



Board of Commissioners
Regular Meeting Agenda
Thursday, January 12, 2023, 5:30 PM
City Hall, Lakeland, Tennessee 38002

- I. CALL TO ORDER BY MAYOR:
- II. INVOCATION:
- III. PLEDGE:
- IV. ROLL CALL BY RECORDER:
- V. PUBLIC HEARING:
- VI. TREASURER'S REPORT:
 1. November and December 2022
- VII. REPORTS FROM COMMITTEES, MEMBERS OF THE BOARD OF COMMISSIONERS & OTHER OFFICERS:
 - Sheriff's Report
 - a. December 2022 Crime Report
 - City Manager's Report
 - a. January 2023 City Manager's Report
 - Commissioners' Reports
 - a. Board of Appeals / Stormwater Board of Appeals - *Commissioner Wright*
 - b. Municipal Planning / Design Review Commission - *Commissioner Atkinson*
 - c. Parks and Recreation / Natural Resources Board - *Vice-Mayor Dial*
- VIII. PUBLIC COMMENTS:
- IX. SEWERAGE COMMISSION BUSINESS:
- X. CONSENT AGENDA:

1. Approval of Meeting Minutes from Previous Meetings:
 - a. Regular Meeting Minutes - December 01, 2022
2. **Ordinance - First Reading** - amending certain portions of title 14 (Zoning and Land Use Control) Chapter 14 (Signs) of the City of Lakeland's Municipal Code pertaining to Section 14-402 and 14-403 and 14-404. *Recommended by the Municipal Planning Commission*
3. **Ordinance - First Reading** - amending Article III. Section 2 of the Lakeland Land Development Regulations in order to regulate the placement of smoke shops and CBD stores. *Recommended by the Municipal Planning Commission*
4. **Ordinance - First Reading** - amending title 14, Zoning and Land Use Control, chapter 1, Municipal Planning Commission, section 14-101, Creation and Membership, of the City of Lakeland municipal code. *Sponsored by Mayor Roman*
5. **Resolution** - authorizing appointments to the Industrial Development Board of the City of Lakeland, Tennessee. *Sponsored by Mayor Roman*
6. **Resolution** - authorizing the release of the security for public and common improvements in Evergreen Manor Subdivision.
7. **Resolution** - authorizing the release of the security for public and common improvements in Oakwood Grove Subdivision Phases 3, 4 and 5.
8. **Resolution** - approving Change Order #1 for the Fiscal Year 2023 Pavement Marking project.

XI. REGULAR AGENDA:

1. **Resolution** - electing a Vice-Mayor and appointing Board of Commissioner liaisons to the City of Lakeland's boards, commissions, and committees.
2. **Resolution** - appointing members to the Parks and Recreation / Natural Resources Board of the City of Lakeland, Tennessee.
3. **Resolution** - authorizing the Director of Parks and Recreation to submit an application for capital grant funding through the Ford Motor Company

Fund.

4. **Resolution** - authorizing the City Manager to amend the City of Lakeland Employee Handbook regarding employee benefits for holidays and personal days. *Sponsored by Mayor Roman*
5. **Discussion and Possible Action** - regarding the City of Lakeland leaf collection program. *Sponsored by Commissioner McCarter*
6. **Discussion and Possible Action** - expenditure history and trend presentation for City personnel costs, support services, and planning functions. *Sponsored by Mayor Roman*

XII. ANNOUNCEMENTS:

XIII. ADJOURNMENT:



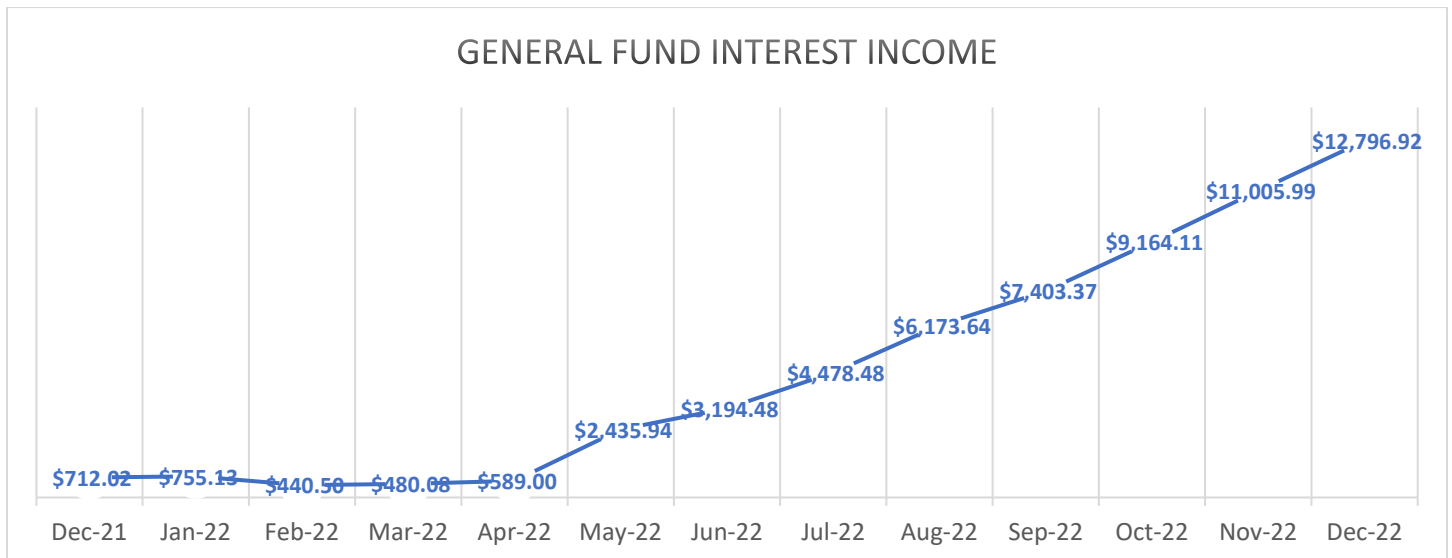
NOVEMBER & DECEMBER 2022 TREASURER'S REPORT

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.

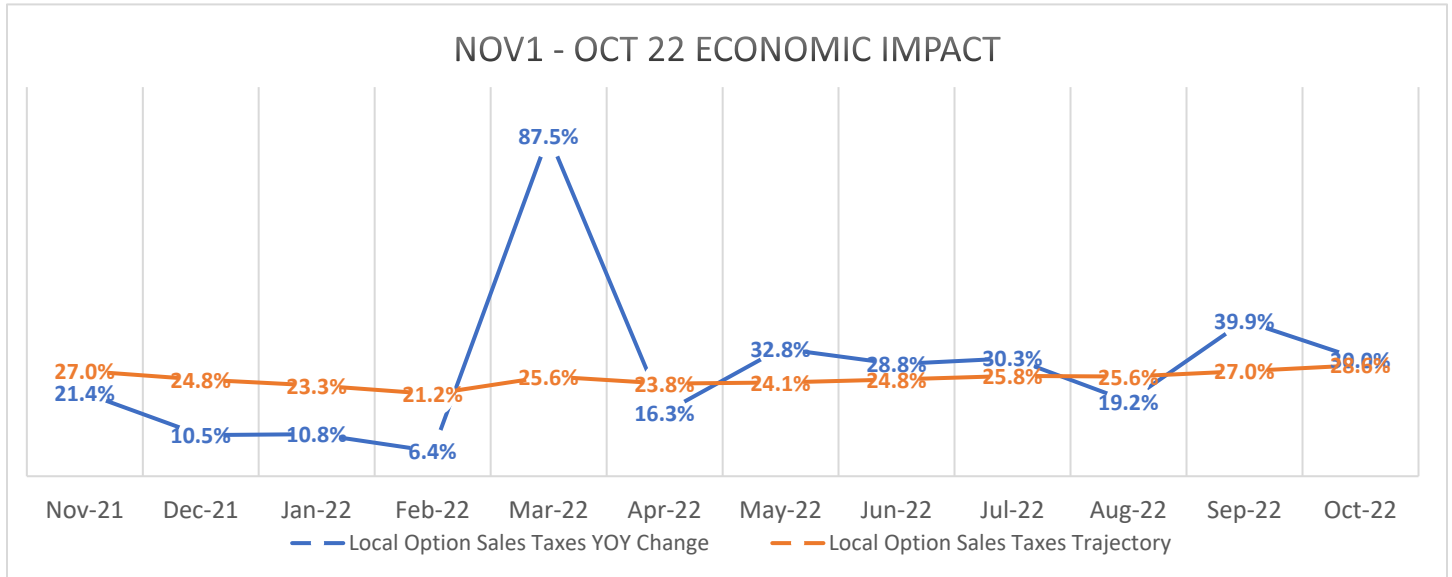
Short Take:

- General Fund:
 - 10.56% of property tax revenues have been collected
 - The new LGIP - General Fund reserve continues to provide increased interest revenue. The current LGIP rate for December is 3.89%. On 12/14/22, the FOMC (Fed Open Market Committee) meeting increased the Fed lending rate another 50 basis points to 4.50%. According to the BLS (Bureau of Labor Statistics), the yearly CPI rate is 7.1% as of November. On 1/6/23, the reported national unemployment rate is at 3.5%.
 - Interest Income FYTD as of December in the General fund is \$50,077.90, whereas it was budgeted at \$7,000.

