29,600+	$5,400+

* Please Note: Travel time is charged one way. If necessary, overnight travel expenses are charged separately at cost plus 10%.

Blocks do not expire.

Standard Block Time Use – Support Block time may include, but is not limited to:

- System Planning - needs assessment, system architecture/design, server sizing, budget planning
- Consulting - RFP development & review, project management
- Server Support - administration, configuration, preventative maintenance, troubleshooting
- Esri Software Support - installation, configuration, customization, troubleshooting of ESRI desktop and server software applications
- Cityworks Software Support - installation, configuration, customization, troubleshooting
- Database Management - geodatabase design, data loading, ETL automation, database tuning
- Application Development - desktop applications, server applications, process automation; code modification/update for existing applications

Basic Support Blocks

Listed below are the options for purchasing Basic GIS Support Blocks as of January 1, 2022:

Regular Hourly Rate	Number of Hours	Rate per Hour	Extended Price	Savings
$136				
	20	$133	$2,660	$60
	40	$129	$5,160	$280
	80	$126	$10,080	$800
	120	$122	$14,640	$1,680
	200+	$116	$23,200+	$4000+

* Please Note: Travel time is charged one way. If necessary, overnight travel expenses are charged separately at cost plus 10%.

Blocks do not expire.

Basic Block Time Use – Support Block time may include, but is not limited to:

- Data Conversion – migrating/transforming data from one format or structure to another
- Data Cleanup – editing and correction of GIS feature geometries and/or attributes
- Data Maintenance – ongoing update and editing of customer GIS data
- Geocoding – conversion of tabular data into spatial features
- Map Production – preparing and producing digital or hardcopy map documents
- Data Collection – remote data entry using GPS or other mobile devices (equipment and travel expense not included in hourly rate)

Escalated Rates – When necessary and upon customer approval, True North will upgrade a customer support request to escalated status. This allows the support issue to receive immediate priority over other existing support requests and project work. In the event that escalation requests are received from multiple customers, the requests will be handled in the order received. Time for an escalated request is charged at 1.2 times the standard rate.

Emergency Rates – True North reserves the right to charge time at 1.5 times the standard rate for requests for unplanned emergency service during non-business hours.

Fixed Fee Projects – In addition to GIS Support Blocks, True North also offers fixed fee billing for projects that require a more predictable expense approach. All Fixed Fee Projects require a Project Manager to build a scope of work for the project. Once the scope of work is in place, the project is priced. Time required to build the scope of work for the project may be charged against an existing Support Block or rolled into the fixed cost of the project.

Acceptance

These service rates become effective on receipt of payment for the Service Block requested.

Initial the Number of Hours Purchased with this agreement:

Standard: 20_______ 40_______ 80_______ 120_______ 200+_________ (# of hrs)

Basic: 20_______ 40_______ 80_______ 120_______ 200+_________ (# of hrs)

CUSTOMER

____
Customer Name

____
Address 1

____
Address 2

____
City/State/Zip

____
Authorized Signature

____
Printed Name

____
Date

____
Purchase Order # (if applicable)

True North Geographic Technologies LLC

____
True North Representative

____
Date

CITY OF
LAKELAND
TENNESSEE

Board of Commissioners

Meeting Cycle: Thursday, September 1, 2022

Subject: **Resolution** - authorizing the submittal of a grant application for Canada Road Pedestrian and Bike Trail Phase 3 Improvements. *Sponsored by Emily Harrell*

Staff Contact: Emily Harrell, City Engineer

STAFF RECOMMENDATION

City Staff recommends the Board of Commissioners approve Resolution R-95-2022.

BUDGET IMPACT

There is no budgetary impact to the FY2023 Annual Budget.

DISCUSSION

The Canada Road Pedestrian and Bike Trail Phase 3 Improvements proposes to add new pedestrian and bicycle facilities on New Monroe Road, which will extend from the intersection of Monroe Road and Canada Road east approximately one-half mile to connect to a conservation area that will be dedicated to the City of Lakeland through The Lake District Development. The grant application is through the Tennessee Department of Transportation's Transportation Alternative Program. The total construction cost is estimated to be $3,059,879, of which the local match is $611,976.

