



Board of Commissioners
Special Called Meeting Agenda
Thursday, October 6, 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:
 1. **Ordinance - Final Reading** - amending the fiscal year 2022-2023 budget, passed by ordinance O-10-2022, as amended by ordinance O-12-2022. *Sponsored by Carlin Stuart*
- VI. TREASURER'S REPORT:
 1. Treasurer's Report - July 2022
- VII. REPORTS FROM COMMITTEES, MEMBERS OF THE BOARD OF COMMISSIONERS & OTHER OFFICERS:
 - Sheriff's Report
 - a. September Crime Report
 - b. Introduction to new SCSO Substation Command Staff
 - City Manager's Report
 - a. October City Manager's Report
 - Commissioners' Reports
 - a. Economic Development Commission - *Commissioner Wright*
 - b. Municipal Planning / Design Review Commission - *Commissioner Atkinson*
 - c. Parks and Recreation / Natural Resources Board - *Vice Mayor Dial*

- d. Transportation Plan Update Subcommittee - *Commissioner Gonzales*

VIII. PUBLIC COMMENTS:

IX. SEWERAGE COMMISSION BUSINESS:

X. CONSENT AGENDA:

1. Approval of Meeting Minutes from Previous Meetings:

- a. Special Meeting Minutes - August 30, 2022
- b. Regular Meeting Minutes - September 01, 2022

XI. REGULAR AGENDA:

1. **Ordinance - Final Reading** - amending the fiscal year 2022-2023 budget, passed by ordinance O-10-2022, as amended by ordinance O-12-2022. *Sponsored by Carlin Stuart*
2. **Resolution** - approving the cancelation of the Board of Commissioners work session and regular meetings for October 2022. *Sponsored by Michael Walker*
3. **Resolution** - amending resolution R-112-2021. *Sponsored by Commissioner Atkinson*
4. **Resolution** - appointment to the Lakeland PULSE Comprehensive Plan Advisory Committee. *Sponsored by Michael Walker*
5. **Resolution** - approving an amendment to the Preliminary Development Plan for Kensington Manor Planned Development. *Sponsored by the MPC, presented by Paul Luker*
6. **Resolution** - accepting the dedication of public improvements and authorizing the reduction of Security for Public and Common Improvements for Kensington Manor Phase 2 Planned Development. *Sponsored by Emily Harrell*
7. **Resolution** - accepting the dedication of public improvements and authorizing the reduction of Security for Public and Common

Improvements for Lakeland Meadows Phase 1 Planned Development. *Sponsored by Emily Harrell*

8. **Resolution** - authorizing the submittal of a grant application to Tennessee Department of Environment and Conservation for Recycling Rebate. *Sponsored by Emily Harrell*
9. **Resolution** - authorizing the submittal of an application and acceptance of grant funds from the Tennessee Department of Environment and Conservation and Shelby County Government for a non-competitive grant appropriated by the federal American Rescue Plan Act. *Sponsored by Emily Harrell*
10. **Resolution** - approving a contract with B&B Specialty Contractors, Inc. for the City Hall Improvements project. *Sponsored by Luis Camarillo Hernandez*
11. **Resolution** - approving a contract with Hach Company for sanitary sewer flow monitoring. *Sponsored by Emily Harrell*
12. **Resolution** - approving the purchase of three (3) 2022 Chevrolet Silverado 1500's from Serra Chevrolet Bartlett. *Sponsored by Michael Walker*
13. **Resolution** - approving the purchase of two (2) 2022 Dodge Ram 2500 diesel trucks from Orr Chrysler, Dodge, Jeep. *Sponsored by Emily Harrell*
14. **Resolution** - authorizing the subscription renewal with SeeClickFix by CivicPlus for Citizen Reporting and Request Management Application. *Sponsored by Josh Thompson*

XII. ANNOUNCEMENTS:

XIII. ADJOURNMENT:



CITY OF
LAKELAND
TENNESSEE



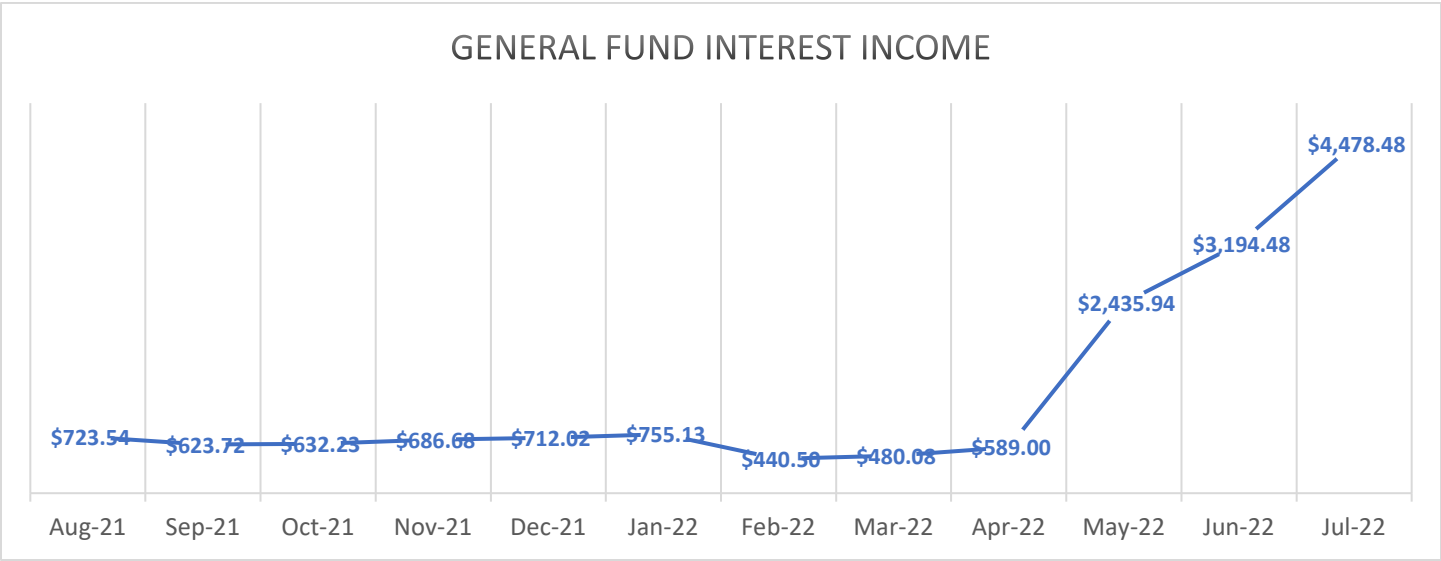
**JULY 2022
TREASURER'S
REPORT**

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:

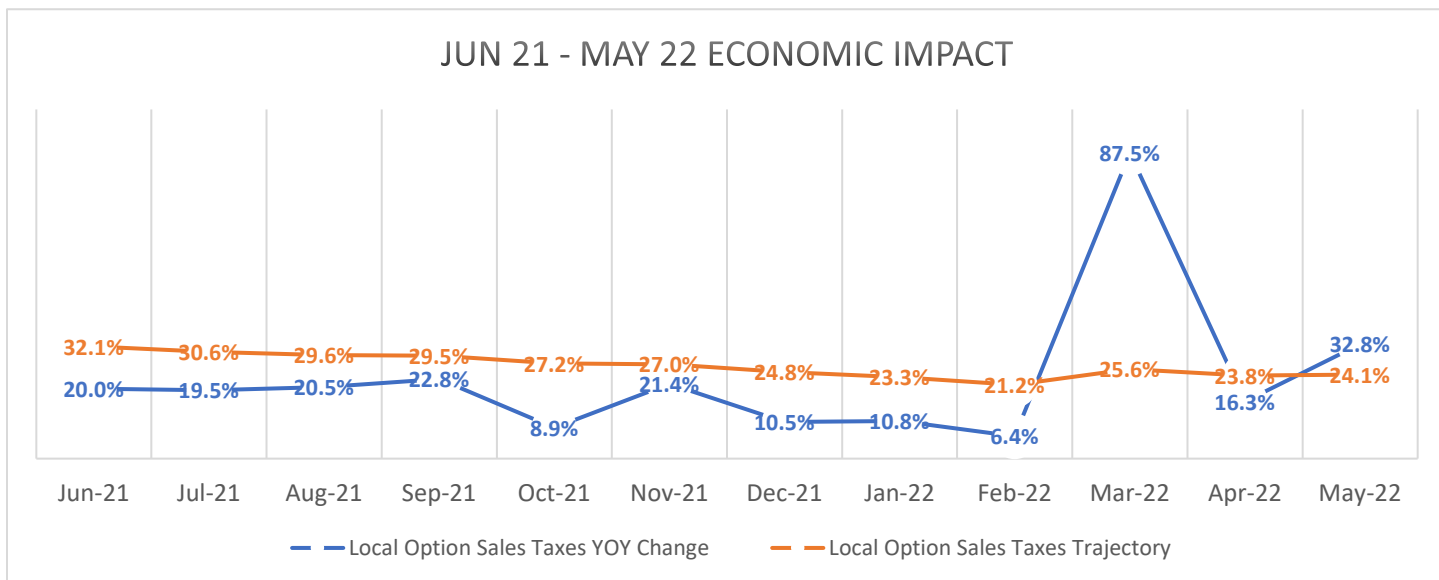
- General Fund:
 - 0% of property tax revenues have been collected
 - May 2022 was the first full month with the General Fund reserve balance invested with the LGIP, in a rising rate environment, and the results are worth noting as to impact on interest income: Trading Economics expects the Federal Funds rate to be 4.4% by December.



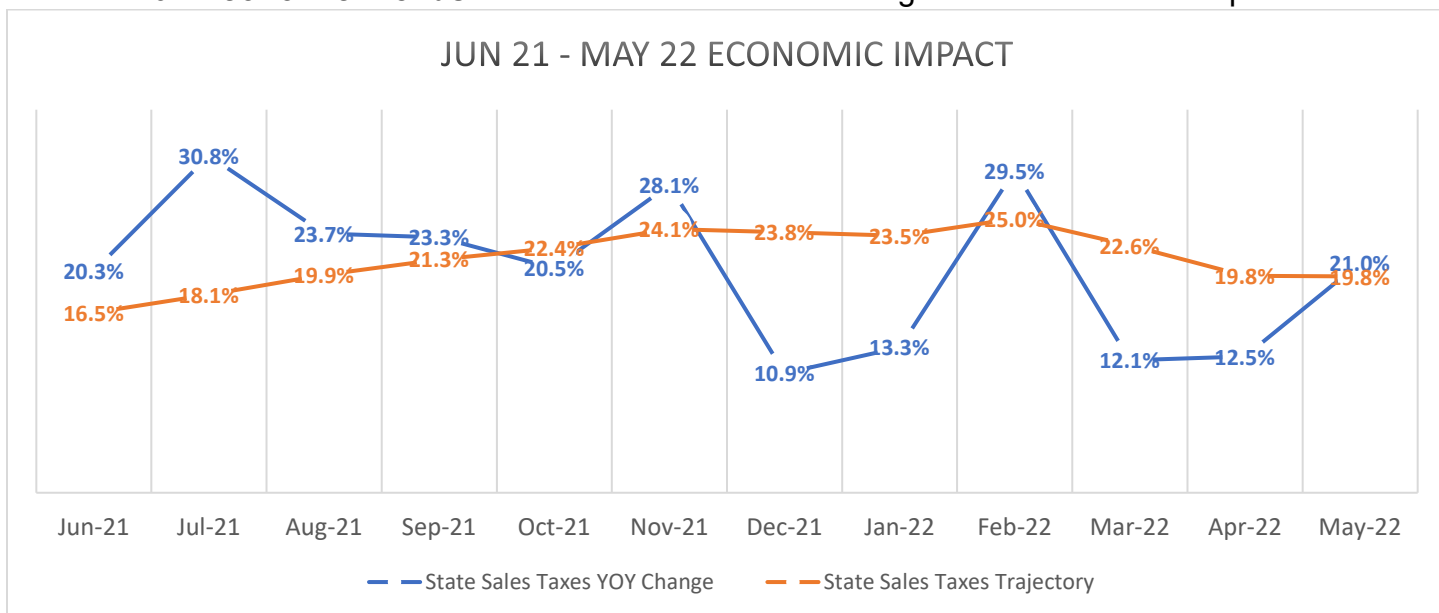
BOARD SUMMARY (CONTINUED)

- General Fund (continued)

- Economic Trends:** Local Option Sales Tax increase for amounts received in the month (two months prior transactions) was 32.8% over the prior year



- Economic Trends:** State Sales Tax were 21% higher than for the same period in FY21

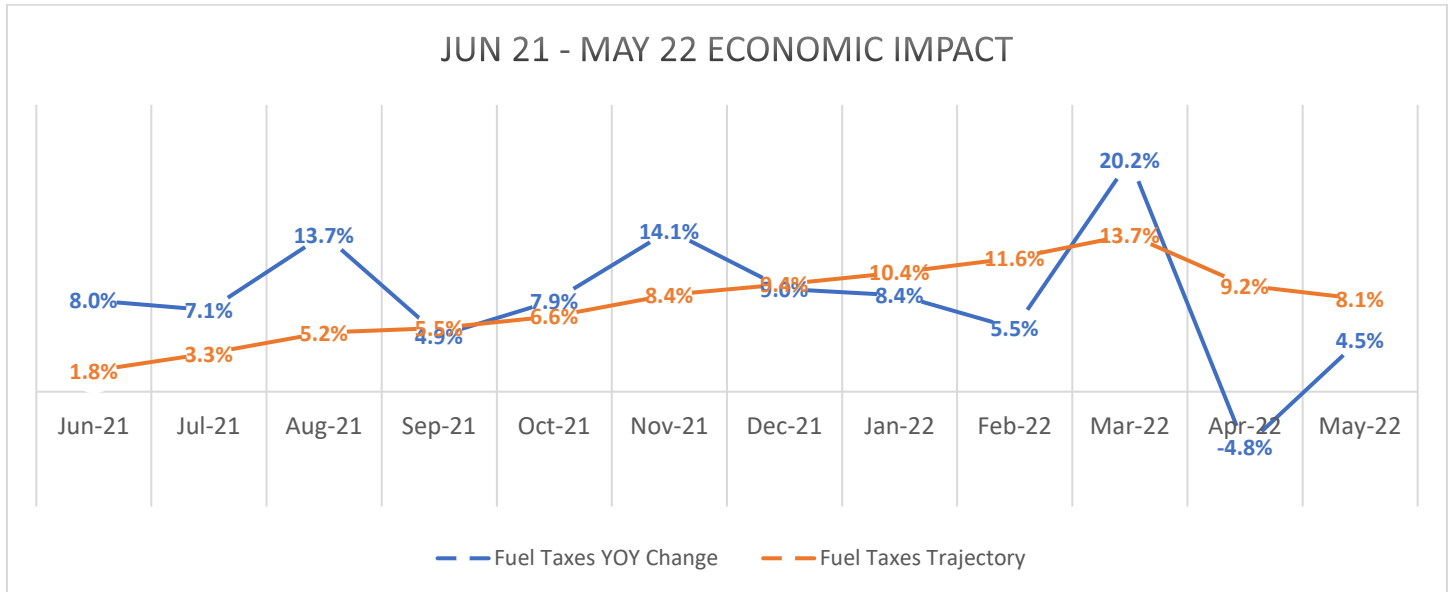


- The budgeted amounts for New Canada Road (expenditures and grant revenues) reflect expected construction to begin in FY 23.

BOARD SUMMARY (CONTINUED)

State Street Aid Fund:

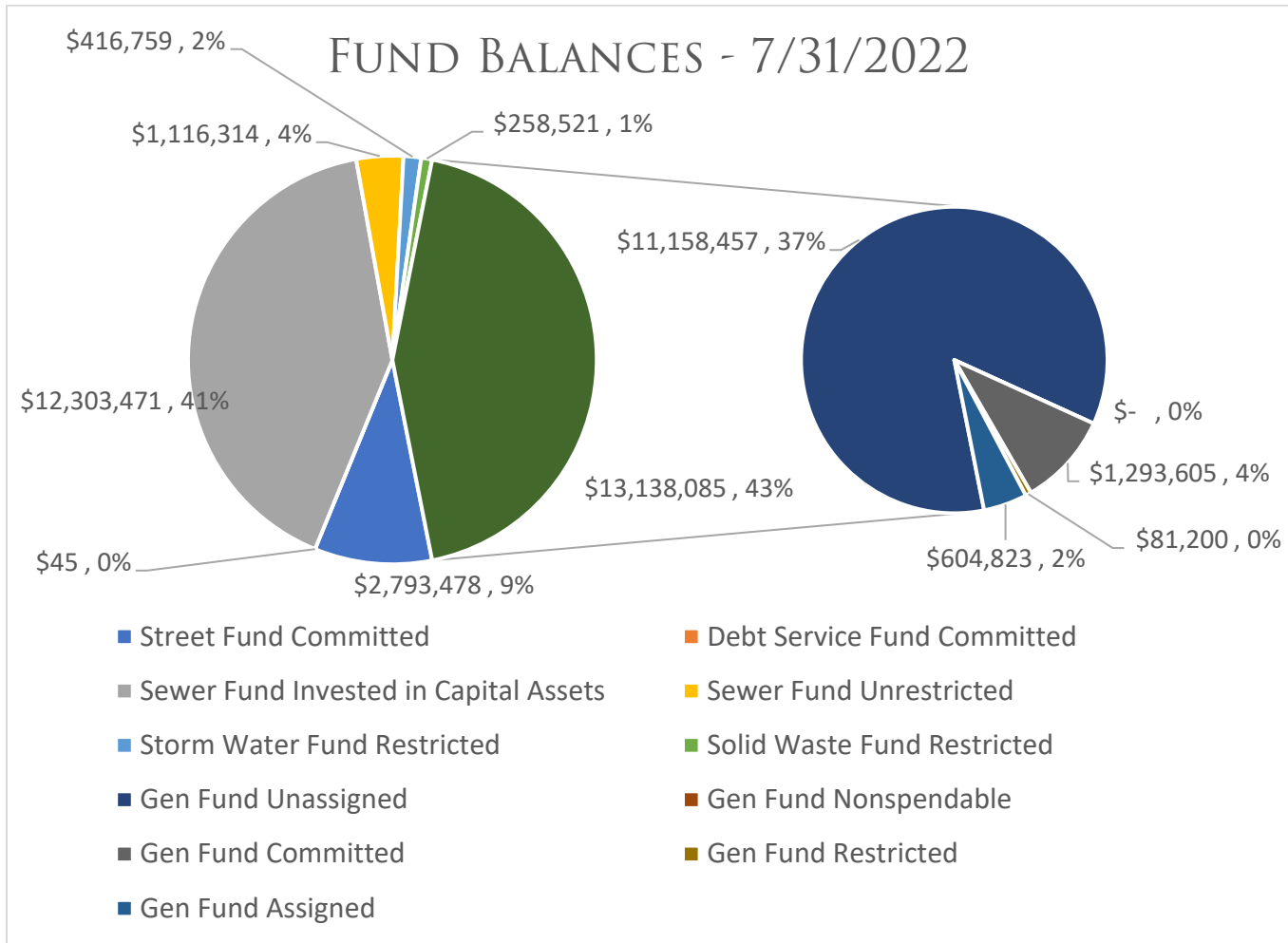
- **Economic Trends:** Fuel taxes experienced a 4.5% increase as compared to the same period in the prior year, with the trajectory (trailing 12-month average) dipping to 8.1%



- Storm Water Fund:
 - Nothing to note currently.
- Sewer Fund
 - Nothing to note currently.

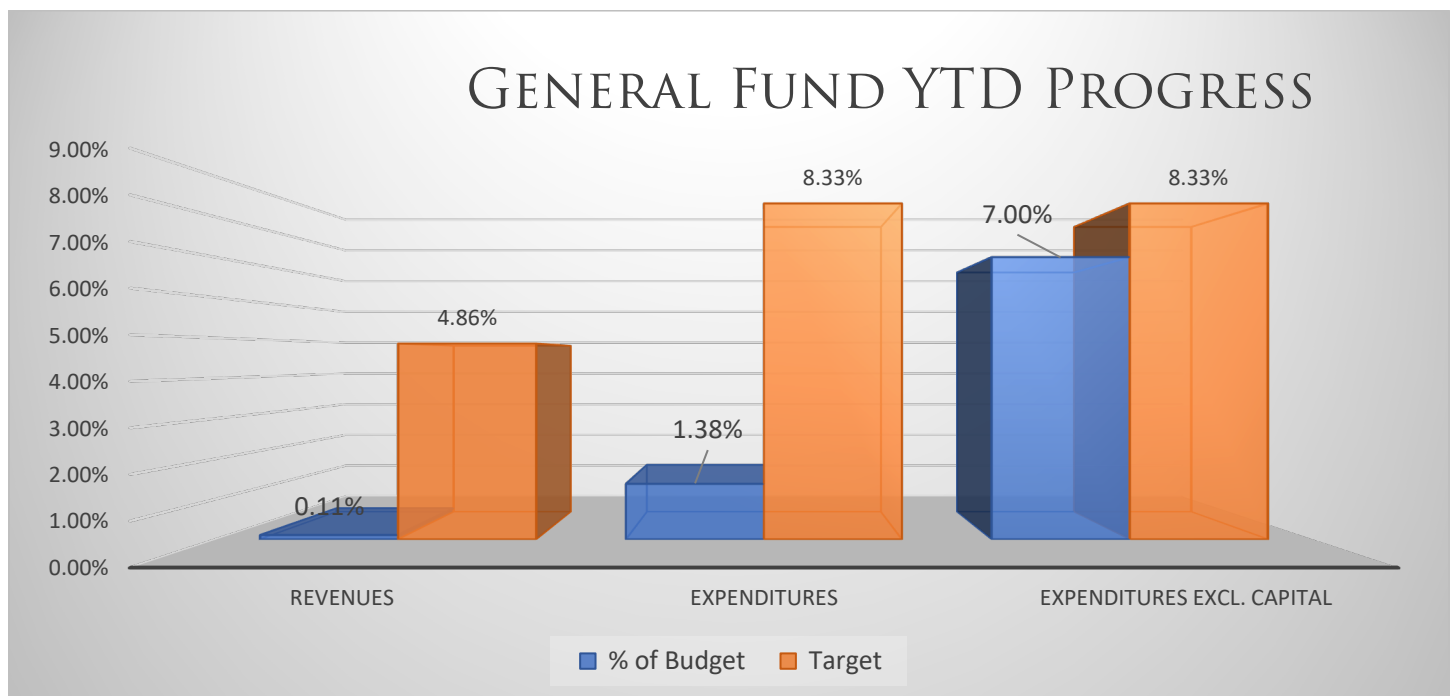
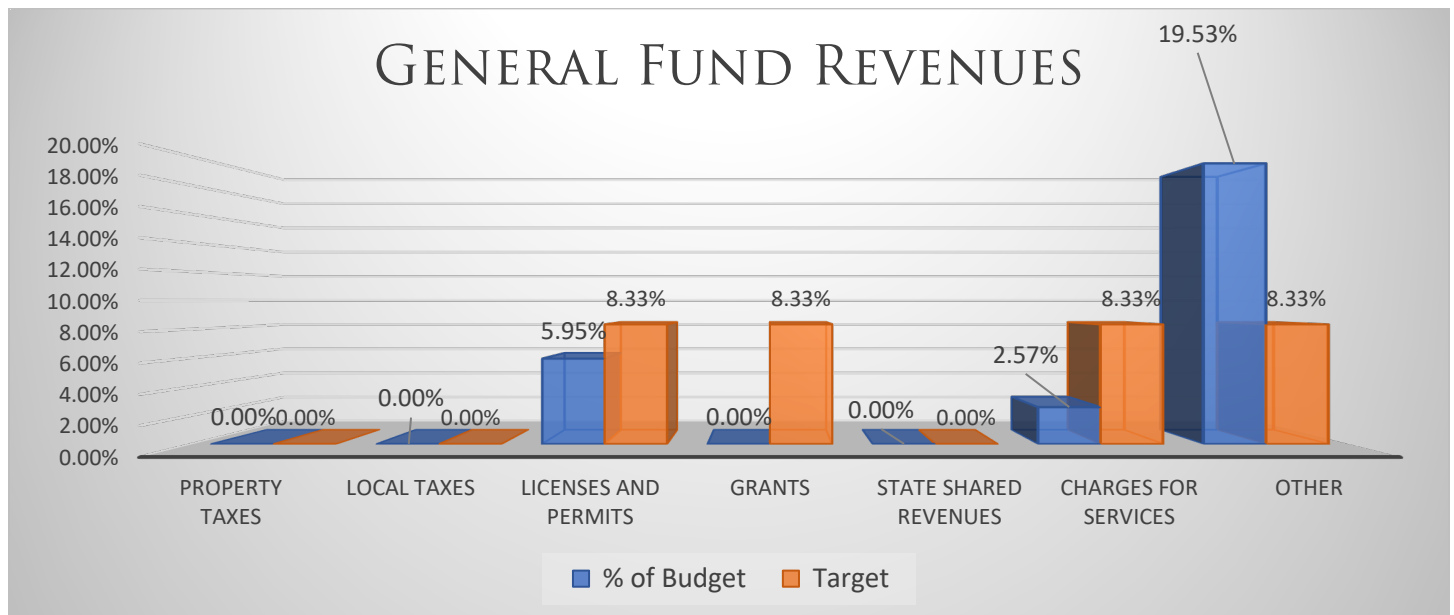
BOARD SUMMARY (CONTINUED)

Fund Balance and Net Position - Across all funds (of the City), fund balance (and net position) saw a increase of \$2,875,527 in July from to \$27,151,146 to \$30,026,673. Primarily due to Interim financing of the Texas Gas line relocation.



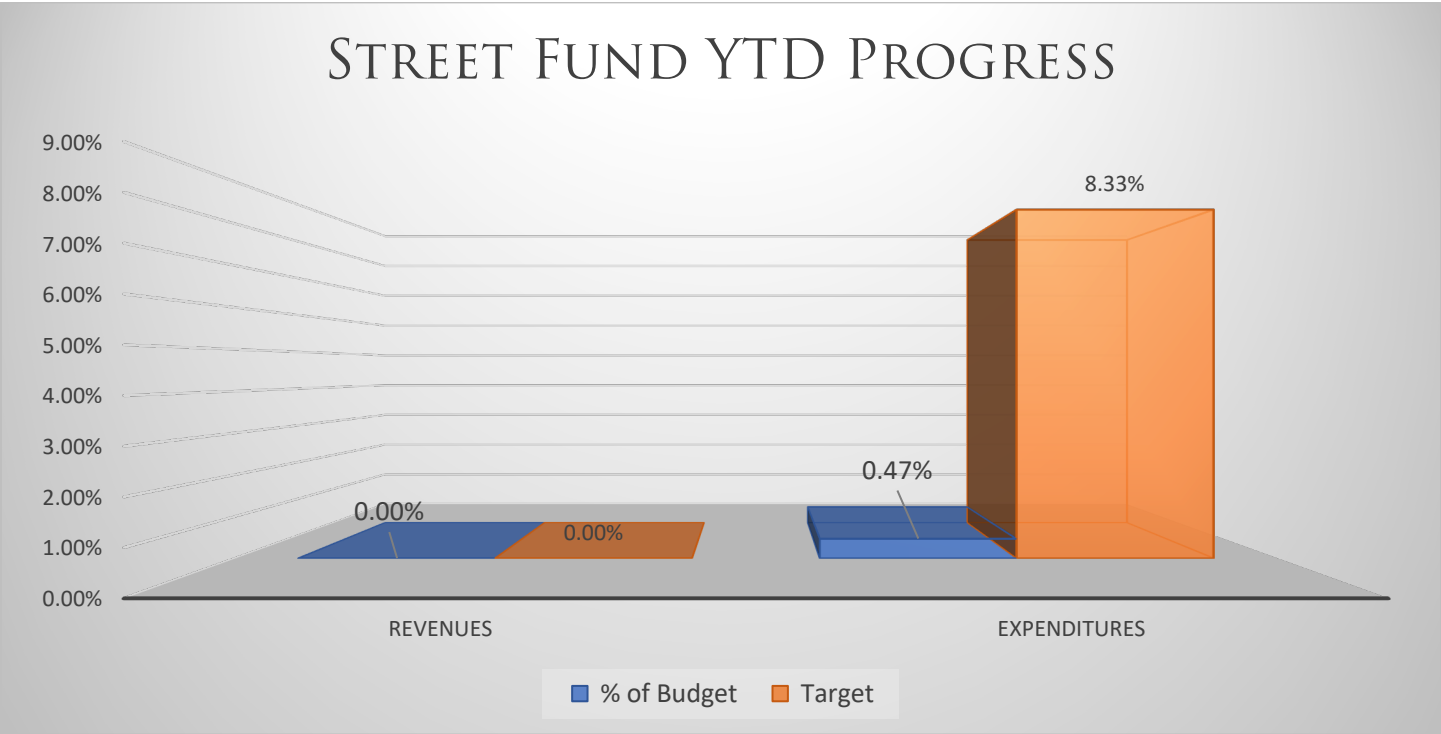
BOARD SUMMARY (CONTINUED)

General Fund Summary

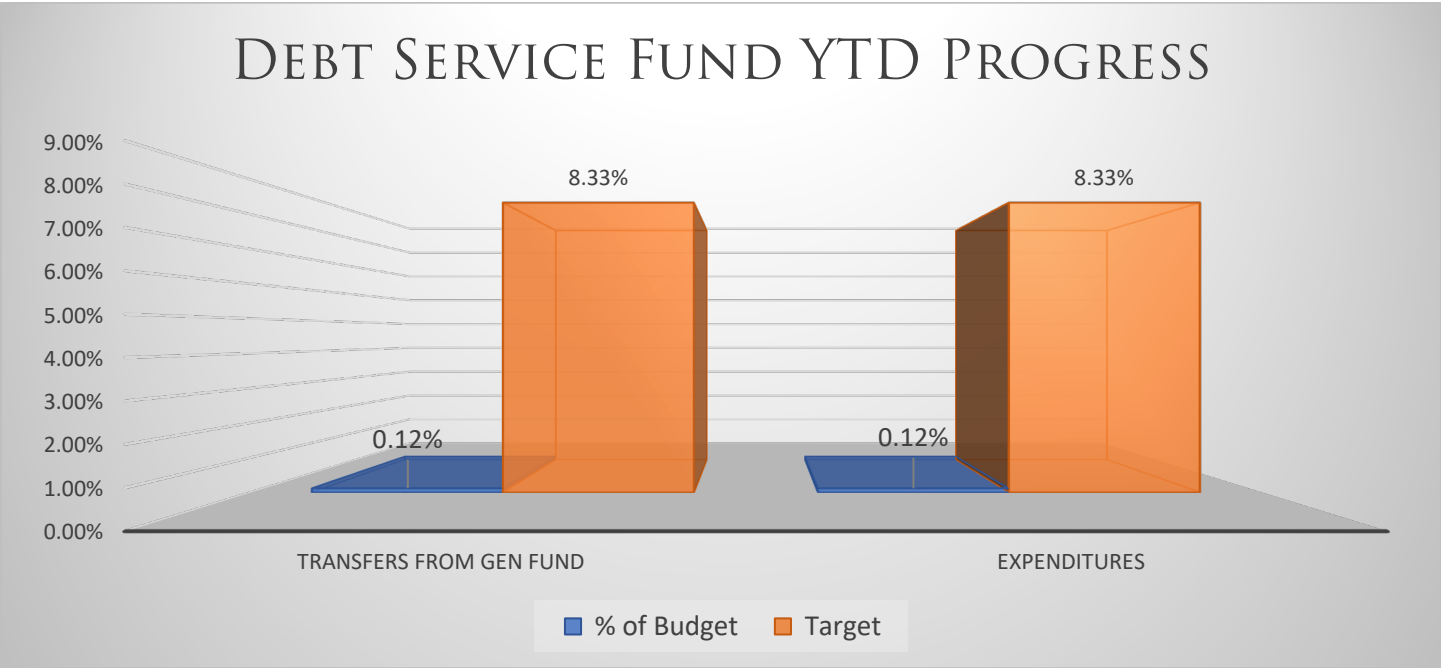


BOARD SUMMARY (CONTINUED)

State Street Aid Fund Summary

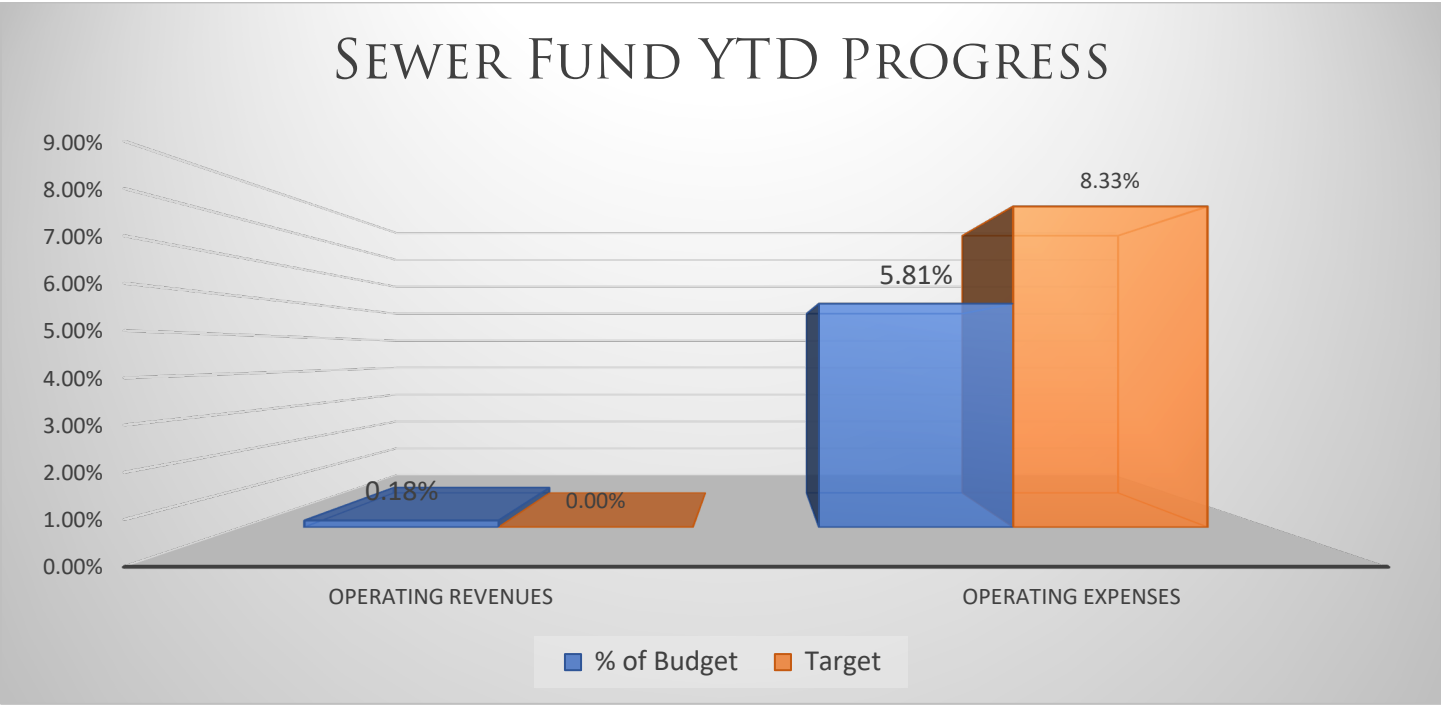


Debt Service Fund Summary

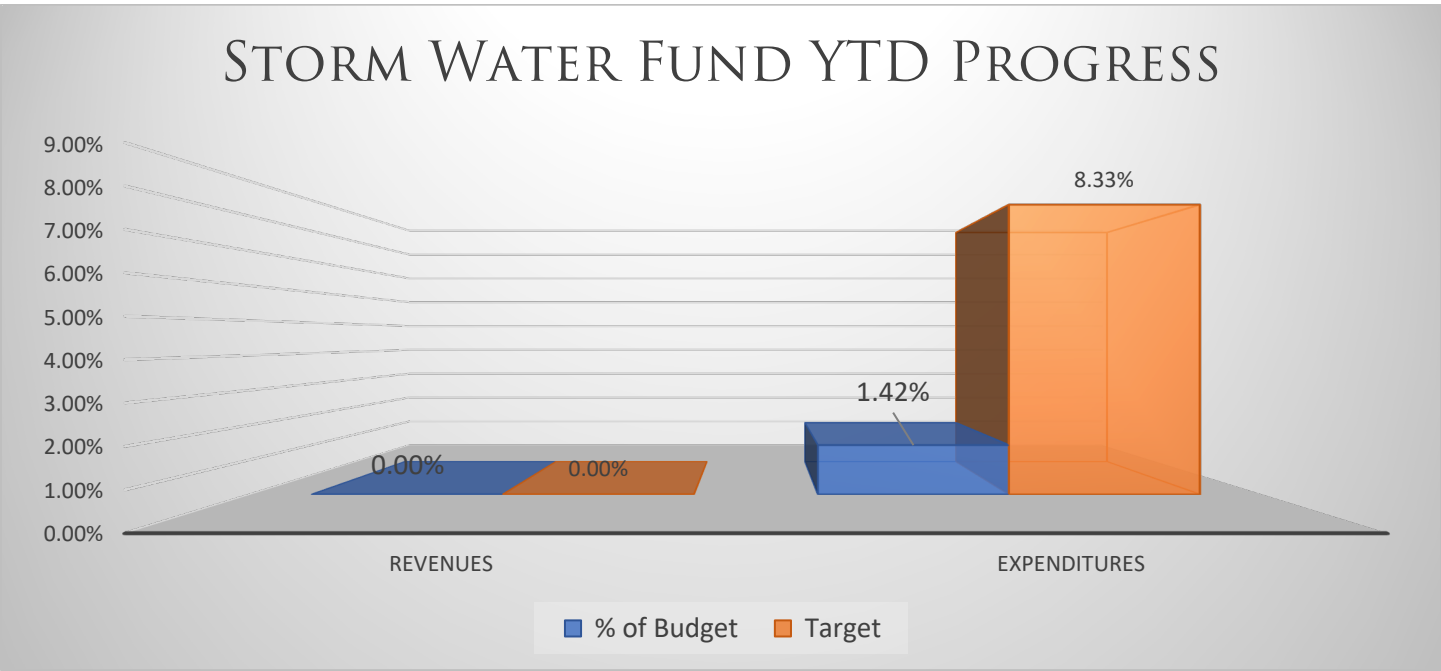


BOARD SUMMARY (CONTINUED)