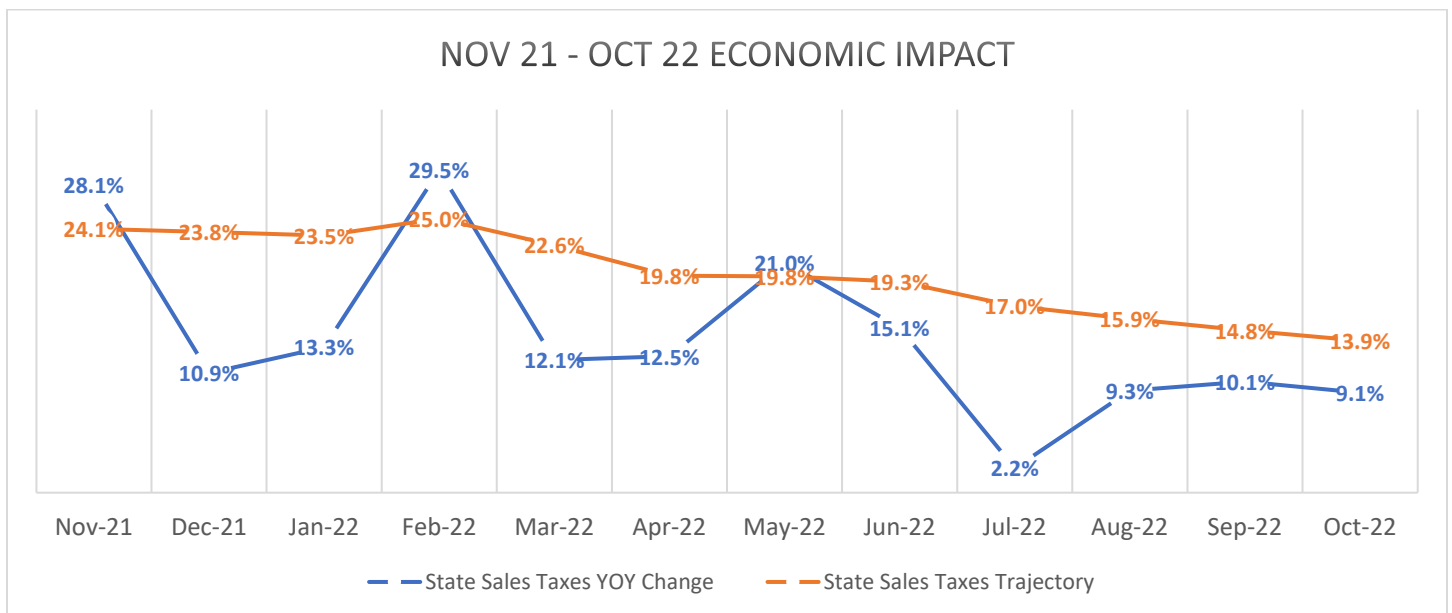


BOARD SUMMARY (CONTINUED)

- **Economic Trends:** Local Option Sales Tax increase for amounts received in the month (two months prior transactions) was 30% over the prior year.



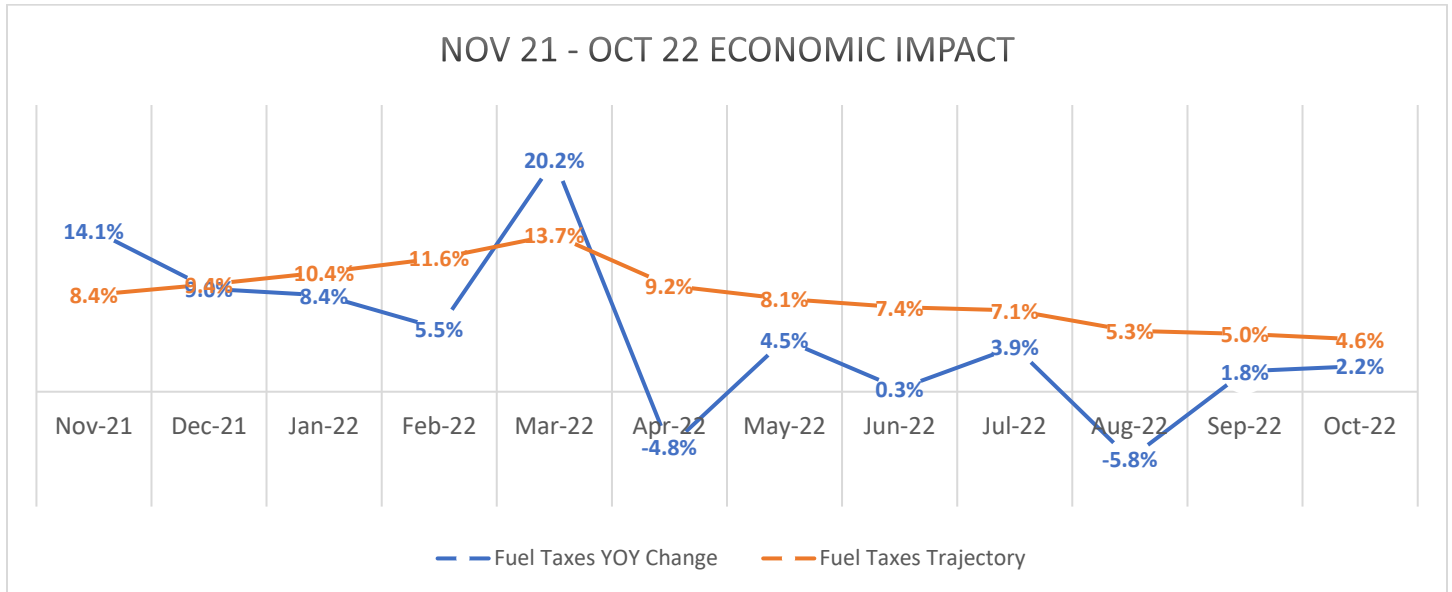
- **Economic Trends:** State Sales Tax were 9.1% higher than for the same period in FY22



BOARD SUMMARY (CONTINUED)

State Street Aid Fund:

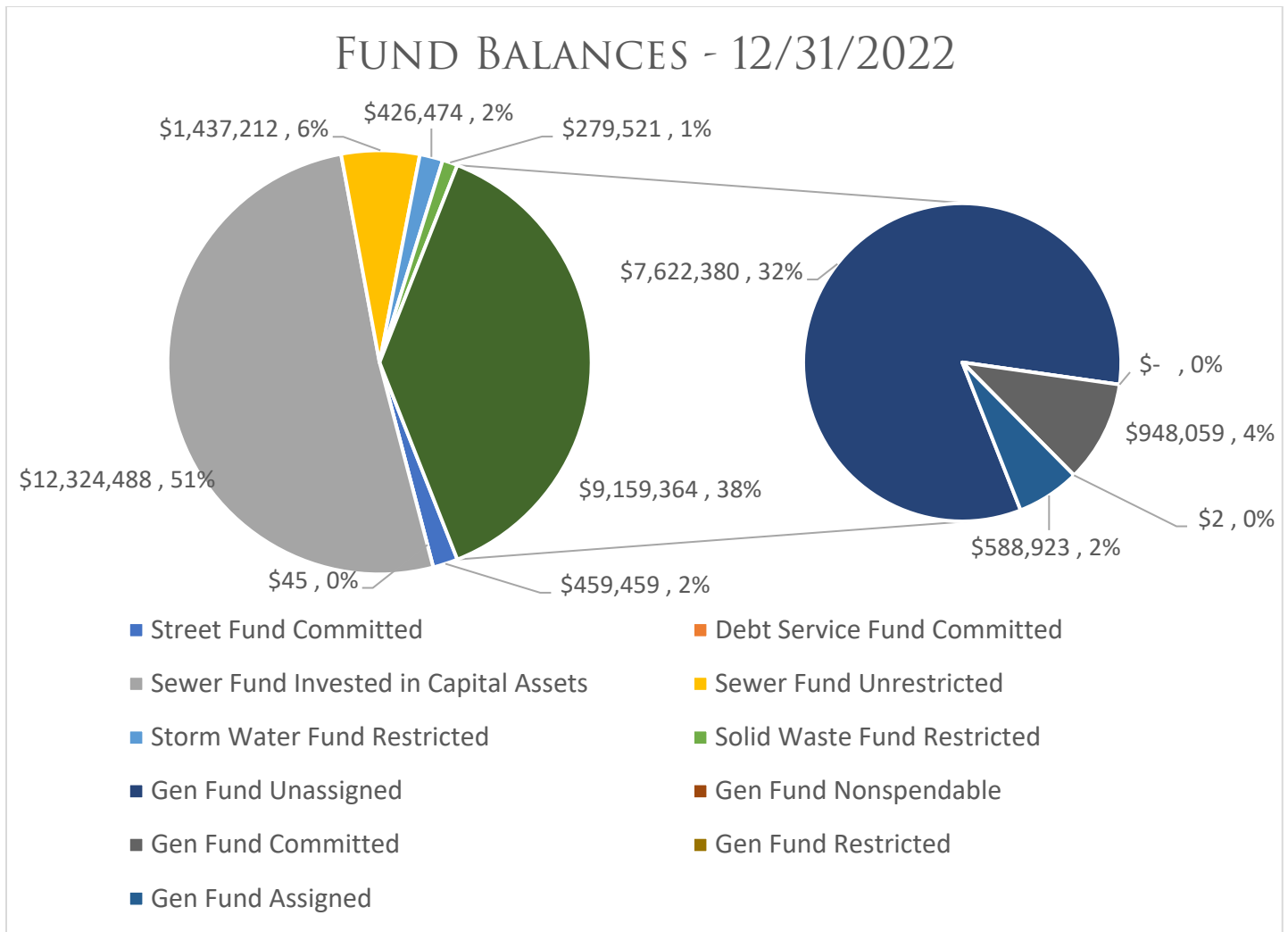
- **Economic Trends:** Fuel taxes experienced a 2.2% increase as compared to the same period in the prior year, with the trajectory (trailing 12-month average) is at 4.6%.