RESOLUTION R 95-2022

AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION
FOR CANADA ROAD PEDESTRIAN AND BIKE TRAIL PHASE 3 IMPROVEMENTS

WHEREAS, the City of Lakeland desires to submit an application to the Tennessee Department of Transportation's Transportation Alternative Program for a grant to design and construct a new pedestrian and bicycle facilities on New Monroe Road which will extend from the intersection of Monroe Road and Canada Road east approximately one-half mile to connect to a conservation area that will be dedicated to the City of Lakeland through The Lake District Development; and,

WHEREAS, the grant is funded through the Transportation's Transportation Alternative Program (TAP) and covers eighty percent of the total project cost; and,

WHEREAS, the estimated total project cost is three million fifty-nine thousand eight hundred seventy-nine dollars ($3,059,879) of which the City is responsible for six hundred eleven thousand nine hundred seventy-six dollars ($611,976).

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Lakeland, Tennessee, that the City Manager is hereby authorized and directed submit an application to the Tennessee Department of Transportation's Transportation Alternative Program for a TAP Grant in the amount of three million fifty-nine thousand eight hundred seventy-nine dollars ($3,059,879) of which the City of Lakeland commits to contribute a match of six hundred eleven thousand nine hundred seventy-six dollars ($611,976).

APPROVED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee this 1st day of September 2022, the public welfare requiring it.

____
Mike Cunningham, *Mayor*

ATTEST:

____
Debra Murrell
City Recorder

BUDGET TEMPLATE #1

Estimated Project Costs

Canada Road Pedestrian and Bike Trail Phase 3 Improvements

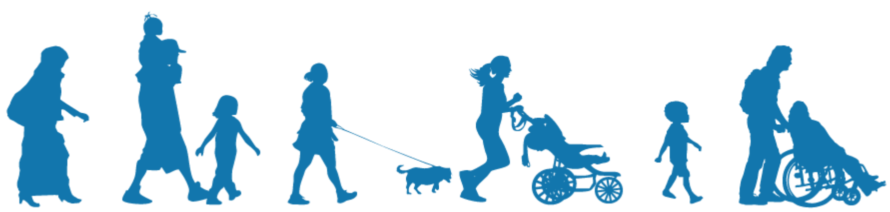
Line items can be added or deleted as needed for any stage; however this is the format in which the budget must be submitted. TDOT line item numbers can be found at https://www.tdot.tn.gov/APPLICATIONS/RoadwayItems
Note that no add alternates or deductions will be allowed in the final construction cost estimate or bid documents.

INSTRUCTIONS: *List all items necessary to develop and construct the project. The applicant is responsible for verifying all costs for accuracy. All cost overruns will be solely the responsibility of the Local Government.*

Stage I – NEPA/Design (PE)

All costs associated with application preparation and application public involvement are not reimbursable.

ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	0% FED. FUNDS	100% LOCAL EXPENSE (NON-REIMBURSABLE)
NEPA	LS	1	$ -	$ -	$0.00	$ -
Preliminary Design Plans (up to 80% complete)	LS	1	$ -	$ -	$0.00	$ -
Local, State and Federal Permits	LS	1	$ -	$ -	$0.00	$ -
Plans, Specs & Estimates (PS&E) Completion	LS	1	$ -	$ -	$0.00	$ -
TOTAL				$ -	$0.00	$ -



Stage II – Right-of-Way/Utilities

All costs associated with right-of-way are not eligible for reimbursement

ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	0% FED. FUNDS	100% LOCAL EXPENSE (NON-REIMBURSABLE)
ROW Design Plans	LS	1		$ -		$ -
ROW Acquisition	LS	1		$ -		$ -
License Agreements, Easements, Recording Fees	LS	1		$ -		$ -
Utility Relocation and Certifications*	LS	1		$ -		$ -
SUBTOTAL of non-reimbursable ROW Expenses				$ -		$ -

All costs associated with application, application public involvement, NEPA, design and right-of-way are not eligible for reimbursement nor applicable toward the 20% local construction match.