Sewer Fund Summary

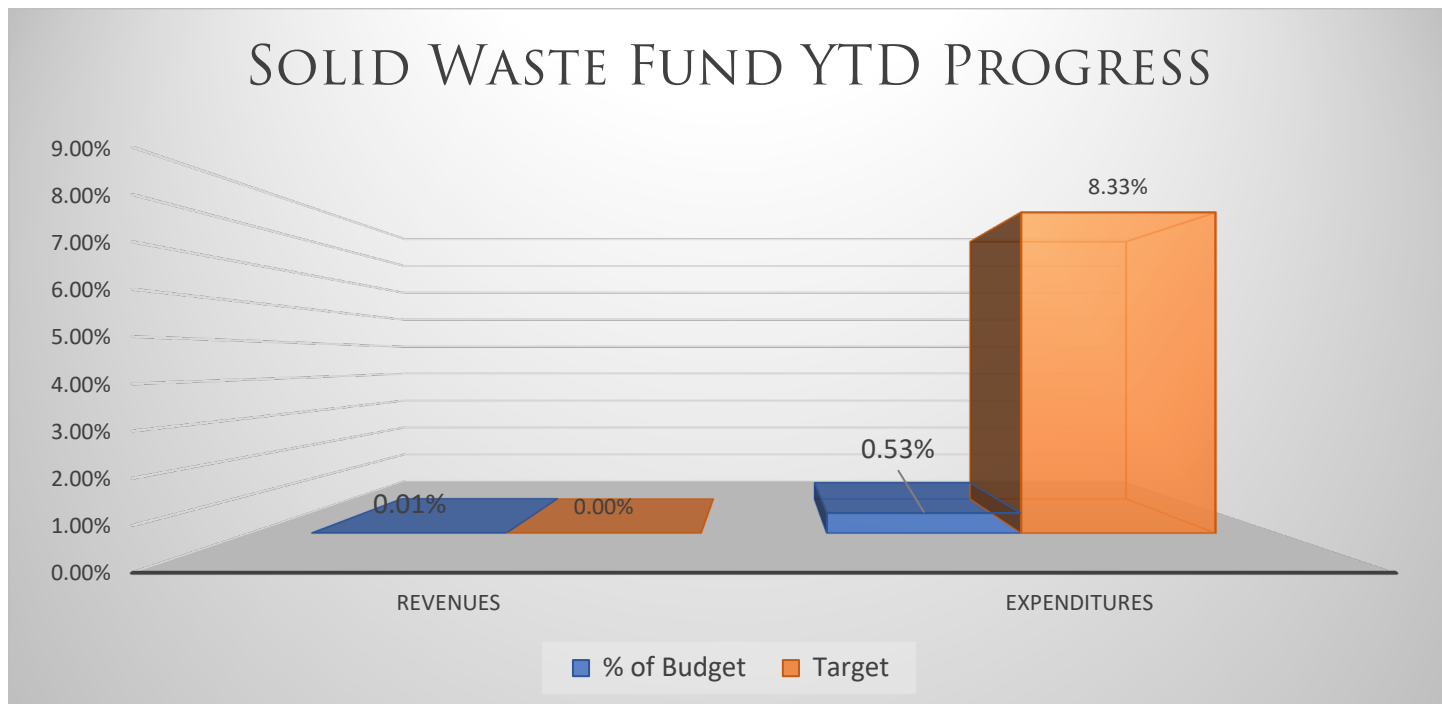


Storm Water Fund Summary



BOARD SUMMARY (CONTINUED)

Solid Waste Fund Summary



Budget Transfers

As noted in Ordinance O-10-2022, 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 2023 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

07/31/2022



[Export Data](#)

Viewing 6 Purposes with 11 total issues [View All Issues](#)

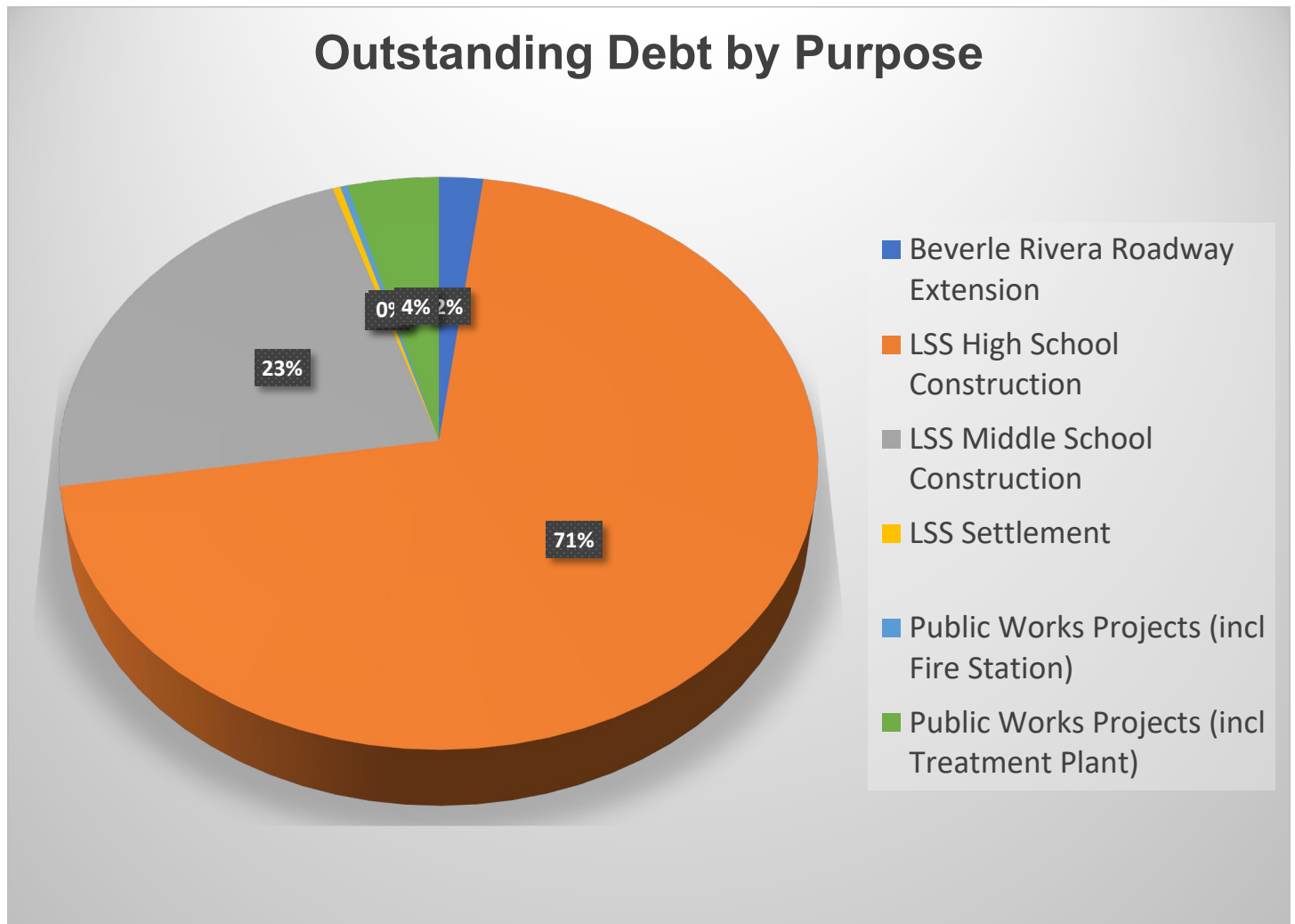
Total Outstanding Par Amount: **64,192,498**

☐	Title	Original Par Amount	Outstanding Par Amount
☐	BEVERLE RIVERA ROADWAY EXTENSION (1 Issue)	1,490,397	1,301,065
☐	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

BOARD SUMMARY (CONTINUED)

Debt Mix – by Purpose of Debt



JULY FISCAL YEAR-TO-DATE RESULTS



CITY OF LAKE LAND
BALANCE SHEET - ALL CITY GOVERNMENTAL FUNDS - UNAUDITED
JULY 31, 2022

	GOVERNMENTAL FUNDS - MODIFIED ACCRUAL					TOTAL
	GENERAL FUND	DEBT SERVICE FUND	STATE STREET AID FUND	STORM WATER FUND	SOLID WASTE FUND	GOVERNMENTAL FUNDS
ASSETS						
Cash and cash equivalents	\$ 9,565,424	\$ 45	\$ 2,770,926	\$ 369,972	\$ 129,541	\$ 12,835,908
Receivables						
Property taxes, net of allowance	4,956,029	-	-	-	-	4,956,029
Grants	3,470,282	-	-	-	-	3,470,282
Other	52,021	-	-	46,787	111,251	210,059
Due from other governments	353,459	-	41,560	-	-	395,019
Due from other funds	-	-	-	-	31,594	31,594
Prepaid items	500	-	-	-	-	500
Inventory	3,687	-	-	-	-	3,687
Restricted cash	81,200	-	-	-	-	81,200
Total assets	\$ 18,482,602	\$ 45	\$ 2,812,486	\$ 416,759	\$ 272,386	\$ 21,984,278
LIABILITIES						
Accounts payable and accrued liabilities	\$ 62,277	\$ -	\$ 19,008	\$ -	\$ 13,865	\$ 95,150
Deposits	127,363	-	-	-	-	127,363
Due to other funds	31,797	-	-	-	-	31,797
Total liabilities	221,437	-	19,008	-	13,865	254,310
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	81,200	-	-	416,759	258,521	756,480
Committed	1,293,605	45	2,793,478	-	-	4,087,128
Assigned	604,823	-	-	-	-	604,823
Unassigned	11,158,457	-	-	-	-	11,158,457
Total fund balances	13,138,085	45	2,793,478	416,759	258,521	16,606,888
Total liabilities, deferred inflows of resources, and fund balances	\$ 18,482,602	\$ 45	\$ 2,812,486	\$ 416,759	\$ 272,386	\$ 21,984,278

CITY OF LAKELAND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
ALL CITY GOVERNMENTAL FUNDS - UNAUDITED - FOR THE FYTD PERIOD ENDED
JULY 31, 2022

	GOVERNMENTAL FUNDS - MODIFIED ACCRUAL					TOTAL GOVERNMENTAL FUNDS
	GENERAL FUND	DEBT SERVICE FUND	STATE STREET AID FUND	STORM WATER FUND	SOLID WASTE FUND	
REVENUES						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Local taxes	45	-	-	-	-	45
Intergovernmental	-	-	-	-	-	-
Licenses and permits	15,640	-	-	-	-	15,640
Charges for services	5,816	-	-	-	-	5,816
Federal, state, and local grants	-	-	-	-	-	-
Interest income	4,478	-	-	-	-	4,478
Other	271	-	-	-	100	371
Total revenues	<u>26,250</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>100</u>	<u>26,350</u>
EXPENDITURES						
Current						
General government	215,480	-	-	-	-	215,480
Community development	45,004	-	-	-	-	45,004
Public works	38,809	-	24,045	5,636	8,147	76,637
Parks and recreation	53,676	-	-	-	-	53,676
Capital Outlay	3,767	-	-	-	-	3,767
Debt Service						
Principal	-	5,451	-	-	-	5,451
Interest and fiscal charges	-	6,566	-	-	-	6,566
Total expenditures	<u>356,736</u>	<u>12,017</u>	<u>24,045</u>	<u>5,636</u>	<u>8,147</u>	<u>406,581</u>
Excess of revenues over expenditures	(330,486)	(12,017)	(24,045)	(5,636)	(8,047)	(380,231)
OTHER FINANCING SOURCES (USES)						
Issuance of debt	3,335,189	-	-	-	-	3,335,189
Issuance of leases	-	-	-	-	-	-
Transfers in	-	12,017	-	-	-	12,017
Transfers out	(12,017)	-	-	-	-	(12,017)
Total other financing sources (uses)	<u>3,323,172</u>	<u>12,017</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>3,335,189</u>
Net change in fund balances	2,992,686	-	(24,045)	(5,636)	(8,047)	2,954,958
Fund balances - beginning	<u>10,145,399</u>	<u>45</u>	<u>2,817,523</u>	<u>422,395</u>	<u>266,568</u>	<u>13,651,930</u>
Fund balances - ending	<u>\$ 13,138,085</u>	<u>\$ 45</u>	<u>\$ 2,793,478</u>	<u>\$ 416,759</u>	<u>\$ 258,521</u>	<u>\$ 16,606,888</u>

CITY OF LAKELAND
SEWER FUND
STATEMENT OF NET POSITION
JULY 31, 2022

ASSETS

Current assets:

Cash and cash equivalents	\$ 1,409,094
Restricted cash and cash equivalents	1,880,344
Receivables	
Accounts	138,492
Interest	1,721
Total current assets	<u>3,429,651</u>

Capital assets:

Capital assets, not being depreciated	1,089,066
Capital assets, being depreciated - net	<u>13,872,905</u>
Total capital assets	<u>14,961,971</u>

Total assets	<u>18,391,622</u>
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DEFERRED OUTFLOWS OF RESOURCES

Deferred Outflows Related to Pensions	18,704
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LIABILITIES

Current liabilities:

Accounts payable and accrued expenses	444,709
Deposits	1,875,526
Current portion of notes payable	<u>636,000</u>
Total current liabilities	<u>2,956,235</u>

Noncurrent liabilities:

Net pension liability	3,576
Notes payable, net of current portion	<u>2,065,000</u>
Total liabilities	<u>5,024,811</u>

DEFERRED INFLOWS OF RESOURCES

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

Net investment in capital assets	12,260,971
Unrestricted	<u>1,116,314</u>
Total net position	<u><u>\$ 13,377,285</u></u>

CITY OF LAKELAND

SEWER FUND

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

FOR THE FYTD PERIOD ENDED

JULY 31, 2022

	Prior YTD 07/31/21	Current YTD 07/31/22	Plan FY 2023
Operating revenues:			
Sewer service fee	\$ -	\$ -	\$ 2,126,953
Service connection fees	2,100	11,550	405,096
Operating grants	-	-	-
Total operating revenues	<u>2,100</u>	<u>11,550</u>	<u>2,532,049</u>
Operating expenses:			
Personnel expenses	(14,707)	(25,719)	(650,240)
General and administrative	(331)	(66,941)	(434,570)
Depreciation	(42,500)	(42,500)	(510,000)
Total operating expenses	<u>(57,538)</u>	<u>(135,160)</u>	<u>(1,594,810)</u>
Operating Income (Loss)	(55,438)	(123,610)	937,239
Nonoperating revenues (expenses):			
Interest income	221	2,489	2,957
Interest and agent fee expense	(2,211)	(2,988)	(45,766)
Loss on sale of capital assets	-	-	-
Total non-operating expenses	<u>(1,990)</u>	<u>(499)</u>	<u>(42,809)</u>
Change in net position	(57,428)	(124,109)	894,430
Capital Funds			
Capital Grants	-	-	3,751,052
Capital Contributions	-	-	-
Total Capital Funds	-	-	3,751,052
Net position - beginning of year	<u>12,838,734</u>	<u>13,501,394</u>	<u>13,501,394</u>
Net position - Jul-31	<u>\$ 12,781,306</u>	<u>\$ 13,377,285</u>	<u>\$ 18,146,876</u>

CITY OF LAKELAND
SEWER FUND
STATEMENT OF CASH FLOWS
FOR THE FYTD PERIOD ENDED
JULY 31, 2022

	<u>Current YTD</u> <u>07/31/22</u>
Cash flows from operating activities:	
Receipts from customers and users	\$ 11,550
Payments to suppliers/operating costs	<u>(159,338)</u>
Net cash provided by operating activities	<u>(147,788)</u>
Cash flows from capital and related financing activities:	
Interest paid on capital debt	<u>(2,988)</u>
Net cash used by capital and related financing activities	<u>(2,988)</u>
Cash flows from investing activities:	
Interest income received	<u>288</u>
Net increase (decrease) in cash and cash equivalents	(150,488)
Cash and cash equivalents - beginning of year	<u>1,559,582</u>
Cash and cash equivalents - Jul-31	<u><u>\$ 1,409,094</u></u>

CITY OF LAKELAND

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN GENERAL FUND BALANCE FOR THE FYTD PERIOD ENDED JULY 31, 2022

	Prior YTD 07/31/21	Current YTD 07/31/22	Budget FY 2023	% Earned/Used Year-to-Date
REVENUES				
Property Taxes	\$ -	\$ -	\$ 4,911,449	0.00%
Local Taxes	198	45	2,914,488	0.00%
Intergovernmental	-	-	2,174,313	0.00%
Licenses and permits	3,287	15,640	262,966	5.95%
Charges for services	11,250	5,816	226,282	2.57%
Federal, State, and Local Grants	-	-	13,473,000	0.00%
Other	1,305	4,749	24,317	19.53%
Total Revenues	<u>16,040</u>	<u>26,250</u>	<u>23,986,815</u>	<u>0.11%</u>
EXPENDITURES				
Current				
General government	(171,838)	(215,480)	(2,260,530)	9.53%
Community Development	(23,600)	(45,004)	(1,107,360)	4.06%
Public Works	(28,063)	(38,809)	(666,100)	5.83%
Parks and Recreation	(29,217)	(53,676)	(1,005,991)	5.34%
Capital Projects	(17,946)	(3,767)	(20,844,677)	0.02%
Debt Service				
Principal	-	-	-	0.00%
Interest	-	-	-	0.00%
Total Expenditures	<u>(270,664)</u>	<u>(356,736)</u>	<u>(25,884,658)</u>	<u>1.38%</u>
Excess (deficiency) of revenues over (under) expenditures	(254,624)	(330,486)	(1,897,843)	
OTHER FINANCING SOURCES (USES)				
Issuance of Debt	-	3,335,189	3,500,000	
Issuance of Leases	-	-	-	
Transfers in	700,000	-	700,000	
Transfers out	(66,017)	(12,017)	(12,989,727)	
Total Other Financing Sources	<u>633,983</u>	<u>3,323,172</u>	<u>(8,789,727)</u>	
Net Change in Fund Balance	<u>\$ 379,359</u>	<u>\$ 2,992,686</u>	<u>\$ (10,687,570)</u>	
Allocation of Net Change in Fund Balance:				
Committed Fund Balance		\$ (3,767)		
Restricted Fund Balance		2		
Assigned Fund Balance		-		
Nonspendable Fund Balance		-		
Unassigned Fund Balance		2,996,451		
Net Change in Fund Balance		<u>\$ 2,992,686</u>		

CITY OF LAKELAND
DEBT SERVICE FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE FYTD PERIOD ENDED
JULY 31, 2022

	YTD	07/31/22	Budget FY 2023
Revenues:			
Interest	\$	-	\$ -
Total Revenues		-	-
Expenditures:			
Principal		(5,451)	(8,740,963)
Interest		(6,251)	(1,475,912)
Dues and Fees		(315)	(6,400)
Total Expenditures		(12,017)	(10,223,275)
Net excess (deficiency) of revenues over expenditures		(12,017)	(10,223,275)
Other Financing Sources (Uses):			
Transfers In		12,017	10,223,275
Transfers Out		-	-
Total Other Financing Sources (Uses)		12,017	10,223,275
Net Change in Fund Balance	\$	-	\$ -

STATE STREET AID
STATEMENT OF REVENUES AND EXPENSES
FOR THE FYTD PERIOD ENDED
JULY 31, 2022

	Prior YTD 07/31/21	Current YTD 07/31/22	Budget FY 2023
REVENUES:			
State shared revenue	\$ -	\$ -	\$ 526,033
Grant Revenue	153,314	-	-
Total revenues	<u>153,314</u>	<u>-</u>	<u>526,033</u>
EXPENDITURES:			
Personnel expenses	(2,172)	(23,200)	(346,623)
Public works	(5,732)	(845)	(4,335,864)
Capital projects	(5,992)	-	(440,712)
Total expenditures	<u>(13,896)</u>	<u>(24,045)</u>	<u>(5,123,199)</u>
Net excess (deficiency) of revenues over expenditures	139,418	(24,045)	(4,597,166)
OTHER FINANCING SOURCES (USES):			
Transfers in	-	-	1,971,747
Total other financing sources (uses):	<u>-</u>	<u>-</u>	<u>1,971,747</u>
Net change in fund balance	<u>\$ 139,418</u>	<u>\$ (24,045)</u>	<u>\$ (2,625,419)</u>

STORM WATER FUND
STATEMENT OF REVENUES AND EXPENDITURES
FOR THE FYTD PERIOD ENDED
JULY 31, 2022

	Prior YTD 07/31/21	Current YTD 07/31/22	Budget FY 2023
REVENUES:			
Storm Water Fees	\$ -	\$ -	\$ 203,445
Other	-	-	-
Total revenues	<u>-</u>	<u>-</u>	<u>203,445</u>
EXPENDITURES:			
Personnel expenses	(2,509)	(4,771)	(58,288)
General and administrative	(745)	(865)	(28,060)
Capital	-	-	(310,000)
Total expenditures	<u>(3,254)</u>	<u>(5,636)</u>	<u>(396,348)</u>
OTHER FINANCING SOURCES/USES			
Transfers in from General Fund	<u>-</u>	<u>-</u>	<u>-</u>
Net change in fund balance	<u>\$ (3,254)</u>	<u>\$ (5,636)</u>	<u>\$ (192,903)</u>

SOLID WASTE FUND
STATEMENT OF REVENUES AND EXPENDITURES
FOR THE FYTD PERIOD ENDED
JULY 31, 2022

	Prior YTD 07/31/21	Current YTD 07/31/22	Budget FY 2023
REVENUES:			
Solid waste collection fees	\$ -	\$ -	\$ 1,341,014
Grant revenues	-	-	-
Other	100	100	1,500
Total revenues	<u>100</u>	<u>100</u>	<u>1,342,514</u>
EXPENDITURES:			
Personnel expenditures	(9,558)	(6,155)	(92,370)
General and administrative	(312)	(1,392)	(100,255)
Contracted services	-	(600)	(1,055,000)
Capital	-	-	(290,000)
Total expenditures	<u>(9,870)</u>	<u>(8,147)</u>	<u>(1,537,625)</u>
Net change in fund balance	<u>\$ (9,770)</u>	<u>\$ (8,047)</u>	<u>\$ (195,111)</u>

APPENDIX A – BUDGETARY TRANSFERS - CUMULATIVE

NO TRANSFERS IN JULY



Shelby County Sheriff's Office

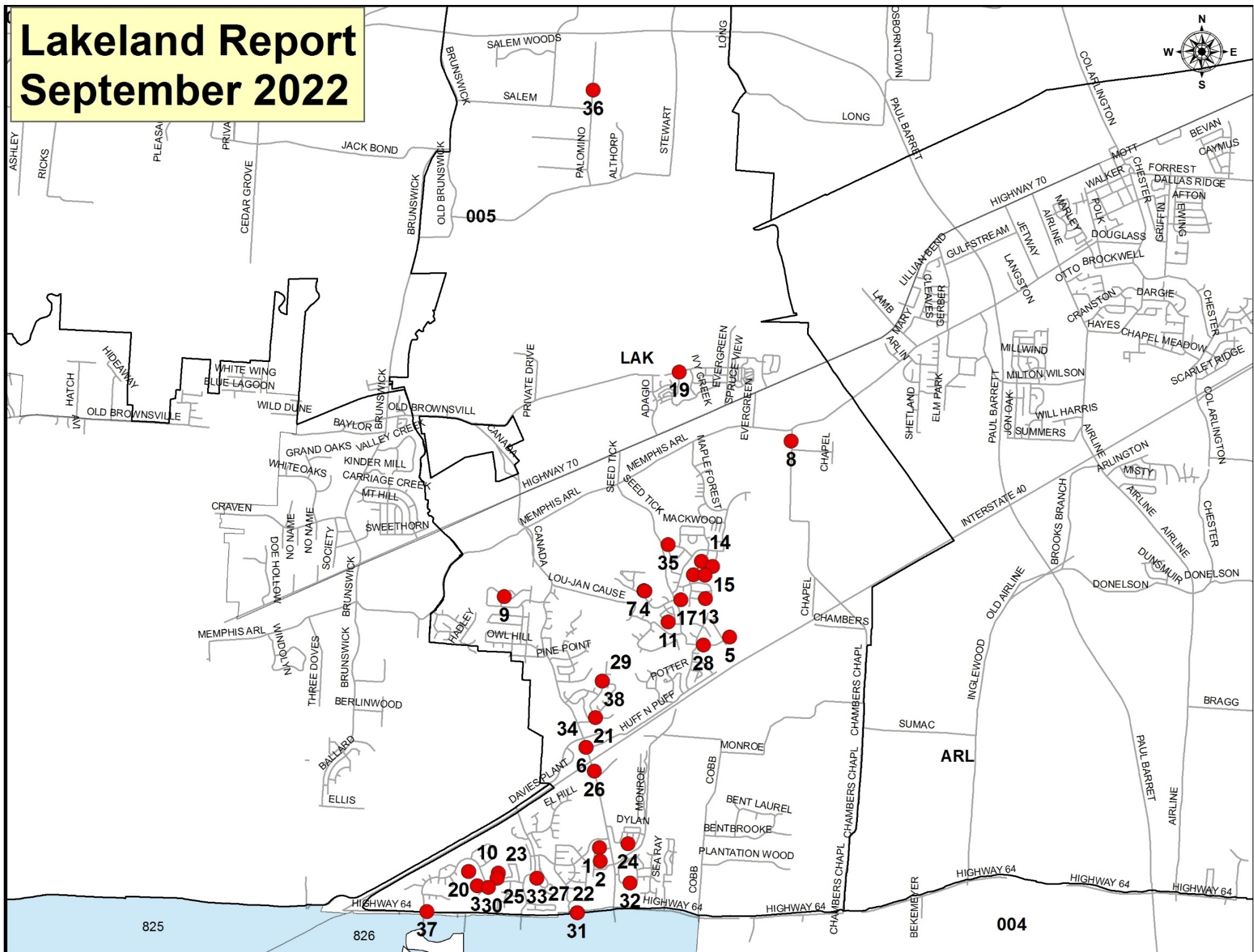


Crime Report

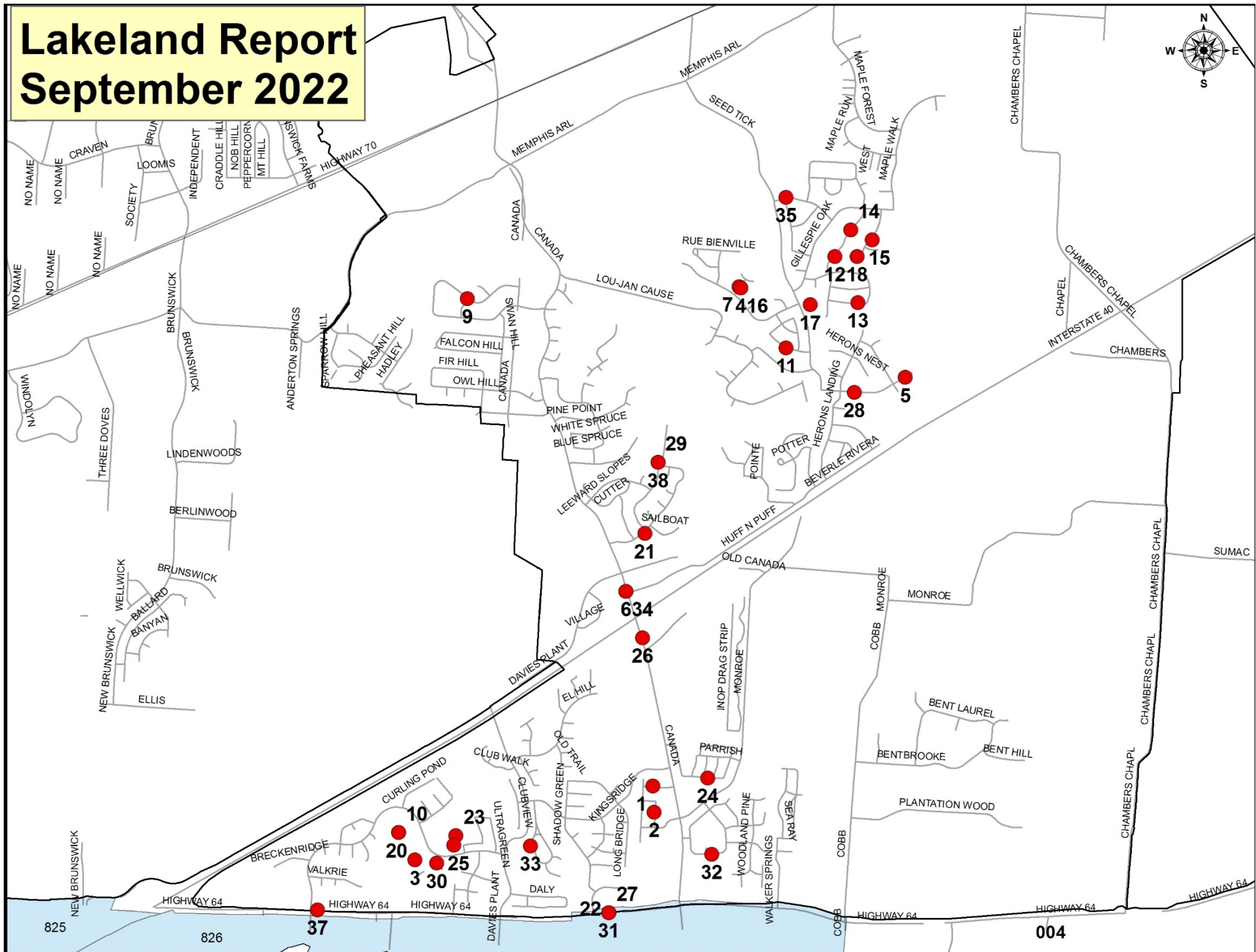
Lakeland, TN 38002

September 2022

Lakeland Report September 2022



Lakeland Report September 2022



Incident Table

ID #	CASE_NUMBER	DEPT. CODE	METHOD OF ENTRY	DATE OF REPORT
1	2209000126SH	Theft from Motor Vehicle	THROUGH UNLOCKED DOOR FRONT DOOR	09/01/2022 12:52:00 PM
2	2209000113SH	Theft from Motor Vehicle	THROUGH UNLOCKED DOOR SIDE DOOR	09/01/2022 10:49:00 AM
3	2209000200SH	Theft from Motor Vehicle	THROUGH UNLOCKED DOOR FRONT DOOR	09/02/2022 5:56:00 PM
4	2209000386SH	Burglary/Residential	THROUGH UNLOCKED DOOR GARAGE	09/07/2022 8:58:00 AM
5	2209000336SH	Impersonation		09/06/2022 11:31:00 AM
6	2209000303SH	Intimidation		09/05/2022 2:33:00 PM
7	2209000395SH	MVT/Passenger Vehicle	PRIED FRONT DOOR	09/07/2022 9:56:00 AM
8	2209000335SH	Other Larceny/Commercial Construction	BROKE FRONT DOOR	09/06/2022 11:38:00 AM
9	2209000361SH	Other Theft/Non-Specific		09/06/2022 4:39:00 PM
10	2209000452SH	Simple Assault		09/08/2022 2:11:00 AM
11	2209000392SH	Theft from Motor Vehicle	THROUGH UNLOCKED DOOR FRONT DOOR	09/07/2022 9:38:00 AM
12	2209000412SH	Theft from Motor Vehicle	SIDE DOOR	09/07/2022 1:16:00 PM
13	2209000399SH	Theft from Motor Vehicle	THROUGH UNLOCKED DOOR FRONT DOOR	09/07/2022 10:14:00 AM
14	2209000405SH	Theft from Motor Vehicle	THROUGH UNLOCKED DOOR SIDE DOOR	09/07/2022 10:45:00 AM
15	2209000384SH	Theft from Motor Vehicle	THROUGH UNLOCKED DOOR FRONT DOOR	09/07/2022 8:13:00 AM
16	2209000386SH	Theft from Motor Vehicle	THROUGH UNLOCKED DOOR FRONT DOOR	09/07/2022 8:58:00 AM
17	2209000388SH	Theft from Motor Vehicle	THROUGH UNLOCKED DOOR FRONT DOOR	09/07/2022 9:20:00 AM
18	2209000380SH	Theft from Motor Vehicle	THROUGH UNLOCKED DOOR FRONT DOOR	09/07/2022 7:43:00 AM
19	2209000299SH	Vandalism/Felony		09/05/2022 12:00:00 PM
20	2209000452SH	Vandalism/Felony		09/08/2022 2:11:00 AM
21	2209000796SH	Burglary/Residential	THROUGH UNLOCKED DOOR GARAGE	09/15/2022 3:07:00 AM
22	2209000676SH	Drugs/Narcotics Violation/Misdemeanor		09/13/2022 3:28:00 AM
23	2209000852SH	Intimidation		09/16/2022 3:40:00 AM
24	2209000790SH	Intimidation		09/14/2022 10:35:00 PM
25	2209000666SH	MVT/Passenger Vehicle	THROUGH UNLOCKED DOOR FRONT DOOR	09/12/2022 7:30:00 PM
26	2209000725SH	Shoplifting/Misdemeanor	LAWFUL FRONT DOOR	09/13/2022 8:40:00 PM
27	2209000676SH	Stolen Property		09/13/2022 3:28:00 AM
28	2209000818SH	Theft of Construction/Farm Equipment	PICKED	09/15/2022 10:38:00 AM
29	2209000633SH	Theft of Other Trailer	BROKE FRONT DOOR	09/12/2022 11:46:00 AM
30	2209000664SH	Vandalism/Felony		09/12/2022 7:33:00 PM
31	2209000676SH	Weapon Law Violations/Misdemeanor		09/13/2022 3:28:00 AM
32	2209001241SH	Vandalism/Misdemeanor		09/24/2022 9:54:00 AM
33	2209001562SH	False Pretenses/Swindle/Confidence Game		09/30/2022 7:48:00 AM
34	2209001479SH	Intimidation		09/28/2022 6:44:00 PM
35	2209001401SH	Intimidation		09/27/2022 10:20:00 AM
36	2209001489SH	Intimidation		09/28/2022 10:52:00 PM
37	2209001550SH	MVT/Passenger Vehicle	THROUGH UNLOCKED DOOR SIDE DOOR	09/29/2022 8:01:00 PM
38	2209001592SH	Simple Assault/DV		09/30/2022 2:11:00 PM

Incident Count

Incident ▼	Count
Burglary/Residential	2
Drugs/Narcotics Violation/Misdemeanor	1
False Pretenses/Swindle/Confidence Game	1
Impersonation	1
Intimidation	6
MVT/Passenger Vehicle	3
Other Larceny/Commercial Construction	1
Other Theft/Non-Specific	1
Shoplifting/Misdemeanor	1
Simple Assault	1
Simple Assault/DV	1
Stolen Property	1
Theft from Motor Vehicle	11
Theft of Construction/Farm Equipment	1
Theft of Other Trailer	1
Vandalism/Felony	3
Vandalism/Misdemeanor	1
Weapon Law Violations/Misdemeanor	1
Grand Total	38

END OF PRESENTATION

CITY OF
LAKELAND
TENNESSEE

City Manager's Report



City Manager's Report Board of Commissioners Priorities Linkage

1 - Enhance City Planning	2 - Parks Improvements
RA 4 - Resolution - Lakeland PULSE Advisory Comm member RA 5 - Resolution - Kensington Manor PDP amendment RA 6 - Resolution - Kensington Manor Ph 2 security reduction RA 7 - Resolution - Lakeland Meadows Ph 1 security reduction	
3 - Economic Development	4 - Communications
	RA 14 - Resolution - SeeClickFix citizen reporting application
5 - Capital Improvements	Administrative Support / Other
RA 1 - Ordinance - Amend budget for capital/debt activities RA 6 - Resolution - Kensington Manor Ph 2 infrastructure RA 7 - Resolution - Lakeland Meadows Ph 1 infrastructure RA 9 - Resolution - TDEC ARPA grant RA 10 - Resolution - Contract award - City Hall improvements	RA 2 & 3 - Resolutions - BOC meeting changes RA 8 - Resolution - Recycle rebate grant application RA 11 - Resolution - Contract award - sewer flow monitoring RA 12 & 13 - Resolutions - Vehicle purchases

CA = Consent Agenda; RA = Regular Agenda

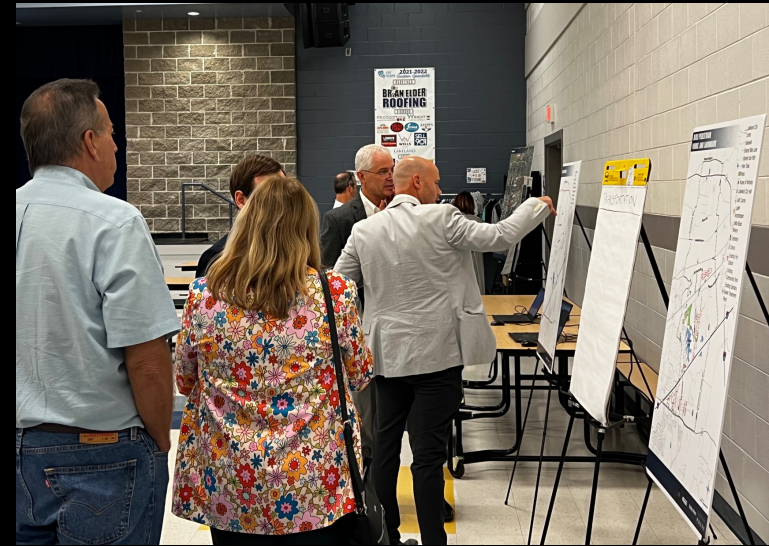
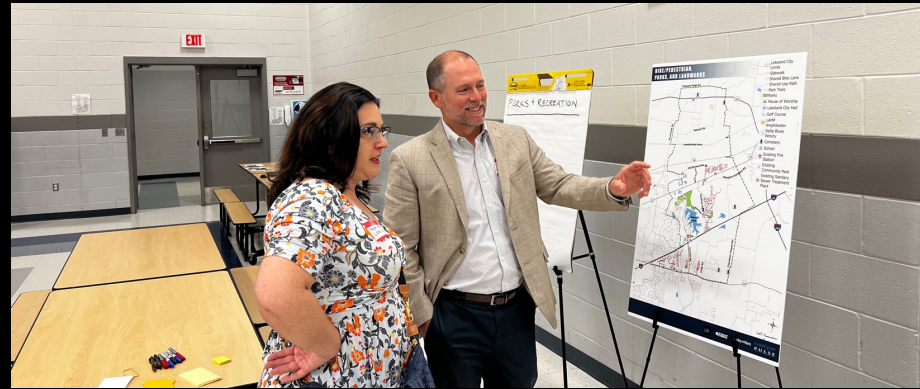


City Manager's Report

Community Activities

City Manager's Report

Lakeland PULSE Comprehensive Plan



City Manager's Report

Lakeland Chamber of Commerce Luncheon





City Manager's Report

Recognition

City Manager's Report





City Manager's Report

City Staff Highlights

City Manager's Report

City Staff Highlights

Birthdays

[See all](#)



Josh Thompson

GIS Manager

Oct 9

🎂 Happy Birthday



Michael Walker

Oct 10

🎂 Happy Birthday



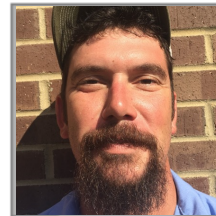
Matthew Brown

Oct 12

🎂 Happy Birthday

Anniversaries

[See all](#)



Cade McMillan

Oct 6

🎂 8th Anniversary!



Jeremy Culbertson

Oct 25

🎂 1st Anniversary!

City Manager's Report



City Staff **Superstar**

Tammi Ware

Court Clerk / Receptionist

- “The Face of City Hall”
- Great at her job
- Committed to serving Lakeland residents
- Hard working
- Show up and show out (in a good way) day after day

“Every time I come in or call for help, she goes above and beyond the call of duty. She is the perfect person for her job. Anyone that comes to City Hall for the first time must leave with a good impression of our wonderful city.” – *Woodland Park HOA Secretary*



**BOARD OF COMMISSIONERS
SPECIAL MEETING MINUTES
TUESDAY, AUGUST 30, 2022, 5:30 P.M.
CITY HALL, LAKELAND, TENNESSEE 38002**

DRAFT

- I. **CALL TO ORDER BY MAYOR:** The meeting was called to order by Mayor Mike Cunningham 5:31 p.m. on Tuesday, August 30, 2022.
- 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 Michael Walker, City Recorder Debra Murrell and City Attorney Will Patterson.

V. **PUBLIC COMMENTS:**

VI. **REGULAR AGENDA:**

- 1. **Resolution** – by and among the Town of Arlington; City of Bartlett; Town of Collierville; City of Germantown; City of Lakeland; and the City of Millington, located in Shelby County Tennessee in support of the continued supply of electrical power from the Tennessee Valley Authority to MLGW customers and fair ratepayer representation on the MLGW Board of Commissioners. *Sponsored by Mayor Cunningham*

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

Discussion ensued.