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

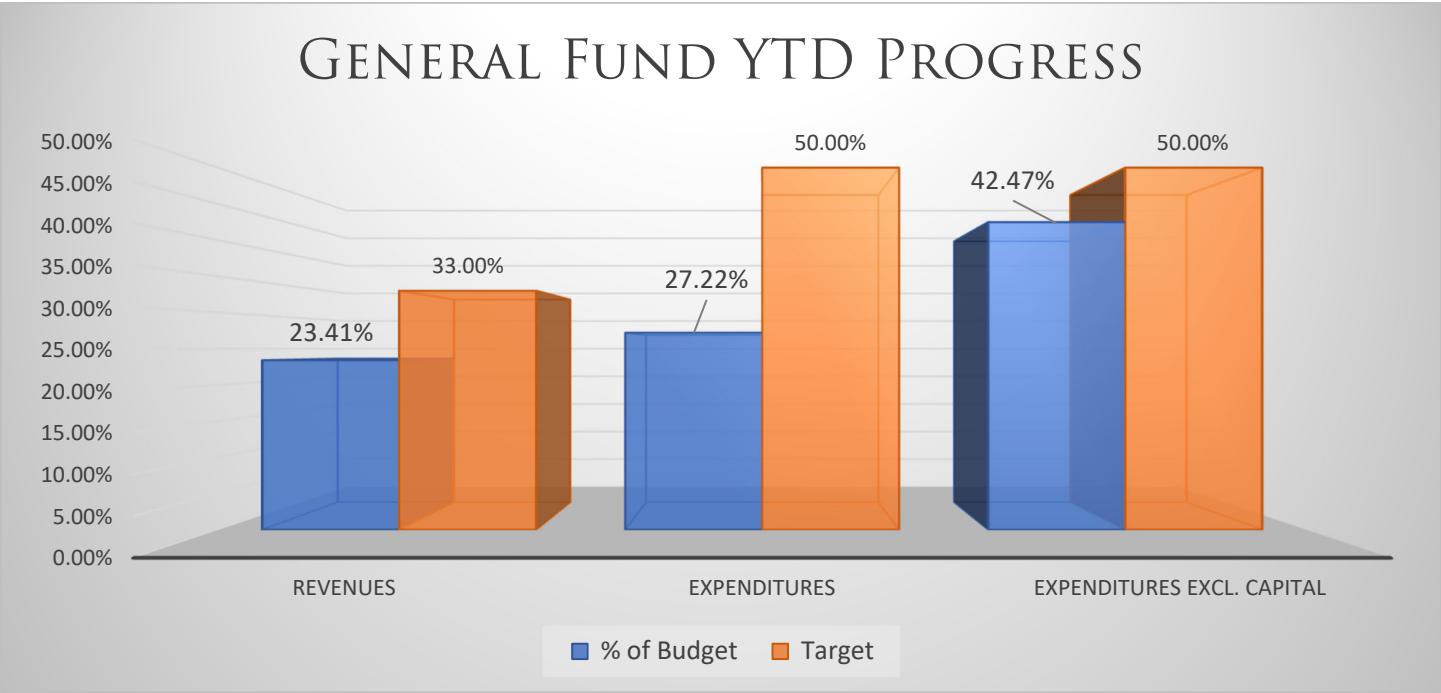
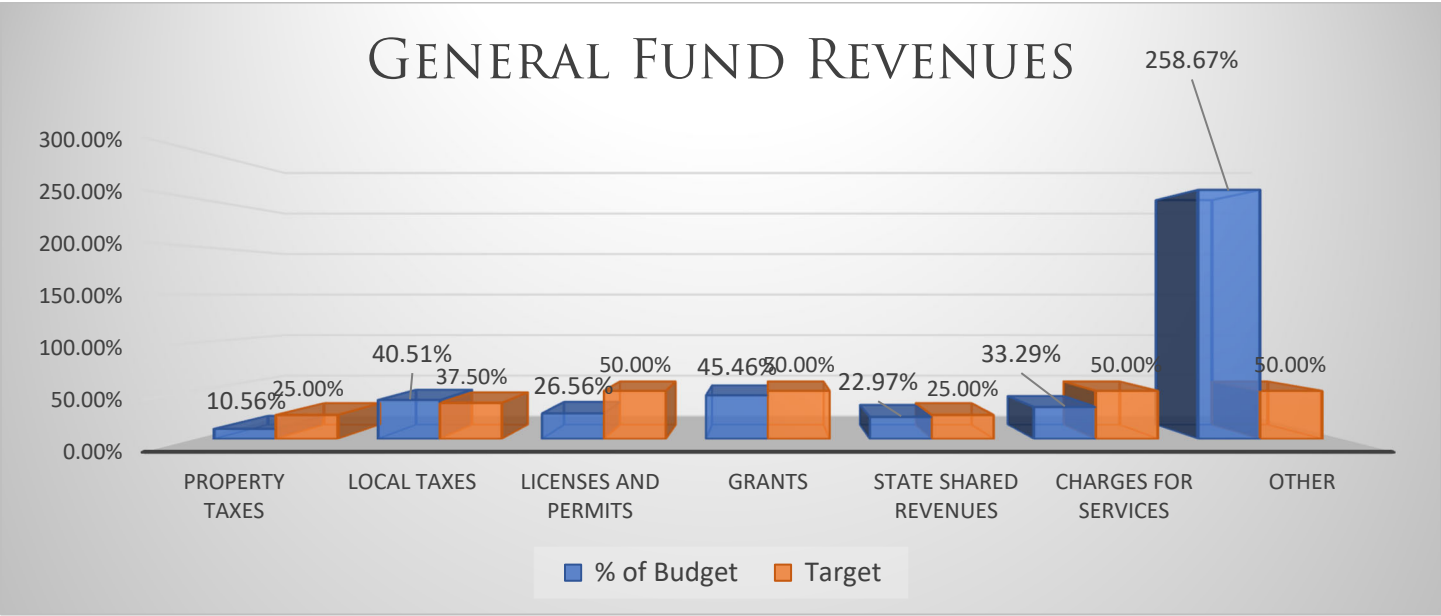
BOARD SUMMARY (CONTINUED)

Fund Balance and Net Position - Across all funds (of the City), fund balance (and net position) saw an operating decrease of \$145,922 in December from \$24,232,485 to \$24,086,563.



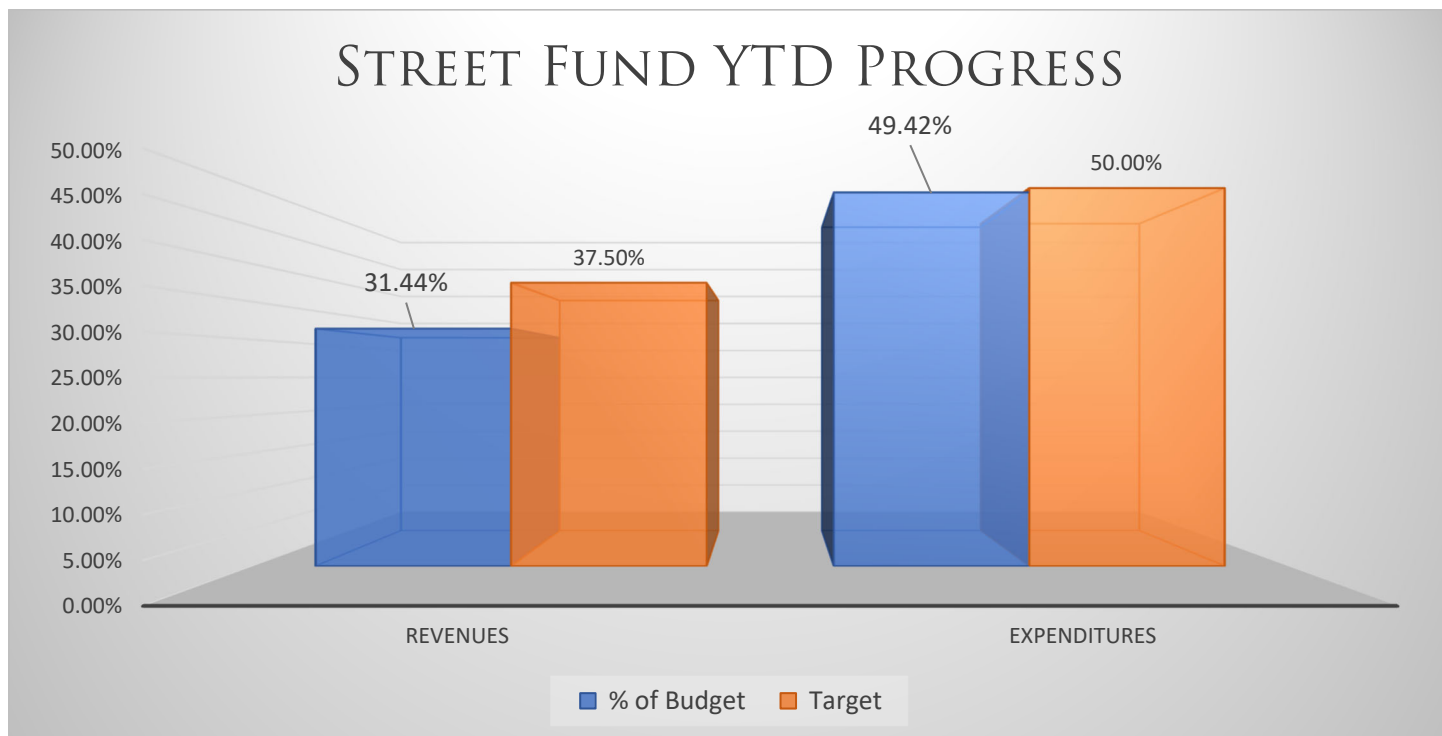
BOARD SUMMARY (CONTINUED)