TN TDOT Department of Transportation

Stage III – Construction

(Add and remove lines as needed)

All projects must be competitively bid and awarded to the lowest responsive bidder

TDOT LINE ITEM #	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	80% FED. FUNDS	20% LOCAL MATCH
	Site Preparation & Demolition:						
201-01	Clearing and Grubbing	AC	2	$ 11,000.00	$ 22,000.00	$ 17,600.00	$ 4,400.00
202-01	Removal of Obstructions/Structures	LS	1	$ 26,000.00	$ 26,000.00	$ 20,800.00	$ 5,200.00
202-01.05	Removal of Obstructions/Structures	EA	1	$ 2,500.00	$ 2,500.00	$ 2,000.00	$ 500.00
202-03	Removal of Rigid Pavement, Sidewalk	S.Y.	250	$ 34.00	$ 8,500.00	$ 6,800.00	$ 1,700.00
202-08.15	Removal of Curb and Gutter	L.F.	300	$ 16.50	$ 4,950.00	$ 3,960.00	$ 990.00
203.01	Road and Drainage Excavation (unclassified)	C.Y.	5200	$ 7.00	$ 36,400.00	$ 29,120.00	$ 7,280.00
209-08.02	Erosion Control Fence	LF	3000	$ 4.00	$ 12,000.00	$ 9,600.00	$ 2,400.00
740-11.01	Temporary Sediment Tube	L.F.	700	$ 9.00	$ 6,300.00	$ 5,040.00	$ 1,260.00
209-03.21	Filter Sock (12 inch)	L.F.	7500	$ 5.00	$ 37,500.00	$ 30,000.00	$ 7,500.00
209-08.09	Filter Sock Check Dam	EA	6	$ 285.00	$ 1,710.00	$ 1,368.00	$ 342.00
209-40.34	Catch Basin Protection	EA	58	$ 300.00	$ 17,400.00	$ 13,920.00	$ 3,480.00
209-09.43	Curb Inlet Protection Type 4	EA	5	$ 305.00	$ 1,525.00	$ 1,220.00	$ 305.00
209-09.43	Curb Inlet Protection Type 4	EA	7	$ 305.00	$ 2,135.00	$ 1,708.00	$ 427.00
	Construction Items:						
611-07.32	24" Headwall	EA	1	$ 4,300.00	$ 4,300.00	$ 3,440.00	$ 860.00
607-05.02	24" Pipe	EA	2150	$ 65.00	$ 139,750.00	$ 111,800.00	$ 27,950.00
203-10	Embankment (compacted in place)	EA	2000	$ 25.00	$ 50,000.00	$ 40,000.00	$ 10,000.00
203-10	Embankment	CY	2500	$ 35.00	$ 87,500.00	$ 70,000.00	$ 17,500.00
702-03	Curb and Gutter	L.F.	2500	$ 35.00	$ 87,500.00	$ 70,000.00	$ 17,500.00
307-01.09	Asphalt Cement, Grading C	TON	454	$ 160.00	$ 72,640.00	$ 58,112.00	$ 14,528.00
307-01.21	ASP. Conc. Mix (PG70-22) (BPMB-HM) GR. A-S	TON	350	$ 88.00	$ 30,800.00	$ 24,640.00	$ 6,160.00
307-02.08	ASP. Conc. Mix (PG70-22) (BPMB-HM) GR. B-M2	TON	376	$ 82.00	$ 30,832.00	$ 24,665.60	$ 6,166.40
303-01	Mineral aggregate base, Type A	TON	2400	$ 21.00	$ 50,400.00	$ 40,320.00	$ 10,080.00
303-01.09	Mineral aggregate base, Type A	TON	662	$ 38.00	$ 25,156.00	$ 20,124.80	$ 5,031.20
402-01	Bituminous Material for Prime Coat (PC)	TON	3.5	$ 407.00	$ 1,424.50	$ 1,139.60	$ 284.90
403-01	Bituminous Material for Tack Coat (TC)	TON	2	$ 671.00	$ 1,342.00	$ 1,073.60	$ 268.40
407-20.05	Saw Cutting Asphalt Pavement	L.F.	9000	$ 8.00	$ 72,000.00	$ 57,600.00	$ 14,400.00
411-02.10	ACS MIX (PG70-22) Grading D	TON	177	$ 121.00	$ 21,417.00	$ 17,133.60	$ 4,283.40
607-03.02	18" Concrete Pipe Culvert (Class III)	L.F.	4700	$ 53.00	$ 249,100.00	$ 199,280.00	$ 49,820.00
607-03.02	18" Concrete Pipe Culvert (Class IV) Jacked in Place	L.F.	225	$ 620.00	$ 139,500.00	$ 111,600.00	$ 27,900.00
701-01.01	Concrete Sidewalk	S.F.	367	$ 10.00	$ 3,670.00	$ 2,936.00	$ 734.00
611-01.02	Manholes, >4'-8' Depth	EA	5	$ 7,243.00	$ 36,215.00	$ 28,972.00	$ 7,243.00
611-07.54	18 in Endwall (Cross Drain) 3:1	EA	2	$ 1,800.00	$ 3,600.00	$ 2,880.00	$ 720.00
611-12.01	Catch Basin, Type 12, >0'-4' Depth	EA	53	$ 4,791.00	$ 253,923.00	$ 203,138.40	$ 50,784.60
701.01.01	Concrete Sidewalk (4")	S.F.	1500	$ 8.50	$ 12,750.00	$ 10,200.00	$ 2,550.00
797-07.01	Drainage Manhole	EA	6	$ 4,792.00	$ 28,752.00	$ 23,001.60	$ 5,750.40
611-12.01	Curb Inlets	EA	7	$ 4,792.00	$ 33,544.00	$ 26,835.20	$ 6,708.80
701-02.03	Concrete Curb Ramp	S.F.	1600	$ 48.00	$ 76,800.00	$ 61,440.00	$ 15,360.00
701-02.03	Concrete Curb Ramp	S.F.	150	$ 48.00	$ 7,200.00	$ 5,760.00	$ 1,440.00