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

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

VII. **ANNOUNCEMENTS:**



BOARD OF COMMISSIONERS
SPECIAL MEETING MINUTES
TUESDAY, AUGUST 30, 2022, 5:30 P.M.
CITY HALL, LAKELAND, TENNESSEE 38002

DRAFT

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

The meeting was adjourned at 5:36 p.m. on Tuesday, August 30, 2022.

These minutes were approved on October 06, 2022.

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell
City Recorder



**BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, SEPTEMBER 01, 2022, 5:30 P.M.
CITY HALL, LAKELAND, TENNESSEE 38002**

DRAFT

- I. **CALL TO ORDER BY MAYOR:** The meeting was called to order by Mayor Mike Cunningham 5:31 p.m. on Thursday, September 01, 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, Acting Recorder Tammi Ware and City Attorney Will Patterson.
- V. **PUBLIC HEARING:**
- VI. **TREASURER'S REPORT:**
Fiscal Year End June 30, 2022 (Unaudited) - 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 August (*Given by Lt. Jason Valentine*)
 - City Manager's Report: City Manager Michael Walker offered a report.
 - Update on retail recruitment Strategy
 - Commissioners' Report:
- VIII. **PUBLIC COMMENTS:**
Comments were heard from the following:
Kevin Bowers – 9000 block of Fletcher Trace Parkway
- IX. **SEWERAGE COMMISSION BUSINESS:**
- X. **CONSENT AGENDA:**
 1. **Approval of Meeting Minutes from Previous Meetings:**
 - a. Regular Meeting Minutes – August 11, 2022.

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



BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, SEPTEMBER 01, 2022, 5:30 P.M.
CITY HALL, LAKE LAND, TENNESSEE 38002

DRAFT

When the question was called the consent agenda was approved 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

XI. REGULAR AGENDA:

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

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

When the question was called the First 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

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.*

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

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*

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



BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, SEPTEMBER 01, 2022, 5:30 P.M.
CITY HALL, LAKELAND, TENNESSEE 38002

DRAFT

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

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

4. **Resolution** – authorizing the submittal of a grant application for Canada Road Pedestrian and Bike Trail Phase 3 Improvements. 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

5. **Discussion and possible action on modifying certain traffic signal timing.** Sponsored by Commissioner Wright
Commissioner Gonzales moved to bring this item to the floor, seconded by Commissioner Wright.

Discussion ensued.

For the record: No action was taken.

6. **Discussion and possible action on reducing or eliminating parking lot minimums.** Sponsored by Commissioner Wright
Commissioner Gonzales moved to bring this item to the floor, seconded by Commissioner Atkinson.

Discussion ensued.

For the record: No action was taken.

7. **Discussion and possible action on requiring roof scuppers for certain commercial buildings.** Sponsored by Commissioner Wright
Commissioner Gonzales moved to bring this item to the floor, seconded by Commissioner Wright.



BOARD OF COMMISSIONERS
REGULAR MEETING MINUTES
THURSDAY, SEPTEMBER 01, 2022, 5:30 P.M.
CITY HALL, LAKELAND, TENNESSEE 38002

DRAFT

Discussion ensued.

For the record: No action was taken.

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

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

Discussion ensued.

For the record: No action was taken.

XII. ANNOUNCEMENTS:

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

The meeting was adjourned at 6:54 p.m. on Thursday, September 01, 2022.

These minutes were approved on October 06, 2022.

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell
City Recorder

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 Finance Director 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: October 6, 2022
Final Reading: October 6, 2022

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell
City Recorder

2022-2023 BUDGET - CITY OF LAKE LAND	ORIGINAL BUDGET O-10-2022 2022-2023	ENCUMBRANCE CARRYFORWARD, PRIOR AMENDMENTS, OR TRANSFERS	CURRENT REVISED BUDGET 2022-2023	PROPOSED AMENDMENTS 10/06/22	TOTAL BUDGET 2022-2023
CITY FUNDS					
General Fund					
<u>Revenue and Other Financing Sources</u>					
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
<u>Other Financing Sources:</u>					
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
<u>Expenditures and Other Financing Uses</u>					
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)
<u>Other Financing Uses:</u>					
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	\$ -
<u>Ending Fund Balance:</u>					
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
<i>Minimum Unassigned, per Revised Policy</i>	<i>\$ 3,728,454</i>		<i>\$ 3,728,454</i>		<i>\$ 3,728,454</i>
<i>Excess Unassigned Fund Balance</i>	<i>\$ 1,672,618</i>		<i>\$ (1,932,327)</i>		<i>\$ 2,404,324</i>
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	\$ -	\$ -	\$ -	\$ -	\$ -

Detailed line item amendments

10/6/2022

Account	Description	Current Revised	Proposed Revised		Reason for Amendment
		Budget	Amendment 2	Budget	
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

Meeting Cycle: Thursday, October 6, 2022

Subject: **Resolution** - approving the cancelation of the Board of Commissioners work session and regular meetings for October 2022. *Sponsored by Michael Walker*

Staff Contact: Michael Walker, City Manager

STAFF RECOMMENDATION

City Staff recommends the Board of Commissioners approve Resolution R-106-2022.

BUDGET IMPACT

There is no budgetary impact of this resolution.

DISCUSSION

The special called meeting of the Board of Commissioners is intended to enable October's business to be conducted in place of the regularly-scheduled work sessions and regular meetings for October.

At the time October's meetings were included on the meeting calendar in December 2021 with Resolution R-112-2021, it was unknown the timing of Fall Break at Lakeland School System for 2022. Due to staff and Board member conflicts on October 13, 2022, it is in the best interest of the City to conduct business in this special called meeting and cancel the work session and regular meetings for October.

RESOLUTION R-106-2022

APPROVING THE CANCELATION OF THE BOARD OF COMMISSIONERS
WORK SESSION AND REGULAR MEETINGS FOR OCTOBER 2022

WHEREAS, the Board of Commissioners of the City of Lakeland, Tennessee deems it appropriate to replace the scheduled work session and regular meetings for October with a special called meeting on October 6, 2022:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Lakeland, Tennessee, that Board of Commissioners work session scheduled on October 6, 2022, and the Board of Commissioners regular meeting scheduled on October 13, 2022, are hereby canceled.

APPROVED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee this 6th day of October 2022, the public welfare requiring it.

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell
City Recorder

RESOLUTION R-109-2022

AMENDING RESOLUTION R-112-2021

WHEREAS, the Board of Commissioners approved and adopted resolution R-112-2021 on December 9, 2021, approving the 2022 meeting calendar for the various consolidated Boards and Commissions; and,

WHEREAS, the Board of Commissioners of the City of Lakeland, Tennessee deems it necessary to amend the scheduled meeting calendar:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Lakeland, Tennessee, that resolution R-112-2021 be amended in accordance with the attached and amended 2022 Meeting Calendar for Lakeland Boards and Commissions.

APPROVED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee this 6th day of October 2022, the public welfare requiring it.

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell
City Recorder

2022 Meeting Calendar for Lakeland Boards & Commissions

January 2022

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

February 2022

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

March 2022

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

April 2022

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

May 2022

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

2022 Meeting Calendar for Lakeland Boards & Commissions

June 2022

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

July 2022

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

August 2022

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

September 2022

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

2022 Meeting Calendar for Lakeland Boards & Commissions

October 2022

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

November 2022

3rd – Board of Commissioners Work Session
7th – School Board Work Session
8th – Parks/Natural Resources Board Meeting
10th – Board of Commissioners Regular Meeting * (*Town Hall Meeting and Service Recognition*)
14th – School Board Regular Meeting
17th – Municipal Planning/Design Review Commission Meeting
21st – Board of Appeals/Storm Water Board of Appeals Meeting (*if necessary*)
~~24th – Economic Development Commission Meeting/Industrial Development Board*~~ (*Thanksgiving Holiday*)

December 2022

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

** City-Observed Holiday – City Hall Closed*

Holiday or Break Week



Board of Commissioners

Meeting Cycle: Thursday, October 6, 2022

Subject: **Resolution** - appointment to the Lakeland PULSE Comprehensive Plan Advisory Committee. *Sponsored by Michael Walker*

Staff Contact: Michael Walker, City Manager

STAFF RECOMMENDATION

City Staff recommends the Board of Commissioners approve Resolution R-103-2022.

BUDGET IMPACT

There is no budgetary impact related to this resolution.

DISCUSSION

Mr. Helton has submitted his application to serve on the Lakeland PULSE Comprehensive Plan Advisory Committee. As a 35-year resident of Lakeland with a degree in Architecture, as well as a former member of the City's Municipal Planning Commission, Mr. Helton appears well suited to be able to provide insight and guidance in the comprehensive planning process. Mr. Helton was referred by Keith Acton.

RESOLUTION R-103-2022

APPOINTMENT TO THE LAKELAND PULSE
COMPREHENSIVE PLAN ADVISORY COMMITTEE

WHEREAS, the City of Lakeland's Lakeland PULSE Comprehensive Plan Advisory Committee (the "Committee") serves a vital role in driving the overall vision and completion of the comprehensive plan and supporting its recommendation to the Board of Commissioners on behalf of the best interest of the citizens of Lakeland; and,

WHEREAS, the Committee has a vacant position; and,

WHEREAS, the Lakeland Board of Commissioners has the authority to appoint a new member to the Committee:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Lakeland, Tennessee, that Carl Helton be appointed to the Lakeland PULSE Comprehensive Plan Advisory Committee to serve through the duration of the comprehensive planning process.

APPROVED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee this 6th day of October 2022, the public welfare requiring it.

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell
City Recorder



City of Lakeland
Application for Boards & Commissions

Name: Helton, Carl E.
Last First Middle

Address: [REDACTED]

E-mail: carl.helton@autozone.com Phone: [REDACTED]

How long have you lived within Lakeland City Limits? 35 years

What is your present job description or profession? Store Development Specialist

Coordinate with engineers needed to meet the municipality's ordinance requirements to obtain a building permit.

Present Employer: AutoZone

Employer Address: [REDACTED]

How long have you been employed at your present job? 12 Years.

☐ Resume is attached.

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

Bachelor Degree from the University of Memphis

Engineering Technology with a study of Architecture

Associate Degree from State Tech

Architecture

Unique Skills: _____

What are your interests? Architecture / Hiking / Mountain Climbing



City of Lakeland

Application for Boards & Commissions

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

Board or Commission applying for: Comprehensive Plan Advisory Committee

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

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

Review municipality ordinance in order to meet their requirements
to obtain a building permit for commercial retail projects.

List special skills, qualifications, or interests: _____

Ability to review and interpret a city's ordinance for development

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

Wan to be able to help set a standard for the way Lakeland will look like in the future.

To be completed by the City of Lakeland

Appointed To: _____

Date of Appointment: _____



Board of Commissioners

Meeting Cycle: Thursday, October 6, 2022

Subject: **Resolution** - approving an amendment to the Preliminary Development Plan for Kensington Manor Planned Development. *Sponsored by the MPC, presented by Paul Luker*

Staff Contact: Paul Luker, Planning Director

STAFF RECOMMENDATION

The Municipal Planning Commission recommends the Board of Commissioners approve Resolution R-102-2022.

BUDGET IMPACT

There is no budgetary impact of this resolution.

DISCUSSION

The amendment consists of re-numbering the phases of the project to reflect the order in which they are being developed.

RESOLUTION R-102-2022

APPROVING AN AMENDMENT TO THE PRELIMINARY DEVELOPMENT PLAN FOR
KENSINGTON MANOR PLANNED DEVELOPMENT

WHEREAS, the City of Lakeland desires to amend the Preliminary Development Plan for Kensington Manor Planned Development; and,

WHEREAS, On September 15, 2022 the City of Lakeland Municipal Planning Commission recommended approval for amend the Preliminary Development Plan for Kensington Manor Planned Development without conditions:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Lakeland, Tennessee, that amend the Preliminary Development Plan for Kensington Manor Planned Development.

APPROVED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee this 6th day of October 2022, the public welfare requiring it.

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell
City Recorder

Meeting Date: Thursday, September 15, 2022

Project: Kensington Manor
Preliminary Development Plan Amendment

Staff Contact: Richard T. Donovan, Jr., Planning Consultant

PROJECT INFORMATION

Location: 10468 Memphis Arlington Road

Parcel ID: L0159 00496

Zoning District: Kensington Manor PD

Neighborhood: Type II

Site Area: 46.13 acres

Applicant: Regency Homebuilders

Representative: Josh Burnette, PE, Renaissance Development

STAFF RECOMMENDATION

Staff recommends approval of the PDP Amendment for Kensington Manor PD.

DISCUSSION

BACKGROUND:

Kensington Manor Planned Development is a 103-lot single-family residential development located on 64.84 acres at the southeast corner of Highway 70 and Evergreen Road. Regency Homebuilders acquired the property from Bank of Bartlett and has completed construction on Phases 1 & 2 of the development. The development is divided into five (5) phases with full buildout projected to take approximately ten (10) years. Phase 3, as proposed in the amendment will include 27 single family lots and 3 common open spaces.

ANALYSIS:

There are four items that are being requested in the amendment to the Preliminary Development Plan. Each of those items is further explained below:

1. The applicant is requesting the phases be renumbered. Phase 5 will become Phase 3 and vice versa.

This is a minor request and overall is not a major issue. If other changes were not being requested as in the PDP amendment an amendment would not be necessary for this.

2. Evergreen Road will be closed as a part of the new Phase 3.

Phase 5 of the PD currently includes the closing of Evergreen at Highway 70. The Amendment proposes moving that closure up since the approved Phase 5 would be the new Phase 3. Once the closure is complete this would route traffic from Evergreen Road through the Kensington Manor subdivision to Highway 70 at Saffron Springs Drive. The Engineering Department has monitored the traffic in the area within the last month and this change is expected to affect 5 to 7 vehicles per day.

3. The developer will construct their section of Chambers Chapel with new Phase 3.

The developer will be constructing their section of Chambers Chapel with the new Phase 3 (old Phase 5). The PD currently requires construction or payment in lieu of at Phase 3 of the project. The applicant has also requested that the construction plans for this section of Chambers Chapel be submitted to the Engineer Department upon approval of the amendment.

4. The applicant is requesting sewer be routed through a non-disturbance in a portion of the open space.

The developer has also requested a portion of the sewer line be routed through a non-disturbance area within a common open space. The sewer is currently routed along the roads within the development instead of through the common open space. This area will not affect any specimen trees, as defined in the tree ordinance, and is being routed through an area that would only require clearing of small underbrush as shown in the picture provided in the response letter. For similar projects in the past clearing has been allowed for items 3 inch or smaller in non-disturbance areas.

STANDARDS AND CRITERIA FOR PLANNED DEVELOPMENTS

Article I, Section 4.T.3.a. of the Lakeland Land Use Regulations give the Board of Commissioners the authority to approve Planned Developments upon written findings from the Planning Commission that the Planned Development satisfies specific standards. The Planning Commission should consider each of these standards in its discussion on this item.

1. Effect on surrounding property. The proposed development will not injure or damage the use, value, and enjoyment of surrounding property nor hinder or prevent the development of surrounding property in accordance with the City of Lakeland Comprehensive Plan and current development regulations.
2. Availability of facilities. Water supply, wastewater treatment and disposal, and stormwater drainage facilities are available and adequate to serve the proposed development.
3. Compatibility with surrounding uses. The location and arrangement of the structures, parking areas, walks, lighting, and other service facilities shall be compatible with the surrounding land uses. Any part of the proposed development not used for structures, parking, loading areas, or access ways shall be landscaped or otherwise improved except where natural features are such as to justify preservation.
4. Consistency with public interest. Any modification of the zoning or other regulations that would otherwise be applicable to the site are warranted by the design of the PDP and the amenities incorporated therein, and are not inconsistent with the public interest.
5. Owners Association required. Homeowners' or property owners' associations or some other responsible party shall be required to maintain any and all common and open space and/or common elements, unless conveyed to a public body which agrees to maintain such areas.

EXAMPLE MOTIONS

1. Motion to recommend approval of the PDP Amendment for Kensington Manor PD to the Board of Commissioners subject to the following conditions:
 - a. Conditions as determined by the Planning Commission
 - b. Conditions listed in the Staff Report
2. Motion to recommend approval to recommend approval of the PDP Amendment for Kensington Manor PD to the Board of Commissioners without conditions.
3. Motion to recommend denial to recommend approval of the PDP Amendment for Kensington Manor PD to the Board of Commissioners:
 - a. Reason for denial



RENAISSANCE DEVELOPMENTS, LLC

September 9, 2022

Richard T. Donovan, Jr., AICP, CNU-A
City Planner
City of Lakeland
10001 US-70
Lakeland, TN 38002

RE: KENSINGTON MANOR PD AMENDMENT AND PHASE 3 PLANS

Mr. Donovan:

In response to the comments of the PDP for Kensington Manor and the construction plans for Phase 3, we would like to provide the following responses:

First, it is our intention to construct the remaining portion of Chambers Chapel with Phase 3 construction. Since the construction plans for Chambers Chapel were not initially provided with the Phase 3 construction set, we would like to request to provide these drawings as a condition of approval following the September Planning Commission date.

Second, there is one 36" oak tree near the proposed sewer easement on the north portion Phase 3. This tree is currently outside of the easement; however, due to the proximity of the sewer line to the tree roots, it may be necessary to slightly adjust the sewer alignment to preserve the health of the tree. There is plenty of room to make this adjustment if needed. Figure 1 below is a picture taken on top of the existing sewer manhole looking upstream along the proposed sewer route. We also show the tree on the sanitary sewer layout plan.



Figure 1: Proposed Sewer Route

3157 Highway 64, Suite 200 - Eads, TN 38028 - Ph: 901.466.4101 - Fax: 901.466.4104

www.Renaissance-Company.com



RENAISSANCE DEVELOPMENTS, LLC

Finally, we added the future phases to the preliminary plat; however, the current viewport is only enough room to show portions of the existing phase 2 and future phase 4. If you need a plat showing the parent parcel with all phases, we can add that to the construction set; however, it would be very similar to the exhibits in the planned development and may be considered redundant. Detailed landscaping and irrigation plans are provided with this submittal.

The purpose of the PDP amendment is due to the proximity of the sewer outfall location. Due to the grading plan and sewer locations for phases 1 & 2, construction of phase 3 as per the original PD is not feasible since the existing sewer connection in Phase 2 is too high. We would like to modify the PD to swap Phases 3 & 5 so that Phase 3 can feasibly be constructed. This is also a strategic way to install the sewer with construction rather than installing the entire sewer line in undeveloped phases. It is very risky to install sewer without a design for other infrastructure such as road geometry and storm drainage. The amended PDP includes the following changes:

1. The central natural private park area increased from 3.28 acres to 3.31 acres*
2. Sheet 5: COS area decreased from 8.71 acres to 8.34 acres**
3. Sheet 5: Conservation easement area increased from 5.89 acres to 6.08 acres*
4. Sheet 5: Detention pond areas 1-3 were slightly modified.* Detention area 4 increased to 1.94 acres.**
5. Sheet 9: Updated conditions of approval to reflect modified phasing request
6. Sheet 16: Updated Site plan with updated site calculations
7. Sheet 17: Updated master plan with accurate lot areas.
8. Sheet 28: Updated phasing plan and lot counts

*The original survey was produced in 2006. Minor area changes are due to the most recent and more accurate survey.

**Detention Area 4 increased resulting in a decrease in the total PDP COS area. The detention area will still be platted as COS.

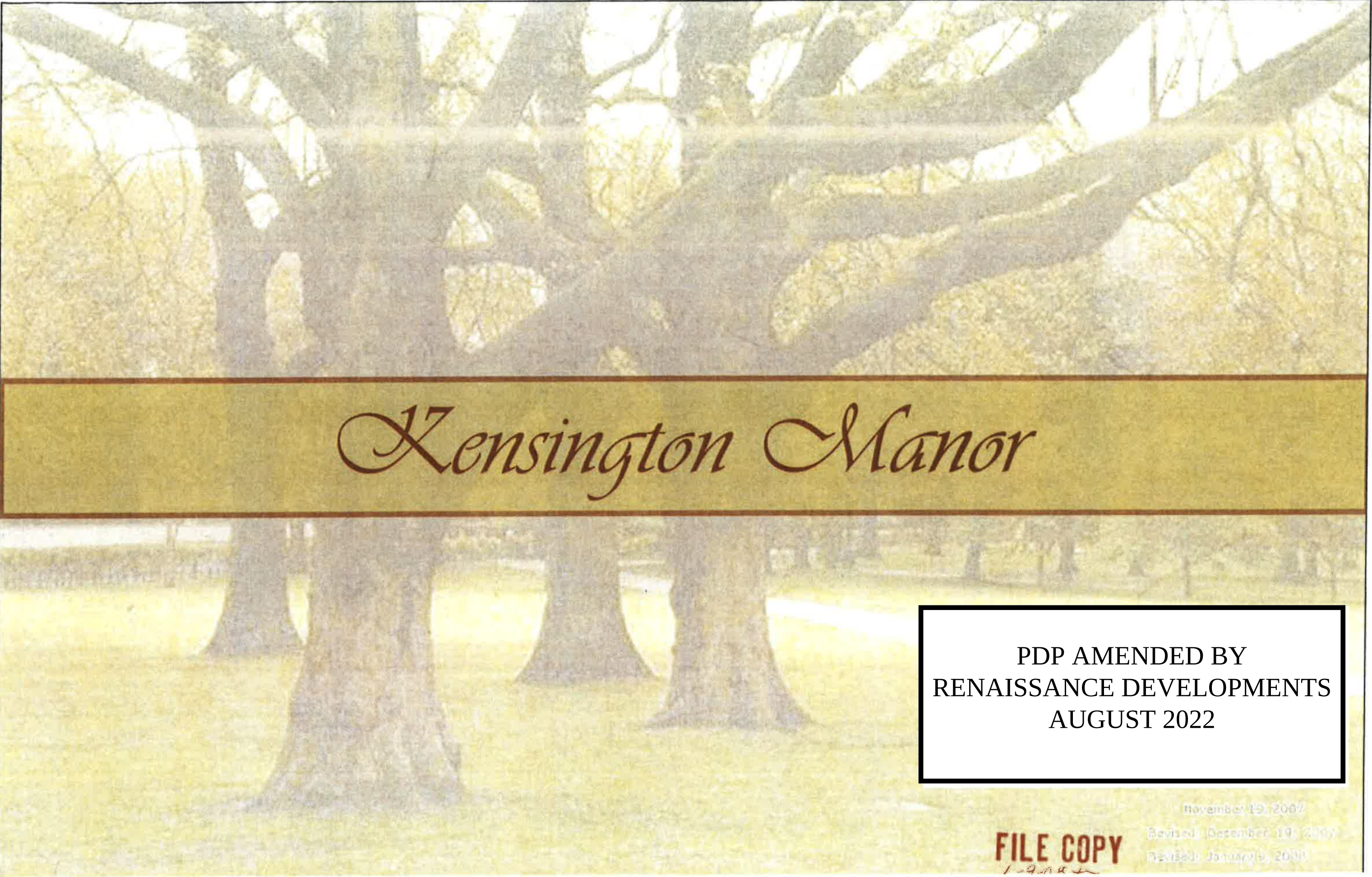
If any additional information is needed, please do not hesitate to contact me.

Sincerely,

Josh Burnette, PE

3157 Highway 64, Suite 200 - Eads, TN 38028 - Ph: 901.466.4101 - Fax: 901.466.4104

www.Renaissance-Company.com



Kensington Manor

PDP AMENDED BY
RENAISSANCE DEVELOPMENTS
AUGUST 2022

FILE COPY
1-2-2022

November 19, 2007
Revised: December 19, 2007
Revised: January 9, 2008

Kensington Manor

A Planned Residential Development

Prepared for:

REGENCY HOMEBUILDERS
3420 S HOUSTON LEVEE RD
COLLIERVILLE, TN 38017

Prepared By:

RENAISSANCE DEVELOPMENTS
3157 HWY 64 SUITE 200
EADS, TN 38028



CONDITIONS OF APPROVAL

- I. General Statement
- II. Land Uses Permitted
- III. Legal Description
- IV. Relationship to the Comprehensive Plan
- V. Relationship to Parks Master Plan & Greenways Plan (including parkland dedication or payment in lieu, if any)
- VI. Other Public Facilities (if any)
- VII. Conveyance (rights-of-way, COS, and other facilities)
- VIII. Private Recreational Facilities
- IX. Common Open Space, Conservation Easements, Other Public Easements, Non-disturb Easements, or Dedications
- X. Design Guidelines
- XI. Quantitative including acreages, densities, and all quantitative information generated from the items below (total, and by phase, if applicable)
- XII. Roads, Access, Circulation, and Design
- XIII. Protection of natural features (trees, streams, other)
- XIV. Water, Sewer, & Drainage
- XV. Bulk and Similar Requirements (including, but not limited to)
- XVI. Additional requirements
- XVII. Phasing of Development
- XVIII. Expiration / Termination of the PDP
- XIX. Approvals Procedure for Additional Plan Elements and/or Future Phases



EXHIBITS

- A. Regional Location Map
- B. Immediate Area Location
- C. Boundary Plot Plan
- D. Legal Description
- E. Aerial Photograph & Slope Analysis
- F. Natural Features Map & Soils Map
- G. Photo Analysis
- H. Circulation Plan
- I. Preliminary Site Plan
- J. Master Plan Illustration
- K. Schematic Sewer & Water Plan
- L. Preliminary Drainage/Grading Plan
- M. Existing Trees
- N. Tree Protection & Removal
- O. Road Cross Sections
- P. Landscape Plates & Buffers
- Q. Street Tree & Irrigation Plan
- R. Entry Signage
- S. Relationship Between Proposed Development & the City's Zoning Map, Parks and Recreation Plan, and Landuse Plan
- T. Phasing Plan
- U. Typical Lot Dimensions & Lighting
- V. Architectural Character
- W. Tree Protection Techniques on Front Loaded Lot
- X. Lot 14 Setback Enlargement

I. General Statement

Kensington Manor is a proposed planned development consisting of 103 single-family lots on 64.84+/- acres. The neighborhood layout is designed to compliment existing natural features, provide many amenities for its residents, and accommodate future transportation needs. The property, currently zoned AG, is owned by Regency Homebuilders. As the developer, they plan to work closely with the city staff to provide a high quality, pedestrian friendly residential community.

1. To provide for a high quality, pedestrian friendly, walkable community with ample amenities for its residents. Tree lined streets with pedestrian walks on both sides have been provided to facilitate connectivity. A central 3.31 acre natural private park containing walking trails, large existing trees, and a swimming pool complex occupies a central location in the site. Two additional private parks provide outdoor common open space for the residents as well.
2. To protect and preserve much of the site's natural features, three private internal parks with wide perimeter buffers and tree-save areas has been provided to preserve much of the existing vegetation. Individual lots will also be developed in a manner that will help save large existing trees that are not in the immediate building envelope of the home. 90' conservation easements have also been provided along Memphis-Arlington Road and Chambers Chapel Road.
3. Vehicular connectivity will be encouraged throughout the neighborhood by providing multiple access points. Four community entrances have been provided, connecting to each of the bordering thoroughfares. Over 13% of the site area has been dedicated to meet the needs of the community.
4. To provide for cohesive, high quality homes and community architectural elements; Architectural guidelines will govern the design of each home that is to be constructed. Lot landscape guidelines set forth in Kensington Manor's Neighborhood Declaration of Covenants, Conditions, and Restriction govern the quantity and quality of plant material on each individual lot.

II. Land Uses Permitted

1. Lot area: Single-family detached residential uses shall be permitted and regulated in the R2A Medium Density Residential classification, as modified herein.
2. Common Open Space (C.O.S.): All common open space shall be placed in a platted common open space lot and shall be used for the resident's recreation. Improvements shall be allowed, including but not limited to: paved trails, swimming pools, community architectural elements, signage, landscape, lighting, benches, and bike racks. (Improvements excluded in conservation easement areas – see section IX, 3)
3. Detention Pond Areas: These areas are for the express use of detaining site runoff to its pre-development rate. All infrastructure associated with this function is allowed.
4. Accessory uses and structures shall be permitted in accordance with the applicable provisions of the Lakeland Zoning Ordinance as pertains to the principle use of the property.
5. A Declaration of Covenants, Conditions, and Restrictions, hereinafter the "Declaration" shall be applicable to all properties within the community. The Community is required to create both a Design Review Committee and a Development Association. The Design

Review Committee will review and approve all development details and architectural designs prior to final plan approval. The Development Association will ensure that the project is properly maintained. A Master Development Association will be established to maintain all Common Open Spaces and to ensure that all features and amenities of the development that are considered common assets are continuously maintained in a quality manner.

III. Legal Description

From the boundary survey by Loudenbeck Surveying, PLLC, dated March 10, 2006: a certain tract or parcel of land located on Memphis-Arlington Road in Lakeland, Shelby County, Tennessee, and more particularly described as follows:

Beginning at an old PK nail (found) at the intersection of the centerline of Memphis-Arlington Road and Evergreen Road; thence with the centerline of Evergreen Road North 05 degrees 03 minutes 52 seconds East a distance of 1497.54 feet to a new PK nail in the south right-of-way line of U.S. Highway 70 (60 foot right-of-way); thence with said south line 66 degrees 31 minutes 27 seconds East a distance of 928.86 feet to a new iron rebar ; thence South 11 degrees 14 minutes 58 seconds East a distance of 404.29 feet to an old iron pin (found), said point being the southwest corner of the Thelma L. Smalley Subdivision (Plat Book 68, Page 3); thence with the south line of said subdivision South 86 degrees 50 minutes 11 seconds East a distance of 729.07 feet to an iron pin (found), said point being the northwest corner of the Jerry Jenkins Subdivision (Plat Book 177, Page 61); thence with west line of said subdivision South 02 degrees 06 minutes 43 seconds West a distance of 1508.66 feet to an old PK nail (found) in the centerline of Memphis-Arlington Road; thence with said centerline along to a curve to the right having a radius of 353.21 feet and an arc distance of 235.53 feet (chord = 231.9 feet, chord bearing = South 70 degrees 35 minutes 25 seconds West); thence continuing with said centerline North 84 degrees 00 minutes 02 seconds West a distance of 152.26 feet to the POINT OF BEGINNING, and containing 2,824,337.4296 square feet or 64.838 acres. All bearings are referenced to the Tennessee State Plane Coordinate System of 1983.

IV. Relationship to the Comprehensive Plan

1. The site is designated as Suburban Residential on the City of Lakeland's Comprehensive Plan, recommending a maximum density of 2.5 units per acre. The Kensington Manor Preliminary Development Plan has 103 residential lots with a gross density of 1.59 units per acre.
2. The site is located in close proximity to planned mixed use and residential support center districts. These commercial districts would provide support and limit the number and distance of vehicular trips.
3. Two of the roads bordering the site, Memphis-Arlington Road and Proposed Chambers Chapel Road, are designated as scenic corridors on the Comprehensive plan. The PDP preserves the scenic nature of these thoroughfares by dedicating rights-of-way, payment in lieu for improvements, and by incorporating conservation easements.

CONDITIONS OF APPROVAL

V. Relationship to Parks Master Plan and Greenway Plan

There is no proposed park recommended or existing park proximate to Kensington Manor, per the Lakeland Parks and Recreation Plan, current edition. The greenway recommendations are being fulfilled along Chambers Chapel Road with the sidewalk and bike lanes in the proposed road, which will be paid in lieu. See Exhibit O for proposed road cross sections. Per the formula in the Lakeland Subdivision Regulations, this project is required 3.79 acres of parkland dedication. This will be handled by payment in lieu with the development contract for the applicable section.

$D = L \times A \times P \times M$
D = Dedication Area
L = # of Dwelling Units (103 total)
A = Average Family Size (2.94)
P = Parkland Ratio (0.01)
M = Density Multiplier (1.25)

$$D = 103 \times 2.94 \times 0.01 \times 1.25 = 3.79 \text{ acres}$$

VI. Other Public Facilities

There are no other public facilities planned for this neighborhood, other than incidental public streets and utilities.

VII. Conveyance (rights-of-way, COS, and other facilities)

1. Perimeter Roads Right-of-Way – See Exhibit I for illustration

The perimeter roads rights of way dedication are as illustrated below. This land will be conveyed to the city as public right-of-way.

R.O.W. dedication along Evergreen Road (25'):	0.90 Ac.
R.O.W. dedication along Memphis-Arlington Road (34'):	1.32 Ac.
R.O.W. dedication along Chambers Chapel Road (106'):	3.26 Ac.
R.O.W. dedication along U.S. Hwy 70 (24'):	0.51 Ac.

Total perimeter road right-of-way dedication 5.99 Ac.

2. Internal Roads Right-of-Way

The proposed thoroughfares internal to the site will be dedicated to the city as public roads. The land area will be conveyed to the city as public right-of-way.

Internal road R.O.W. to be dedicated (35' or 45' width): 8.66 Ac.

3. Common Open Space (COS)

Common Open Space, which includes useable private park space, ornamental landscape areas, and buffers will be placed in a platted open space lot for the use of the residents and be maintained by the Kensington Manor Homeowner's Association. Common open space is as follows:

Total area platted as COS (excluding conservation easements): 8.34 AC

4. Conservation Easements

90' conservation easements, along the frontage of Memphis-Arlington Road and Chambers Chapel Road, will be granted to the City of Lakeland. These easements will be placed in a platted lot, which will be owned by the HOA. See Section IX, 3 for specific information on these easements.

Total area platted in conservation easements: 6.08 AC

5. Detention Ponds

All basins will be platted in a permanent detention easement that is owned and maintained by the Kensington Manor Homeowner's Association. Detention land areas are as follows:

Det. Pond 1:	0.73 AC
Det. Pond 2:	0.60 AC
Det. Pond 3:	0.47 AC
Det. Pond 4:	1.94 AC

Total area dedicated to detention: 3.74 AC

See Exhibit I for breakdown. Detention areas have not been counted toward COS.

VIII. Private Recreational Facilities

Kensington Manor provides a 3.31 acre natural private park for the use of its residents. This private park will have a swimming pool and pool house with handicap accessible facilities. This amenity will be maintained by the Kensington Manor Homeowner's Association, and its use will be limited to residents and their guests. It is anticipated that many of the residents will travel to and from this facility via a pedestrian route, given its central location and the sidewalk network. While there are some limited improvements, the intent of this space is to preserve the majority of the healthy existing trees in a passive setting. A minimum of 1/3 acre of lawn area will be provided for active play, and is to be installed in phase three (3), but may be relocated if necessary to maximize natural resource protection on the site.

IX. Common Open Space, Conservation Easements, Other Public Easements, Non-Disturb Easements, or Dedications

1. As described in section VII above, COS areas are to be preserved in a platted common open lot. See chart in Exhibit I for a breakdown of all common open spaces (COS).

The following amenities will be developed in the centrally located private park, designated as common open space:

- Paved pedestrian trails
- Swimming pool
- Pool house
- Benches
- Formal lawn (turf area – 1/3 acre minimum size)

d

5

Kensington Manor

The HOA, funded by resident dues, will be responsible for hiring a maintenance company to maintain the common open spaces. Maintenance duties for the COS will include but not be limited to the following:

- Maintenance of pool/pool house facility
- Mowing the grass on a regular basis
- Pruning trees and shrubs
- Litter removal
- Mulching
- Weed/invasive plant removal
- Herbicide application
- Fertilizer application
- Edging
- Planting annual color
- Removing hazardous damaged branches from trees
- Removal of hazardous trees as determined by an ISA certified arborist

2. The areas denoted by “Detention 1, 2, 3, and 4” shall not be used as a building site or filled without first obtaining written permission from the City of Engineer. The storm water detention systems located in these areas, except for those parts located inn a public drainage easement, shall be owned and maintained by the Homeowners’ Association. Such maintenance shall be performed so as to ensure that the system operates in accordance with the approved plan on file in the City Engineer’s Office. Such maintenance shall include, but not be limited to, removing sedimentation, fallen objects, debris and trash; mowing; outlet cleaning; and repair of drainage structures.

Adequate access shall be provided to the City of Lakeland for inspection as per the Storm Water Management Ordinance. Access shall be clearly shown for the city of Lakeland access to public detention control structures.

3. The buffer areas along Memphis-Arlington Road and the proposed Chambers Chapel Road will be placed in a conservation easement, except for the areas adjacent to the entrance that contain the entry monuments. Conservation easements 1 and 2 shall be granted to the City of Lakeland. The conservation easement shall remain in their natural, scenic, open or wooded state, precluding future or additional development except as specifically allowed in the terms of the easements. Conservation easements will be use/activity restricted to removal of invasive species only, unless otherwise directed by the City of Lakeland.

Conservation easement 1, designated in the PDP plan as a 90-foot buffer along the Future Chambers Chapel Road ROW, and conservation easement 2, designated as A 90-foot buffer along the Memphis-Arlington Road Row, shall require a separate Conservation easement agreement to be completed prior to submission of a Final Development Plan

No fencing, walls, structures, or private improvements shall be permitted with the conservation easements or perimeter buffers. Heavy equipment is not permitted and materials may not be stored in conservation easements at any time. City of Lakeland access shall be permitted in the conservation easements, as the City of Lakeland shall maintain the easements after they are granted to the City. The City shall be permitted to clear underbrush, invasive species, etc., in order to manage and/or re-plant appropriate trees and plants as deemed appropriate by the Natural Resources Department.

The City of Lakeland shall be permitted to transfer maintenance of conservation Easements to qualified third parties, such as land trust in the future.

The City of Lakeland shall be permitted to remove hazardous trees at any time.

The City of Lakeland may construct a bike/pedestrian path in conservation easements that will be paid in lieu. The path shall avoid tree conflicts. The city will provide maintenance for all paths in conservation easements.

4. A Maintenance and Funding Plan satisfactory to the City of Lakeland shall be submitted for the entire development prior to the SDDP. This plan shall specify costs, funding, and methods to maintain all open spaces and facilities. This plan shall divide the maintenance responsibilities between the Kensington Manor Homeowners’ Association and the City of Lakeland. Said plan shall address private facilities, common open spaces, and other open space areas including, but not limited to, detention/storm water quality basins, perimeter roadway buffer areas, entry treatments, amenity structures, conservation easements, etc.
5. Kensington Manor will provide no fences or walls located in buffers, COS, or conservation easements around the perimeter of the development, except for the entry monument structures.

X. Design Guidelines

The purpose of these Preliminary Design Guidelines is to establish consistent Characteristics for the homes in the development.

These Preliminary Design Guidelines shall be therefore enforceable by the City of Lakeland. The Guidelines govern design control over buildings to ensure that the neighborhood is kept to a high and desirable quality. These Preliminary Design Guidelines shall serve as the basis for the Detailed Design Guidelines to provided for the entire subdivision with the Phase I SDDP submittal. These guidelines shall apply to original construction, additions and accessory structures. The Guidelines shall be complied with by owners, developers, consultants, and builders.

Administrative approval by the City Manager or his designate is permitted for minor deviations from the Design Guidelines. Minor deviations might be described as changes that do not substantially affect the massing, form, style, overall building materials, streetscape of the lot or its structures, while maintaining overall consistency with the Design Guidelines. Major deviations shall require amendments to the PDP, Secondary Detailed Development Plan (SDDP), Final Development Plan (FDP), and/or any approval deemed applicable for amendment by the City of Lakeland.

1. Preliminary architectural drawings have been provided. (See Exhibit V.) These sketches convey general architectural intent. Kensington Manor homes shall consist of European and Victorian designs.