General Fund Summary

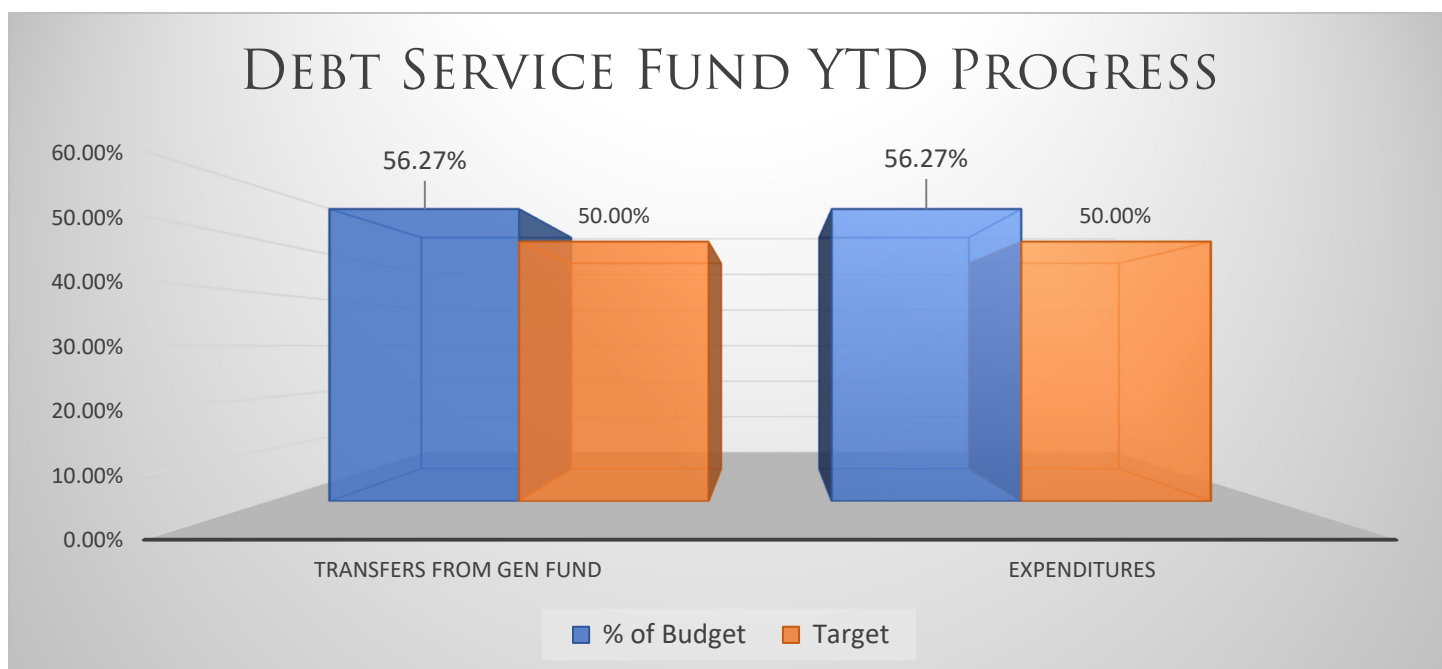


BOARD SUMMARY (CONTINUED)

- State Street Aid Fund Summary

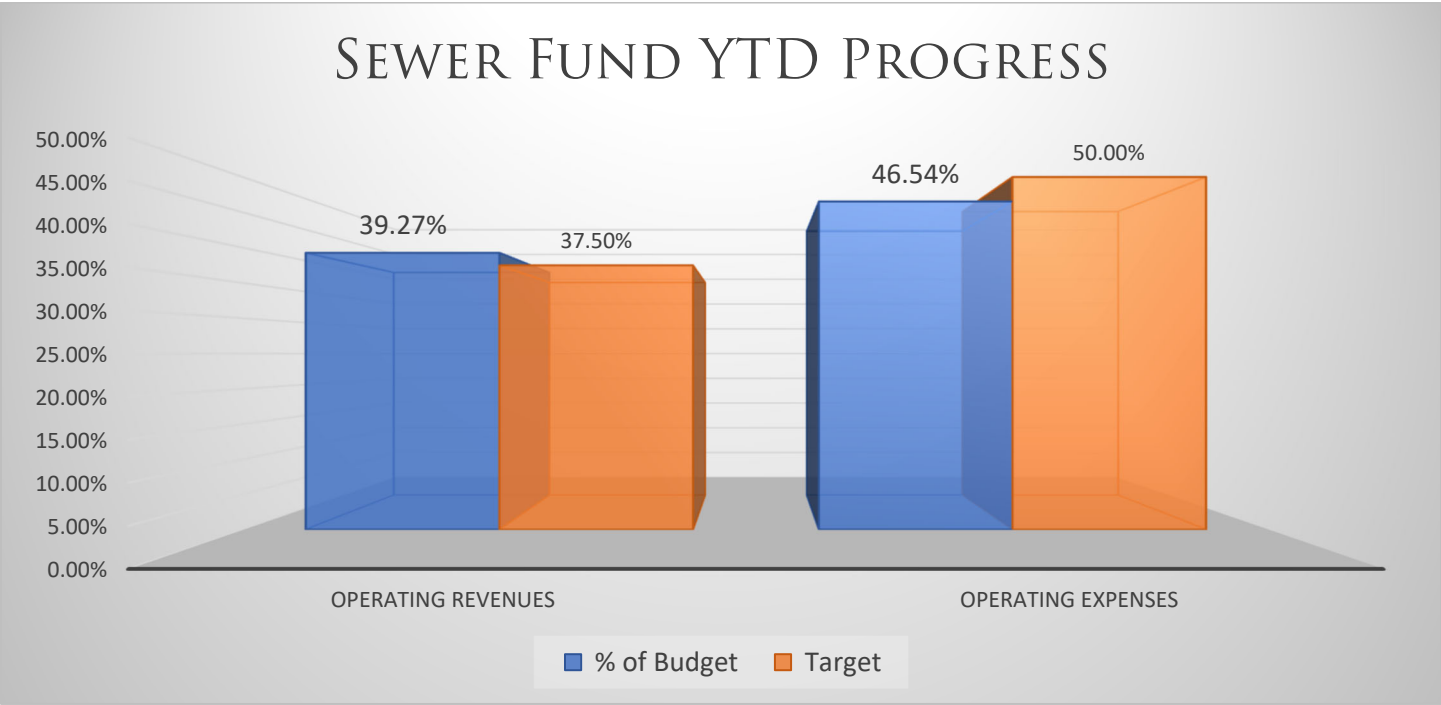


Debt Service Fund Summary

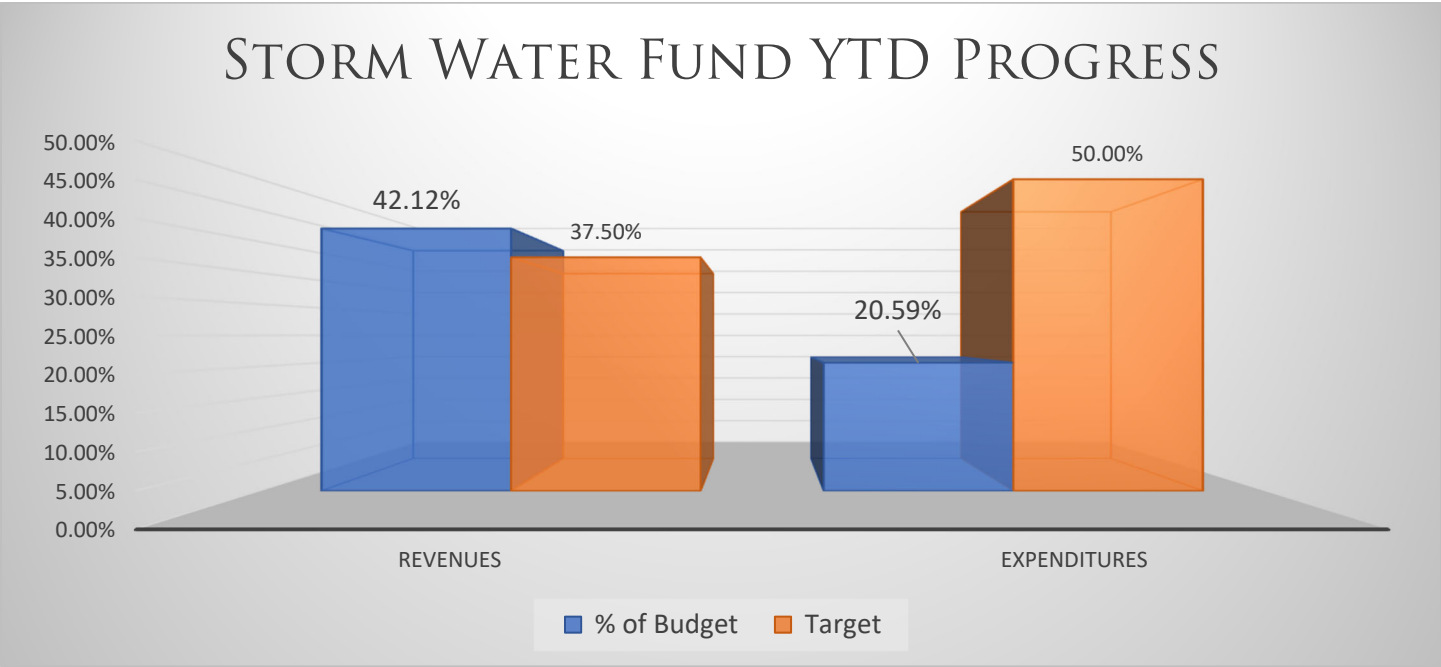


BOARD SUMMARY (CONTINUED)