702-03	Concrete combined curb and gutter	C.Y.	575	$ 906.00	$ 520,950.00	$ 416,760.00	$ 104,190.00
713-05.08	Parking Lot Striping	S.F.	80	$ 3.00	$ 240.00	$ 192.00	$ 48.00
716-02.04	Crosswalk Striping	S.F.	50	$ 28.00	$ 1,400.00	$ 1,120.00	$ 280.00
716-02.06	Stop Bar Striping	SY	2	$ 30.00	$ 60.00	$ 48.00	$ 12.00
716-04.10	ADA Symbol	EA	1	$ 215.00	$ 215.00	$ 172.00	$ 43.00
712-06	ADA Sign	S.F.	6	$ 7.00	$ 42.00	$ 33.60	$ 8.40
712-06	Sinage	S.F.	42	$ 7.00	$ 294.00	$ 235.20	$ 58.80
	Concrete Wheel Stops	EA	5	$ 225.00	$ 1,125.00	$ 900.00	$ 225.00
	****Landscaping:**						
801-03	Water (seeding/sodding)	M.G.	150	$ 5.00	$ 750.00	$ 600.00	$ 150.00
80-01.65	Temporary mulch	UNIT	15	$ 14.00	$ 210.00	$ 168.00	$ 42.00
803-01	Sodding (new sod)	SY	10850	$ 3.00	$ 32,550.00	$ 26,040.00	$ 6,510.00
	Pedestrian Amenities:						
	Benches	EA	2	$ 1,500.00	$ 3,000.00	$ 2,400.00	$ 600.00
	SUBTOTAL of Itemized Quantities above				$ 2,259,871.50	$ 1,807,897.20	$ 451,974.30
	Mobilization and Engineering Services:						
717-06	Contractor Mobilization	LF	1	$ 25,000.00	$ 25,000.00	$ 20,000.00	$ 5,000.00
712-01	Traffic Control	LS	1	$ 61,016.00	$ 61,016.00	$ 48,812.80	$ 12,203.20
712-04.01	Flexible Drums (Channelizing)	EA	250	$ 33.00	$ 8,250.00	$ 6,600.00	$ 1,650.00
712-08.03	Arrow Board (Type C)	EA	2	$ 840.00	$ 1,680.00	$ 1,344.00	$ 336.00
712-06	Signs (Construction)	S.F.	300	$ 7.00	$ 2,100.00	$ 1,680.00	$ 420.00
707-080.11	HighVisibility Const. Fence	LS	11000	$ 2.00	$ 22,000.00	$ 17,600.00	$ 4,400.00
	TDOT Materials & Test	LS	1	$ 5,000.00	$ 5,000.00	$ 4,000.00	$ 1,000.00
	Construction Contingency	10%	of construction	$ 5,000.00	$ 225,987.15	$ 180,789.72	$ 45,197.43
	TDOT Engineering Services	$1,000 for every 30 days of construction			$ -	$ -	$ -
	Construction Engineering Inspection (CEI)	20%	of construction		$ 451,974.30	$ 361,579.44	$ 90,394.86
	TOTAL of reimbursable construction expenses				$ 3,059,879	$ 2,447,903	$ 611,976