Each home shall contain the following architectural features:

- Exteriors will consist of at least seventy percent brick & stone
- Exteriors will also include thirty percent or less hardie concrete siding
- Architectural shingles
- Carriage style garage doors

CONDITIONS OF APPROVAL

- No garages facing primary frontage street (see exhibit U for explanation)
- Rear facades of homes on reverse frontage lots to use same materials and have similar architectural treatment as the front and side facades of the home

In addition, home designs area encouraged to provide many of the following features that may not be appropriate on every home:

- Covered porches
- Turrets, cupolas, finials, and copper vents
- Exposed exterior wood beams
- Cedar shutters
- Concrete walkways from front door to decorative iron mailbox at street
- Extensive evergreen plantings along exposed corridors

Detailed Design Guidelines will be submitted with the first SDDP.

2. A 9’ wide planting strip is provided as part of the typical road sections (see Exhibit O). 3” caliper deciduous canopy trees will be planted at 35’ spacings on each street that fronts lots (see Exhibit Q).

Street Tree Standards are as follows:

Min. distance on center – 15’
Max. distance on center – 35’
Min. distance from sidewalk – 4’
Min. distance from driveways – 5’
Min. street tree strip or easement – 9’
Species selection per City of Lakeland Trees Species Selection List

3. Site lighting will be provided in the form of private decorative pole-mounted lanterns (see Exhibit U). These poles are 6’ high, adding to the pedestrian scale of the neighborhood, and house a 60-watt light fixture. Each home will have one in the front yard that will be maintained by the homeowner providing light to the adjacent area. Lighting will be designed in accordance with the Lakeland Title 14, Chapter 10. Finial lighting design will be finalized with the first SDDP, including location, light specifications, max. wattage, max. lighting level, and a photometric plan.

XI. Quantitative Data

See Chart in Exhibit I for all Quantitative Site Data. For lot coverage information, see Exhibit U.

XII. Roads, Access, Circulation, and Design

1. All internal streets to be public. Streets shall comply with all provisions of the City of Lakeland Subdivision Regulations, General Requirements & Minimum Standards of Design & Prerequisites to Acceptance of Public Improvements, except for those provisions governing width. As part of the PDP, we are requesting the following street width waiver.
- Two-way road widths measure 26’ from face of curb and will be constructed in a 45’ right-of-way.
 - One-way road widths measure 16; from face of curb and will be constructed in a 35’ right-of-way.

2. U.S. Highway 70 currently has a 60-foot right-of-way. 24 additional feet will be Dedicated from the site’s north property line, making it 54’ from the centerline. A 108’ right-of-way is requested in the Major Road Plan for future expansion. Developer will pay in lieu for road improvement in keeping with the precedence set by previous projects along same roads or as directed by the planning commission.
3. Proposed Chambers Chapel Road has a 106’right-of-way. This entire R.O.W. is to be dedicated from the eastern portion of the site. The roadway will be improved as a scenic corridor/urban design section per the City of Lakeland Major Road Plan. Two lanes per this plan will be constructed in its respective phases, providing access from the easterly Kensington Manor entrance to Memphis-Arlington Road. All other improvements, including roadway improvements, sidewalks, and bike paths in accordance with proposed section detail, shall be contiguous to the development (within the limits of the subject property for roadway frontage) and will be paid in lieu by this development for the approximately 1,560 linear feet of frontage in accordance with the typical roadway section shown in these plans.
- Location of existing off-site pond along the easterly margin of proposed Chambers Chapel to be field located and taken into consideration during final design of full roadway section. Proposed two lanes shown as per this plan providing access from the easterly Kensington Manor entrance roadway to Memphis-Arlington are not impacted by said pond.
4. Evergreen Road requires a 50’ right-of-way. This necessitates 25’ of the site to be dedicated from the centerline. Developer will be in lieu for other road improvements in keeping with the precedence set by previous projects along same roads or as directed by the planning commission.
5. Memphis-Arlington Road has a planned 68’ right-of-way and shall have dedicated 34’ from this site. A 10’ width pedestrian/bike path will be paid in lieu. If not constructed within 6 years of acceptance of PDP, all funds will be returned to the developer.
6. The proposed road network has been designed to promote vehicular connectivity. Four community entrances have been provided, connecting to each of the bordering thoroughfares, and cul-de-sacs have been minimized. Thru traffic, however, will be minimized and “calmed” by the road layout. All routes through the project require at least two turns, so this neighborhood will not be desirable as a cut-through. Street trees, a proven method of traffic calming, along with the proposed road sections, will also lend a pedestrian feel and further discourage vehicular speeding.
7. 5’ wide walkways have been provided on both sides of the internal streets to allow for free pedestrian circulation around the community. These walkways lead to the centrally located private park that has internal walking trails and a swimming pool facility. Staff to review park’s internal circulation system with the first phase SDDP for connectivity. Additional access into the park may be added at that time. All walkways will have ADA accessible curb ramps at street crossings. A sidewalk waiver is being requested in the following locations.



- Along Evergreen Road (no walkways to be provided)
- Along Highway 70 (no walkways to be provided)
- Along Memphis-Arlington Road (no walkways to be provided)
- Around Three Internal Private Parks (COS 1, 2, & 5) - internal park walkways to be built in lieu of walk along street.

8. All proposed internal roads will be lined with street trees on both sides. These street trees are to be maintained by the adjacent property owner, with the HOA enforcing maintenance and replacement. The only exceptions are the roads that border the three internally located private parks. The street trees on the park side of these roads have been left off to allow the existing vegetation to remain. This will help create a “natural” edge to counterpoint the formal, architectural rhythm of the street trees.
9. On-street parking has not been “planned” into the proposed street sections. Occasional parking would only necessitate a temporary yield situation, calming traffic. A “No Parking” zone will be established at each neighborhood entrance and will be marked with appropriate signs. The minimum two-car garages and long drives provide more than adequate parking for the residents and even some guest spaces.

XIII. Protection of Natural Features

1. The site contains a variety of mature forest types including cedar stands, mature pine and oak-hickory stands. The largest mass of mature hardwoods is located near the middle of the neighborhood and will become a community park, preserving many large trees. There are several small farm ponds that have been deemed hydrologically isolated by a consulting hydrologist and are therefore not intended to remain as amenities on the site. Slopes range from very gentle to short stretches of steep topography where mature hardwoods stand. The site has been utilized for agriculture and therefore has many open fields that are now converting to forest and a high percentage of edge habitat.
2. It is the intent of this development to preserve as many specimen trees as possible. In addition to the tree save areas in the buffers and the central park, specimen trees that exist on lots outside the immediate building envelope will be protected and preserved when feasible. A mechanism for this tree preservation on lots will be finalized and submitted with the first SDDP. Proposed homes will use block footings as a tree protection measure. This will allow construction with less grading and land disturbance than with a slab on grade foundation (See exhibit W).

An ISA certified arborist will be retained on the project to evaluate tree protection measures before, during and after construction of the infrastructure and homes. Whenever land disturbance encroaches 25% into the critical root zone of any specimen trees to be retained, that tree will be treated, in accordance with a recommendation from a certified arborist, for construction impact mitigation.
3. See Exhibit M for existing surveyed tree information. Final tree survey per arborist to be deferred to the SDDP.
4. See environmental assessment report by Brophy-Heineke & Associates, submitted with this application.

XIV. Water, Sewer and Drainage

1. Sewage will be accommodated via a proposed public sewer system. See Exhibit K for proposed and existing sanitary sewer lines to serve the development. Sanitary sewer plans shall be submitted to the City Engineer for review during the applicable SDDP phase. All sewer improvements to be in accordance with the requirements of the City of Lakeland. Application to the sewer board has already been made. Sewer connection is to gravity line at entrance of Creekside Manor. Any modifications to the existing lift station within Creekside Manor to be determined by the developer and will be accomplished at the expense of the Kensington Manor development. The City of Lakeland will provide available information to assist in this determination.
2. Water will be provided by public water lines and is to be designed by MLGW. See Exhibit O to reference the anticipated locations of the lines when located within the roadways.
3. A sketch grading plan, Exhibit L, illustrates an overall storm drainage network for the proposed development known as Kensington Manor. Storm water will be controlled by four detention ponds that will be designed to meet the requirements of the City. A final storm drainage plan shall be submitted to the City Engineer for review as part of the applicable SDDP phase.

XV. Bulk and Similar Requirements

Kensington Manor shall comply with the bulk regulations in district R-2A residential located on page IV-12 in the Lakeland zoning Ordinance, unless otherwise stated in the PDP.

1. Design standards for single-family detached dwellings:
 - A. Lots are approximately ¼ acre (10,500 s.f.) minimum area, internal lots are generally 80’ wide by 135’ deep, while corner lots are generally 95’ wide by 135’ deep. These sizes vary, however, due to the curvilinear nature of the road network. For a complete lot size chart, see exhibit J.
 - B. A minimum two-car garage shall be included in the construction of all single-family detached dwellings. Garages shall not face primary street frontage. Corner lots (17 total) may have garages face secondary frontage street abutting side street in relation to the home, but not the primary frontage street. All garages on corner lots will have cedar arbors over garage door openings. Garage doors to have carriage style hardware. See Exhibit U.
 - C. Internal block lot driveways may be located within 5’ of side property line with a turnaround area adjacent to the garage abutting the property line.-
 - D. All homes constructed shall be built upon conventional foundations as to limit land disturbance and allow for effective tree preservation.
2. Minimum Building Setbacks

Minimum front yard setback:	25 feet (Lot 19 has a larger front setback to protect a large specimen cedar; see Exhibit X.)
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CONDITIONS OF APPROVAL

	Minimum side yard setback:	5 feet/10 feet
	Minimum rear yard setback	25 feet
3.	Maximum building height	35 feet
4.	Maximum lot coverage (total footprint of primary structure including garage/total of lot.)	40%

XVI. Additional Requirements

No additional requirements exist that are not covered in the standard format of this PDP.

XVII. Phase of Development

This project is expected to be completed in five (5) phases. Phase 1 shall consist of the development of 24 single-family residential lots, dedication of right of way for U.S. Hwy. 70 and Chambers Chapel Road directly adjacent to phase 1, construction of the entrance onto U.S. Hwy. 70, construction of water, sewer storm water facilities, and any utilities associated with phase 1, and the construction of any roads associated with phase 1.

Phase 2 shall consist of the development of 22 single-family residential lots, dedication of right of way of Chamber Chapel Road directly adjacent to phase 2, the construction of two (2) lanes of Chambers Chapel Road providing access from the eastern entrance to Memphis – Arlington Road, construction of the entrance onto Chambers Chapel Road, the construction of water, sewer, storm water facilities, and any utilities associated with phase 2, and the construction of any roads associated with phase 2.

Phase 3 shall consist of the development of 24 single-family residential lots, dedication of rights of way of Evergreen Road and Chambers Chapel Road, payment in lieu of improvements to Evergreen Road, construction of entrance onto Evergreen Road, the construction of Chambers Chapel Road the construction of water, sewer, storm water facilities, and any utilities associated with phase 3, and the construction of any roads associated with phase.

Phase 4 shall consist of the development of 19 single-family residential lots, dedication of rights of way of Memphis – Arlington Road and Evergreen Road directly adjacent to phase 4, construction of the entrance onto Memphis -Arlington Road, the construction of water, sewer, storm water facilities, and any utilities associated with phase 4, and the construction of any roads associated with phase 4.

Phase 5 shall consist of the development of 14 single-family residential lots, dedication and payment in lieu of improvements to Memphis -Arlington Road directly adjacent to phase 5, the development of the central park and amenity center, the construction of water, sewer, storm water facilities, and any utilities associated with phase 3, and the construction of any roads associated with phase 5.

Construction of phase 2, and each subsequent phase, will overlap the home building process in the previous phase. Infrastructure in subsequent phases will be built as homes are constructed in the previous phase. Home construction is market driven, therefore it is estimated that each phase will take approximately 24 months to complete. Full build-out is projected to take approximately 10 years.

XVIII. Expiration/Termination of the PDP

- A. In the event that approval of the first Final Development Plan if not obtained for the planned development within 3 years of the approval of the Preliminary Development Plan by the Lakeland Board of Commissioners, the Preliminary Plan shall be deemed to have expired.
- B. In the event that any portion of the PD has not obtained Final Development Plan approval after 6 years from the date of the Board of Commissioners' approval of the Preliminary Development Plan, the Preliminary Development Plan shall be deemed to have expired for those remaining portions of the P.D.
- C. Extension of the completion period – Upon the request of the applicant and review and recommendation of the Planning Commission, the Board of Commissioners may extend, for a reasonable time, not to exceed one (1) years, the expiration date of the P.D.
- D. Notice of revocation – If a Preliminary Development Plan expires under the Provisions of this Article, the planned development is terminated, such designation shall be removed from the Official Zoning Map and a notice of revocation shall be placed on the recorded development plan. The zoning regulations applicable before the development was approved shall then be in effect. However, if any portion of the property is constructed or developed as provided by the approved Planned Development, the remaining developed portion(s) of the property shall be in conformance with the approved Planned development regardless of the existing conventional zoning district of the property.
- E. Amendments: Administrative minor revisions to plat documents are permitted per the subdivision regulations. Any other types of amendment to the Preliminary Development Plan or a Secondary Detailed Development Plan shall be approved by the Municipal Planning Commission and Board of Commissioners through public meetings with such meetings to require publication and mailing of notice at least 15 days before the meeting(s).

XIX. Approvals Procedure for Additional Plan Elements and/or Future Phases:

The following items will be provided with the *first phase SDDP*:

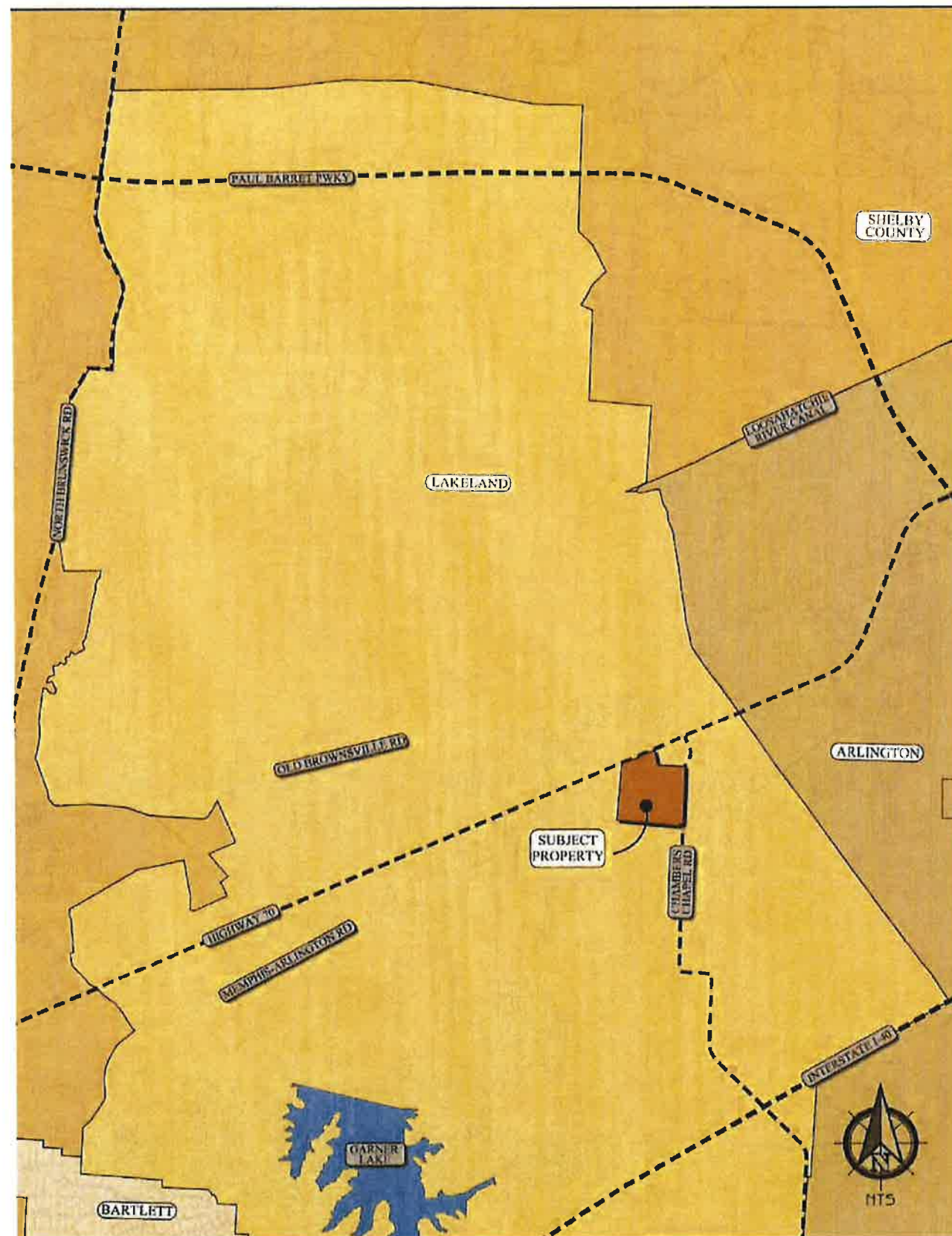
- A. Final tree survey for entire development.
- B. Final architectural design guidelines for entire development.
- C. Final site lighting plan, including fixture specifications, max lighting levels, and photometric plans.
- D. Preliminary Plat for entire development.
- E. Detailed grading with storm water & drainage calculations for phase one.
- F. Final landscape & irrigation plans for phase one.
- G. Maintenance & funding plan for common open spaces, conservation easements, and facilities therein.
- H. Tree Protection Plan (including Tree Protection Practices on Lots).
- I. Detail of ADA accessible curb ramps on walkways at road crossings.
- J. As a condition of approval of the Preliminary Development Plan, the applicant shall submit with the first phase Secondary Detailed Development Plan, a detailed topographic survey showing the location of the property limits, the location of the proposed right-of-way dedication, and the location of all environmental and physiographic features of interest within 100 feet of the proposed right-of-way dedication. If the existing pond is located more than 100 feet from the proposed right-of-way, it will be located as well.

REGIONAL LOCATION MAP - Exhibit A

IMMEDIATE AREA LOCATION - Exhibit B

10

Xensington Manor



- MAJOR ROAD
- SUBJECT PROPERTY
- EXISTING LAKE
- CITY OF BARTLETT
- CITY OF LAKELAND
- SHELBY COUNTY
- TOWN OF ARLINGTON

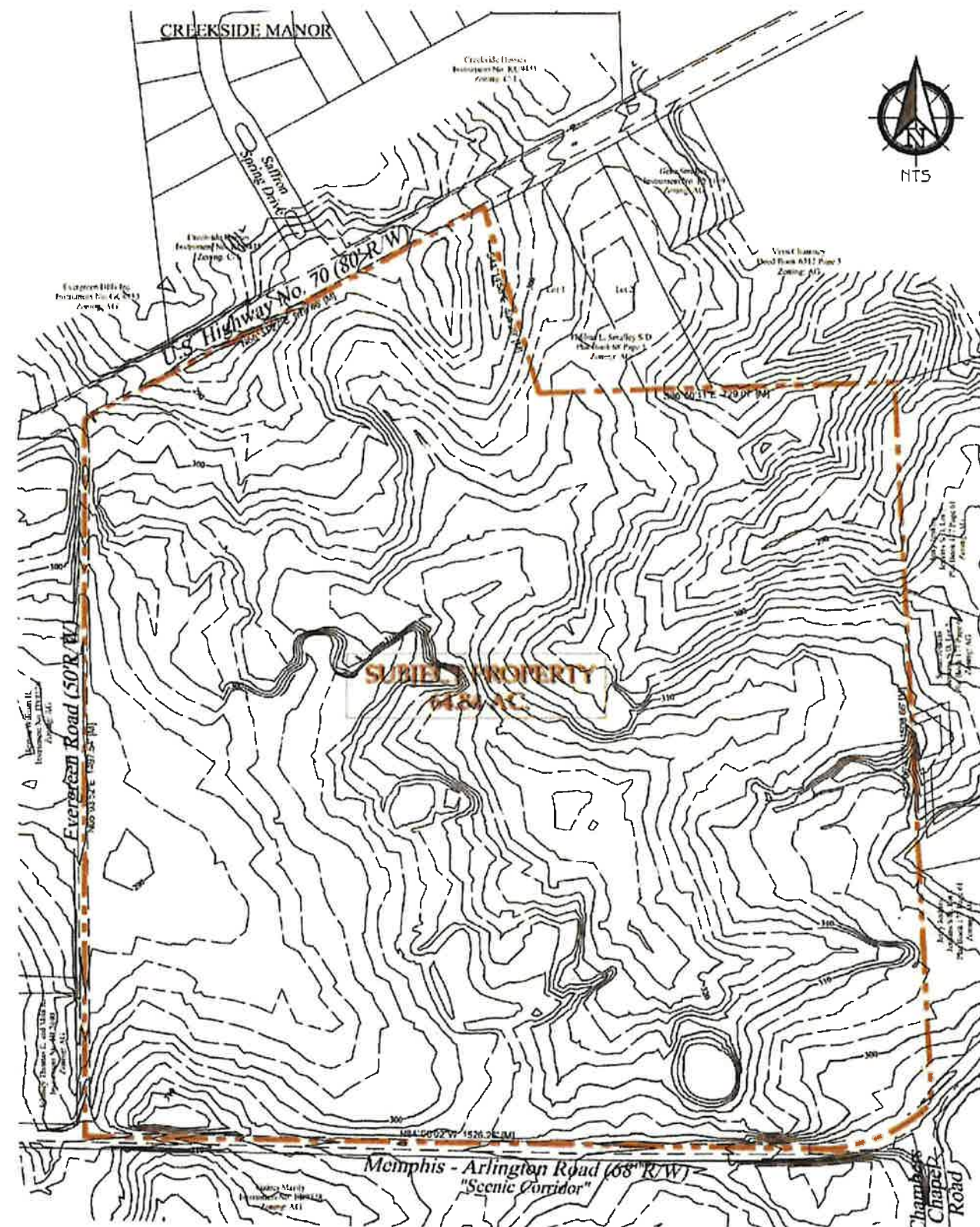


BOUNDARY PLOT PLAN - Exhibit C
LEGAL DESCRIPTION - Exhibit D

b

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Xensington Manor



Property Description

From the boundary survey by Loudenbeck, Surveying, PLLC, dated March, 10, 2006:
a certain tract or parcel of land located on Memphis-Arlington Road in Lakeland, Shelby
County, Tennessee, and more particularly described as follows.

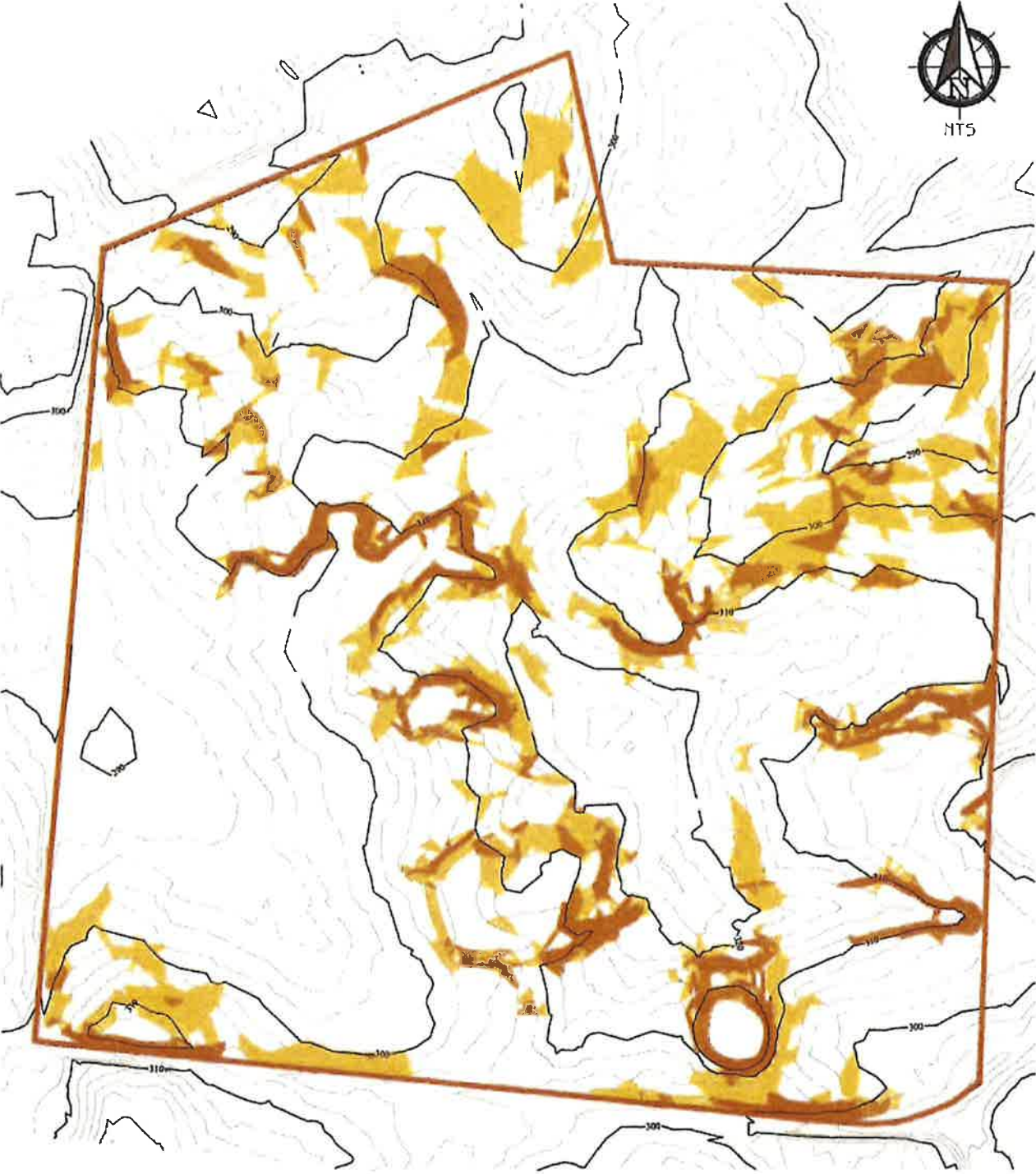
Beginning at an old PK nail (found) at the intersection of the centerline of Memphis-Arlington Road and Evergreen Road; thence with the centerline of Evergreen Road North 05 degrees 03' 52" east a distance of 1497.54 feet to a new PK nail in the south right-of-way line of U.S. Highway 70 (60 foot right-of-way); thence with said south line 66 degrees 31' 27" east a distance of 928.86 feet to a new iron rebar; thence south 11 degrees 14' 58" east a distance of 404.29 feet to an old iron pin (found), said point being the southwest corner of the Thelma L. Smalley Subdivision (Plat Book 68, Page 3); thence with the south line of said subdivision South 86 degrees 50' 11" East a distance of 729.07 feet to an iron pin (found), said point being the northwest corner of the Jerry Jenkins Subdivision (Plat Book 177, Page 61); thence with west line of said Subdivision South 02 degrees 06' 43" West a distance of 1508.66 feet to an old PK nail (found) in the centerline of Memphis-Arlington Road; thence with said centerline along a curve to the right having a radius of 353.21 feet and an arc distance of 235.53 feet (chord = 231.9 feet, chord bearing = South 70 degrees 35' 25" west); thence continuing with said centerline North 84 degrees 00' 02" west a distance of 152.26 feet to the POINT OF BEGINNING, and containing 2,824,337.4296 square feet or 64.838 acres. All bearings are reference to the Tennessee State Plane Coordinate System of 1983.

BASED ON BOUNDARY SURVEY BY LOUDENBECK SURVEYING, PLLC, AND AERIAL TOPOGRAPHY,
ASSEMBLED BY D.T.D



SLOPES LEGEND

- 20% & GREATER
- 15% to 20% SLOPE
- 10% to 15% SLOPE



NATURAL FEATURES MAP & SOILS MAP - Exhibit F

b

13

Lensington Manor





VIEW OF POND AREA

VIEW FACING HOUSE NORTH OF
MEMPHIS-ARLINGTON ROADSOUTHEAST INTERSECTION AT CHAMBERS
CHAPEL RD & MEMPHIS-ARLINGTON RDFACING NORTH AT POND OFF OF
MEMPHIS-ARLINGTON ROADLOOKING NORTH ON EVERGREEN
RD FROM MEMPHIS-ARLINGTON
RDVIEW OF NEIGHBORING PASTURE
FACING NORTHWEST

FACING SOUTHEAST TOWARDS PROPERTY FROM NORTHWEST CORNER

CIRCULATION PLAN - Exhibit H



LEGEND

- PEDESTRIAN WALKWAYS
- ROADS
- BIKE LANES
- BIKE PATHS

NOTE: FUTURE PEDESTRIAN WALKS AND BIKE LANES ALONG CHAMBERS CHAPEL ROAD (INDICATED AS RED & ORANGE DASHED) ARE SHOWN TO ILLUSTRATE CONNECTIVITY AND WILL BE PAID IN LIEU.

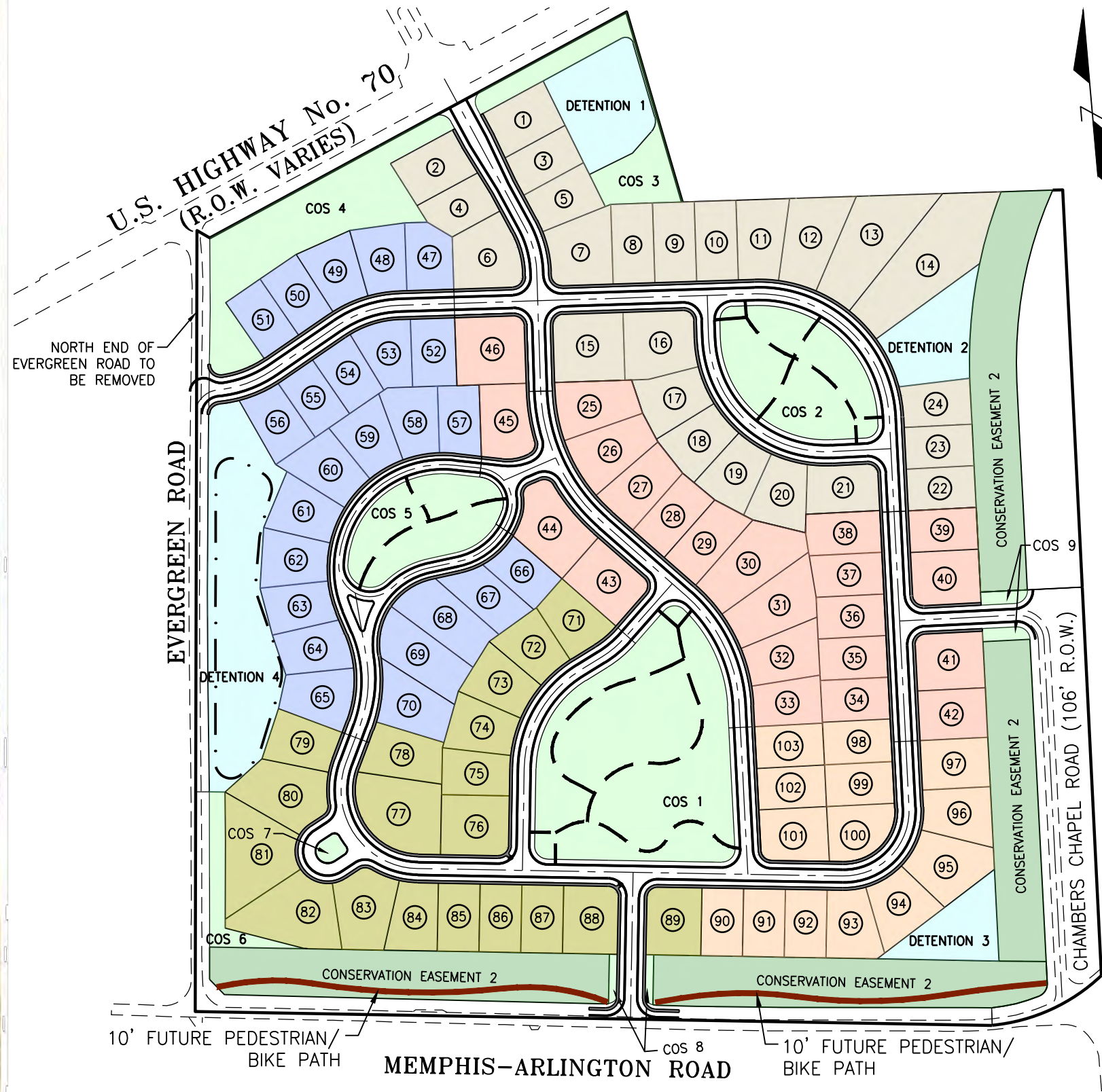
BIKE PATH NOTES (ALONG MEMPHIS ARLINGTON ROAD):

- 1) BIKE PATHS MAY BE PLACED IN ROAD R.O.W OR IN CONSERVATION EASEMENTS.
- 2) PATH TO CONSIST OF 4" AGGREGATE BASE W/ 2" ASPHALT TOP COURSE.
- 3) IF NOT CONSTRUCTED WITHIN 6 YEARS OF ACCEPTANCE OF PDP, ALL FUNDS WILL BE RETURNED TO THE DEVELOPER.
- 4) DURING THE FIRST PHASE SDDP, STAFF TO REVIEW PEDESTRIAN ACCESS TO EXTERNAL ROADWAYS. ADDITIONAL CONNECTIONS MAY BE REQUIRED AT THAT TIME.

REVISED BY
W.H. PORTER CONSULTANTS, PLLC
AUGUST 2010

*THE PDP WAS AMENDED BY W.H. PORTER ON AUGUST 23, 2010, CHANGING THE LOT LAYOUT. THIS EXHIBIT REMAINS IN FORCE. FOR THE AMENDED LAYOUT, SEE THE MASTER ILLUSTRATION PLAN, SHEET 1 OF 1, DATED JULY 15, 2010.

PRELIMINARY SITE PLAN - Exhibit I



SITE CALCULATIONS				
SITE AREA CALCULATIONS		AREA (ACRES)	% OF SITE (GROSS)	% OF SITE (NET)
TOTAL SITE AREA		64.84		
LESS R.O.W. DEDICATION ALONG EVERGREEN RD.		0.90	1.39%	
LESS R.O.W. DEDICATION ALONG MEMPHIS-ARLINGTON RD.		1.32	2.04%	
LESS R.O.W. DEDICATION ALONG CHAMBERS CHAPEL RD.		3.26	5.03%	
LESS R.O.W. DEDICATION ALONG US HWY 70		0.51	0.79%	
TOTAL PERIMETER ROAD R.O.W. DEDICATION		5.99	9.24%	
NET SITE AREA (AFTER R.O.W. DEDICATION)		58.85		
DETENTION PONDS		AREA (ACRES)	% OF SITE (GROSS)	% OF SITE (NET)
DETENTION BASIN 1		0.73	1.13%	1.24%
DETENTION BASIN 2		0.60	0.93%	1.02%
DETENTION BASIN 3		0.47	0.72%	0.80%
DETENTION BASIN 4		1.94	2.99%	3.30%
TOTAL DETENTION AREA		3.74	5.77%	6.36%
COMMON OPEN SPACE AREAS (COS) - (INCLUDING CONSERVATION EASEMENTS, BUT NOT DETENTION AREAS)		AREA (ACRES)	% OF SITE (GROSS)	% OF SITE (NET)
COS 1	USEABLE	3.31		
COS 2	USEABLE	1.32		
COS 3	TREE SAVE BUFFER	0.68		
COS 4	TREE SAVE BUFFER	1.50		
COS 5	USEABLE/BUFFER	0.95		
COS 6	TREE SAVE BUFFER	0.27		
COS 7	USEABLE	0.05		
COS 8	TREE SAVE BUFFER	0.08		
COS 9	TREE SAVE BUFFER	0.18		
CE 1	CONSERVATION ESMT.	2.87		
CE 2	CONSERVATION ESMT.	3.21		
TOTAL COS AREA (20% MINIMUM)		14.42	22.24%	24.50%
NUMBER OF RESIDENTIAL LOTS		103		
GROSS SITE DENSITY		1.59 UNITS/ACRE		

REVISED BY
RENAISSANCE DEVELOPMENTS
AUGUST 2022

MASTER PLAN ILLUSTRATION - Exhibit J

FUTURE 10' WIDE PEDESTRIAN/BIKE PATH
ALONG EVERGREEN ROAD AND MEMPHIS-
ARLINGTON ROAD TO BE LAID IN LIEU



* LOTS OF SPECIAL VEGETATIVE CONCERN
(SEE EXHIBIT W IN PDP PLAN BOOK)

Parcel Area Table		
LOT	SQ. FT	ACRES
1	12871	0.30
2	13097	0.30
3	10887	0.25
4	10954	0.25
5	11502	0.26
6	16907	0.39
7	16936	0.39
8	12630	0.29
9	12632	0.29
10	12633	0.29
11	14198	0.33
12	17544	0.40
13	25646	0.59
14	36612	0.84
15	18766	0.43
16	17878	0.41
17	12946	0.30
18	12283	0.28
19	12460	0.29
20	12873	0.30
21	13494	0.31
22	10800	0.25
23	10800	0.25
24	11332	0.26
25	14559	0.33
26	15274	0.35
27	13608	0.31
28	12052	0.28
29	12912	0.30
30	19751	0.45
31	17658	0.41
32	13513	0.31
33	11479	0.26
34	10800	0.25
35	10800	0.25

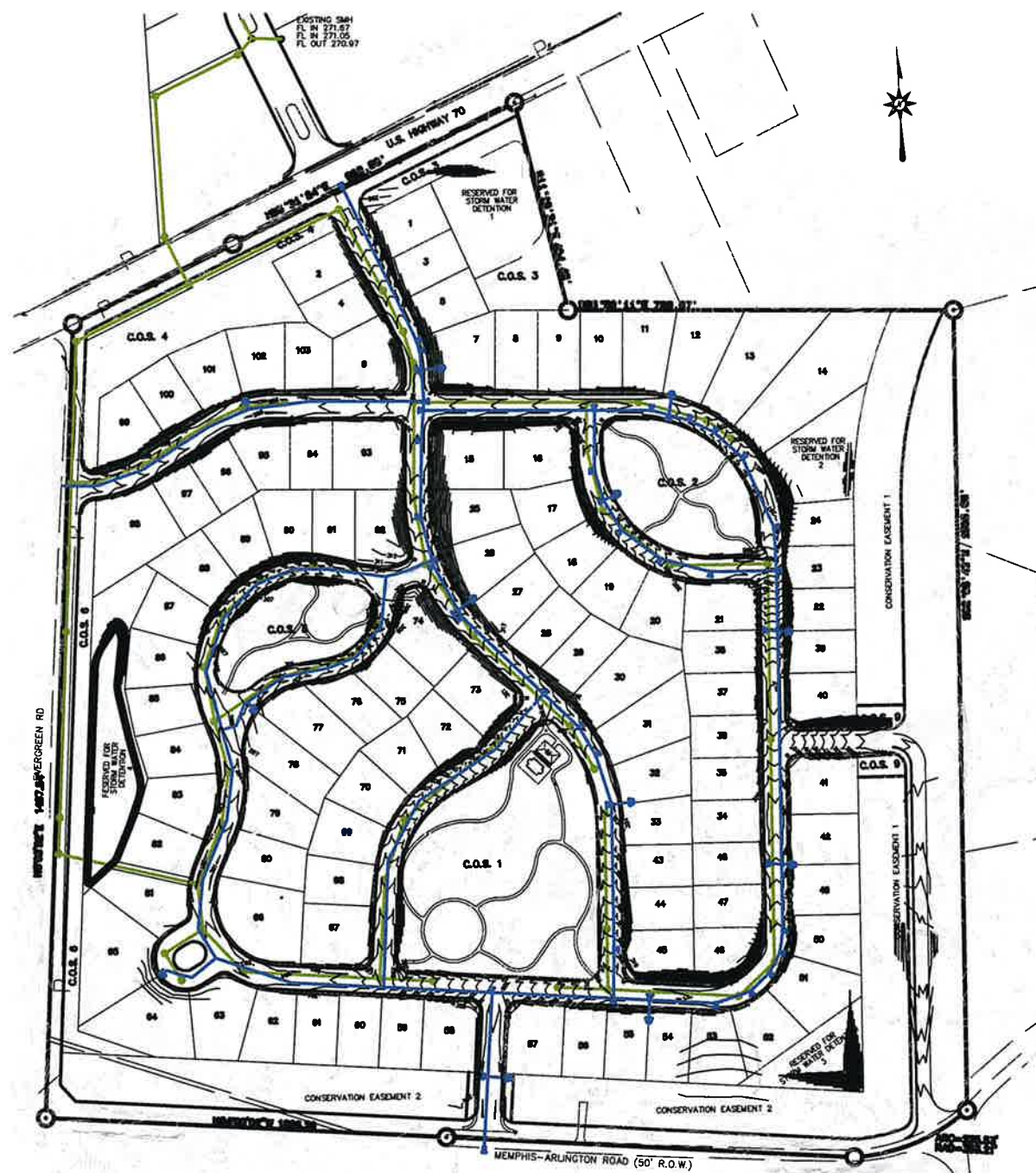
Parcel Area Table		
LOT	SQ. FT	ACRES
36	10800	0.25
37	11166	0.26
38	11775	0.27
39	10800	0.25
40	14415	0.33
41	15179	0.35
42	12825	0.29
43	15550	0.36
44	18036	0.41
45	14525	0.33
46	18433	0.42
47	11457	0.26
48	11963	0.27
49	12230	0.28
50	10988	0.25
51	10800	0.25
52	11475	0.26
53	11881	0.27
54	10843	0.25
55	10400	0.24
56	11722	0.27
57	10941	0.25
58	12675	0.29
59	12359	0.28
60	13533	0.31
61	12376	0.28
62	12376	0.28
63	11237	0.26
64	12087	0.28
65	13416	0.31
66	10358	0.24
67	11976	0.27
68	16554	0.38
69	16545	0.38
70	14248	0.33

Parcel Area Table		
LOT	SQ. FT	ACRES
71	12405	0.28
72	11599	0.27
73	12219	0.28
74	12316	0.28
75	11288	0.26
76	16066	0.37
77	22189	0.51
78	13758	0.32
79	12115	0.28
80	18295	0.42
81	22088	0.51
82	21561	0.49
83	15868	0.36
84	12010	0.28
85	10800	0.25
86	10800	0.25
87	10800	0.25
88	14716	0.34
89	14716	0.34
90	10800	0.25
91	10800	0.25
92	10800	0.25
93	12841	0.29
94	13347	0.31
95	16117	0.37
96	13150	0.30
97	12825	0.29
98	11047	0.25
99	10800	0.25
100	12877	0.30
101	14159	0.33
102	10800	0.25
103	10800	0.25

REVISED BY
RENAISSANCE DEVELOPMENTS
AUGUST 2022

Xensington Manor

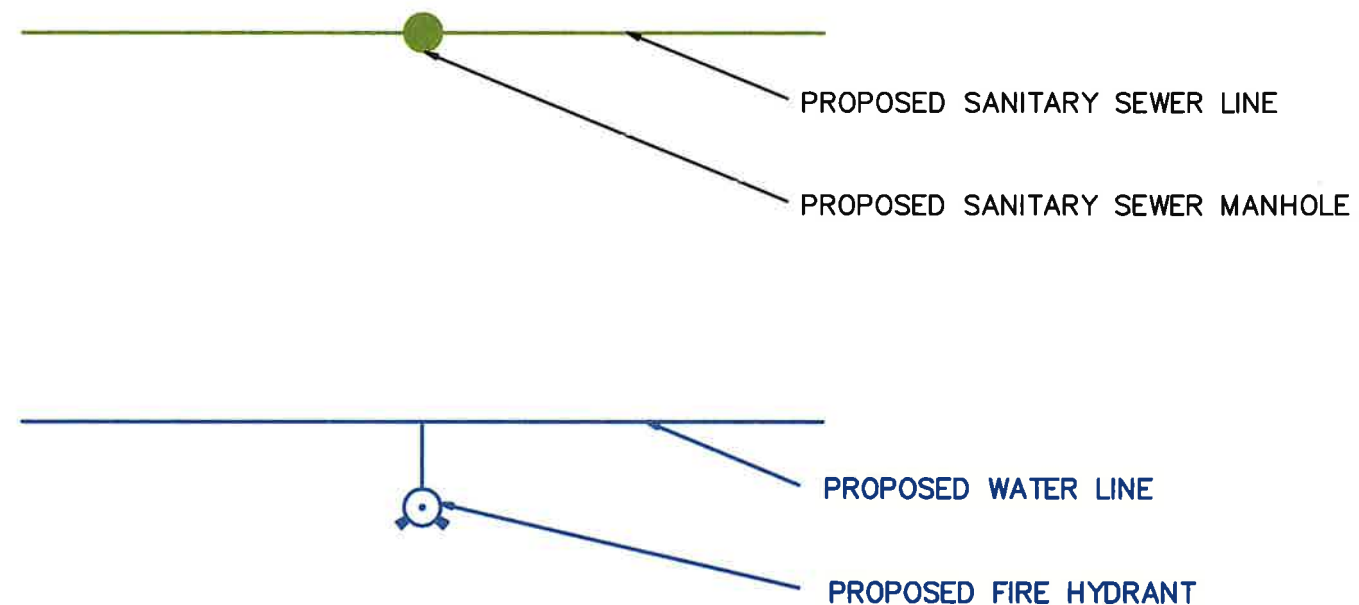
SCHEMATIC SEWER & WATER PLAN - Exhibit K



NOTE:

PROPOSED ON-SITE COLLECTION SYSTEM WILL BE DESIGNED AS A GRAVITY SANITARY SEWER SYSTEM; DISCHARGING TO THE FIELD LOCATED MANHOLE AND SHOWN ADJACENT TO THE NORTH OF HWY 70.