Sewer Fund Summary

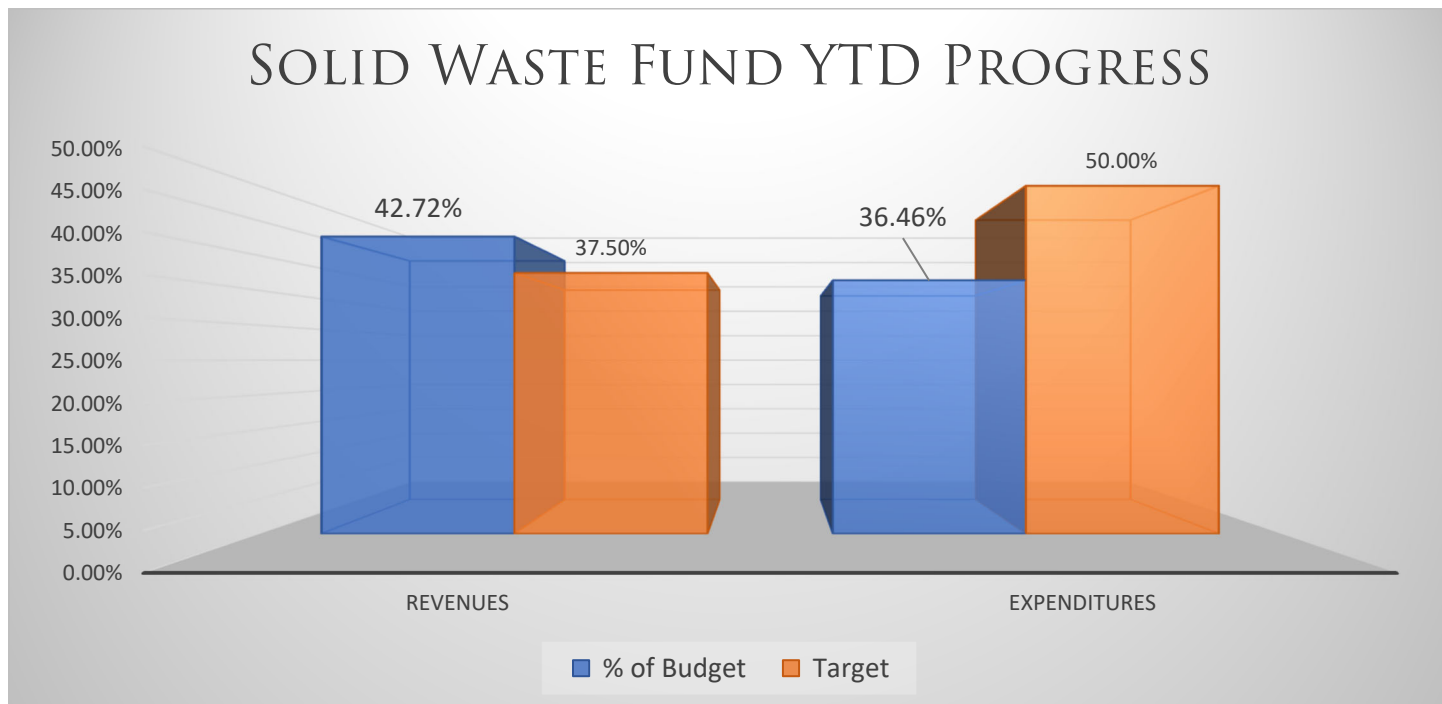


Storm Water Fund Summary



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

12/31/2022



[Export Data](#)

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

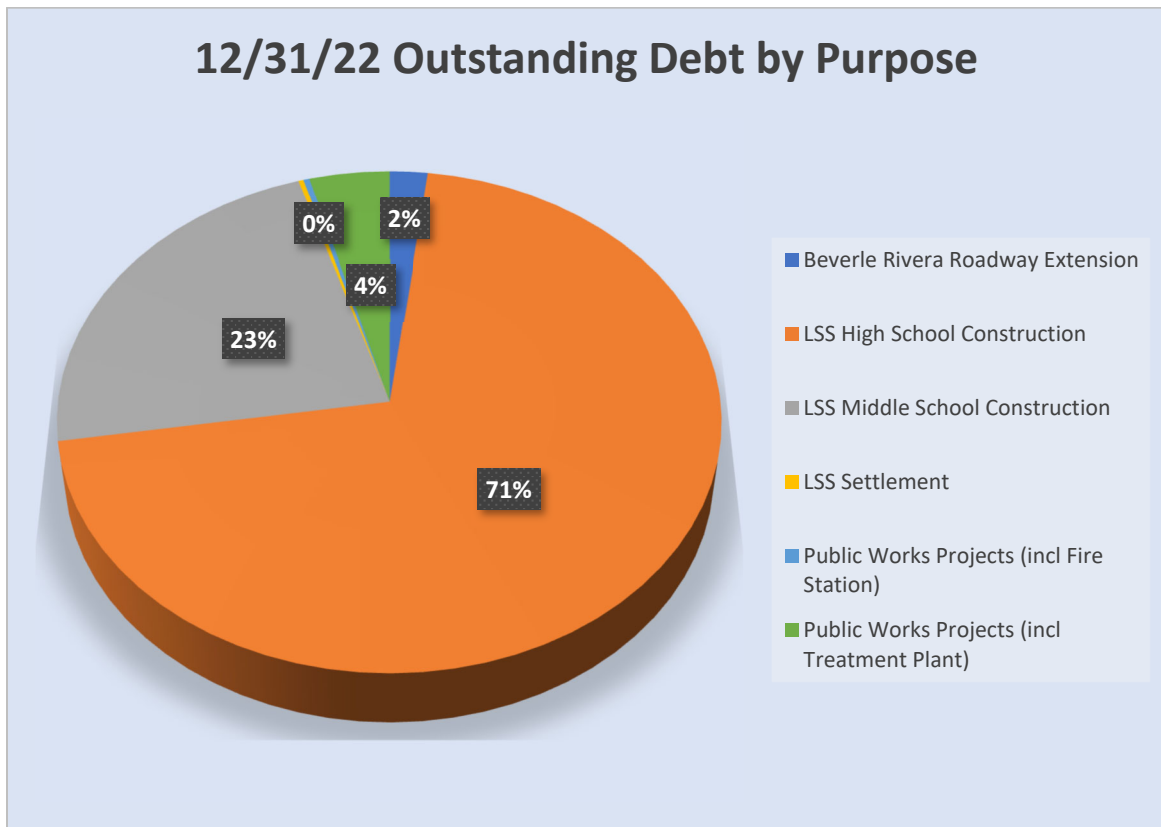
Total Outstanding Par Amount: **64,710,021**

☐ Title	Original Par Amount	Outstanding Par Amount
☐ BEVERLE RIVERA ROADWAY EXTENSION (1 Issue)	1,490,397	1,273,810
☐ 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	167,603
☐ 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

BOARD SUMMARY (CONTINUED)

Debt Mix – by Purpose of Debt



NOVEMBER & DECEMBER FISCAL YEAR-TO-DATE RESULTS



CITY OF LAKELAND
BALANCE SHEET - ALL CITY GOVERNMENTAL FUNDS - UNAUDITED
NOVEMBER 30, 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	\$ 9,200,361	\$ 45	\$ 779,610	\$ 389,713	\$ 253,781	\$ 10,623,510
Receivables						
Property taxes, net of allowance	4,956,029	-	-	-	-	4,956,029
Grants	42,180	-	-	-	-	42,180
Other	6,445	-	-	30,000	-	36,445
Due from other governments	-	-	-	-	-	-
Due from other funds	-	-	-	-	31,594	31,594
Prepaid items	-	-	-	-	-	-
Inventory	8,612	-	-	-	-	8,612
Restricted cash	-	-	-	-	-	-
Total assets	<u>\$ 14,213,627</u>	<u>\$ 45</u>	<u>\$ 779,610</u>	<u>\$ 419,713</u>	<u>\$ 285,375</u>	<u>\$ 15,698,370</u>
LIABILITIES						
Accounts payable and accrued liabilities	\$ 49,379	\$ -	\$ 20,758	\$ 575	\$ 9,037	\$ 79,749
Deposits	137,597	-	-	-	-	137,597
Due to other funds	31,993	-	-	-	-	31,993
Total liabilities	<u>218,969</u>	<u>-</u>	<u>20,758</u>	<u>575</u>	<u>9,037</u>	<u>249,339</u>
DEFERRED INFLOWS OF RESOURCES						
Unavailable revenue						
Property taxes	4,907,231	-	-	-	-	4,907,231
Grants	48,625	-	-	-	-	48,625
Other	-	-	-	-	-	-
Total deferred inflows of resources	<u>4,955,856</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,955,856</u>
FUND BALANCES						
Restricted	2	-	-	419,138	276,338	695,478
Committed	862,466	45	758,852	-	-	1,621,363
Assigned	591,994	-	-	-	-	591,994
Unassigned	7,584,340	-	-	-	-	7,584,340
Total fund balances	<u>9,038,802</u>	<u>45</u>	<u>758,852</u>	<u>419,138</u>	<u>276,338</u>	<u>10,493,175</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 14,213,627</u>	<u>\$ 45</u>	<u>\$ 779,610</u>	<u>\$ 419,713</u>	<u>\$ 285,375</u>	<u>\$ 15,698,370</u>