* Relocating or undergrounding utilities is limited to 33% of eligible reimbursable costs in accordance with T.C.A. § 13-20-303 and 23 CFR 635.107

**Landscaping activities must be a direct component of an eligible on-road or off-road trail facility for pedestrians, bicyclists and other non-motorized forms of transportation only, and is limited to 25% of eligible and reimbursable construction costs.

TN TDOT Department of Transportation

BUDGET TEMPLATE #2

Estimated Project Costs for Historic Preservation & Rehabilitation of Historic Transportation Facilities

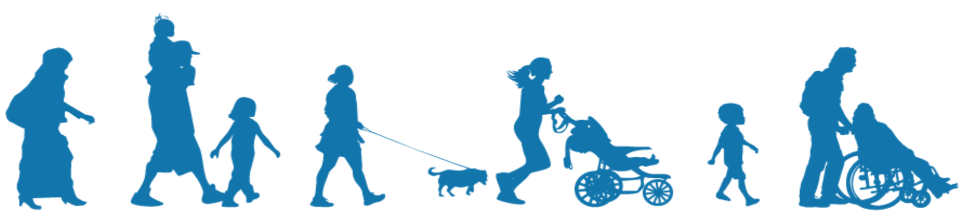
Line items can be added or deleted as needed for any stage; however this is the format in which the budget must be submitted. TDOT line item numbers can be found at https://www.tdot.tn.gov/APPLICATIONS/RoadwayItems
Note that no add alternates or deductions will be allowed in the final construction cost estimate or bid documents.

INSTRUCTIONS: *List all items necessary to develop and construct the project. The applicant is responsible for verifying all costs for accuracy. All cost overruns will be solely the responsibility of the Local Government.*

Stage I – NEPA/Design (PE)

All costs associated with application preparation and application public involvement are not reimbursable.

ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	0% FED. FUNDS	100% LOCAL EXPENSE (NON-REIMBURSABLE)
NEPA	LS			$ -	$ -	$ -
Preliminary Design Plans (up to 80% complete)	LS			$ -	$ -	$ -
Local, State and Federal Permits	LS			$ -	$ -	$ -
Plans, Specs & Estimates (PS&E) Completion	LS			$ -	$ -	$ -
TOTAL				$ -	$ -	$ -



Stage II – Right-of-Way/Utilities

All costs associated with right-of-way are not eligible for reimbursement

ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	0% FED. FUNDS	100% LOCAL EXPENSE (NON-REIMBURSABLE)
ROW Design Plans	LS	1		$ -	$ -	$ -
ROW Acquisition	LS	1		$ -	$ -	$ -
License Agreements, Easements, Recording Fees	LS	1		$ -	$ -	$ -
Utility Relocation and Certifications*	LS	1		$ -	$ -	$ -
SUBTOTAL of non-reimbursable ROW Expenses				$ -	$ -	$ -

All costs associated with application, application public involvement, NEPA, design and right-of-way are not eligible for reimbursement nor applicable toward the 20% local construction match.

TN TDOT Department of Transportation

Stage III – Construction

(Add and remove lines as needed)

All projects must be competitively bid and awarded to the lowest responsive bidder

TDOT LINE ITEM #	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL	80% FED. FUNDS	20% LOCAL MATCH
	Site Preparation & Demolition:						
	Clearing and Grubbing			$ -	$ -	$ -	$ -
	Removal of Obstructions			$ -	$ -	$ -	$ -
	Construction Items:						
	Earthwork			$ -	$ -	$ -	$ -
	Curb and Gutter			$ -	$ -	$ -	$ -
	Concrete/Asphalt			$ -	$ -	$ -	$ -
	ADA Accessibility			$ -	$ -	$ -	$ -
	Striping			$ -	$ -	$ -	$ -
	Vertical Structures:						
	Electrical			$ -	$ -	$ -	$ -
	Elevator (if more than one floor)			$ -	$ -	$ -	$ -
	Mechanical (HVAC)			$ -	$ -	$ -	$ -
	Roof			$ -	$ -	$ -	$ -
	Masonry			$ -	$ -	$ -	$ -
	Carpentry			$ -	$ -	$ -	$ -
	Thermal Moisture Protections			$ -	$ -	$ -	$ -
	Doors and Hardware			$ -	$ -	$ -	$ -
	Windows and Hardware			$ -	$ -	$ -	$ -
	Utility Connections			$ -	$ -	$ -	$ -
	Restrooms			$ -	$ -	$ -	$ -
	Finishes:						
	Plaster			$ -	$ -	$ -	$ -
	Gypsum Board			$ -	$ -	$ -	$ -
	Painting			$ -	$ -	$ -	$ -
	Flooring			$ -	$ -	$ -	$ -
	***Landscaping:**						
	Trees			$ -	$ -	$ -	$ -
	Shrubs			$ -	$ -	$ -	$ -
	Mulch			$ -	$ -	$ -	$ -
	Topsoil			$ -	$ -	$ -	$ -
	Seeding/Sod			$ -	$ -	$ -	$ -
	Pedestrian Amenities:						
	Pedestrian Lighting			$ -	$ -	$ -	$ -
	Bike Racks			$ -	$ -	$ -	$ -
	SUBTOTAL of Itemized Quantities above			$ -	$ -	$ -	$ -
	Mobilization and Engineering Services:						
	Contractor Mobilization		1	$ -	$ -	$ -	$ -
	Traffic Control		1	$ -	$ -	$ -	$ -
	CNST. Survey & Layout		1	$ -	$ -	$ -	$ -
	TDOT Materials & Testing		1	$ -	$ -	$ -	$ -
	Construction Contingency	10%	of construction	$ -	$ -	$ -	$ -
	TDOT Engineering Services	$1,000 for every 30 days of construction		$ -	$ -	$ -	$ -
	Construction Engineering Inspection (CEI)	20%	of construction	$ -	$ -	$ -	$ -
	TOTAL of reimbursable construction expenses			$ -	$ -	$ -	$ -

* Relocating or undergrounding utilities is limited to 33% of eligible reimbursable costs in accordance with T.C.A. § 13-20-303 and 23 CFR 635.107

*Landscaping activities must be a direct component of an eligible on-road or off-road trail facility for pedestrians, bicyclists and other non-motorized forms of transportation only, and is limited to 25% of eligible and reimbursable construction costs.