WATER, GAS, AND ELECTRICAL TO BE DESIGNED/ APPROVED BY M.L.G.W. SEE PROPOSED ROAD SECTIONS FOR ANTICIPATED LOCATIONS WITHIN R.O.W.'S AND UTILITY EASEMENTS.



REVISED BY
W.H. PORTER CONSULTANTS, PLLC
AUGUST 2010

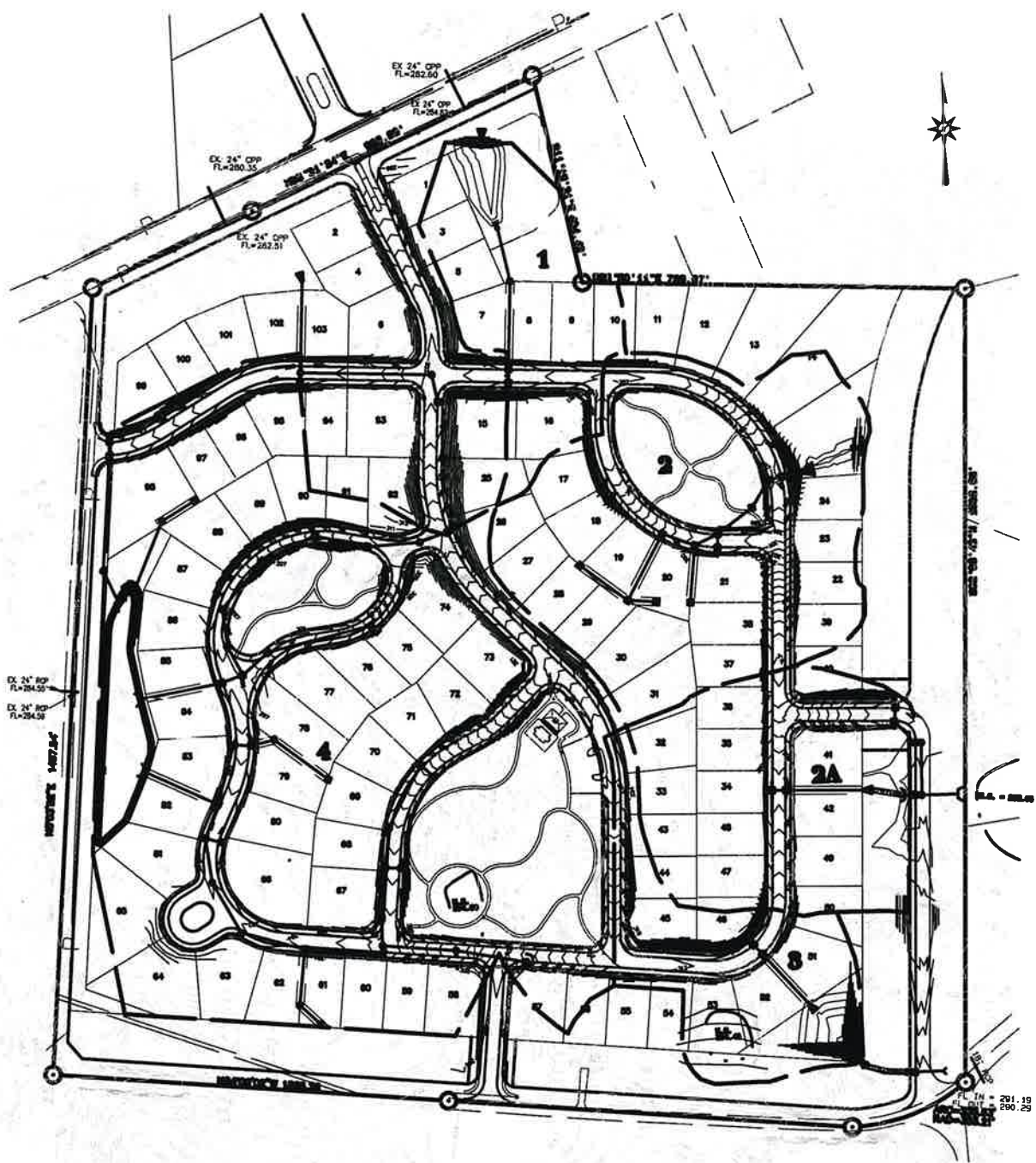
PRELIMINARY DRAINAGE/GRADING PLAN - Exhibit L

b

19

Xensington Manor

BASIN CALCULATIONS					
DRAINAGE BASIN	1	2	2A	3	4
AREA (AC)	3.57	8.68	5.10	3.32	28.98
TIME OF CONCENTRATION (HRS)					
PRE-DEVELOPED	0.23	0.29	0.23	0.17	0.50
POST-DEVELOPED	0.17	0.23	0.17	0.17	0.36
BASIN CURVE NUMBER					
PRE-DEVELOPED	70	70	70	70	70
POST-DEVELOPED	85	85	85	85	85
25-YEAR FLOWS					
PRE-DEVELOPED	14.3	30.6	20.4	10.8	78.2
POST-DEVELOPED	21.1	49.0	29.9	16.3	136.7
POND DISCHARGE (CFS)	10.3	22.4	22.7	9.23	76.9



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AUGUST 2010

EXISTING TREES - Exhibit M

20

Kensington Manor



TREE TYPE:	TOTAL # OF TREES:
ASH	2
OAK	402
CEDAR	25
ELM	4
PINE	80
SWEETGUM	23
SUGAR HACKBERRY	4
BEECH	1
HORNBEAM	1
LOCUST	1
POPLAR	1
SYCAMORE	7
551 TOTAL TREES	

NOTE:

1. FULL TREE SURVEY WILL BE DEFERRED TO THE SDDP. CERTIFIED ARBORIST TO INSPECT TREES PRIOR TO FINAL SUBMITTAL WITH THE SDDP.
2. EXISTING TREE SURVEY BY LOUDENBECK SURVEYING, PLLC.

EXISTING TREE STAND DELINIATION (TYP.)

SURVEYED SPECIMEN TREES
(20" CAL. OR GREATER)

TREE PROTECTION & REMOVAL - Exhibit N

b

21

Kensington Manor



LEGEND

- EXISTING TREES 20' AND GREATER TO BE PROTECTED
- EXISTING TREES
- EXISTING TREELINE TO BE PROTECTED

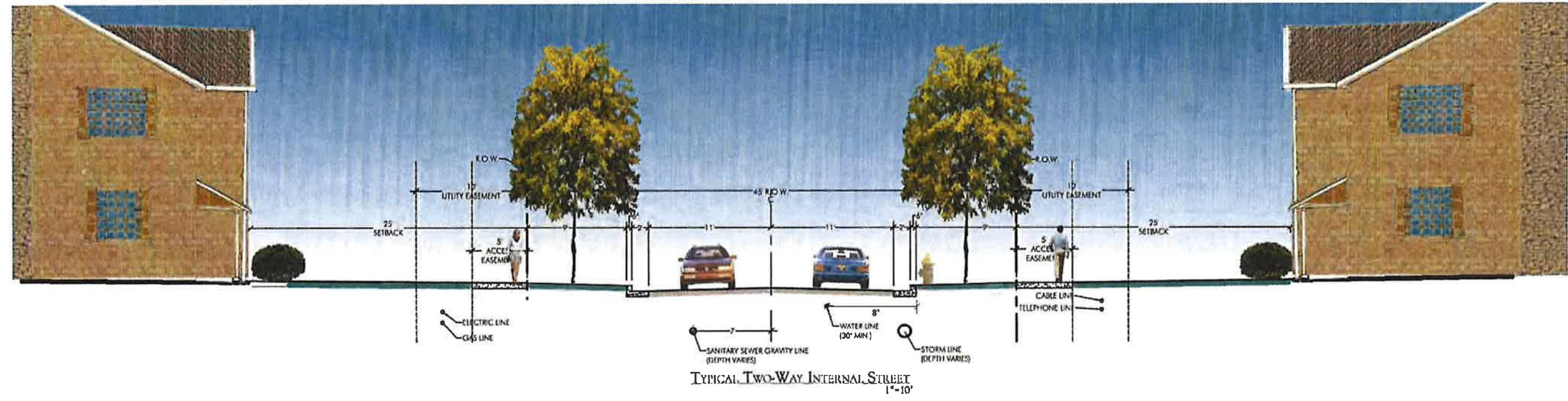
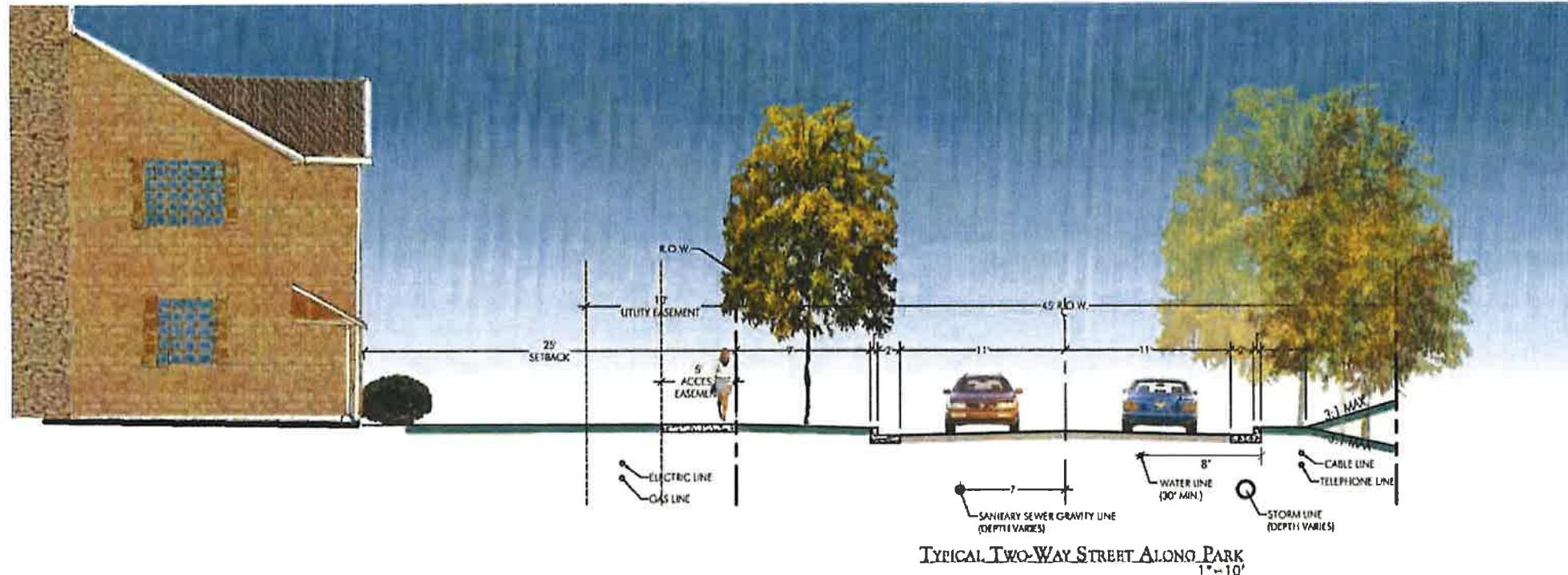
NOTE: IT IS THE INTENT TO SAVE MANY OF THE SPECIMEN TREES, NOT LOCATED INSIDE THE EFFECTIVE BUILDING ENVELOPE. SEE EXHIBIT W FOR TREE PROTECTION TECHNIQUES ON FRONT LOADED LOTS. A REFINED EXHIBIT WILL BE SUBMITTED WITH THE FIRST SDDP.

EXISTING TREE STAND DELINIATION (TYP.)

REVISED BY
W.H. PORTER CONSULTANTS, PLLC
AUGUST 2010

*THE PDP WAS AMENDED BY W.H. PORTER ON AUGUST 23, 2010, CHANGING THE LOT LAYOUT. THIS EXHIBIT REMAINS IN FORCE. FOR THE AMENDED LAYOUT, SEE THE MASTER ILLUSTRATION PLAN, SHEET 1 OF 1, DATED JULY 15, 2010.

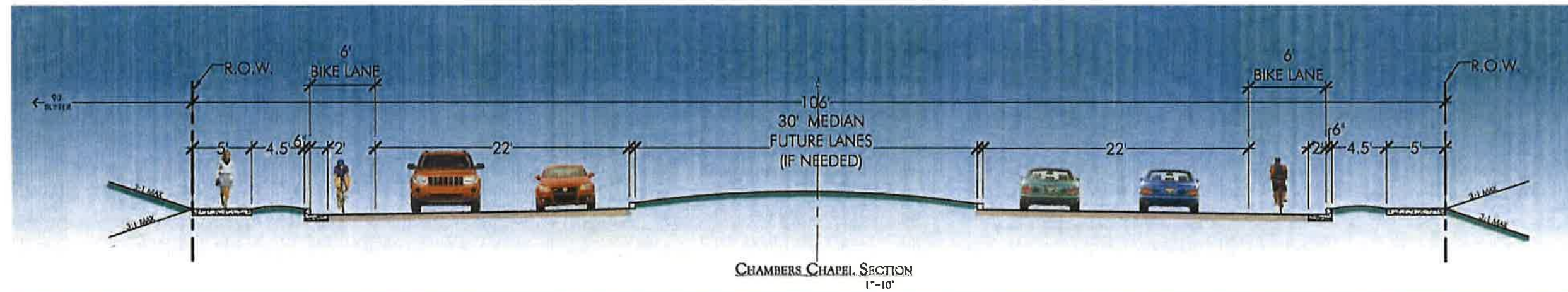
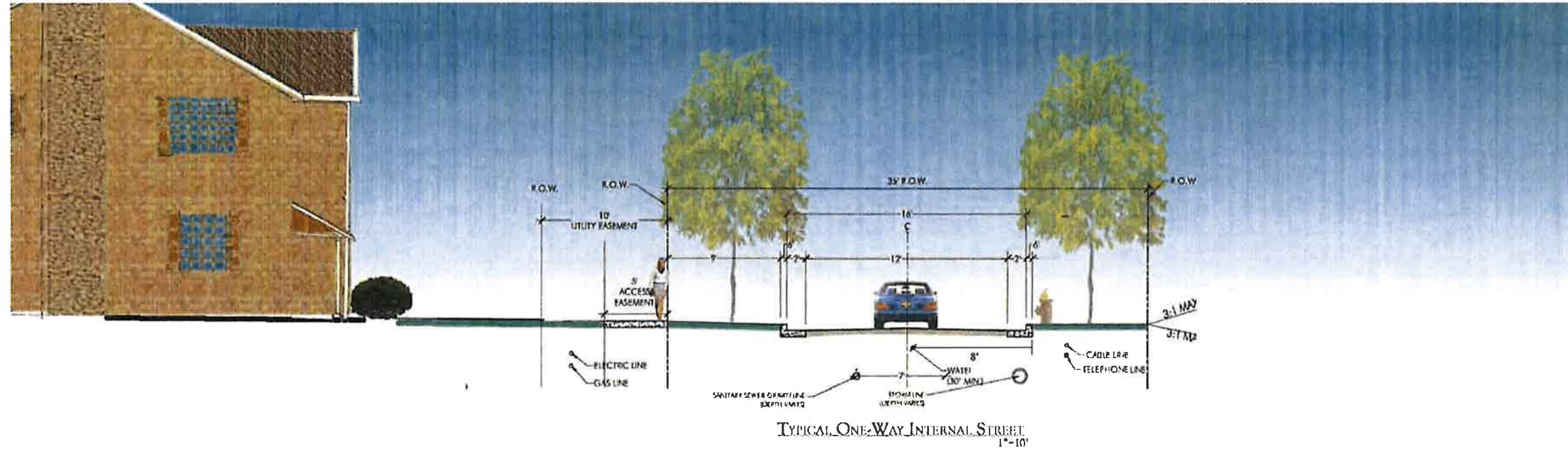
ROAD CROSS SECTIONS - Exhibit O



ROAD CROSS SECTIONS - Exhibit O

23

Kensington Manor

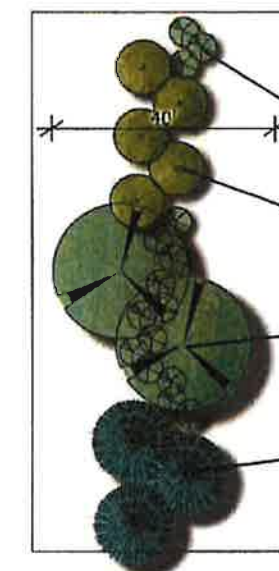




BUFFER TREATMENT KEY

- REMOVE EXISTING INVASIVE PLANTS AND SUPPLEMENT WITH EVERGREEN TREES AND SHRUBS PER THE PLATES BELOW
- EXISTING NATIVE VEGETATION TO BE PROTECTED - REMOVE INVASIVE PLANTS

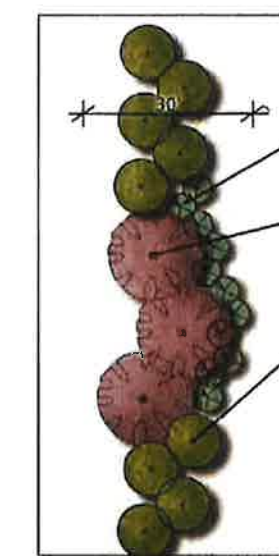
PROPOSED CHAMBERS CHAPEL RD. AND U.S. HWY 70 LANDSCAPE BUFFER PLATE (TYP. 100 L.F. SECTION):



- EVERGREEN SHRUB: FOSTER HOLLY, PRAGUE VIBURNUM, OR SCHIP LAUREL
- MEDIUM EVERGREEN TREE: RED CEDAR OR GREEN GIANT ARBORVITAE
- DECIDUOUS CANOPY TREE: TULIP POPLAR, RED MAPLE, AMERICAN SYCAMORE, OR SWEETGUM
- LARGE EVERGREEN TREE: SOUTHERN MAGNOLIA OR PINE

NOTE: LANDSCAPE BUFFER ALONG EVERGREEN ROAD TO BE EVALUATED BY NATURAL RESOURCES DIRECTOR, DEVELOPER, AND ADJACENT LANDOWNER, PRIOR TO CONSTRUCTION, TO DETERMINE WHICH PLANT MATERIAL TO PRESERVE.

EVERGREEN RD. LANDSCAPE BUFFER PLATE (TYP. 100 L.F. SECTION):



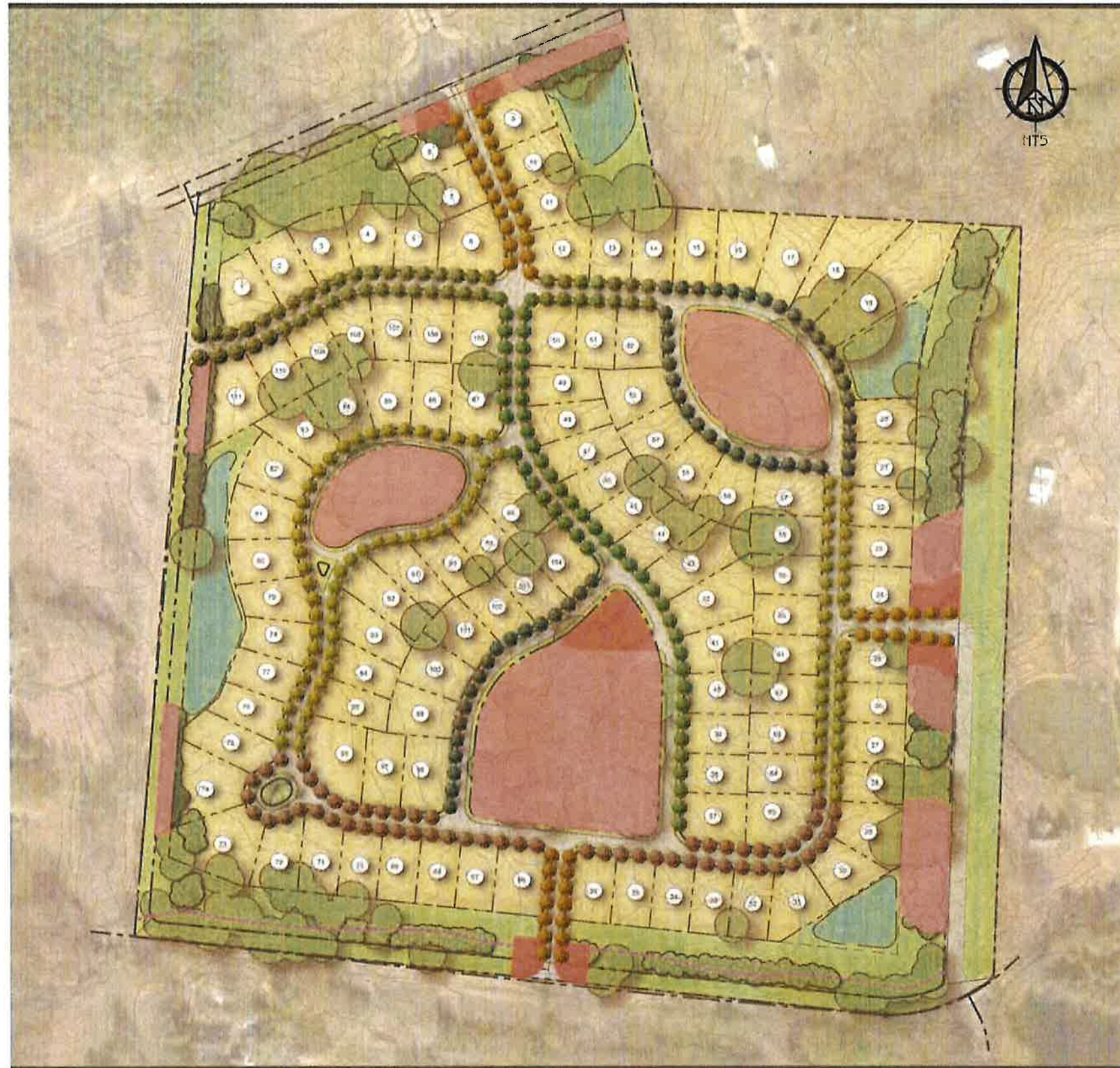
- EVERGREEN SHRUB: FOSTER HOLLY, PRAGUE VIBURNUM, OR SCHIP LAUREL
- ORNAMENTAL UNDERSTORY TREE: REDBUD, SERVICEBERRY, OR DOGWOOD
- MEDIUM EVERGREEN TREE: RED CEDAR OR GREEN GIANT ARBORVITAE

NOTE: EVERGREEN RD. LANDSCAPE BUFFER PLATE CONTAINS MEDIUM TO SHORTER HEIGHT PLANT MATERIAL DUE TO EXISTING OVERHEAD POWERLINES.

NOTE: WIDTH OF THE LANDSCAPE PLATES IS GOVERNED BY THE WIDTH OF THE BUFFER.

* ALL NON-INVASIVE PLANT MATERIAL IN BUFFERS NOT DIRECTLY AFFECTED BY ROAD DETENTION & UTILITY CONSTRUCTION ARE TO BE PRESERVED.

*THE PDP WAS AMENDED BY W.H. PORTER ON AUGUST 23, 2010, CHANGING THE LOT LAYOUT. THIS EXHIBIT REMAINS IN FORCE. FOR THE AMENDED LAYOUT, SEE THE MASTER ILLUSTRATION PLAN, SHEET 1 OF 1, DATED JULY 15, 2010.



IRRIGATION KEY

- AREAS TO BE DRIP IRRIGATED BY A LOW FLOW SYSTEM (SEE NOTES BELOW)
- AREAS TO BE IRRIGATED BY A MEDIUM FLOW SYSTEM (COMBINATIONS OF LOW FLOW DRIP AND SPRAY HEADS)

STREET TREE KEY

- QUERCUS SHUMARDII / SHUMARD OAK
- QUERCUS PHELLOS / WILLOW OAK
- LIQUIDAMBAR STYRACIFLUA 'ROTUNDAIOBA' / SEEDLESS SWEETGUM
- ULMUS PARVIFOLIA 'BOSQUE' / LACEBARK ELM
- PLATANUS X ACERIFOLIA 'BLOODGOOD' / T LONDON PLANETREE
- ACER SACCHARUM 'LEGACY' / LEGACY SUGAR MAPLE

NOTE: ALL STREET TREES ARE PLANTED AT 35' O.C. AND SPECIFIED AT 3" CALIPER. PLANTS SHALL BE IN ACCORDANCE WITH A.N.S.I. Z80 [AMERICAN STANDARD FOR NURSERY STOCK] (CURRENT EDITION).

NOTES:

1. ALL PROPOSED PLANT MATERIAL LOCATED IN BUFFERS, AT ENTRANCES, AND PARKS WILL BE IRRIGATED BY AN AUTOMATIC DRIP IRRIGATION SYSTEM. TRENCHING WILL BE MINIMIZED AROUND EXISTING VEGETATION. STREET TREE WATERING WILL BE THE RESPONSIBILITY OF THE ADJACENT HOMEOWNER.
2. TURF AND GROUND COVER/SHRUB BEDS AT ENTRANCES WILL BE IRRIGATED BY SPRAY HEADS.
3. STREET TREES TO BE INSTALLED UPON COMPLETION OF EACH ADJACENT HOME. TREES ARE TO BE MAINTAINED BY THE HOMEOWNER AND ENFORCED BY THE HOA.
4. DETAILED IRRIGATION AND PLANTING PLANS TO BE SUBMITTED AT SDDP STAGE, PER CHAPTER 9, CITY OF LAKE LAND ORDINANCE #07-100.
5. AT THE CONSTRUCTION PLAN PHASE, SOIL SAMPLES WILL BE TESTED AT REPRESENTATIVE LOCATIONS. IF IT IS DETERMINED THAT SOIL AMENDMENTS WILL BE NEEDED, RECOMMENDATIONS WILL BE FORWARDED TO THE NATURAL RESOURCES DIRECTOR.

*THE PDP WAS AMENDED BY W.H. PORTER ON AUGUST 23, 2010, CHANGING THE LOT LAYOUT. THIS EXHIBIT REMAINS IN FORCE. FOR THE AMENDED LAYOUT, SEE THE MASTER ILLUSTRATION PLAN, SHEET 1 OF 1, DATED JULY 15, 2010.

ENTRY SIGNAGE - Exhibit R

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Kensington Manor



ABOVE: CONCEPTUAL MONUMENTAL SIGNAGE FOR MAIN ENTRANCES LOCATED OFF OF CHAMBERS CHAPEL ROAD AND U.S. HWY 70

RIGHT: CONCEPTUAL MONUMENTAL SIGNAGE FOR SECONDARY ENTRANCE LOCATED OFF OF MEMPHIS-ARLINGTON ROAD

NOTE: ARCHITECTURAL AND LANDSCAPE FOCAL ELEMENTS WITHIN COMMON OPEN SPACES TO HAVE CONSTANT THEME/IMAGE.

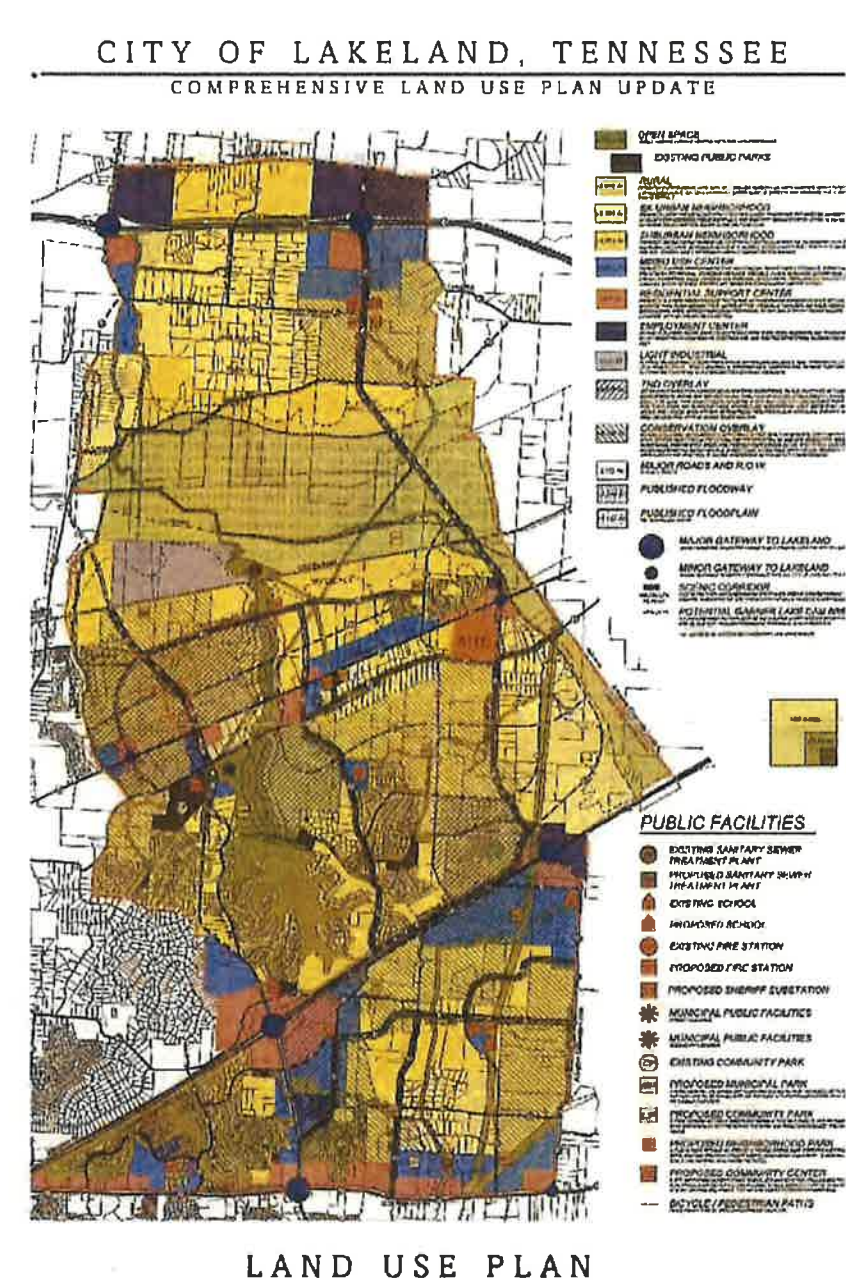
SIGNAGE LOCATION KEY



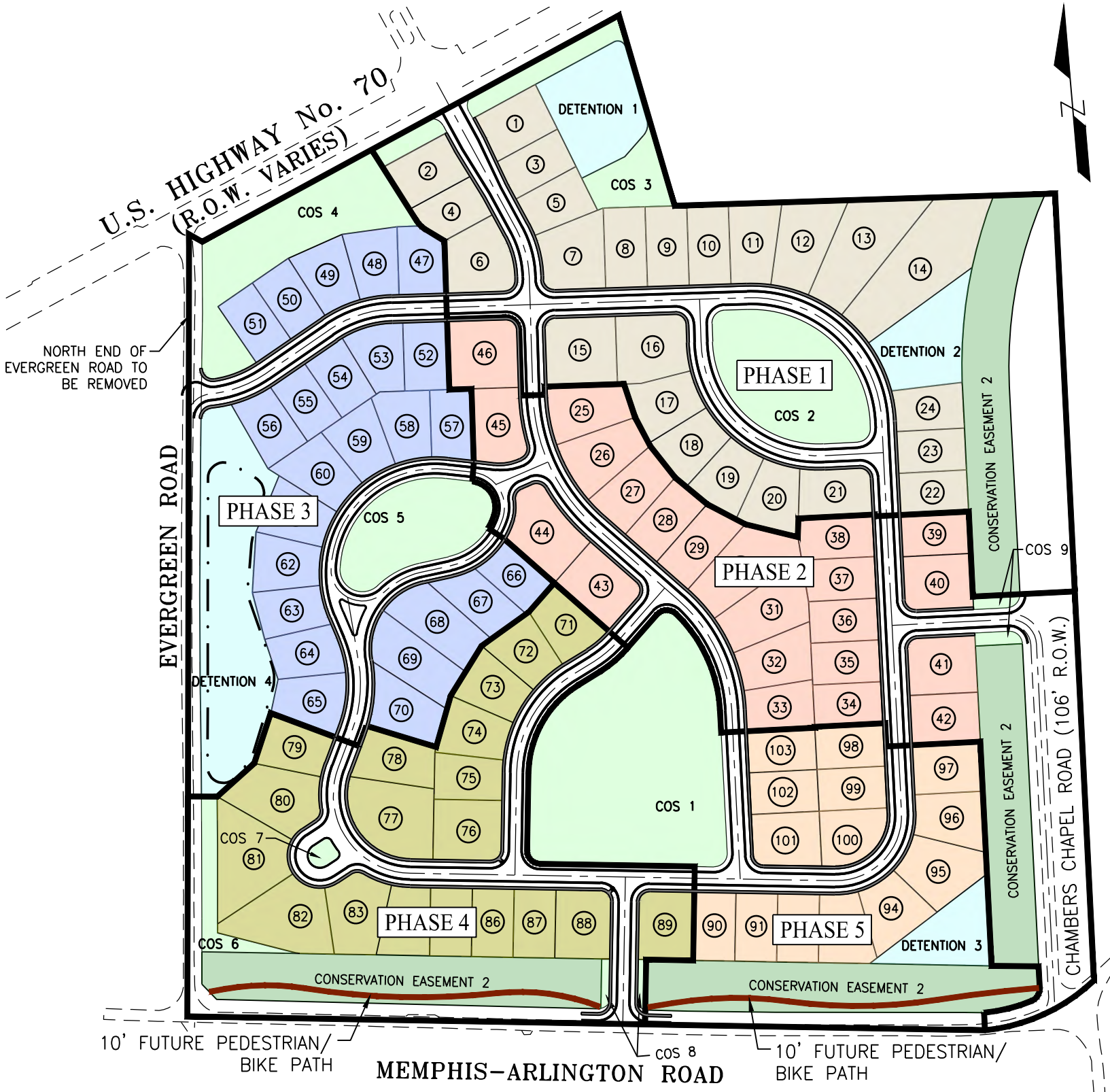
27

Kensington Manor

LANDUSE PLAN



PHASING PLAN - Exhibit T



REVISED BY
RENAISSANCE DEVELOPMENTS
AUGUST 2022

PHASE	LOTS	NO. OF LOTS	AREA (AC)
PHASE 1	1-24	24	17.29
PHASE 2	25-46	22	12.19
PHASE 3	47-70	24	13.09
PHASE 4	71-89	19	11.10
PHASE 5	90-103	14	10.64

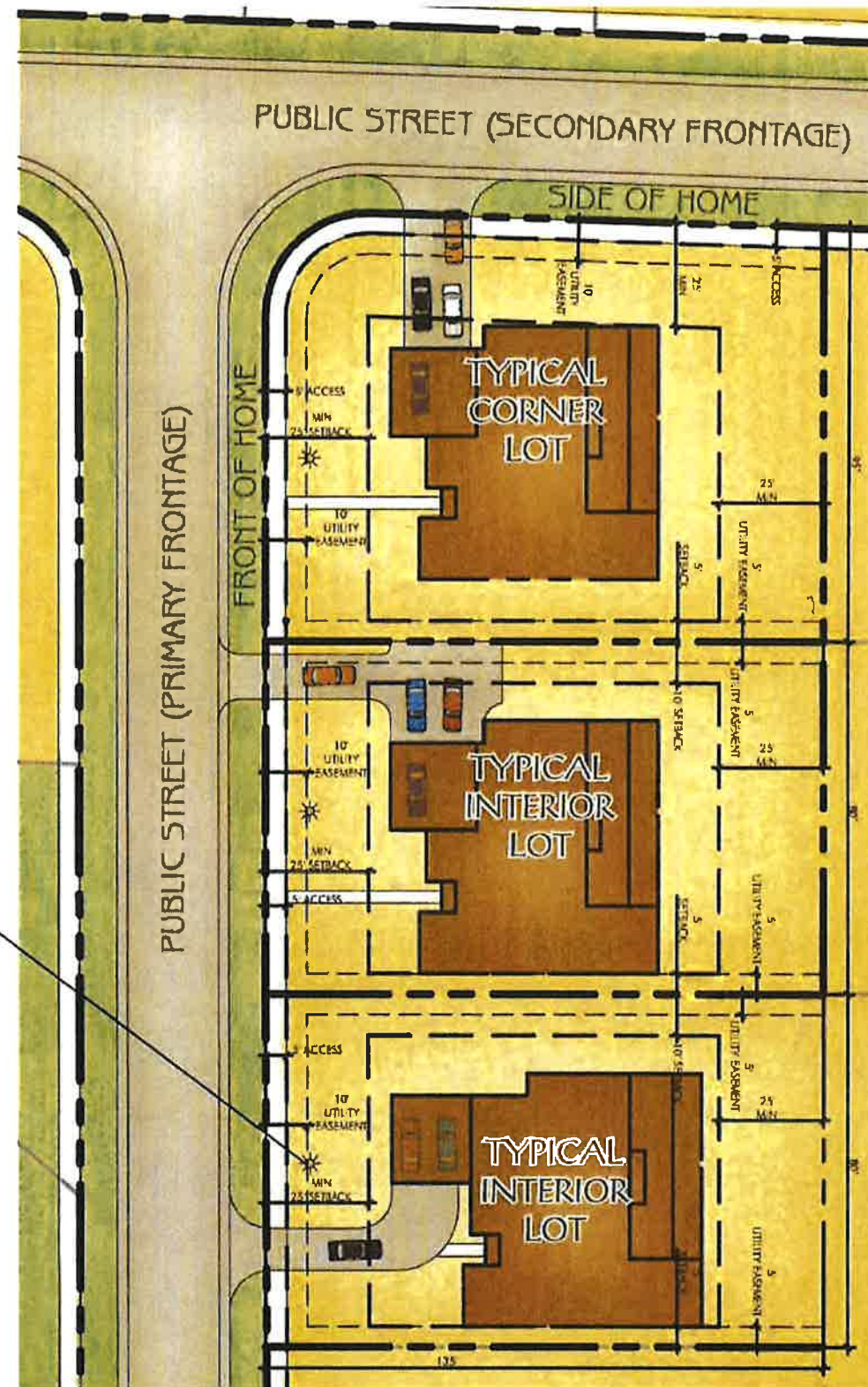
TYPICAL LOT DIMENSION & LIGHTING - Exhibit U

b

29

Xensington Manor

TYPICAL FRONT LOADED LOT



APPROXIMATE LOCATION OF 6' HT.
POLE MOUNTED PRIVATE LIGHT FIXTURE
(DETAILED LIGHTING INFORMATION TO
BE SUBMITTED WITH THE SDDP)

1" = 40'

NOTE: REFER TO SECTION XV, 1, B FOR CORNER LOT
GARAGE INFORMATION.