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

	GOVERNMENTAL FUNDS - MODIFIED ACCRUAL					TOTAL
	GENERAL FUND	DEBT SERVICE FUND	STATE STREET AID FUND	STORM WATER FUND	SOLID WASTE FUND	GOVERNMENTAL FUNDS
REVENUES						
Property taxes	\$ 386,955	\$ -	\$ -	\$ -	\$ -	\$ 386,955
Local taxes	948,132	-	-	-	-	948,132
Intergovernmental	438,009	-	124,209	-	-	562,218
Licenses and permits	116,207	-	-	-	-	116,207
Charges for services	71,517	-	-	68,353	459,325	599,195
Federal, state, and local grants	3,257,659	-	-	-	-	3,257,659
Interest income	38,226	-	-	-	-	38,226
Other	10,199	-	-	-	505	10,704
Total revenues	5,266,904	-	124,209	68,353	459,830	5,919,296
EXPENDITURES						
Current						
General government	808,529	-	-	-	-	808,529
Community development	319,767	-	-	-	-	319,767
Public works	222,782	-	1,984,825	24,356	450,060	2,682,023
Parks and recreation	385,086	-	-	-	-	385,086
Capital Outlay	4,860,792	-	198,055	47,254	-	5,106,101
Debt Service						
Principal	-	82,477	-	-	-	82,477
Interest and fiscal charges	-	6,615,110	-	-	-	6,615,110
Total expenditures	6,596,956	6,697,587	2,182,880	71,610	450,060	15,999,093
Excess of revenues over expenditures	(1,330,052)	(6,697,587)	(2,058,671)	(3,257)	9,770	(10,079,797)
OTHER FINANCING SOURCES (USES)						
Issuance of debt	7,015,747	-	-	-	-	7,015,747
Issuance of leases	-	-	-	-	-	-
Transfers in	700,000	6,697,587	-	-	-	7,397,587
Transfers out	(7,492,292)	-	-	-	-	(7,492,292)
Total other financing sources (uses)	223,455	6,697,587	-	-	-	6,921,042
Net change in fund balances	(1,106,597)	-	(2,058,671)	(3,257)	9,770	(3,158,755)
Fund balances - beginning*	10,145,399	45	2,817,523	422,395	266,568	13,651,930
Fund balances - ending	\$ 9,038,802	\$ 45	\$ 758,852	\$ 419,138	\$ 276,338	\$ 10,493,175

*Prior to Dec 22 Audit Entries

CITY OF LAKELAND
SEWER FUND
STATEMENT OF NET POSITION
NOVEMBER 30, 2022

ASSETS

Current assets:

Cash and cash equivalents	\$ 1,866,459
Restricted cash and cash equivalents	3,777,995
Receivables	
Accounts	-
Interest	1,721
Total current assets	<u>5,646,175</u>

Capital assets:

Capital assets, not being depreciated	1,089,066
Capital assets, being depreciated - net	<u>13,898,504</u>
Total capital assets	<u>14,987,570</u>

Total assets	<u>20,633,745</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	449,280
Deposits	3,751,052
Current portion of notes payable	<u>636,000</u>
Total current liabilities	<u>4,836,332</u>

Noncurrent liabilities:

Net pension liability	3,576
Notes payable, net of current portion	<u>2,065,000</u>
Total liabilities	<u>6,904,908</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	12,286,569
Unrestricted	<u>1,452,741</u>
Total net position	<u><u>\$ 13,739,310</u></u>

CITY OF LAKELAND

SEWER FUND

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

FOR THE FYTD PERIOD ENDED

NOVEMBER 30, 2022

	Prior YTD 11/30/21	Current YTD 11/30/22	Plan FY 2023
Operating revenues:			
Sewer service fee	\$ 575,608	\$ 695,669	\$ 2,126,953
Service connection fees	39,900	164,850	405,096
Operating grants	-	-	-
Total operating revenues	<u>615,508</u>	<u>860,519</u>	<u>2,532,049</u>
Operating expenses:			
Personnel expenses	(127,414)	(204,958)	(650,240)
General and administrative	(151,784)	(207,420)	(445,864)
Depreciation	(212,500)	(212,500)	(510,000)
Total operating expenses	<u>(491,698)</u>	<u>(624,878)</u>	<u>(1,606,104)</u>
Operating Income (Loss)	123,810	235,641	925,945
Nonoperating revenues (expenses):			
Interest income	1,111	27,371	2,957
Interest and agent fee expense	(11,097)	(25,096)	(45,766)
Loss on sale of capital assets	-	-	-
Total non-operating expenses	<u>(9,986)</u>	<u>2,275</u>	<u>(42,809)</u>
Change in net position	113,824	237,916	883,136
Capital Funds			
Capital Grants	-	-	3,751,052
Capital Contributions	-	-	-
Total Capital Funds	<u>-</u>	<u>-</u>	<u>3,751,052</u>
Net position - beginning of year*	<u>12,838,734</u>	<u>13,501,394</u>	<u>13,501,394</u>
* Prior to Dec 22 Audit Entries			
Net position - Nov-30	<u>\$ 12,952,558</u>	<u>\$ 13,739,310</u>	<u>\$ 18,135,582</u>

CITY OF LAKELAND
SEWER FUND
STATEMENT OF CASH FLOWS
FOR THE FYTD PERIOD ENDED
NOVEMBER 30, 2022

	<u>Current YTD</u> <u>11/30/22</u>
Cash flows from operating activities:	
Receipts from customers and users	\$ 999,011
Payments to suppliers/operating costs	(474,483)
Net cash provided by operating activities	<u>524,528</u>
Cash flows from capital and related financing activities:	
Grant proceeds	-
Principal payments on capital debt	-
Acquisition and construction of capital assets	(195,599)
Interest paid on capital debt	(25,096)
Net cash used by capital and related financing activities	<u>(220,695)</u>
Cash flows from investing activities:	
Interest income received	<u>3,044</u>
Net increase (decrease) in cash and cash equivalents	306,877
Cash and cash equivalents - beginning of year	<u>1,559,582</u>
Cash and cash equivalents - Nov-30	<u><u>\$ 1,866,459</u></u>

CITY OF LAKELAND

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN GENERAL FUND BALANCE FOR THE FYTD PERIOD ENDED NOVEMBER 30, 2022

	Prior YTD 11/30/21	Current YTD 11/30/22	Budget FY 2023	% Earned/Used Year-to-Date
REVENUES				
Property Taxes	\$ 370,016	\$ 386,955	\$ 4,911,448	7.88%
Local Taxes	717,304	948,132	2,914,488	32.53%
Intergovernmental	407,295	438,009	2,174,313	20.14%
Licenses and permits	70,870	116,207	262,966	44.19%
Charges for services	51,616	71,517	226,282	31.61%
Federal, State, and Local Grants	556,893	3,257,659	16,218,583	20.09%
Other	5,318	48,425	24,317	199.14%
Total Revenues	<u>2,179,312</u>	<u>5,266,904</u>	<u>26,732,397</u>	<u>19.70%</u>
EXPENDITURES				
Current				
General government	(755,261)	(808,528)	(2,260,530)	35.77%
Community Development	(256,915)	(319,767)	(1,106,860)	28.89%
Public Works	(206,900)	(222,782)	(666,100)	33.45%
Parks and Recreation	(267,694)	(385,086)	(1,005,991)	38.28%
Capital Projects	(1,154,402)	(4,860,792)	(20,844,677)	23.32%
Debt Service				
Principal	-	-	-	0.00%
Interest	-	-	-	0.00%
Total Expenditures	<u>(2,641,172)</u>	<u>(6,596,955)</u>	<u>(25,884,158)</u>	<u>25.49%</u>
Excess (deficiency) of revenues over (under) expenditures	(461,860)	(1,330,051)	848,239	
OTHER FINANCING SOURCES (USES)				
Issuance of Debt	-	7,015,747	9,980,772	
Issuance of Leases	-	-	-	
Transfers in	700,000	700,000	700,000	
Transfers out	(1,059,277)	(7,492,292)	(15,473,530)	
Total Other Financing Sources	<u>(359,277)</u>	<u>223,455</u>	<u>(4,792,758)</u>	
Net Change in Fund Balance	<u>\$ (821,137)</u>	<u>\$ (1,106,596)</u>	<u>\$ (3,944,519)</u>	
Allocation of Net Change in Fund Balance:				
Committed Fund Balance		\$ (434,906)		
Restricted Fund Balance		(81,196)		
Assigned Fund Balance		(12,829)		
Nonspendable Fund Balance		-		
Unassigned Fund Balance		(577,665)		
Net Change in Fund Balance		<u>\$ (1,106,596)</u>		

CITY OF LAKELAND
DEBT SERVICE FUND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FOR THE FYTD PERIOD ENDED
NOVEMBER 30, 2022

	YTD	Budget FY 2023
Revenues:		
Interest	\$ -	\$ -
Total Revenues	-	-
Expenditures:		
Principal	(82,477)	(11,221,735)
Interest	(41,651)	(1,478,944)
Dues and Fees	(6,573,459)	(6,400)
Total Expenditures	(6,697,587)	(12,707,079)
Net excess (deficiency) of revenues over expenditures	(6,697,587)	(12,707,079)
Other Financing Sources (Uses):		
Transfers In	6,697,587	12,707,079
Transfers Out	-	-
Total Other Financing Sources (Uses)	6,697,587	12,707,079
Net Change in Fund Balance	\$ -	\$ -