TYPICAL LIGHT - ONE
PER EACH FRONT YARD



ARCHITECTURAL CHARACTER - Exhibit V



ARCHITECTURAL CHARACTER - Exhibit V

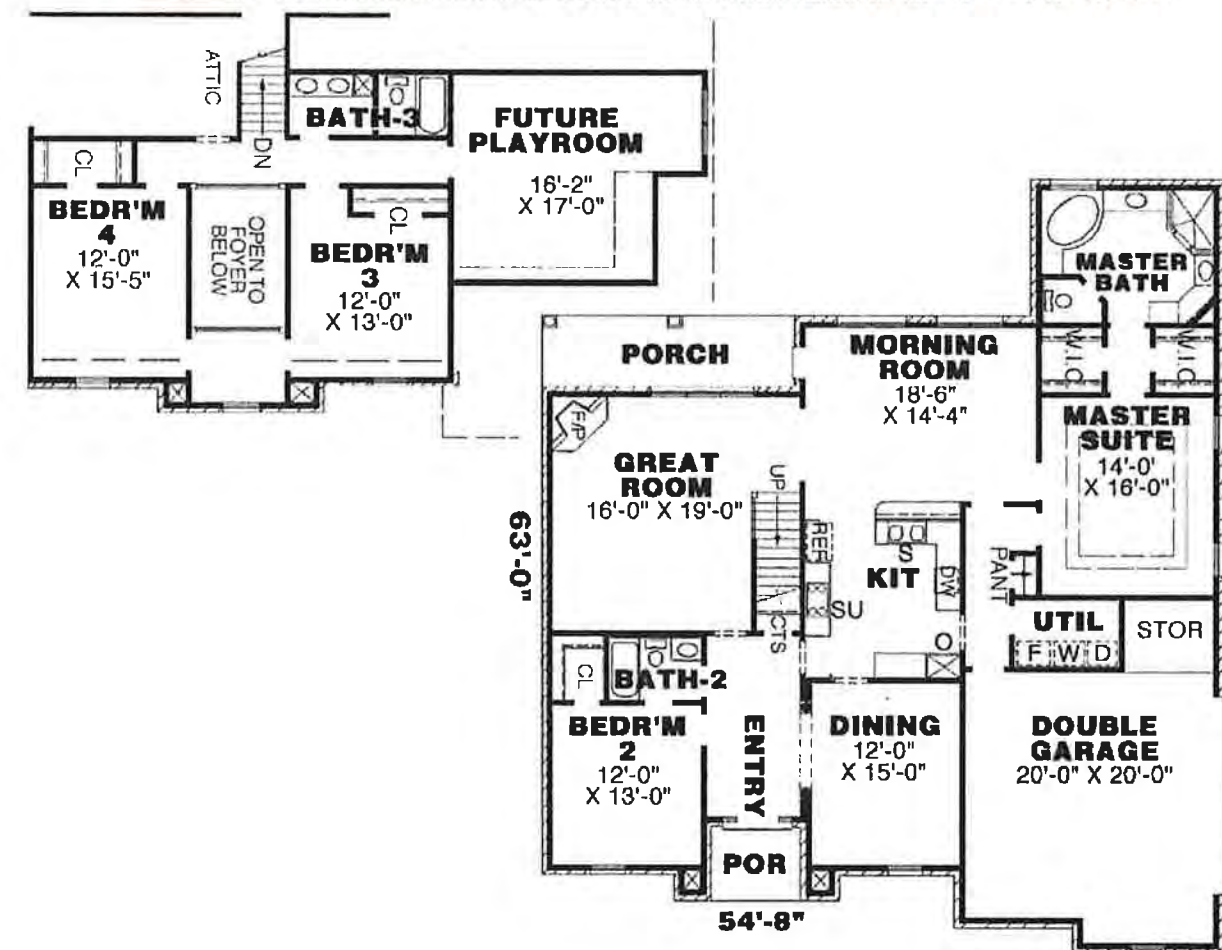
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31

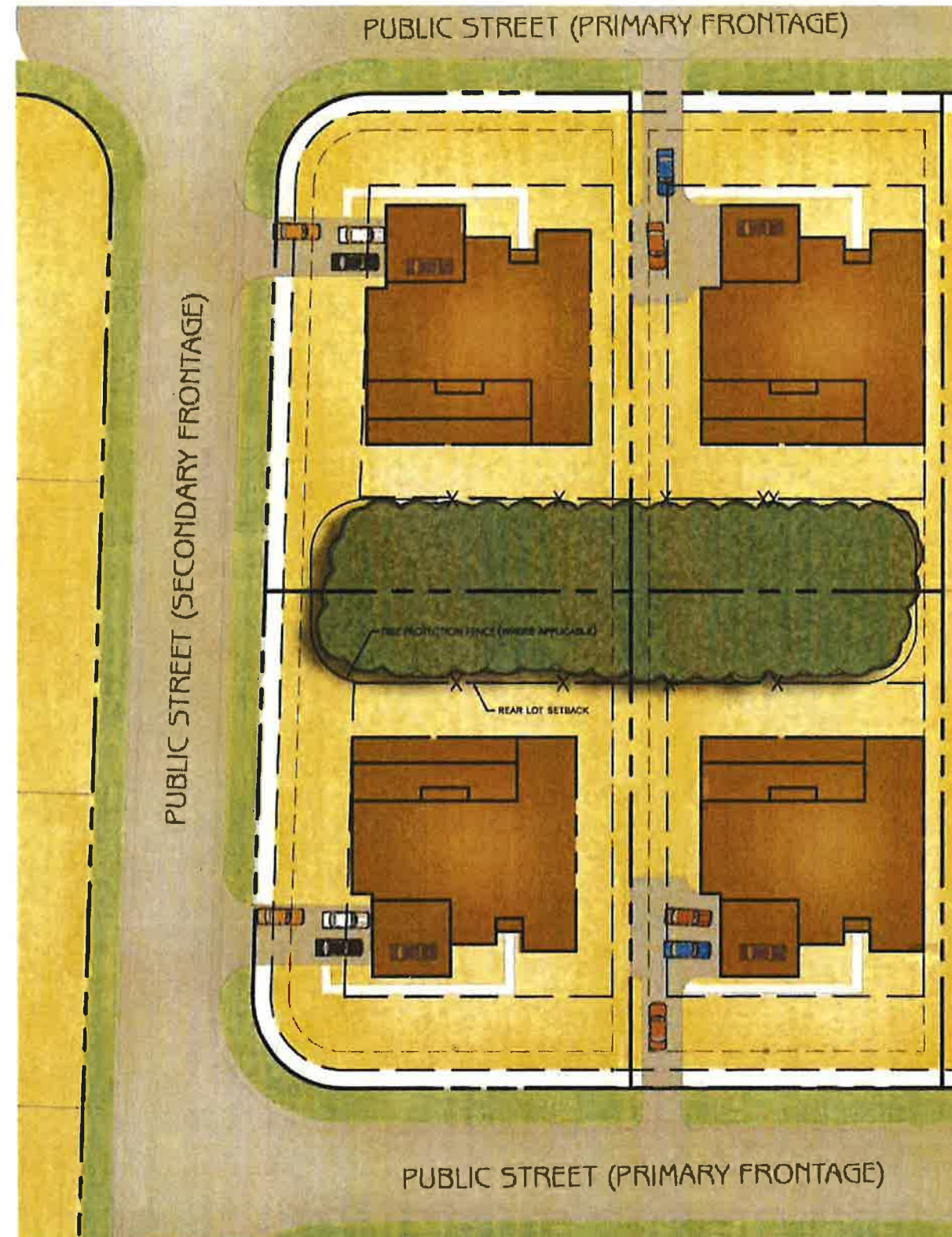
Kensington Manor



EXAMPLE FLOOR PLANS

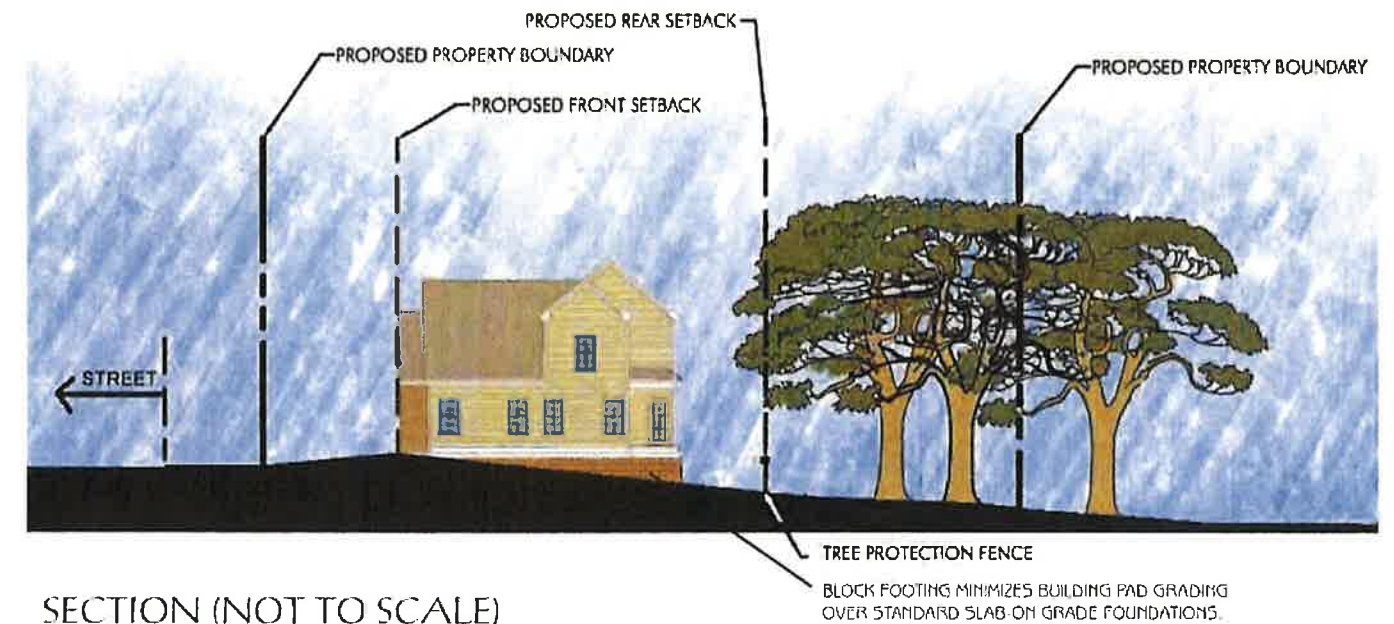


TREE PROTECTION TECHNIQUES ON FRONT LOADED LOTS - Exhibit W



TYPICAL FRONT LOADED LOT

1" = 40'



SECTION (NOT TO SCALE)

1.) ALL SPECIMEN TREES IN THE REAR BUILDING SETBACK OF FRONT LOADED LOTS WILL BE PROTECTED. IN ADDITION, ON LOTS OF SPECIAL VEGETATIVE CONCERN (NOTED ON SITE MASTER PLAN & EXHIBIT J), PRIOR TO OBTAINING A BUILDING PERMIT, HEALTHY TREES OF VALUE WILL BE EVALUATED BY THE NATURAL RESOURCE DIRECTOR, THE BUILDER, AND THE ISA CERTIFIED ARBORIST FOR FEASIBILITY OF PRESERVATION. THESE ADDITIONAL TREES THAT ARE MARKED FOR PRESERVATION WILL HAVE THE SAME PROTECTION MEASURES PERFORMED AS DO THE SPECIMEN TREES.

2.) UPON COMPLETION OF THE FULL TREE SURVEY, THE CITY OF LAKE LAND STAFF MAY ADD OR SUBTRACT LOTS TO THE LIST OF [LOTS OF SPECIAL VEGETATIVE CONCERN.]

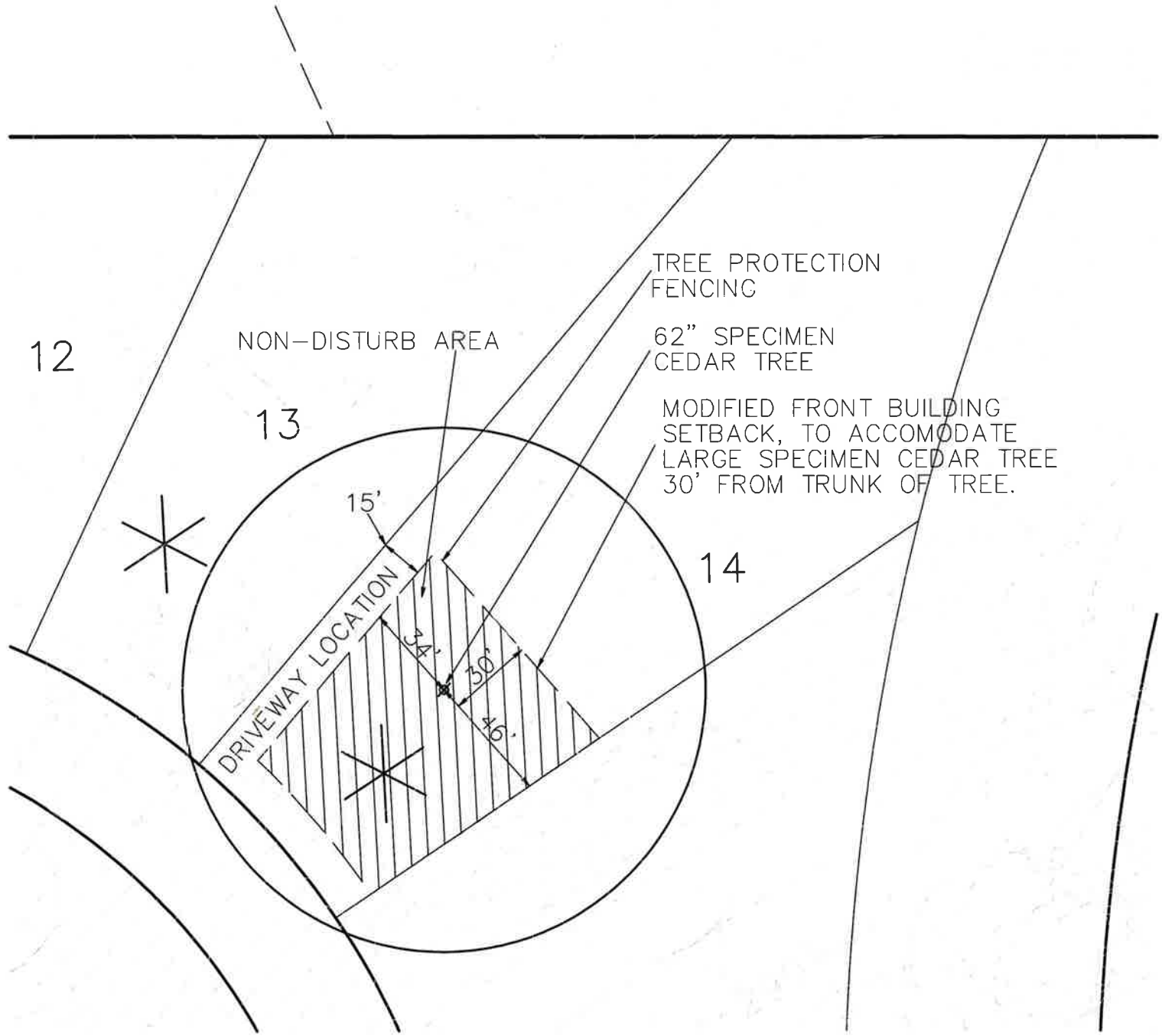
3.) A TREE PROTECTION PLAN WITH DETAILS WILL BE SUBMITTED WITH THE FIRST PHASE SDDP. TREE PROTECTION FENCING WILL BE INSTALLED USING GUIDELINES APPROVED BY AN ISA CERTIFIED ARBORIST. ARBORIST TO INSPECT TREE PROTECTION FENCING AND MONITOR HEALTH OF THE PROTECTED TREES BEFORE, DURING, AND AFTER CONSTRUCTION.

* SEE SECTION XV, BULLET NUMBER 4, IN THE CONDITIONS OF APPROVAL TEXT FOR MAXIMUM LOT COVERAGE

REVISED BY
W.H. PORTER CONSULTANTS, PLLC
AUGUST 2010

SPECIAL TREE PROTECTION TECHNIQUE FOR LOT 14 - Exhibit X

LOT 14 SHALL HAVE A MODIFIED BUILDING SETBACK TO ACCOMODATE A LARGE 62" CEDAR OF SIGNIFICANT IMPORTANCE. A LARGE NON-DISTURB AREA HAS BEEN IDENTIFIED TO PRESERVE THE HEALTH OF THIS TREE. THIS AREA WILL BE SURROUNDED BY TREE PROTECTION FENCING. ARBORIST SHALL INSPECT PROTECTION FENCING AND MONITOR THE HEALTH OF THE TREE BEFORE AND THROUGH THE PHASES OF CONSTRUCTION.



REVISED BY
W.H. PORTER CONSULTANTS, PLLC
AUGUST 2010

Meeting Cycle: Thursday, October 6, 2022

Subject: **Resolution** - accepting the dedication of public improvements and authorizing the reduction of Security for Public and Common Improvements for Kensington Manor Phase 2 Planned Development. *Sponsored by Emily Harrell*

Staff Contact: Emily Harrell, City Engineer

STAFF RECOMMENDATION

City Staff recommends the Board of Commissioners approve Resolution R-101-2022.

BUDGET IMPACT

There is no budgetary impact of this resolution.

DISCUSSION

The Final Development Plan for Kensington Manor Phase 2 Planned Development was approved by the Municipal Planning Commission in March 2022. All public and common improvements have been installed and inspected with the exception of the asphalt surface.

The developer provided security in the amount of \$131,294.95 upon execution of the development contract. Based on public improvements completed and accepted, the developer is eligible for a reduction in security to \$54,167.69. All public improvements will be warrantied for a period of one year from date of acceptance.

RESOLUTION R-111-2022

ACCEPTING THE DEDICATION OF PUBLIC IMPROVEMENTS AND AUTHORIZING
THE REDUCTION OF SECURITY FOR PUBLIC AND COMMON IMPROVEMENTS
FOR KENSINGTON MANOR PHASE 2 PLANNED DEVELOPMENT

WHEREAS, Regency Homebuilders, LLC issued a letter of credit to the City of Lakeland as a Security for the construction of Public and Common Improvements in Kensington Manor Phase 2 PD in the amount of one hundred thirty-one thousand two hundred ninety-four dollars and ninety-five cents (\$131,294.95); and,

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

WHEREAS, all public improvements in Kensington Manor Phase 2 PD shall be warrantied for a period of one (1) year from the date of acceptance; and,

WHEREAS, the City Engineer has reviewed the request for reduction of security and recommends a reduction from one hundred thirty-one thousand two hundred ninety-four dollars and ninety-five cents (\$131,294.95) to fifty-four thousand one hundred sixty-seven dollars and sixty-nine cents (\$54,167.69):

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Lakeland, Tennessee, that the City accept the Dedication of Public Improvements and authorize the reduction of the Security for Public and Common Improvements in Kensington Manor Phase 2 PD from one hundred thirty-one thousand two hundred ninety-four dollars and ninety-five cents (\$131,294.95) to fifty-four thousand one hundred sixty-seven dollars and sixty-nine cents (\$54,167.69).

APPROVED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee this 6th day of October 2022, the public welfare requiring it.

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell
City Recorder



Board of Commissioners

Meeting Cycle: Thursday, October 6, 2022

Subject: **Resolution** - accepting the dedication of public improvements and authorizing the reduction of Security for Public and Common Improvements for Lakeland Meadows Phase 1 Planned Development. *Sponsored by Emily Harrell*

Staff Contact: Emily Harrell, City Engineer

STAFF RECOMMENDATION

City Staff recommends the Board of Commissioners approve Resolution R-112-2022.

BUDGET IMPACT

There is no budgetary impact of this resolution.

DISCUSSION

The Final Development Plan for Lakeland Meadows Phase 1 Planned Development was approved by the Municipal Planning Commission in July 2022. All public and common improvements have been installed and inspected with the exception of the asphalt surface.

The developer provided security in the amount of \$143,657.68 upon execution of the development contract. Based on public improvements completed and accepted, the developer is eligible for a reduction in security to \$65,143.60. All public improvements will be warrantied for a period of one year from date of acceptance.

RESOLUTION R-112-2022

ACCEPTING THE DEDICATION OF PUBLIC IMPROVEMENTS AND AUTHORIZING
THE REDUCTION OF SECURITY FOR PUBLIC AND COMMON IMPROVEMENTS
FOR LAKELAND MEADOWS PHASE 1 PLANNED DEVELOPMENT

WHEREAS, Renaissance Developments, LLC issued a letter of credit to the City of Lakeland as a Security for the construction of Public and Common Improvements in Lakeland Meadows Phase 1 PD in the amount of one hundred forty-three thousand six hundred fifty-seven dollars and sixty-eight cents (\$143,657.68); and,

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

WHEREAS, all public improvements in Lakeland Meadows Phase 1 PD shall be warrantied for a period of one (1) year from the date of acceptance; and,

WHEREAS, the City Engineer has reviewed the request for reduction of security and recommends a reduction from one hundred forty-three thousand six hundred fifty-seven dollars and sixty-eight cents (\$143,657.68) to sixty-five thousand one hundred forty-three dollars and sixty cents (\$65,143.60):

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Lakeland, Tennessee, that the City accept the Dedication of Public Improvements and authorize the reduction of the Security for Public and Common Improvements in Lakeland Meadows Phase 1 PD from one hundred forty-three thousand six hundred fifty-seven dollars and sixty-eight cents (\$143,657.68) to sixty-five thousand one hundred forty-three dollars and sixty cents (\$65,143.60).

APPROVED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee this 6th day of October 2022, the public welfare requiring it.

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell
City Recorder



Board of Commissioners

Meeting Cycle: Thursday, October 6, 2022

Subject: **Resolution** - authorizing the submittal of a grant application to Tennessee Department of Environment and Conservation for Recycling Rebate.
Sponsored by Emily Harrell

Staff Contact: Emily Harrell, City Engineer

STAFF RECOMMENDATION

City Staff recommends the Board of Commissioners approve Resolution R-99-2022.

BUDGET IMPACT

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

DISCUSSION

The Recycling Rebate grant helps achieve waste reduction and recycling goals, such as, establishing new programs or collection sites; preparing recovered materials for transport and marketing; identifying markets for recovered materials; and developing educational programs for adults and children to help them understand solid waste issues, management options, costs and the value of waste reduction and recycling efforts. The City is eligible for a grant through the Tennessee Department of Environment and Conservation (TDEC) in the amount of \$2,938.92, of which the City is responsible for a 50% match of \$1,469.46. The monies will be used for printing recycling magnets and recycling bags for litter crews and community clean-up events,

RESOLUTION R-99-2022

AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION
TO TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION FOR
RECYCLING REBATE

WHEREAS, the City of Lakeland desires to submit an application to the Tennessee Department of Environment & Conservation Division of Solid Waste Management for a grant to help achieve waste reduction and recycling goals: and,

WHEREAS, the grant is funded through the Tennessee Department of Environment & Conservation Division of Solid Waste Management; and,

WHEREAS, the grant is two thousand nine hundred thirty-eight dollars and ninety-two cents (\$2,938.92) of which the City is responsible for a match of one thousand four hundred sixty-nine dollars and forty-six cents (\$1,469.46):

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Lakeland, Tennessee, that the City Manager is authorized to submit an application to the Tennessee Department of Environment & Conservation Division of Solid Waste Management for the Recycling Rebate grant in the amount of two thousand nine hundred thirty-eight dollars and ninety-two cents (\$2,938.92) of which the City of Lakeland commits to contribute a match of one thousand four hundred sixty-nine dollars and forty-six cents (\$1,469.46).

APPROVED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee this 6th day of October 2022, the public welfare requiring it.

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell
City Recorder

Meeting Cycle: Thursday, October 6, 2022

Subject: **Resolution** - authorizing the submittal of an application and acceptance of grant funds from the Tennessee Department of Environment and Conservation and Shelby County Government for a non-competitive grant appropriated by the federal American Rescue Plan Act. *Sponsored by Emily Harrell*

Staff Contact: Emily Harrell, City Engineer

STAFF RECOMMENDATION

City Staff recommends the Board of Commissioners approve Resolution R-110-2022.

BUDGET IMPACT

There is no budgetary impact of this resolution.

DISCUSSION

The State of Tennessee Department of Environment and Conservation (TDEC) has appropriated \$1,614,797.07 in non-competitive American Rescue Plan Act (ARP) funds to be used for eligible water, sewer, and stormwater needs. Additionally, Shelby County has resolved to transfer \$1,000,000 of its state allocation to the City of Lakeland to be used for the Oliver Creek Sewer Interceptor project. The City is responsible for the required 15% match for collaborative projects, which may be reduced by 5% if deemed eligible by TDEC. The City of Lakeland will be responsible for submitting the application, administration and reporting required for the ARP grant. The grant funds must be obligated by 2024 and expended by 2026.

RESOLUTION R-110-2022

AUTHORIZING THE SUBMITTAL OF AN APPLICATION AND ACCEPTANCE OF GRANT FUNDS FROM THE TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION AND SHELBY COUNTY GOVERNMENT FOR A NON- COMPETITIVE GRANT APPROPRIATED BY THE FEDERAL AMERICAN RESCUE PLAN ACT

WHEREAS, funds have been authorized and appropriated by the federal American Rescue Plan Act (“ARP”) to be used for eligible drinking water, wastewater, or stormwater projects. The Tennessee Department of Environment and Conservation (“TDEC”) has been designated to administer these funds; and,

WHEREAS, ARP guidelines stipulate that “Project Owners are those entities that may execute projects. Project owners must operate a drinking water or wastewater system or a permitted stormwater system or execute a project on behalf of a drinking water or wastewater system or a permitted stormwater system”; and,

WHEREAS, the City of Lakeland owns and operates water and wastewater systems that provide water and wastewater services to residents of Lakeland and Shelby County; and,

WHEREAS, TDEC has appropriated \$1,614,797.07 in non-competitive ARP funds to the City of Lakeland to be used for eligible water, sewer, and stormwater needs; and,

WHEREAS, Shelby County has resolved to transfer \$1,000,000.00 of its state designated TDEC ARP allocation to the City of Lakeland to be used for sewer improvements for the benefit of citizens of Lakeland and Shelby County:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Lakeland, Tennessee, that

- 1) The City of Lakeland accepts the allocation of \$1,000,000.00 from Shelby County to be used to sewer improvements as allowed by the TDEC ARP grant guidelines.
- 2) Shelby County is absolved of the responsibility of the application process; administration; reporting; or contractual agreements with engineers, contractors, administrators, and any other parties necessary to carry out the program.
- 3) The City of Lakeland accepts the appropriation of \$1,614,797.07 from TDEC to be used for sewer improvements as allowed by the TDEC ARP grant guidelines.

RESOLUTION R-110-2022

AUTHORIZING THE SUBMITTAL OF AN APPLICATION AND ACCEPTANCE OF
GRANT FUNDS FROM THE TENNESSEE DEPARTMENT OF ENVIRONMENT AND
CONSERVATION AND SHELBY COUNTY GOVERNMENT FOR A NON-
COMPETITIVE GRANT APPROPRIATED BY THE FEDERAL AMERICAN RESCUE
PLAN ACT

- 4) The City of Lakeland will be responsible for the required collaborative 15% match and will accept the 5% match reduction if deemed eligible.
- 5) The City of Lakeland will be responsible for application process; administration; reporting; or contractual agreements with engineers, contractors, administrators, and any other parties necessary to carry out the program.
- 6) Mike Cunningham, Mayor, and his successor in title, is hereby authorized to execute and submit documents, forms, assurances and agreements, as necessary to carry out the program.

APPROVED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee this 6th day of October 2022, the public welfare requiring it.

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell
City Recorder



Board of Commissioners

Meeting Cycle: Thursday, October 6, 2022

Subject: **Resolution** - approving a contract with B&B Specialty Contractors, Inc. for the City Hall Improvements project. *Sponsored by Luis Camarillo Hernandez*

Staff Contact: Luis Camarillo Hernandez, Staff Engineer

STAFF RECOMMENDATION

City Staff recommends the Board of Commissioners approve Resolution R-98-2022.

BUDGET IMPACT

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

DISCUSSION

The City Hall Improvements project proposes to turn an existing oversized office space in City Hall into two office spaces. The project will consist of construction of a new wall, installation of a new door, and HVAC and electrical improvements to each office. The City received three (3) bids listed in the table below:

BIDDER	BID AMOUNT
Barnes and Brower	\$31,273.00
B&B Specialty Contractors, Inc.	\$15,500.00
Wagner General Contractors	\$25,700.00

The City has reviewed the bids and recommends awarding the contract to the lowest, qualified bidder B&B Specialty Contractors, Inc.

RESOLUTION R-98-2022

APPROVING A CONTRACT WITH B&B SPECIALTY CONTRACTORS, INC. FOR THE
CITY HALL IMPROVEMENTS PROJECT

WHEREAS, the City desires to split an oversized office within City Hall to make it two offices; and,

WHEREAS, B&B Specialty Contractors, Inc. was the lowest qualified bidder on September 27, 2022, for the City Hall Improvements project; and,

WHEREAS, B&B Specialty Contractors, Inc. is willing and able to provide these services as specified in the contract documents; and,

WHEREAS, Funding for this contract 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 and directed to execute, and the City Recorder attest, an agreement with B&B Specialty Contractors, Inc. for the City Hall Improvements project in the amount of fifteen thousand five hundred dollars (\$15,500).

BE IT FURTHER RESOLVED, that the Board of Commissioners authorize an additional one thousand five hundred dollars (\$1,500) for a construction contingency fund to be used to pay for items that may arise outside of the unit bid prices and for unforeseen work and that the City Manager is hereby authorized to make verified partial payments when necessary throughout the project to a total fixed cost amount of seventeen thousand dollars (\$17,000).

APPROVED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee on this 6th day of October 2022, the public welfare requiring it.

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell
City Recorder

STANDARD FORM OF
AGREEMENT BETWEEN OWNER AND CONTRACTOR

THIS AGREEMENT is made between the City of Lakeland, hereinafter referred to as the "Owner," and B&B Specialty Contractors Inc hereinafter referred to as the "Contractor."

WHEREAS, the City of Lakeland is desirous of improvements to City Hall ; and,

WHEREAS B&B Specialty Contractors Inc is able and willing to provide those services to the City of Lakeland, Tennessee.

NOW, THEREFORE, it is hereby agreed as follows:

ARTICLE 1. WORK.

Contractor shall perform all the work required by the Contract documents for City Hall Improvement Project , Lakeland, Tennessee.

ARTICLE 2. ENGINEER.

The Project has been designed by the City of Lakeland Engineering Office, 10001 U.S. Highway 70, Lakeland, Tennessee, who is hereinafter referred to as the "Engineer" and who is to act as Owner's representative, assume all duties and responsibilities and have the rights and authority assigned to Engineer in the Contract documents in connection with completion of the Work in accordance with the Contract documents.

ARTICLE 3. CONTRACT TIME.

- 3.1 The Work will be substantially completed by January 27, 2023 and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions by January 20, 2023.
- 3.2 Liquidated Damages. Owner and Contractor recognize that time is of the essence of this Agreement and that Owner will suffer financial loss if the Work is not substantially completed by the time specified in Paragraph 3.1 above, plus any extension thereof allowed in accordance with Article 15 of the General Conditions. They also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding, the actual loss suffered by Owner if the Work is not substantially completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty) Contractor shall pay Owner one Hundred Dollars (\$100.00) for each day that expires after the time specified in Paragraph 3.1 for substantial completion. After Substantial Completion, if the Contractor shall neglect, refuse, or fail to complete the remaining work within the time specified in paragraph 3.1 for completion and readiness for final payment or any proper extension thereof granted by Owner, Contractor shall pay Owner One Hundred Dollars (\$100.00)

SFA-1

for each day that expires after the time specified in paragraph 3.1 for completion and readiness for final payment. It is further agreed that such liquidated damages are not a penalty but represent the parties' best estimate of actual damages.

ARTICLE 4. CONTRACT PRICE.

In Consideration of the performance of the work in accordance with the Contract documents for this Lump Sum Contract, Owner shall pay Contractor in current funds a not-to-exceed total contract price of Fifteen Thousand Five Hundred Dollars (\$15,500), subject to additions and deductions by Change Order approved by the Owner. The contract fee shall be based on materials actually furnished and installed and services actually provided based on the unit prices contained in the Bid Form, included as Exhibit "A" (pages BF-1 -- BS-1) and by this reference made a part of this Agreement.

ARTICLE 5. PAYMENT PROCEDURES.

Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed through the Engineer as provided in the General Conditions.

- 5.1 Progress Payments. Owner shall make progress payments on the basis of Contractor's Applications for Payment as recommended by Engineer, on or about the 25th day of each month during construction as provided below. All progress payments will be on the basis of the progress of the Work measured by the Schedule of Values provided for in Paragraph 15 of the General Conditions, subject to the cutoff and submittal dates provided in the General Provisions.
 - 5.1.1 During the course of the Contract progress payments will be made in an amount equal to 95% of the Work completed, less in each case the aggregate of payments previously made.
 - 5.1.2 In the event the Contractor makes only one application for payment upon substantially completing the Work, progress payment will be made in an amount equal to 95% of the Work completed. Owner shall withhold five percent (5%) of the work completed as retainage, said retainage to be paid in accordance with the provisions of Paragraph 5.2, Final Payment.
- 5.2 Final Payment. Upon final completion and acceptance of the Work in accordance with Paragraph 15.06 of the General Conditions, Engineer shall recommend payment and present Contractor's Final Application for Payment to the City in accordance with Tennessee Statutes 54-5-122. Before final acceptance of the project as having been finally completed, the contractor shall furnish evidence of payment in full for materials and labor to the City in accordance with Tennessee 54-5-122. When this is done, full settlement may be made with the contractor, but not until thirty (30) day's notice is some newspaper published in the county where the work is done, if there is a newspaper there, and if not, in a newspaper in an adjoining county that settlement is about to be made and notifying all claimants to file notice of their claims with the

officials and the period for filing shall not be less than thirty (30) days after the last published notice. In the event claims are filed, the officials shall withhold a sufficient sum to pay the claims in the same way and manner as is provided for claimants making claims against contractors dealing with the Department of Transportation in accordance with Statutes 54-5-123, and claimants may bring suits against contractors in the way and manner provided in 54-5-124, as suits are brought against contractors dealing with the department. Where claims are allowed by the Courts, Statutes 54-5-125 and 54-5-127 shall be applicable.

ARTICLE 6. WITHHELD FUNDS.