STATE STREET AID
STATEMENT OF REVENUES AND EXPENSES
FOR THE FYTD PERIOD ENDED
NOVEMBER 30, 2022

	Prior YTD 11/30/21	Current YTD 11/30/22	Budget FY 2023
REVENUES:			
State shared revenue	\$ 124,403	\$ 124,209	\$ 526,033
Grant Revenue	153,314	-	-
Total revenues	<u>277,717</u>	<u>124,209</u>	<u>526,033</u>
EXPENDITURES:			
Personnel expenses	(24,439)	(112,543)	(346,623)
Public works	(478,306)	(1,872,282)	(4,335,864)
Capital projects	(74,666)	(198,055)	(440,712)
Total expenditures	<u>(577,411)</u>	<u>(2,182,880)</u>	<u>(5,123,199)</u>
Net excess (deficiency) of revenues over expenditures	(299,694)	(2,058,671)	(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>\$ (299,694)</u>	<u>\$ (2,058,671)</u>	<u>\$ (2,625,419)</u>

STORM WATER FUND
STATEMENT OF REVENUES AND EXPENDITURES
FOR THE FYTD PERIOD ENDED
NOVEMBER 30, 2022

	Prior YTD 11/30/21	Current YTD 11/30/22	Budget FY 2023
REVENUES:			
Storm Water Fees	\$ 66,628	\$ 68,353	\$ 203,445
Other	30,000	-	-
Total revenues	<u>96,628</u>	<u>68,353</u>	<u>203,445</u>
EXPENDITURES:			
Personnel expenses	(22,268)	(20,849)	(58,288)
General and administrative	(2,692)	(3,507)	(28,060)
Capital	(492)	(47,254)	(310,000)
Total expenditures	<u>(25,452)</u>	<u>(71,610)</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>\$ 71,176</u>	<u>\$ (3,257)</u>	<u>\$ (192,903)</u>

SOLID WASTE FUND
STATEMENT OF REVENUES AND EXPENDITURES
FOR THE FYTD PERIOD ENDED
NOVEMBER 30, 2022

	Prior YTD 11/30/21	Current YTD 11/30/22	Budget FY 2023
REVENUES:			
Solid waste collection fees	\$ 439,589	\$ 459,325	\$ 1,341,014
Grant revenues	-	-	-
Other	965	505	1,500
Total revenues	<u>440,554</u>	<u>459,830</u>	<u>1,342,514</u>
EXPENDITURES:			
Personnel expenditures	(60,009)	(35,578)	(92,370)
General and administrative	(23,893)	(25,792)	(100,255)
Contracted services	(375,335)	(388,690)	(1,055,000)
Capital	(53,833)	-	(290,000)
Total expenditures	<u>(513,070)</u>	<u>(450,060)</u>	<u>(1,537,625)</u>
Net change in fund balance	<u>\$ (72,516)</u>	<u>\$ 9,770</u>	<u>\$ (195,111)</u>

CITY OF LAKE LAND
BALANCE SHEET - ALL CITY GOVERNMENTAL FUNDS - UNAUDITED
DECEMBER 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	\$ 9,257,473	\$ 45	\$ 470,291	\$ 396,474	\$ 256,115	\$ 10,380,398
Receivables						
Property taxes, net of allowance	4,956,029	-	-	-	-	4,956,029
Grants	42,180	-	-	-	-	42,180
Other	6,445	-	-	30,000	-	36,445
Due from other funds	-	-	8,159	-	31,594	39,753
Prepaid items	-	-	-	-	-	-
Inventory	5,235	-	-	-	-	5,235
Total assets	<u>\$ 14,267,362</u>	<u>\$ 45</u>	<u>\$ 478,450</u>	<u>\$ 426,474</u>	<u>\$ 287,709</u>	<u>\$ 15,460,040</u>
LIABILITIES						
Accounts payable and accrued liabilities	\$ (399)	\$ -	\$ 18,991	\$ -	\$ 29	\$ 18,621
Deposits	120,397	-	-	-	-	120,397
Due to other funds	32,146	-	-	-	8,159	40,305
Total liabilities	<u>152,144</u>	<u>-</u>	<u>18,991</u>	<u>-</u>	<u>8,188</u>	<u>179,323</u>
DEFERRED INFLOWS OF RESOURCES						
Unavailable revenue						
Property taxes	4,907,229	-	-	-	-	4,907,229
Grants	48,625	-	-	-	-	48,625
Other	-	-	-	-	-	-
Total deferred inflows of resources	<u>4,955,854</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,955,854</u>
FUND BALANCES						
Restricted	2	-	-	426,474	279,521	705,997
Committed	948,059	45	459,459	-	-	1,407,563
Assigned	588,923	-	-	-	-	588,923
Unassigned	7,622,380	-	-	-	-	7,622,380
Total fund balances	<u>9,159,364</u>	<u>45</u>	<u>459,459</u>	<u>426,474</u>	<u>279,521</u>	<u>10,324,863</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 14,267,362</u>	<u>\$ 45</u>	<u>\$ 478,450</u>	<u>\$ 426,474</u>	<u>\$ 287,709</u>	<u>\$ 15,460,040</u>

CITY OF LAKELAND
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
ALL CITY GOVERNMENTAL FUNDS - UNAUDITED - FOR THE FYTD PERIOD ENDED
DECEMBER 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	\$ 518,843	\$ -	\$ -	\$ -	\$ -	\$ 518,843
Local taxes	1,180,674	-	-	-	-	1,180,674
Intergovernmental	577,436	-	165,411	-	-	742,847
Licenses and permits	119,557	-	-	-	-	119,557
Charges for services	75,322	-	-	85,701	573,010	734,033
Federal, state, and local grants	3,724,645	-	-	-	-	3,724,645
Interest income	51,023	-	-	-	-	51,023
Other	11,878	-	-	-	530	12,408
Total revenues	6,259,378	-	165,411	85,701	573,540	7,084,030
EXPENDITURES						
Current						
General government	1,014,572	-	-	-	-	1,014,572
Community development	412,507	-	-	-	-	412,507
Public works	270,371	-	2,287,423	29,751	560,585	3,148,130
Parks and recreation	443,126	-	-	-	-	443,126
Capital Outlay	4,906,242	-	244,212	51,874	-	5,202,328
Debt Service						
Principal	-	7,103,675	-	-	-	7,103,675
Interest and fiscal charges	-	46,474	-	-	-	46,474
Total expenditures	7,046,818	7,150,149	2,531,635	81,625	560,585	17,370,812
Excess of revenues over expenditures	(787,440)	(7,150,149)	(2,366,224)	4,076	12,955	(10,286,782)
OTHER FINANCING SOURCES (USES)						
Issuance of debt	7,015,747	-	-	-	-	7,015,747
Issuance of leases	-	-	-	-	-	-
Transfers in	700,000	7,150,149	-	-	-	7,850,149
Transfers out	(7,944,853)	-	-	-	-	(7,944,853)
Total other financing sources (uses)	(229,106)	7,150,149	-	-	-	6,921,043
Net change in fund balances	(1,016,546)	-	(2,366,224)	4,076	12,955	(3,365,739)
Fund balances - beginning	10,175,910	45	2,825,683	422,398	266,566	13,690,602
Fund balances - ending	\$ 9,159,364	\$ 45	\$ 459,459	\$ 426,474	\$ 279,521	\$ 10,324,863

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

ASSETS

Current assets:

Cash and cash equivalents	\$ 1,668,976
Restricted cash and cash equivalents	3,790,477
Receivables	
Accounts	-
Interest	1,721
Total current assets	<u>5,461,174</u>

Capital assets:

Capital assets, not being depreciated	1,089,066
Capital assets, being depreciated - net	<u>13,936,422</u>
Total capital assets	<u>15,025,488</u>

Total assets	<u>20,491,069</u>
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DEFERRED OUTFLOWS OF RESOURCES

Deferred Outflows Related to Pensions	41,496
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LIABILITIES

Current liabilities:

Accounts payable and accrued expenses	284,086
Deposits	3,751,052
Current portion of notes payable	<u>636,000</u>
Total current liabilities	<u>4,671,138</u>

Noncurrent liabilities:

Net pension liability	-
Notes payable, net of current portion	<u>2,065,000</u>
Total liabilities	<u>6,736,138</u>

DEFERRED INFLOWS OF RESOURCES

Deferred Inflows Related to Pensions	<u>34,727</u>
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NET POSITION

Net investment in capital assets	12,324,488
Unrestricted	<u>1,437,212</u>
Total net position	<u><u>\$ 13,761,700</u></u>

CITY OF LAKELAND

SEWER FUND

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

FOR THE FYTD PERIOD ENDED

DECEMBER 31, 2022

	Prior YTD 12/31/21	Current YTD 12/31/22	Plan FY 2023
Operating revenues:			
Sewer service fee	\$ 693,763	\$ 829,409	\$ 2,126,953
Service connection fees	47,700	164,850	405,096
Operating grants	-	-	-
Total operating revenues	<u>741,463</u>	<u>994,259</u>	<u>2,532,049</u>
Operating expenses:			
Personnel expenses	(151,097)	(248,179)	(650,240)
General and administrative	(181,884)	(244,244)	(445,864)
Depreciation	(255,000)	(255,000)	(510,000)
Total operating expenses	<u>(587,981)</u>	<u>(747,423)</u>	<u>(1,606,104)</u>
Operating Income (Loss)	153,482	246,836	925,945
Nonoperating revenues (expenses):			
Interest income	1,332	40,710	2,957
Interest and agent fee expense	(13,477)	(34,300)	(45,766)
Loss on sale of capital assets	-	-	-
Total non-operating expenses	<u>(12,145)</u>	<u>6,410</u>	<u>(42,809)</u>
Change in net position	141,337	253,246	883,136
Capital Funds			
Capital Grants	-	-	3,751,052
Capital Contributions	-	-	-
Total Capital Funds	<u>-</u>	<u>-</u>	<u>3,751,052</u>
Net position - beginning of year	<u>12,838,734</u>	<u>13,508,454</u>	<u>13,508,454</u>
Net position - Dec-31	<u>\$ 12,980,071</u>	<u>\$ 13,761,700</u>	<u>\$ 18,142,642</u>