Pursuant to Tennessee Statutes Section 66-11-104 et seq., withheld percentages for Contracts exceeding \$500,000.00 will be retained in an account in the name of the Contractor (except when specifically waived in writing by Contractor) which has been assigned to the Owner until the Contract is completely, satisfactorily, and finally accepted by the Owner. Unless a depository is designated by the Contractor in a written attachment hereto, the Contractor's signature hereon shall act as authority for the Owner to designate a retainage depository on behalf of the Contractor, for the purposes specified in Tennessee Statutes Section 66-11-104. The Contractor's signature hereon shall act as an assignment of the depository account to the Owner, as provided by Tennessee Statutes Section 66-11-104 et seq., whether the depository is designated by the Contractor or by the Owner.

ARTICLE 7. CONTRACTOR'S REPRESENTATIONS.

In order to induce Owner to enter into this Agreement, Contractor makes the following representations:

- 7.1 Contractor has familiarized himself with the nature and extent of the Contract documents, Work, locality, and with all local conditions and federal, state, and local Laws and Regulations that in any manner may affect cost, progress, or performance of the Work.
- 7.2 Contractor has studied carefully all reports of investigations and test of subsurface and latent physical conditions at the site or otherwise affecting cost, progress, or performance of the Work which were relied upon by Engineer in the preparation of the Drawings and Specifications and which have been identified in the Supplementary Conditions.
- 7.3 Contractor has made or caused to be made examinations, investigations, and test and studies as he deems necessary for the performance of the Work at the Contract price, within the Contract Time, and in accordance with the other terms and conditions of the Contract documents; and no additional examinations, investigations, tests, reports, or similar data are or will be required by Contractor for such purposes.
- 7.4 Contractor has correlated the results of all such observations, examinations, investigations, tests, reports, and data with the terms and conditions of the Contract documents.

- 7.5 Contractor has given Engineer written notice of all conflicts, errors, or discrepancies that he has discovered in the Contract documents and the written resolution thereof by Engineer is acceptable to Contractor.

ARTICLE 8. CONTRACT DOCUMENTS.

The Contract documents which comprise the entire agreement between Owner and Contractor are attached to this Agreement, made a part hereof and consist of the following:

- 8.1 This Agreement (Pages SFA-1 to SFA-5, inclusive).
- 8.2 Joint Account Agreement or Letter of Forfeiture waiving same (if applicable)
- 8.3 Exhibit "A" - Bid Form.
- 8.4 Affidavit of Drug Free Work Program
- 8.5 Addenda
- 8.6 Performance Bonds
- 8.7 Certificates of Insurance, of Workers' Compensation Coverage, and of Unemployment Insurance Coverage.
- 8.8 2013 Standard General Conditions of the Construction Contract (Pages i to 62, inclusive).
- 8.8 Standard Supplementary Conditions (Pages SSC-1 to SSC-16, inclusive).
- 8.9 General Requirements
- 8.10 Special Provisions (Section 01810)
- 8.11 Technical Specifications
- 8.12 Notice of Award.
- 8.13 Notice to Proceed.
- 8.14 Minutes of the Pre-Bid Conference, if any.
- 8.15 Shop Drawings and other Submittals furnished by Contractor during performance of the Work and accepted by the Owner.

8.16 Any modifications, amendments, and supplements, including Change Orders, issued pursuant to Article 11 of the General Conditions, on or after the effective date of this Agreement.

8.17 Notice of Substantial Completion.

ARTICLE 9. MISCELLANEOUS PROVISIONS.

9.1 The CONTRACTOR hereby agrees, warrants, and assures compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964 and all other federal statutory laws which provide in whole or in part that no person shall be excluded from participation or be denied benefits of or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the CONTRACTOR on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee State Constitutional or statutory law. The CONTRACTOR shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination.

Terms used in this Agreement, which are defined in the General Conditions, shall have the meanings designated in those conditions.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in one (1) original copy on the day and year first above written.

APPROVED AS TO FORM:

(PROJECT: _____)

DATED this _____ day of _____, 2022

ATTEST:

CONTRACTOR:
B&B Specialty Contractors, Inc.
3895 Vantech Drive Suite 9
Memphis, TN 381115

By: _____

By: _____

Title: _____

Title: _____

ATTEST:

By: _____
Debra Murrell
Title: City Recorder

OWNER:
CITY OF LAKELAND, TENNESSEE
A Municipal Corporation

By: _____
Michael Walker
Title: City Manager

Meeting Cycle: Thursday, October 6, 2022

Subject: **Resolution** - approving a contract with Hach Company for sanitary sewer flow monitoring. *Sponsored by Emily Harrell*

Staff Contact: Emily Harrell, City Engineer

STAFF RECOMMENDATION

City Staff recommends the Board of Commissioners approve Resolution R-101-2022.

BUDGET IMPACT

This expenditure was not anticipated during the FY2023 budget adoption. As a result, expenses will exceed the FY2023 Sewer Fund spending plan. Annual costs of this multi-year contract will be included in the respective years' spending plans during the budget adoption.

DISCUSSION

The City of Lakeland intends to perform flow monitoring at four (4) manholes within its sanitary sewer collection system to quantify the wastewater flow from Lakeland to Memphis and from the Bartlett through Lakeland. The flow meters are required per the recently executed Interjurisdictional Agreement with the City of Memphis and will be used by Memphis to bill Lakeland for wastewater treatment. The City issued a Request for Proposals (RFP) for the service. Two proposals were received and reviewed by the Consultant Selection Committee. Hach Company was selected as the most qualified firm for sanitary sewer flow monitoring. The contract term is 3 years.

RESOLUTION R-101-2022

APPROVING A CONTRACT WITH HACH COMPANY FOR SANITARY SEWER FLOW
MONITORING

WHEREAS, the City of Lakeland intends to perform flow monitoring at four (4) sites within its sanitary sewer collection system to quantify the wastewater flow from City of Lakeland to City of Memphis and from City of Bartlett through City of Lakeland; and,

WHEREAS, the City of Lakeland issued a Request for Proposals September 2022, receiving two proposals; and,

WHEREAS, Hach Company was selected by the Consultant Selection Committee and is willing and able to provide these services as specified in the Contract documents; and,

WHEREAS, the contract time for sanitary sewer flow monitoring is three (3) years; and,

WHEREAS, Funding for this contract will exceed the Fiscal Year 2023 Sewer Fund spending plan and will be included in future years spending plans for the life of the contract:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Lakeland, Tennessee, that the City Manager is hereby authorized and directed to execute, and the City Recorder attest, an agreement with Hach Company for sanitary sewer flow monitoring.

APPROVED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee this 6th day of October 2022, the public welfare requiring it.

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell
City Recorder

CONTRACT FOR PROFESSIONAL SERVICES

PART I - AGREEMENT

THIS AGREEMENT, entered by and between the City of Lakeland, a Municipal Corporation, 10001 U.S. Highway 70, Lakeland, Tennessee, hereinafter referred to as the "Owner," and Hach Company, hereinafter referred to as the "Contractor."

WITNESSETH:

WHEREAS, the Owner is undertaking flow monitoring within its Sanitary Sewer Collection System; and,

WHEREAS, the Project requires professional services for measuring wastewater flow depth and velocity; and,

WHEREAS, the Contractor represents that it is ready, willing, and able to provide the professional services to Owner as required by this Contract; and,

WHEREAS, the Owner desires to retain the Contractor to such services.

NOW, THEREFORE, in consideration of the covenants and conditions set forth herein to be performed, the parties agree as follows:

1. SCOPE OF SERVICES:

Contractor shall perform the following services in connection with and respecting the Project as outlined in the proposal dated September 19, 2022. The scope of services includes but is not limited to:

- Furnishing and installing 4 flow meters and 1 rain gauge for a 3-year period.
- Perform data processing and analysis producing a monthly report

2. TIME OF PERFORMANCE:

The services of the Contractor shall be undertaken and completed within a period that may reasonably be required for the completion of the Project, but will not exceed 3-years from the date of the contract.

3. COMPENSATION:

In consideration of the performance of services rendered under this Contract, the Contractor shall be compensated for services performed in accordance with Paragraph 1, not to exceed a lump sum fee of one hundred seventy-eight thousand four hundred fifty-six dollars (\$ 178,456.00).

4. METHOD OF PAYMENT:

Payment will be paid following receipt of an itemized invoice of services rendered in conformance with the Contract, from the Contractor. Contractor shall submit with the invoice a voucher for payment from the Contractor specifying that he has performed the services rendered under this Contract, in conformance with the Contract, and that he is entitled to receive the amount requested under the terms of the Contract:

5. TERMS AND CONDITIONS:

This Contract is subject to and incorporates the provisions attached hereto as PART II - GENERAL TERMS AND CONDITIONS.

6. EXTENT OF AGREEMENT:

The Contract represents the entire and integrated Contract between the Owner and the Contractor, and supersedes all prior negotiations, representations, or agreements, either written or oral. The Contract may be amended only by written instrument signed by both the Owner and the Contractor.

IN WITNESS WHEREOF, the Owner and the Contractor have executed this Contract as of the date below.

DATED THIS ____ day of _____, 2022.

APPROVED AS TO FORM:

CONTRACTOR:
Hach Company
5600 Lindbergh Drive
Loveland, CO 80539

ATTEST:

By: _____ By: _____

Title: _____ Title: _____

ATTEST:

CITY OF LAKELAND, WYOMING
A Municipal Corporation

Debra
City Recorder

Michael Walker
City Manager

CONTRACT FOR PROFESSIONAL SERVICES

PART II - GENERAL TERMS AND CONDITIONS

1. TERMINATION OF CONTRACT:

The Owner or Consultant may terminate this Contract anytime by providing thirty (30) days written notice to Owner or Consultant of intent to terminate said Contract. In such event, all finished or unfinished documents, data, studies and reports prepared by the Consultant under this Contract shall, at the option of the Owner, become its property, and the Consultant shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents.

Notwithstanding the above, the Consultant shall not be relieved of liability to the Owner through damages sustained by the Owner, by virtue of termination of the Contract by Consultant or any breach of the Contract by the Consultant, and the Owner may withhold any payments to the Consultant for the purpose of setoff until such time as the exact amount of damages due the Owner from the Consultant are determined.

2. CHANGES:

The Owner may, from time to time, request changes in the scope of the services of the Consultant to be performed hereunder. Such changes, including any increase or decrease in the amount of the Consultant's compensation, which are mutually agreed upon between the Owner and the Consultant, shall be incorporated in written amendments to this Contract. There shall be no increase in the amount of Consultant's compensation, as set forth above, unless approved by Resolution adopted by Owner.

3. ASSIGNABILITY:

The Consultant shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation) without the prior written approval of the Owner: provided, however, that claims for money due or to become due the Consultant from the Owner under this Contract may be assigned to a bank, trust company, or other financial institution, or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer shall be furnished to the Owner.

4. AUDIT:

The Owner or any of its duly authorized representatives shall have access to any books, documents, papers, and records of the Consultant which are directly pertinent to the specific contracted Project for the purpose of making audit, examination, excerpts, and transactions.

5. EQUAL EMPLOYMENT OPPORTUNITY:

In carrying out the program, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or disability. The Consultant shall take affirmative action to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, or disability. Such action shall include, but not be limited to, the following: employment upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the government setting forth the provisions of this nondiscrimination clause. The Consultant shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or disability.

6. OWNER OF PROJECT MATERIALS:

It is agreed that all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, films, duplicating plates, and reports prepared by the Consultant under this Contract shall be considered the property of the Owner, and upon completion of the services to be performed, they will be turned over to the Owner provided that, in any case, the Consultant may, at no additional expense to the Owner, make and retain such additional copies thereof as Consultant desires for its own use; and provided further, that in no event may any of the documents, data, studies, surveys, drawings, maps, models, photographs, films, duplicating plates, or other reports retained by the Consultant be released to any person, agency, corporation, or organization without the written consent of the Owner.

7. FINDINGS CONFIDENTIAL:

All reports, information, data, etc., given to, or prepared or assembled by the Consultant under this Contract, shall be deemed confidential and none shall be made available to any individual or organization by the Consultant without the prior written consent of the Owner.

8. GOVERNING LAW:

This Contract has been executed by the parties hereto on the day and year first above written and shall be governed by the laws of the State of Tennessee. The Consultant shall also comply with all applicable laws, ordinances, and codes of the Federal, State, or local governments and shall not trespass on any public or private property in performing any of the work embraced by this Contract.

9. PERSONNEL:

The Consultant represents that it has, or will secure, all personnel required in performing the services under this Contract. Such personnel shall not be employees of the City of Lakeland.

All of the services required hereunder shall be performed by the Consultant, or under its supervision, and all personnel engaged in the work shall be fully qualified. All personnel employed by Consultant shall be employed in conformity with applicable State or Federal laws.

10. SUBCONSULTANT:

The Consultant shall not employ any Subconsultant to perform any services in the scope of this Project, unless said Subconsultant is approved in writing by the Owner. Said Subconsultant shall be paid by the Consultant.

11. INSURANCE:

Prior to commencement of work, Consultant shall procure, and at all times thereafter maintain, with insurer acceptable to the Owner, the following minimum insurance protecting the Consultant and Owner against liability from damages because of injuries, including death suffered by persons, including employees of the Owner, and liability from damages to property arising from and growing out of the Consultant's negligent operations in connection with the performance of this contract.

		<u>LIMITS</u>
A.	Worker's Compensation	Statutory
B.	Comprehensive General Liability	\$500,000
	Premises/Operations	Per occurrence
	Products/Completed Operations	
	Contractual Liability	
C.	Professional Liability/Errors and Omissions	\$500,000

Consultant shall provide Owner with certificates evidencing such insurance as outlined above prior to beginning any work under this agreement. Such certificates shall provide the thirty (30) days advance written notice to Owner of cancellation, material change, reduction of coverage, or non-renewal, and shall list the City of Lakeland as an additional insured.

In addition, Consultant shall provide Owner with copies of insurance policies and/or policy endorsements listing the City of Lakeland as an additional insured. City's failure to request

or review such insurance certificates or policies shall not affect City's rights or Consultant's obligations hereunder.

Consultant agrees to forever indemnify the City and hold it harmless from all liability for damage to property, or injury to or death to persons, including all costs, expenses, and attorney's fees incurred related thereto, arising from negligence of the Consultant.

12. INTENT:

Consultant represents that it has read and agrees to the terms of this Contract and further agrees that it is the intent of the parties hereto that Consultant shall perform all of the services to be provided hereunder for the compensation set forth hereinabove. Consultant also agrees that it is the specific intent of the parties hereto, and a material condition of this Contract, that it shall not be entitled to compensation for other services rendered unless specifically authorized by the Owner by Resolution of its governing body. Consultant agrees that it has made a careful examination of the services to be rendered hereunder, and that the Contract price set forth hereinabove is adequate compensation for all the services to be rendered under the terms of this Contract.

13. GOVERNMENTAL CLAIMS ACT:

The City does not waive any right or rights it may have pursuant to the Tennessee Governmental Claims Act, Tennessee Statute Sections 29-20-101, et seq. The City specifically reserves the right to assert any and all immunities, rights and defenses it may have pursuant to the Tennessee Governmental Claims Act.

Proposal For:



Sanitary Sewer Flow Monitoring

Submitted By:



Loveland, Colorado

September 19th, 2022

CITY OF LAKELAND, TN
Attn: Kieraa Belcher
Lakeland City Hall
Engineering Department
10001 U.S. Highway 70
Lakeland, TN 38002

9/19/2022

RE: RFP SANITARY SEWER FLOW MONITORING

Dear Kieraa Belcher,

Hach is pleased to submit the following proposal to the City of Lakeland for Sanitary Sewer Flow Monitoring. Hach prepared this response with the objective to elevate the level of flow monitoring and rainfall monitoring to a long-term data driven program for the City.

Based upon our experience with large networks such as Dallas Water Utilities or Los Angeles, we understand that the most important thing is quality data. The ability to capture near real-time raw data from the field to allow alarming notifications and provide data in an easily understandable format for smart decision-making is our goal.

This proposal provides the City of Lakeland the state-of-the-art flow monitoring services with a data platform. In the future, if the City of Lakeland elects to have real-time hydraulic model calibration, I/I Analysis or Capacity Analysis, the Hach Web Services API interface allows building on the data and functionality of other applications.

Hach Flow has a unique understanding of the challenges faced in deploying, servicing, maintaining, and obtaining quality data from flow monitors in collection systems. As a manufacturer, we control the flow products and services providing near real-time and accurate model-ready data.

Thank you for providing us the opportunity to submit this proposal package. We welcome the opportunity to conduct a formal presentation to demonstrate our project approach.

Sincerely,



David R. Brown
Corporate Accounts Manager
Hach Flow
704.280.3000
drbrown@hach.com

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1. Company Information

Hach Company

5600 Lindbergh Drive

Loveland, CO 80539

Corporate Phone: (800) 227-4224

www.Hach.com



Hach – Flow Products & Services

Hach Company - Flow Products and Services, including our legacy brands Sigma and Marsh-McBirney, has been a leader in the wastewater flow monitoring industry for over forty years with a proven track record of creating industry-leading innovations with unwavering product accuracy in the open-channel flow measurement world. From state-of-the-art wireless flow loggers and industry-pioneering non-contact flow sensors, as well as our revolutionary Hach Data Delivery Services (DDS), Hach Flow is committed to providing flexible solutions for all your flow monitoring challenges. Hach Flow's innovative history and spirit of continuous improvement is all made possible through our parent organization, Danaher Corporation, over \$68 Billion strong. Through their support we have access to expert technical resources far greater than our nearest competitor—assets that we employ daily to create pioneering products and services. Solidly partnered, Hach Flow never stands alone in our commitment to delivering unequivocally accurate and immediate sewer flow data to our customers.

2. Project Approach

With the Request for Proposal, Sanitary Sewer Flow Monitoring, City of Lakeland is requesting proposals for the installation and maintenance of four (4) flow meters and one (1) rain gauge for a 3-year period. The City will use the proposed project to elevate the level of flow monitoring and rainfall monitoring from short-term programs with temporary installations of flow monitors and minimal instrumentation and basic analysis into a long-term data driven program and monitoring services that can help drive decision-making.

We believe selecting the best sensor technology for each site is most advantageous to the City. Over time, we have proven results that show that non-contact sensors outperform on maintenance over submerged area-velocity sensors. Hach plans to install a Flo-Dar, non-contacting, flow meter allowing continuous flow data measurement.

Some of our competitors may discuss the benefits of routine site visits, however this generally incurs unnecessary costly maintenance visits. The flow monitors can only contain one set of depth and velocity calibration parameters. Weekly or monthly maintenance visits to verify site calibrations would be considered overkill when using non-contact flow sensors and wireless flow monitors. Non-contact flow sensors sit above the flow, out of the debris laden flow, and wireless monitors allow alarms and viewing of near real-time flow data.



Hach's verification plan is to monitor the locations remotely for changes in pattern, battery voltage drop-offs, sensor diagnostic, and visual data results. Hach's verification plan is to utilize alarms when we are not visually looking at the data. Our goal is 97% uptime. To achieve this, we believe our plan, to use redundancy, with non-contact sensors, and site visits when needed, along with visual data review and alarming will provide the City with quality flow data. Alarms will be configured to notify our data analysts when high depth, loss of flow, or low battery voltage, or any other unusual conditions occur. Each site will be programmed with alarms specific to that location, giving the data analysts eyes within your system, even when they aren't actively reviewing data.



Hach's philosophy is capturing the best raw depth and velocity data possible. Installation the equipment and selecting the "Best" sensor technology for the application is paramount to achieving quality flow data. Data editing and adjustments from raw data to final data is done during the post processing of data. The key is collecting accurate raw flow data with actual near real-time data to make good decisions on operational and maintenance, capital improvement programs, and hydraulic model calibration.

Hach has identified three key features to the program that will benefit the City.

1. Hach Maintenance Crews and technical assistance located locally.
2. Deployment of the non-contacting Flo-Dar sensor. Proven to provide precise velocity measurements and practically maintenance free.
3. Highly skilled Hach data analysis team to provide 24/7 technical support including the web-based applications.

These key features will add an extra layer of confidence in your flow metering network. Availability of locally based technical assistance, Hach's data engineers, and state-of-the-art flow monitoring equipment result in higher data up times. The following proposal from Hach identifies our strategy and approach for meeting all of the City's requirements to ensure a successful project. Should Hach be selected to do this work, the key benefits to the City will be:

- Project Manager -Cody Jeanneret – experienced in managing large complex projects.
- Manufacturer of the Hach Flow Products – dedicated to quality instruments.
- State-of-the-art technology – Patented Flo-Dar technology with web-enabled FL900 wireless loggers.
- QA/QC analysis of sites two weeks after installation to provide high confidence in the hydraulic suitability of the sites.
- Local technical assistance with spare inventory in Loveland, CO area to reduce downtime.

3. Installation Plan

Hach proposes the installation at the four (4) sites of a Hach FL900 Series Wireless Flow Monitor using a Hach non-contact Flo-Dar flow sensor. Additionally, one site will also include a rain gauge site. This will a Hach Tipping Bucket Rain Gauge. The FL900 Series Flow Monitor will provide local power, processing, and data storage and will utilize an integrated 4G cellular modem to provide wireless communication with the FSDATA web-based data management software.

Hach will evaluate each site and optimize the installation to provide the highest quality flow data. If during evaluation, a site is found to have undesirable characteristics that may affect the quality and reliability of the data, Hach will evaluate with the City's team an alternate installation location.

Installation Schedule

Equipment can be delivered and available for installation in as little as 2 weeks. The schedule for calibrating the equipment will take approximately 3 days. After 14 days, Hach will complete its QA/QC analysis to ensure hydraulic suitability. The City will receive flow data and alarms (if requested) immediately.

Site Investigation

Site Investigations are critical for determining the site feasibility and hydraulic conditions. Investigations at each flow monitoring location will evaluate hydraulic suitability, sensor suitability, safety concerns, and access issues. All documentation (see example below) along with photographs will be uploaded to the FSDATA platform to allow full access to the City's team. Hach can provide the Flow Monitoring Site Report forms as requested.



- General site location map
- Sketch of the installation
- Date and time of the installation
- Type and serial number of equipment installed
- Physical characteristics of the site
- Pipe material
- Pipe diameter, or cross-sectional sketch with dimensions if not circular
- City pipe ID if known
- Manhole depth (manhole rim to invert)
- City manhole ID if known

- Description of manhole condition
- Sediment level (if any)

Installation Procedures

Hach will install bench tested equipment, startup and field calibrate each flow meter to ensure accuracy by obtaining an independent level measurement and an independent average velocity measurement for each location. Physical level measurements will be captured using a ruler. Average velocities will be measured using the industry standard and USGS approved velocity meters using highly accurate electromagnetic technology. The monitoring equipment will be installed per factory recommendations and following the standard procedures created to ensure accurate, reliable, and repeatable flow data. The Hach team is uniquely qualified to startup Hach Flow metering equipment, including the Flo-Dar, SubAV, and FL900 series flow monitors listed in this proposal.

Meter Calibration

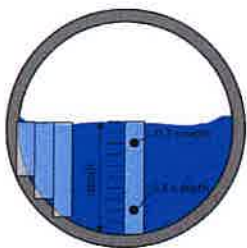
Although each flow monitor is calibrated in the factory and tested before it is deployed, the hydraulic characteristics at each site will vary. Each monitored location should be calibrated at installation following Hach factory recommendations. A calibration involves comparing the returned sensor values against manual measurements with independent devices deploying different technologies to ensure that the hydraulic characteristics and various flow regimes will support the accuracy level desired. A velocity profile will also be obtained during each calibration by measuring the instantaneous velocity at pre-defined depths and then integrating this information to derive an average for comparison to the meter's calculated average velocity. All field activities are recorded on standard field forms and calibration sheets.

Hydraulic Calibrations

Field Depth Manual Measurement Location

Velocity measurements are typically projected and measured in front of (or upstream from) the sensor housing. A common mistake in calibrating flow-meter levels in the field is to measure the level at the location of the sensor and not where the velocity measurements are recorded. Hach will profile and take depth measurements at a location in the flow stream where the average velocity measurements are being captured. The installer will attempt, whenever possible, to take manual measurements without disturbing the flow from the normal hydraulic and metering conditions. To do this, they will attempt to keep their feet outside of the pipe channel. The main point is to correlate the manual measurements to the recorded measurements of the flow meter.

Field Velocity Profiling



0.2/0.8 Profiling Method

This figure features the cross-section of a pipe. Using the 0.2/0.8 method, a point velocity measurement is made at 0.2 x depth and 0.8 x depth for each vertical rectangle. The measurements are then averaged to estimate the average flow velocity of each rectangle, and then appropriately weighted across the pipe.

Average velocity across the wetted pipe cross-section depends on the calibration comparison with other metering instruments and profiling methods developed and accepted within the flow metering industry. To improve accuracy of velocity measurements, the Hach team recommends that velocity profiling be conducted on all metering locations. The size of the pipe and the depth of flow will determine the extent of velocity profiling required for each flow monitoring site. The Hach team will determine the method and extent of velocity profiling for each site, but typically utilizes the '0.2/0.8 method.' The flow cross-section is divided into equally spaced vertical rectangles across the pipe. Within each rectangle, a point velocity measurement is made at 0.2 x depth and 0.8 x depth. These points are averaged to estimate the average flow

velocity of that specific rectangle. This procedure is continued for all rectangles and appropriately weighted to determine an overall average velocity.

4. Equipment Performance Review

Data QA/QC Review

Hach follows a methodical QA/QC process for each flow monitoring site. The purpose of the QA/QC process is to validate accurate hydraulic data and identify areas of concern and offer solutions for problematic flow monitoring sites. Hach considers data from a meter to be accurate if the recorded measurements are within the expected performance standards of the sensor and represent actual site conditions. This performance is confirmed through comparisons to historic data, calibration records, and electronic sensor diagnostics. The Hach Flow QA/QC process consists of the following analytical techniques to validate data:

Manning's Fit

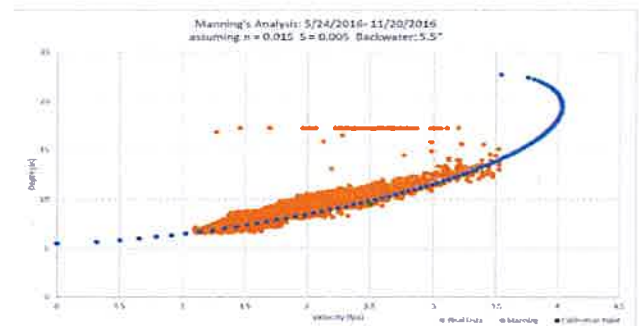
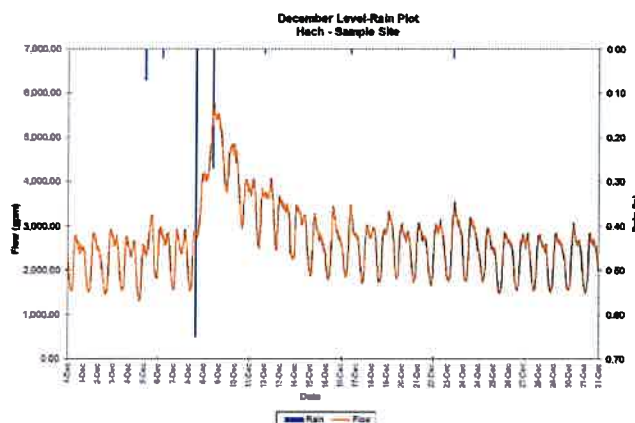
Each flow monitoring location will be modeled against a site-specific Manning's curve and a linear regression model to quantify the tendency of the flow data to follow a Manning's curve. Each Manning curve that is developed will have unique pipe friction and slope factors that can be cross referenced with field data and design criteria to determine the curve's validity. If the curve is deemed rational it is then utilized to remove statistical outliers that do not lie within a reasonable value of the curve.

Polynomial Fit

Flow data that does not fit a Manning's model are analyzed for the likelihood of transitional flows, surface undulations, hydraulic jumps, excessive turbulence and controlled flow. When the data does not fit a Manning's curve and it can be attributed to one of the above-mentioned conditions; the site is modeled using polynomial or linear equations to serve the same purpose of validation of data points and removal of statistical outliers.

Data Reporting

Hach will be providing the City with monthly reports. These will include, but are not limited to, all raw and processed data in tabular format, hydrographs, scattergraphs, hyetographs, summary statistics, hydraulic analysis and site-specific information.



5. Data Access/Software & Cellular Service

Hach FSDATA Online Data Manager

All flow sites will record and transmit data via a Verizon 4G modem in the Hach FL900 Series Wireless Flow Monitor to Hach's FSDATA Online Data Manager software package. FSDATA is an easy-to-use, web-based software, providing you with data management and reporting capabilities through any internet connection. Utilizing encrypted SSL connections (<https://>) and unique username/password combinations, you will have 24/7 secure access to your data. In addition, your designated account administrator will have full programming and diagnostic access to the sites for remote checks of the system health.



FSDATA employs highly-intuitive methods for you to access and review your data. All sites allow for accurate GPS coordinates to be programmed into both the meter and the server, allowing for all sites to be displayed on an easy-to-read map interface. The pins representing each monitoring location are color coded for a quick visual check of the health of each site. This color code allows you to quickly identify what sites, if any, are in alarm conditions. FSDATA provides tools for reviewing and reporting data in time-series graphical, tabular, and scatter graph formats. Standard reports can be output in PDF format for easy, protected sharing. Data can also be quickly exported in Comma Separated Value (CSV) or Tabular Separated Value (TSV) formats for use in Excel or easy importing into 3rd party software and modeling applications.

The administrative controls in FSDATA allow the customer to create subaccounts to grant access to others on a limited and controlled basis. Both the web-based software and the communication capabilities of the logger provide multiple event notification pathways for providing alarms when trigger conditions are met. Typical alarm notifications are sent via email and/or text message (SMS). Trigger conditions can also be used for automatically making changes to logging intervals and/or call intervals.

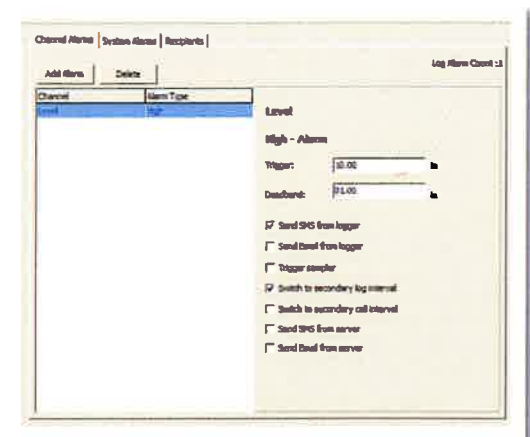
Verizon Cellular Services

All Hach FL900 wireless Monitors will be provided with Verizon 4G modems.

Alarms and Dynamic Logging

FSDATA allows user-selectable alarms that can be sent by email or text (SMS) to specified recipients to keep them continuously informed on the monitoring sites. Up to 16 channel alarms can be selected, as well as alarms for low battery, low RTC battery, low slate memory, slate memory full, sensor timeout, sensor ID error or missed call. Alarms will also be established to alert for missed calls of more than 2 hours. The FL900 Flow Monitor along with the online data management tools can also provide the option to designate dynamic logging. Dynamic logging and transmission intervals can be set based on designated alarm thresholds.

Channel Alarms can be created for any logged channel (up to 16) for low/low, low, high and high/high conditions. An alarm can



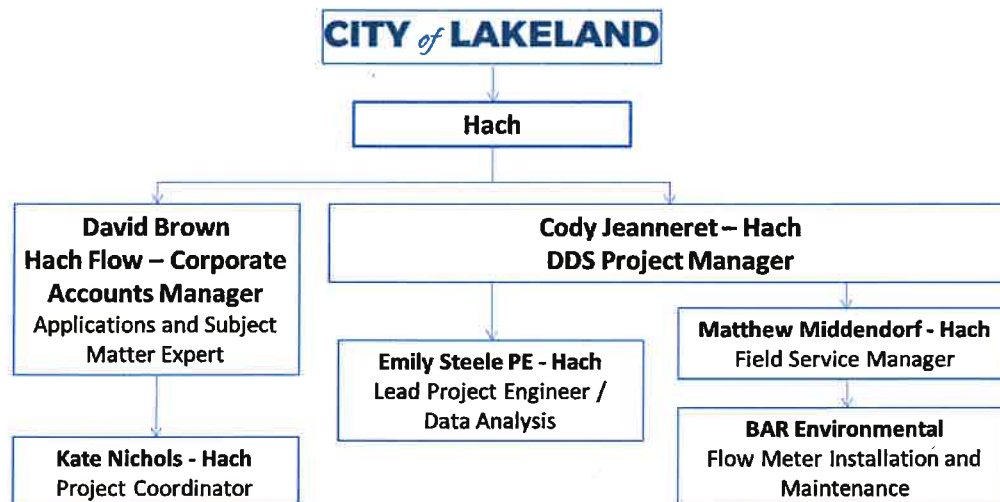
create an action such as sending a text or e-mail message from the logger, triggering a sampler, switching to a secondary log or call interval or sending a text or e-mail from the server.

System Alarms can be created for low main power, low real-time battery, low slate memory, slate memory full, sensor time-out and sensor ID error as well as equipment health parameter such as missed calls and data flat lines. The system alarm actions include sending a text from the logger or server or sending an e-mail from the logger or server.

6. Organizational Chart

Hach Flow has an experienced team of flow monitoring professionals and partners with local leaders in the flow monitoring industry to deliver highly accurate flow metering data to DDS Customers. Our project team's experience provides a wealth of flow monitoring/collection system knowledge and will be available to this project. In addition to the personnel listed below, Hach Flow provides 24/7 technical support and has access to the full resources of Hach.

The following is our proposed organizational structure designed to meet the requirements of this project.



Installation Team

Installation and Maintenance of all meters will be performed by:

BAR Environmental
Contact: Andy LeJeune
529 Ogilie Cove
Collierville, TN 38017
615-373-0788 Ph.
andy@bar-enviro.com

BAR Environmental has a highly trained in-house service team with 100+ years of industry experience.

7. Project Resumes

Cody Jeanneret – DDS Service Project Manager

Cody Jeanneret has over eight years of engineering consulting experience specializing in oil and gas transportation. He successfully completed many multi-million and multi-year large projects within budget and schedule. Mr. Jeanneret joined Hach Flow's metering group in December 2017.

Projects – Hach Data Delivery Services

- City of Los Angeles – 200+ flow sites, multi-year project
- City of Dallas – 75+ flow sites, multi-year project
- City of Thousand Oaks – 10 sites, 7 years
- City of Boulder, Colorado – 23 flow sites, multi-year project
- City of Lakeland, NC – 22 sites, North Buffalo Basin Study

Education - B.S. Civil Engineering – Colorado School of Mines



Emily Steele, PE – DDS Project Engineer / Lead Data Analyst

Emily Steele has over ten years of technical experience in water consulting engineering and data analysis. In her role as project engineer, she performs various data analysis and hydraulic modeling projects. Mrs. Steele joined Hach Flow's flow metering group in May 2016 as the Project Manager/Project Engineer for Hach's Data Delivery Services.

Projects – Hach Data Delivery Services

- City of Los Angeles, CA – 200+ flow sites, multi-year project
- City of Dallas, TX – 75+ flow sites, multi-year project
- City of Garland, TX – 5 flow sites, multi-year billing project
- City of Boulder, CO – 23 flow sites, multi-year project
- City of Lakeland, NC – 22 sites, North Buffalo Basin Study

Education- B.S. Civil Engineering – Colorado State University

M.S. Hydrologic Sciences and Civil Engineering, pending – Colorado State University
Professional Engineer, State of Colorado



Dave Brown – Technical Advisor

Mr. Brown has over 25 years of civil engineering experience specializing in sanitary sewer investigations. He has served as a project manager for more than 8 years for investigations that included flow monitoring, smoke testing, manhole inspections, and flow isolations. He has evaluated the effectiveness of I/I on systems ranging in size from only a few flow meters to project involving over a hundred meters. On larger projects, he provided onsite engineering, project coordination, client liaison, technical reporting and billing. He has also provided quality assurance of the flow monitoring and field data.



Projects

- City of Los Angeles
- City of San Antonio, Texas (SAWS)
- City of Dallas, Texas (DWU)
- Jackson, Mississippi
- Clearwater, Florida
- Louisville/Jefferson County MSD, Kentucky
- New Orleans, Louisiana

Education

Bachelor of Science – Civil Engineering, Ohio University

Matthew Middendorf – Field Service Manager

Matt Middendorf provides Field Service management for large network projects including City of Los Angeles, City of Dallas, San Antonio Water Systems, City of Ft. Worth. Matt provides local leadership and operational support including surveying new sites, supervising new installs, calibrations, replacing failed equipment, and monitoring maintenance requirements for all flow monitoring sites. Matt has over 15 years of experience with Hach flow monitoring equipment.



Projects

- City of Los Angeles – 200+ flow sites, 10-year project
- San Antonio Water Systems (SAWS) – 200+ flow sites, 35 precipitation sites, 3-year project
- Genesee County – 80+ flow sites, 12 precipitation sites, 5-year project
- Johnstown Redevelopment Authority (JRA) – 58 flow sites, 10-year project
- City of Dallas – 80+ flow sites, 8-year project
- City of Ft. Worth – 20+ flow sites, 3-year project
- City of Boulder, Colorado – 23 flow sites, 5-year project

Education and Experience

- Hach Hydrolab Service Technician, 2008 - 2013
- Engineer, Texas Instruments, 1982 – 1998
- B.A. Physics University of Minnesota

Kate Nichols – DDS Service Project Coordinator

Kate Nichols is a process improvement specialist with nearly a decade of data analytics experience. Prior to joining Hach, Ms. Nichols was a Senior Manager of Analytics, Training and Technical Documentation at IDEMA. Ms. Nichols joined Hach Flow's metering group in August 2022 and will manage implementation of DDS projects.

Education - B.S. Fashion Merchandising & Marketing – Mount Ida College



8. References

Renewable Water Resources (ReWa), Greenville, SC

Project in partnership with Frazier Engineering to provide installation, data, reporting, and maintenance services in conjunction with Hach Service. It's an example of Hach's ability to work with a municipal organization and a local engineering firm to provide the customer with the highest level of data and services. This is one of the largest DDS hybrid projects in the southeast.

- Flow sites: 150+ (adding sites over the years)
- Start Date: Jan 2011, three-year contract
- Renew: Jan 2014-2019, one-year contract each year

Contact Info:

ReWa (Renewable Water Resources)
Gabrielle Sobel, P.E., M. Eng., M.B.A.
Project Management Consultant
gabrielle@re-wa.org
864-608-6690

Parker District, Wastewater Collections System, Greenville, SC

Parker District initially purchased Flo-Dars that they maintained themselves. After several years they decided that a combination of Data Delivery Services and purchased Flo-Dars was the best solution. They are one of the longest continuously running contracts. They started DDS in January of 2010 and have renewed three times for a total of 12 years. They use the purchased Flo-Dars for short term deployments like compliance issues.

- DDS: 10 Flo-Dars, 10 years
- Start Date: Jan 2010, two-year contract
- Renew: Feb 2012, two-year contract
- Renew: Feb 2014, five-year contract
- Renew: Feb 2019, current five-year contract
- One of the longest continuous running DDS contracts, over 10 years
- Also purchased 20+ Flo-Dars for their own use

Contact Info:

Tremeir Johnson
Superintendent
117 Smythe Street
Greenville, SC 29611
tjohnson@parkerwwcs.com
Phone: (864) 467-4030

Athens-Clarke County (ACC), Athens, GA

This project started as permanent study of 7 sites at three Wastewater Treatment Facilities for an initial five-year study. The project grew to include a temporary flowmeter study of 18 flowmeter sites and 4 rain gauge sites to locate and measure I&I issues throughout the city. They have just requested to add two additional flow sites to the permanent study.

Permanent Study:

- DDS: 7 Flo-Dar sites, 5 years
- Start: Jan 2013, five-year contract
- Renew: Feb 2018, one-year contract
- Renew: Feb 2019, one-year contract
- Requesting to add 2 Flo-Dar sites

Temporary study:

- DDS: 18 Flo-Dar sites
- Rain: 4 Rain gauge tipping bucket
- Start: Jun 2012, 60 days study
- Goal: I/I and capacity data

Contact Info:

John Halley
124 E Hancock Ave
Athens, GA 30601
john.halley@accgov.com

9. PRICING PROPOSAL

Line	Part Number	Description	Monthly rate per site	Qty of sites	Duration (months)	Monthly net Price	Extended Price
1	DDS-SL2-LT	DDS LONG-TERM	\$ 899.00	4	36	\$ 3,596.00	\$ 129,456.00
2	DDS-SL2-LT-RG	DDS LONG-TERM RAINGAUGE	\$ 450.00	1	36	\$ 450.00	\$ 16,200.00
3	DDS-ADV-MO	Monthly	\$ 150.00	4	36	\$ 600.00	\$ 21,600.00
4	DDS-INST-FM	Flowmeter Installation Charge	\$ 2,800.00	4	1	\$ 11,200.00	\$ 11,200.00
Total							\$ 178,456.00

APPENDIX - Datasheets

Hach FL900 Series Flow Logger

Applications

- Wastewater
- Collection Systems
- Industrial Water



Hach FL900 Series Flow Logger with broad array of sensor options.

The Hach FL900 Series Flow Logger revolutionizes open channel flow monitoring by providing reliable, innovative solutions for any sewer flow measurement challenge.

From a wireless communication option[†] with free data hosting to longer battery life, the FL900 is designed to reduce monitoring costs, increase efficiency, and provide better data 24/7 with less hassle than you ever thought possible. When combined with any of our full array of smart sensors, the FL900 flow monitoring system will provide reliable flow data for any wastewater flow monitoring application. Plus, the FL900 includes two powerful, free software tools, FSDATA Desktop Instrument Manager for fast and simple set-up and FSDATA[®] Online Data Manager for data review and analysis. The result is a dramatic reduction in necessary site visits, allowing for increased time for data analysis and proactive actions for solving any flow-related issue.

Plug and Play Sensor Ports

The FL900 is available with 1, 2 or 4 sensor ports. The sensor ports are "plug and play"; the logger auto detects the type of sensor connected to allow customers maximum flexibility for their Hach flow sensor inventories.

Compatible FL900 Flow Logger sensors include:

- FLO-DAR[®] AV Sensor with optional Surcharge Velocity Sensor
- FLO-TOTE[®] 3 AV Sensor
- Hach Submerged AV Sensor (with AV9000 Analyzer Module)
- Hach US9001 Down-Looking Ultrasonic Sensor
- Hach US9003 In-Pipe Ultrasonic Sensor

Quick Installation/On-Site Confirmation

The FL900 is built for quick installation, reducing required time on site and improving safety for your installation and maintenance crews. The logger can be quickly attached to

a wall, pole or manhole ladder in minutes. And not only is the FL900 easy to install, it also includes an LED status light so that you know it's fully functional before leaving the site.

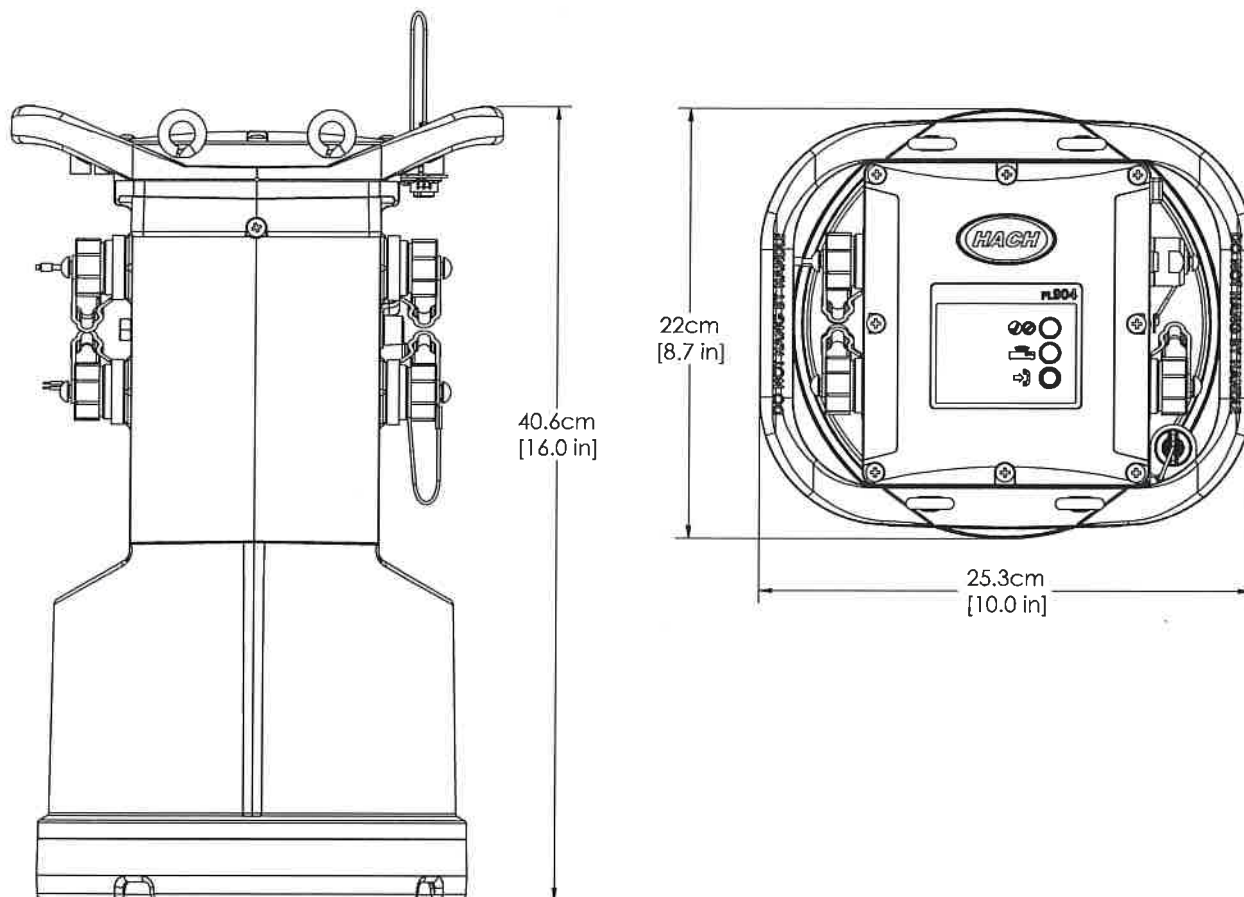
The Power of Wireless

Eliminate risk by using wirelessly transmitted flow data to make smarter, real-time decisions regarding your collection system. With wireless-enabled models, you'll receive alarms, via email or text, alerting you to any concerns at your monitoring sites. Plus, using FSDATA Online Data Manager, you'll have secure 24/7 access to your flow data and wireless meter from the comfort of the internet. With FSDATA, site visits to collect flow data or to adjust meter settings are eliminated, decreasing maintenance costs. And you can set alarms and view sensor diagnostics remotely to maximize uptime. That's the power of wireless.

[†]Wireless option only available in the USA and Canada



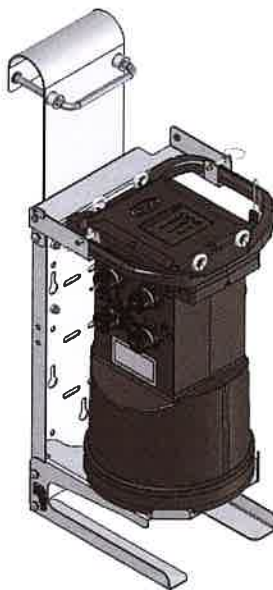
FL900 Series Flow Logger Dimensions



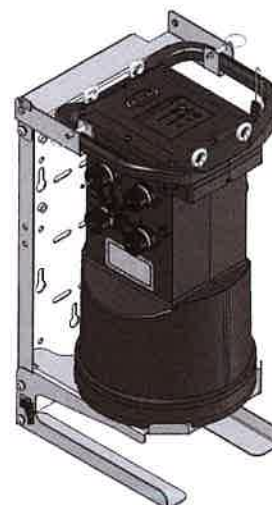
FL900 Series Flow Logger Installation/Mounting Options



Flow Logger Suspension Cable with Carabiner
(Standard)



Flow Logger Ladder Rung Mount
Prod. No. 8544500 (Optional)



Flow Logger Wall Mount
Prod. No. 8542700 (Optional)

FLO-DAR® AV Sensor

Applications

- Wastewater
- Collection Systems
- Industrial Water



The FLO-DAR® AV Sensor provides an ideal solution for non-contact, maintenance-free portable or permanent sewer flow monitoring.

The FLO-DAR AV Sensor provides a revolutionary approach to open channel flow monitoring. It combines advanced Digital Doppler Radar velocity sensing technology with ultrasonic pulse echo depth sensing to remotely measure open channel flow. Use with the Hach FL900 Series Flow Loggers (wireless or standard) for portable monitoring. For permanent power application sites the FLO-DAR can be connected to the FL1500 Series Flow Monitor. Intrinsically safe models are available.

Accurate Flow Measurement

FLO-DAR provides the user with highly accurate flow measurements under a wide range of flows and site conditions. By measuring the velocity of the fluid from above, FLO-DAR eliminates accuracy problems inherent with submerged sensors including sensor disturbances, high solids content and distribution of reflectors.

Non-Contact Sensor Eliminates Lost Data

No lost data with non-contact, above the flow sensor that is unaffected by fouling due to debris and grease.

Easy Installation and Maintenance

As the sensor is mounted above the flow, personnel have little or no contact with the flow during installation. Future sensor removal and replacement can be done without the need for confined space entry.

Independent Accuracy / Long-Term Stability Verification

FLO-DAR sensor accuracy and long-term stability (up to 3 years without need for site calibration) from low flow depths up to surcharge conditions has been independently verified many times over the years including a formal evaluation by the Alden Research Laboratory, Inc. and recent field evaluations done by municipalities and consulting engineering firms.

Perfect Solution for Difficult Flow Conditions

Operates in the most difficult conditions including flows with high solids content, high temperature, shallow and caustic flows, large man-made channels, and high velocities up to 20 ft/s.

Optional Surcharge Velocity Sensor (SVS)

During surcharge events FLO-DAR's optional SVS electromagnetic sensor will continue to provide uninterrupted and accurate flow monitoring through dry and wet weather flows without the need for routine sensor cleaning or maintenance.



Be Right™

Specifications* (continued)

Surcharge Conditions Depth/Velocity

DEPTH (Std with FLO-DAR Sensor)

Surcharge depth supplied by FLO-DAR sensor.

VELOCITY (Optional Surcharge Velocity Sensor)

Method	Electromagnetic
Range	±4.8 m/s (±16 ft/s)
Accuracy	±0.15 ft/s or 4% of reading,

whichever is greater.

Zero Stability, Typical

> ±0.05 ft/s

Certification Intrinsically Safe (Optional)

The optional FLO-DAR with a Surcharge Velocity Sensor (SVS) are certified to Class I, Zone 1 Standards. They conform to



ANSI/UL 60079-11 and are certified to CAN/CSA

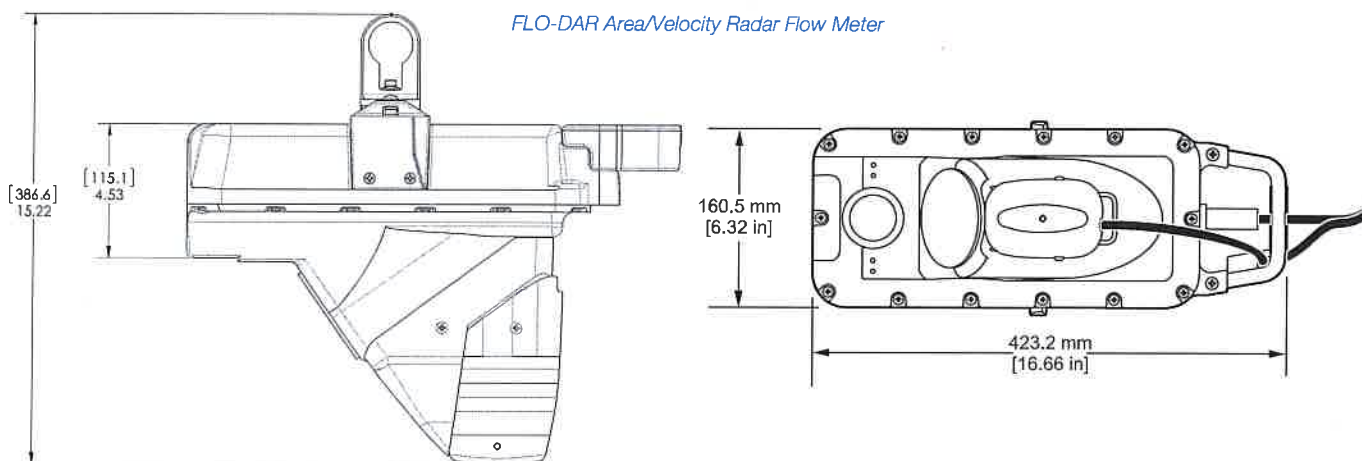
E60079-11

and EN 60079-11 standards.

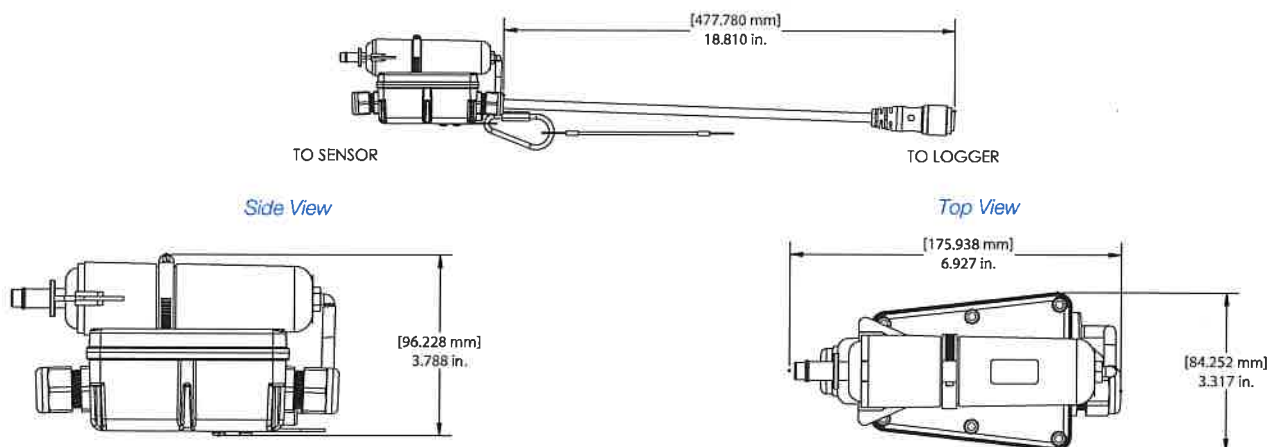
The FLO-DAR sensor meets CE requirements.

Dimensions

**Subject to change without notice.*



The desiccant hub assembly includes a junction box to connect sensor cable to the desiccant and subsequently to the FL900 Logger. The desiccant can easily be replaced without need to purchase a separate desiccant module.



Desiccant Hub Assemblies for use with portable FL900 Series Loggers.

(Sensor cable for use with FL 1500 will not contain a desiccant hub and will have bare wires on cable end.)

Order Hach Prod. No. 8321200 for desiccant cartridge to attach to FL1500.)

Meeting Cycle: Thursday, October 6, 2022

Subject: **Resolution** - approving the purchase of three (3) 2022 Chevrolet Silverado 1500's from Serra Chevrolet Bartlett. *Sponsored by Michael Walker*

Staff Contact: Michael Walker, City Manager

STAFF RECOMMENDATION

City Staff recommends the Board of Commissioners approve Resolution R-107-2022.

BUDGET IMPACT

The Public Works expenditures are appropriated in the budget for the State Street Aid Fund as part of the FY2023 Annual Budget, including encumbrance carryforwards from prior appropriations.

The Parks and Recreation expenditure is appropriated in the budget for the General Fund as part of the FY2023 Annual Budget, including appropriation transfers.

DISCUSSION

As shown in the attached Resolution, both Public Works and Parks and Recreation have recently had significant fleet issues. At the end of September, these issues culminated into an emergency situation, at the discretion of the City Manager, requiring emergency purchase authorization for new fleet vehicles. Emergency purchase authorization is an allowed exception to normal procurement and is contingent, per the City's Financial Policies Manual Section 4.1 - Purchases, upon purchases being authorized by the governing body - the Board of Commissioners. These purchases were authorized in two ways; 1) the Public Works vehicles were previously authorized by the BOC, albeit with another vendor (who subsequently canceled the orders) and 2) through normal appropriations and the City Manager's ability to transfer appropriations within the same fund.

The attached resolution serves to obtain the BOC's subsequent approval of the purchases as well as is a mechanism for making the Board aware of the need for such emergency purchase activities.

RESOLUTION R-107-2022

APPROVING THE EMERGENCY PURCHASE OF THREE (3) 2022 CHEVROLET SILVERADO 1500'S FROM SERRA CHEVROLET BARTLETT

- WHEREAS,** the City of Lakeland Board of Commissioners appropriated funding for two Public Works trucks via budget ordinances; and,
- WHEREAS,** said Public Works vehicles purchases were ordered and subsequently canceled due to supply chain issues, while current fleet maintenance requirements are significantly delayed, causing an emergency lack of fleet and an inability to perform the Public Works function; and,
- WHEREAS,** the Parks and Recreation department acquired two (2) duly authorized and approved trucks within the past twelve (12) months, both of which are under warranty repair for incomplete or faulty manufacture, causing an emergency lack of fleet and an inability to perform the Parks maintenance function; and,
- WHEREAS,** the City of Lakeland's Financial Policies Manual allows for emergency expenditures with approval of the City Manager; and,
- WHEREAS,** the City of Lakeland's Annual Budget Ordinance O-10-2022, Section 7, allows for a designee of the City Manager to make appropriation transfers within the same fund to be subsequently reported to the Board of Commissioners with the monthly Treasurer's Report; and,
- WHEREAS,** the City Manager has caused appropriation transfers in the General Fund and authorized the emergency purchase of three (3) 2022 Chevrolet Silverado 1500 trucks from Serra Chevrolet Bartlett, the sole available source; and,
- WHEREAS,** funding for the Public Works vehicles is appropriated in the Fiscal Year 2023 Annual Budget for the State Street Aid Fund and funding for the Parks and Recreation vehicle is appropriated in the Fiscal Year 2023 Annual Budget for the General Fund (via duly authorized budget transfers):

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Lakeland, Tennessee, that the vehicle purchases enumerated below are hereby subsequently authorized and approved:

1. Public Works 2022 Chevrolet Silverado 1500 purchased on September 26, 2022, from Serra Chevrolet Bartlett for forty-six thousand nine hundred fifteen dollars (\$46,915); and,
2. Public Works 2022 Chevrolet Silverado 1500 purchased on September 26, 2022, from Serra Chevrolet Bartlett for forty-eight thousand ninety dollars (\$48,090); and,
3. Parks and Recreation 2022 Chevrolet Silverado 1500 purchased on September 27, 2022, from Serra Chevrolet Bartlett for forty-seven thousand six hundred dollars (\$47,600).

RESOLUTION R-107-2022

APPROVING THE EMERGENCY PURCHASE OF THREE (3)
2022 CHEVROLET SILVERADO 1500'S FROM SERRA CHEVROLET BARTLETT

APPROVED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee this 6th day of October 2022, the public welfare requiring it.

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell
City Recorder



Serra Chevrolet Bartlett
7850 Highway 64
Bartlett, TN 38133
Ph: (901) 382-5644
www.serrabartlett.com



Find Number **127836** Salesperson **Williams,Edward** Date **09/26/2022**
Purchaser **City Of Lakeland** Co Buyer _____
Address **10001 Hwy 70** City **Lakeland** State **TN** Zip **38002**
Home **(901) 867-2717** Work **(901) 379-2672** Cell **(901) 870-1801** Email _____

New **Stock# NZ605519** Year **2022** Make **Chevrolet** Model **SILVERADO 1500**
New/Used _____
Mileage **5** Color **White** Body Style _____ CYL _____ Trans _____
VIN# **1GCPDBEK2 NZ605519** ☐ GM Preferred Pricing ☐ GM Owner Loyalty ☐ GM Card ☐ Referral

TRADE IN(S): Year **0** Make _____ Model _____
VIN# _____ Mileage _____ Color _____
PAYOFF TO: _____ PAYOFF AMT: _____ Good Until _____ PerDiem _____
Address City, State Zip _____ Phone: _____
Account No. _____ Quoted by: _____

MSRP:	47915.00	ESTIMATED MONTHLY PAYMENT:			
Discount:	0.00	Cash Down:	0.00	0.00	0.00
Accessories:	0.00	Term:	0	0	0
Price:	47915.00	Estimated Payment:	46915.00	46915.00	46915.00
VSA/GAP:	0.00				
Admin Fee:	0.00				
Tax:	0.00				
Fees:	0.00				
Trade:	0.00				
Trade Payoff:	0.00				
Total Down:	1000.00				
Balance:	46915.00				
Day to First Payment:	0				

Signature x _____

Signature x _____

PO DATE
10/18/2021

PRINTED 09/27/2022
 REPRINTED

CITY OF

LAKELAND

TENNESSEE

10001 Highway 70 Lakeland, Tennessee 38002
(901) 867-2717

PAGE 1 OF 1
PURCHASE ORDER NUMBER
4162200098

VENDOR KEY	: SERRA CH000
SHIP DATE	: 10/18/2021
FISCAL YEAR	: 2022-2023
ENTERED BY	: LOVETDAN000
REVISED	: 09/27/2022
ORIGINAL REQ #	: 0000007840

VENDOR:
 SERRA CHEVROLET, LLC
 7850 HWY 64
 BARTLETT, TN 38133

SHIP TO:
 CITY OF LAKELAND
 10001 HIGHWAY 70
 LAKELAND, TN 38002

ATTN: DANIEL LOVETT

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1	EACH	2022 Chevy Silverado 1500 Vin# 1GCPDBEK2NZ605519	46915.00000	46,915.00
1		2022 Chevy Silverado 1500 Vin# 1GCPDBEK5NZ622606	48090.00000	48,090.00
ACCOUNT SUMMARY (FOR INTERNAL USE)				
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		121 E 43100 941 000 00000 000	95,005.00	
			PAGE TOTAL	95,005.00
			TOTAL	95,005.00

The City of Lakeland offers employment opportunities without regard to race, color, creed, national origin, religion, sex, age, disability, or genetic information in accordance with the Civil Rights Act of 1964.

PURCHASE APPROVED BY:





Serra Chevrolet Bartlett
7850 Highway 64
Bartlett, TN 38133
Ph: (901) 382-5644
www.serrabartlett.com



Find Number 127835 Salesperson Williams,Edward Date 09/26/2022
Purchaser City Of Lakeland Co Buyer _____
Address 10001 Hwy 70 City Lakeland State TN Zip 38002
Home (901) 867-2717 Work (901) 379-2672 Cell (901) 870-1801 Email _____

New/Used New Stock# NZ622606 Year 2022 Make Chevrolet Model SILVERADO 1500
Mileage 5 Color White Body Style _____ CYL _____ Trans _____
VIN# 1GCPDBEK5 NZ622606 ☐ GM Preferred Pricing ☐ GM Owner Loyalty ☐ GM Card ☐ Referral

TRADE IN(S): Year 0 Make _____ Model _____
VIN# _____ Mileage _____ Color _____
PAYOFF TO: _____ PAYOFF AMT: _____ Good Until _____ PerDiem _____
Address City, State Zip _____ Phone: _____
Account No. _____ Quoted by: _____

MSRP: 49090.00
Discount: 0.00
Accessories: 0.00
Price: 49090.00
VSA/GAP: 0.00
Admin Fee: 0.00
Tax: 0.00
Fees: 0.00
Trade: 0.00
Trade Payoff: 0.00
Total Down: 1000.00
Balance: 48090.00

ESTIMATED MONTHLY PAYMENT:

Cash Down:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Term:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Estimated Payment:	<u>48090.00</u>	<u>48090.00</u>	<u>48090.00</u>	<u>48090.00</u>

Day to First Payment: 0

Signature x _____

Signature x _____

PO DATE

10/18/2021

CITY OF LAKELAND TENNESSEE

10001 Highway 70 Lakeland, Tennessee 38002
(901) 867-2717

PURCHASE ORDER NUMBER

4162200098

PRINTED 09/27/2022
REPRINTED

VENDOR KEY	: SERRA CH000
SHIP DATE	: 10/18/2021
FISCAL YEAR	: 2022-2023
ENTERED BY	: LOVETDAN000
REVISED	: 09/27/2022
ORIGINAL REQ #	: 0000007840

VENDOR:
SERRA CHEVROLET, LLC
7850 HWY 64
BARTLETT, TN 38133

SHIP TO:
CITY OF LAKELAND
10001 HIGHWAY 70
LAKELAND, TN 38002

ATTN: DANIEL LOVETT

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1	EACH	2022 Chevy Silverado 1500 Vin# 1GCPDBEK2NZ605519	46915.00000	46,915.00
1		2022 Chevy Silverado 1500 Vin# 1GCPDBEK5NZ622606	48090.00000	48,090.00
ACCOUNT SUMMARY (FOR INTERNAL USE)				
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		121 E 43100 941 000 00000 000	95,005.00	
			PAGE TOTAL	95,005.00
			TOTAL	95,005.00

The City of Lakeland offers employment opportunities without regard to race, color, creed, national origin, religion, sex, age, disability, or genetic information in accordance with the Civil Rights Act of 1964.

PURCHASE APPROVED BY:





Serra Chevrolet Bartlett
7850 Highway 64
Bartlett, TN 38133
Ph: (901) 382-5644
www.serrabartlett.com

P.O. 44 723 00168



Find Number **127842** Salesperson **Williams, Edward** Date **09/27/2022**
Purchaser **City Of Lakeland** Co Buyer
Address **10001 Hwy 70** City **Lakeland** State **TN** Zip **38002**
Home **(901) 867-2717** Work **(901) 379-2672** Cell **(901) 870-1801** Email

New/Used **New** Stock# **N1508213** Year **2022** Make **Chevrolet** Model **SILVERADO 1500**
Mileage **5** Color **White** Body Style CYL Trans
VIN# **2GCUAED9 N1508213** ☐ GM Preferred Pricing ☐ GM Owner Loyalty ☐ GM Card ☐ Referral

TRADE IN(S): Year **0** Make Model
VIN# Mileage Color
PAYOFF TO: PAYOFF AMT: Good Until PerDiem
Address City, State Zip Phone:
Account No. Quoted by:

MSRP: **48600.00**
Discount: **0.00**
Accessories: **0.00**
Price: **48600.00**
VSA/GAP: **0.00**
Admin Fee: **0.00**
Tax: **0.00**
Fees: **0.00**
Trade: **0.00**
Trade Payoff: **0.00**
Total Down: **1000.00**
Balance: **47600.00**
Day to First Payment: **0**

ESTIMATED MONTHLY PAYMENT:

Cash Down:	0.00	0.00	0.00	0.00
Term:	0	0	0	0
Estimated Payment:	47600.00	47600.00	47600.00	47600.00

Signature x _____

Signature x _____

PO DATE

09/27/2022

PURCHASE ORDER NUMBER

4472300168

PRINTED 09/27/2022

CITY OF LAKELAND TENNESSEE

10001 Highway 70 Lakeland, Tennessee 38002
(901) 867-2717

VENDOR KEY : SERRA CH000
SHIP DATE : 09/27/2022
FISCAL YEAR : 2022-2023
ENTERED BY : O'MARPAT000
ORIGINAL REQ # : 0000009934

VENDOR:
SERRA CHEVROLET, LLC
7850 HWY 64
BARTLETT, TN 38133

SHIP TO:
CITY OF LAKELAND
10001 HIGHWAY 70
LAKELAND, TN 38002

ATTN: PATRICK O'MARA

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1	TOTAL	Serra Chevrolet - Parks Maintenance Truck - Chevrolet Silverado 1500 - VIN 2GCUAED9N1508213 ACCOUNT SUMMARY (FOR INTERNAL USE) ACCOUNT NUMBER 110 E 44710 944 000 00000 000 ACCOUNT AMOUNT 47,600.00	47600.00000	47,600.00
			PAGE TOTAL	47,600.00
			TOTAL	47,600.00

The City of Lakeland offers employment opportunities without regard to race, color, creed, national origin, religion, sex, age, disability, or genetic information in accordance with the Civil Rights Act of 1964.

PURCHASE APPROVED BY:



Meeting Cycle: Thursday, October 6, 2022

Subject: **Resolution** - approving the purchase of two (2) 2022 Dodge Ram 2500 diesel trucks from Orr Chrysler, Dodge, Jeep. *Sponsored by Emily Harrell*

Staff Contact: Emily Harrell, City Engineer

STAFF RECOMMENDATION

City Staff recommends the Board of Commissioners approve Resolution 113-2022.

BUDGET IMPACT

The Construction Inspection expenditure is appropriated in the budget for the General Fund as part of the FY2023 Annual Budget, including encumbrance carryforwards from prior appropriations. The Sewer expenditure is in excess of the FY23 Sewer Fund spending plan.

DISCUSSION

The Construction Inspection and Sewer Departments budgeted a new Dodge Ram 2500 truck in the Fiscal Year 2022 Sewer Fund. The trucks have been on order for a year and have recently been canceled due to supply chain delays. The original budget was \$35,000 per truck through the State of Tennessee contract.

The major vehicle manufacturers have suspended production of government fleet. Dealers are not selling government fleet and will not submit bids for government fleet. City Staff proposes to purchase its needed fleet through a retail dealer. The retail cost of the 2022 Ram 2500 truck is \$69,474.00.

RESOLUTION R-113-2022

APPROVING THE PURCHASE OF TWO (2) 2022 DODGE RAM 2500 DIESEL
TRUCKS FROM ORR CHRYSLER, DODGE, JEEP

- WHEREAS,** the City of Lakeland Board of Commissioners appropriated funding for two (2) new Dodge Ram 2500 trucks for the Sewer Department and the Construction Inspection in the FY22 Budget for General Fund and Sewer Fund; and,
- WHEREAS,** the City has experienced difficulties procuring the necessary equipment referenced herein due to global supply chain disruptions caused by the COVID-19 pandemic; and,
- WHEREAS,** the City Manager recommends that the Board of Commissioners authorize the purchase of said equipment without seeking competitive bids; and,
- WHEREAS,** the retail cost of each truck is sixty-nine thousand four hundred seventy-four dollars (\$69,474); and,
- WHEREAS,** funding for the Construction Inspection truck is appropriated in the Fiscal Year 2023 Annual Budget for the General Fund including encumbrance carryforwards from prior appropriations. The Sewer truck will exceed the Fiscal Year 2023 Sewer Fund spending plan:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Lakeland, Tennessee, that the City Manager is hereby authorized to purchase two (2) 2022 Dodge Ram 2500 diesel trucks from Orr Chrysler, Dodge, Jeep.

APPROVED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee this 6th day of October 2022, the public welfare requiring it.

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell
City Recorder

The **GREGG ORR AUTO COLLECTION**
Finding the right vehicle
should be an effortless experience.
GREGGORRAUTO.com

Orr Chrysler Dodge Jeep Ram
900 Truman Baker Drive
Searcy, Arkansas 72143
501-279-3311

DEAL # 51858

TITLE <u>CITY OF LAKE LAND TENNESSEE</u>		EMAIL <u>eharrell@lake landt enn essee .org</u>	DATE <u>10/03/2022</u>
PURCHASER'S ADDRESS <u>10001 HIGHWAY 70</u>		ADDRESS <u>eharrell@lake landt enn essee .org</u>	RESIDENCE PHONE <u>(901) 867-2717</u>
CITY, STATE, ZIP <u>LAKE LAND TN 38002</u>		D.O.B. _____	BUSINESS PHONE <u>(901) 867-5418</u>
LIC. NO. _____			

VEHICLE BEING PURCHASED			
PLEASE ENTER MY ORDER FOR THE FOLLOWING:	☒ NEW ☐ USED ☐ DEMO	☐ CAR ☒ TRUCK	STOCK NUMBER <u>NG368872</u>
YEAR <u>2022</u>	MAKE <u>RAM</u>	MILEAGE <u>203</u>	
MODEL OR SERIES <u>2500</u>	BODY TYPE <u>4WD CREW 6'4" TRAILER</u>		
COLOR <u>WHITE</u>	TRIM <u>TRADESMAN</u>		
M.V.I. OR SERIAL NO. <u>3C6UR5CL3NG368872</u>	ENGINE TYPE <u>6</u>		
TO BE DELIVERED ON OR ABOUT <u>10/03/22</u>	SALESPERSON <u>KEVIN BAILEY</u>		
IF A NEW VEHICLE SALE... The only warranties applying to this vehicle are those offered by the manufacturer. IF A USED VEHICLE SALE... (Check appropriate box) ☐ AS IS: This vehicle is sold "as is" by us. This vehicle is sold without warranty. The purchaser will bear the entire expense of repairing or correcting any defects that presently exist or that may occur in the vehicle. ☐ The only warranty on this vehicle is the Limited Warranty which is issued with and made part of this Order form.			
CONTRACTUAL DISCLOSURE STATEMENT FOR USED VEHICLE ONLY "The information you see in the window form for this vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale."			

TRADE-IN DESCRIPTION AND ALLOWANCE			
YEAR	MAKE	MODEL	COLOR
SERIAL NO.			
TRADE-IN VALUE:	\$	N/A	
LESS BALANCE OWED:	\$	N/A	
NET TRADE-IN ALLOWANCE:	\$	N/A	
YEAR	MAKE	MODEL	COLOR
SERIAL NO.			
TRADE-IN VALUE:	\$	N/A	
LESS BALANCE OWED:	\$	N/A	
NET TRADE-IN ALLOWANCE:	\$	N/A	
CUSTOMER represents and warrants that the trade-in vehicle does not nor has it ever had a certificate of title showing any of the following designations: "DAMAGED", "SALVAGED", "WATER DAMAGED", "RECONSTRUCTED", "REBUILT", or any similar designations. CUSTOMER further agrees that in the event an abstract of the trade-in certificate of title reflects one of the above designations, the CUSTOMER will reimburse Orr for any loss Orr may sustain as a result of such designation.			
Signature: _____			

LIST PRICE OF VEHICLE:	69345.00
ADDITIONAL EQUIPMENT (Options):	
SELLING PRICE:	69345.00
LESS TRADE-IN:	N/A
TOTAL TAXABLE AMOUNT:	69345.00
SALES TAX (<u>N/A</u> %):	N/A
LUXURY TAX:	N/A
LICENSE, LICENSE TRANSFER, TITLE, REGISTRATION:	N/A
SERVICE & HANDLING FEE:	129.00
NET PAY-OFF ON TRADE-IN:	N/A
SUB TOTAL:	69474.00
REBATE:	N/A
CASH OR DEPOSIT:	500.00
UNPAID BALANCE DUE ON DELIVERY:	68974.00

Purchaser agrees that this Order on the face hereof and any attachments hereto includes all terms and conditions, that this Order Cancels and supersedes any prior agreements and as of the date hereto comprises the complete and exclusive statement of the terms of the agreement relating to the subject matters hereby covered, AND THAT THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY THE DEALER OR HIS AUTHORIZED REPRESENTATIVE. Purchaser, by his/her execution of this Order, acknowledges that he/she has read the terms and conditions and has received a true copy of this Order. A SERVICE AND HANDLING FEE IS NOT AN OFFICIAL FEE. A SERVICE AND HANDLING FEE IS NOT REQUIRED BY LAW BUT MAY BE CHARGED TO THE CUSTOMER FOR PERFORMING SERVICES AND HANDLING DOCUMENTS RELATING TO THE CLOSING OF A SALE. THE SERVICE AND HANDLING FEE MAY RESULT IN PROFIT TO THE DEALER. THE SERVICE AND HANDLING FEE DOES NOT INCLUDE PAYMENT FOR THE PREPARATION OF LEGAL DOCUMENTS. THIS NOTICE IS REQUIRED BY LAW. Dealers may not charge customers for services which are paid for by the manufacturer.

ACCEPTED BY: 10/03/2022 Date
Dealer or His Authorized Representative
Date
Purchaser's Signature

"Thank You—We Appreciate Your Business"
RETAIL ORDER FOR A MOTOR VEHICLE

IF A CREDIT SALE, REQUIRED INFORMATION CONTAINED ON A SEPARATE DISCLOSURE STATEMENT IS MADE PART OF THIS FORM.

The Reynolds and Reynolds Company FL642825 Q (02/20)



Board of Commissioners

Meeting Cycle: Thursday, October 6, 2022

Subject: **Resolution** - authorizing the subscription renewal with SeeClickFix by CivicPlus for Citizen Reporting and Request Management Application.
Sponsored by Josh Thompson

Staff Contact: Josh Thompson, ITS Director

STAFF RECOMMENDATION

City staff recommends the Board of Commissioners approve Resolution R-100-2022.

BUDGET IMPACT

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

DISCUSSION

The SeeClickFix application will allow residents to report issues or concerns they encounter within the City and communicate those issues directly to City staff. Using the Lakeland Connect mobile or desktop application, powered by SeeClickFix, users can report non-emergent issues and code violations as well as request available services and receive targeted notifications from City staff related to specific topics. The SeeClickFix platform can be accessed from the City's website or from a dedicated mobile application and provides the user with a simplified reporting experience. This solution integrates with the City's GIS and Cityworks AMS and PLL services and will serve as one piece of a communication strategy that seeks to better engage residents.

RESOLUTION R-100-2022

AUTHORIZING THE SUBSCRIPTION RENEWAL WITH SECLICKFIX BY CIVICPLUS
FOR CITIZEN REPORTING AND REQUEST MANAGEMENT APPLICATION

WHEREAS, the City of Lakeland desires to utilize a citizen engagement and request application; and,

WHEREAS, SeeClickFix offers a citizen request and reporting platform; 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 renew a subscription with CivicPlus for SeeClickFix services in the amount of twelve thousand, five hundred dollars (\$12,500).

APPROVED AND ADOPTED by the Board of Commissioners of Lakeland, Tennessee this 6th day of October 2022, the public welfare requiring it.

Mike Cunningham, *Mayor*

ATTEST:

Debra Murrell
City Recorder



Invoice

CivicPlus LLC
NEW REMITTANCE ADDRESS
(FOR PAYMENTS ONLY)
CivicPlus
PO Box 1572
Manhattan KS 66505

#240767

10/19/2022

PO #

Bill To

Pete Chimpouras
City of Lakeland, TN
10001 US Highway 70
Lakeland TN 38002

TOTAL DUE

\$12,500.00

Due Date: 11/18/2022

Terms	Due Date	PO #	Approving Authority
Net 30	11/18/2022		

Qty	Item	Start Date	End Date	Amount
1	Marketplace App Annual	10/19/2022	10/18/2023	\$0.00
1	: SeeClickFix-hosted integration with Cityworks AMS (online or on-premise), for service requests and/or work orders. Requires Cityworks version 15+, and license for Citizen Engagement API.	10/19/2022	10/18/2023	\$5,000.00
1	SeeClickFix Unlimited Annual Licenses	10/19/2022	10/18/2023	\$7,500.00

Total \$12,500.00

Due \$12,500.00

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to accounting@civicplus.com.

Bank Name	Account Name	Account Number	Routing Number

CivicPlus
302 S 4th St.
Suite 500
Manhattan KS 66502