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

	<u>Current YTD</u> <u>12/31/22</u>
Cash flows from operating activities:	
Receipts from customers and users	\$ 1,132,751
Payments to suppliers/operating costs	(559,134)
Net cash provided by operating activities	<u>573,617</u>
Cash flows from capital and related financing activities:	
Grant proceeds	-
Principal payments on capital debt	-
Acquisition and construction of capital assets	(433,824)
Interest paid on capital debt	(34,300)
Net cash used by capital and related financing activities	<u>(468,124)</u>
Cash flows from investing activities:	
Interest income received	<u>3,901</u>
Net increase (decrease) in cash and cash equivalents	109,394
Cash and cash equivalents - beginning of year	<u>1,559,582</u>
Cash and cash equivalents - Dec-31	<u><u>\$ 1,668,976</u></u>

CITY OF LAKELAND

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

	Prior YTD 12/31/21	Current YTD 12/31/22	Budget FY 2023	% Earned/Used Year-to-Date
REVENUES				
Property Taxes	\$ 521,732	\$ 518,843	\$ 4,911,448	10.56%
Local Taxes	903,249	1,180,674	2,914,488	40.51%
Intergovernmental	535,175	577,436	2,174,313	26.56%
Licenses and permits	89,916	119,557	262,966	45.46%
Charges for services	55,190	75,322	226,282	33.29%
Federal, State, and Local Grants	556,893	3,724,645	16,218,583	22.97%
Other	7,874	62,901	24,317	258.67%
Total Revenues	<u>2,670,029</u>	<u>6,259,378</u>	<u>26,732,397</u>	<u>23.41%</u>
EXPENDITURES				
Current				
General government	(923,630)	(1,014,572)	(2,260,530)	44.88%
Community Development	(309,057)	(412,507)	(1,107,360)	37.25%
Public Works	(245,003)	(270,371)	(666,100)	40.59%
Parks and Recreation	(327,339)	(443,126)	(1,005,991)	44.05%
Capital Projects	(1,246,013)	(4,906,242)	(20,844,677)	23.54%
Debt Service				
Principal	-	-	-	0.00%
Interest	-	-	-	0.00%
Total Expenditures	<u>(3,051,042)</u>	<u>(7,046,818)</u>	<u>(25,884,658)</u>	<u>27.22%</u>
Excess (deficiency) of revenues over (under) expenditures	(381,013)	(787,440)	847,739	
OTHER FINANCING SOURCES (USES)				
Issuance of Debt	-	7,015,747	9,980,772	
Issuance of Leases	-	-	-	
Transfers in	700,000	700,000	700,000	
Transfers out	(1,127,188)	(7,944,853)	(15,473,530)	
Total Other Financing Sources	<u>(427,188)</u>	<u>(229,106)</u>	<u>(4,792,758)</u>	
Net Change in Fund Balance	<u>\$ (808,201)</u>	<u>\$ (1,016,546)</u>	<u>\$ (3,945,019)</u>	
Allocation of Net Change in Fund Balance:				
Committed Fund Balance		\$ (349,313)		
Restricted Fund Balance		(81,196)		
Assigned Fund Balance		(15,900)		
Nonspendable Fund Balance		-		
Unassigned Fund Balance		(570,137)		
Net Change in Fund Balance		<u>\$ (1,016,546)</u>		

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

	YTD	Budget FY 2023
Revenues:		
Interest	\$ -	\$ -
Total Revenues	<u>-</u>	<u>-</u>
Expenditures:		
Principal	(7,103,675)	(11,221,735)
Interest	(44,586)	(1,478,944)
Dues and Fees	(1,888)	(6,400)
Total Expenditures	<u>(7,150,149)</u>	<u>(12,707,079)</u>
Net excess (deficiency) of revenues over expenditures	(7,150,149)	(12,707,079)
Other Financing Sources (Uses):		
Transfers In	7,150,149	12,707,079
Transfers Out	-	-
Total Other Financing Sources (Uses)	<u>7,150,149</u>	<u>12,707,079</u>
Net Change in Fund Balance	<u>\$ -</u>	<u>\$ -</u>

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

	Prior YTD 12/31/21	Current YTD 12/31/22	Budget FY 2023
REVENUES:			
State shared revenue	\$ 164,708	\$ 165,411	\$ 526,033
Grant Revenue	153,314	-	-
Total revenues	<u>318,022</u>	<u>165,411</u>	<u>526,033</u>
EXPENDITURES:			
Personnel expenses	(28,097)	(132,800)	(346,623)
Public works	(644,946)	(2,154,623)	(4,335,864)
Capital projects	(122,396)	(244,212)	(440,712)
Total expenditures	<u>(795,439)</u>	<u>(2,531,635)</u>	<u>(5,123,199)</u>
Net excess (deficiency) of revenues over expenditures	(477,417)	(2,366,224)	(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>\$ (477,417)</u>	<u>\$ (2,366,224)</u>	<u>\$ (2,625,419)</u>

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

	Prior YTD 12/31/21	Current YTD 12/31/22	Budget FY 2023
REVENUES:			
Storm Water Fees	\$ 83,048	\$ 85,701	\$ 203,445
Other	30,000	-	-
Total revenues	<u>113,048</u>	<u>85,701</u>	<u>203,445</u>
EXPENDITURES:			
Personnel expenses	(26,510)	(25,766)	(58,288)
General and administrative	(3,238)	(3,985)	(28,060)
Capital	(492)	(51,874)	(310,000)
Total expenditures	<u>(30,240)</u>	<u>(81,625)</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>\$ 82,808</u>	<u>\$ 4,076</u>	<u>\$ (192,903)</u>

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

	Prior YTD 12/31/21	Current YTD 12/31/22	Budget FY 2023
REVENUES:			
Solid waste collection fees	\$ 548,655	\$ 573,010	\$ 1,341,014
Grant revenues	-	-	-
Other	1,090	530	1,500
Total revenues	<u>549,745</u>	<u>573,540</u>	<u>1,342,514</u>
EXPENDITURES:			
Personnel expenditures	(71,610)	(42,158)	(92,370)
General and administrative	(28,945)	(32,782)	(100,255)
Contracted services	(467,478)	(485,645)	(1,055,000)
Capital	(53,833)	-	(290,000)
Total expenditures	<u>(621,866)</u>	<u>(560,585)</u>	<u>(1,537,625)</u>
Net change in fund balance	<u>\$ (72,121)</u>	<u>\$ 12,955</u>	<u>\$ (195,111)</u>

EXHIBIT A - CUMMULATIVE BUDGET TRANSFERS FYTD AS OF 12-31-22

Fnd T Acct Obj Prj Loc Prg	Account Level Description	Original Budget	2022-23 Budget Carry Fwd	2022-23 Budget Revisions	2022-23 Budget Transfers	2022-23 Revised Budget
110 E 41000 121 000 00000 000	GOV - Regular Employee Wages	52,244.00	0.00	0.00	-25,038.00	27,206.00
110 E 41000 212 000 00000 000	GOV - Employee Engagement	500.00	0.00	0.00	4,000.00	4,500.00
110 E 41000 230 000 00000 000	GOV - Publicity/Dues	12,000.00	0.00	0.00	-4,000.00	8,000.00
110 E 41000 259 000 00000 000	GOV - Other Professional Servi	25,000.00	0.00	0.00	-2,050.00	22,950.00
110 E 41000 266 000 00000 000	GOV - Repair & Maintenance Bui	20,000.00	0.00	0.00	9,998.00	29,998.00
110 E 41000 290 000 00000 000	GOV - Contracted Service	65,000.00	0.00	0.00	-9,998.00	55,002.00
110 E 41000 299 000 00000 000	GOV - Contingency	1,500.00	0.00	0.00	-395.64	1,104.36
110 E 41000 300 000 00000 000	GOV - Neighborhood Watch	12,000.00	0.00	0.00	-7,500.00	4,500.00
110 E 41000 951 000 00000 000	GOV - Furn & Fixtures	0.00	15,521.21	0.00	9,550.00	25,071.21
110 E 41330 148 000 00000 000	BOC - Education/Training	1,000.00	0.00	0.00	-400.00	600.00
110 E 41330 288 000 00000 000	BOC - Vol Appreciation Dinner	4,000.00	0.00	0.00	400.00	4,400.00
110 E 41500 111 000 00000 000	FIN - Salary	99,258.00	0.00	0.00	91,824.00	191,082.00
110 E 41500 121 000 00000 000	FIN - Regular Employee Wages	149,271.00	0.00	0.00	-108,555.00	40,716.00
110 E 41500 123 000 00000 000	FIN - Overtime Wages	1,016.00	0.00	0.00	-739.00	277.00
110 E 41500 148 000 00000 000	FIN - Education/Training	5,500.00	0.00	0.00	-2,113.00	3,387.00
110 E 41500 280 000 00000 000	FIN - Travel	4,500.00	0.00	0.00	-350.00	4,150.00
110 E 41500 290 000 00000 000	FIN - Contracted Service	0.00	0.00	0.00	15,000.00	15,000.00
110 E 41500 299 000 00000 000	FIN - Contingency	1,000.00	0.00	0.00	-1,000.00	0.00
110 E 41500 951 000 00000 000	FIN - Furn & Fixtures	0.00	0.00	0.00	2,750.00	2,750.00
110 E 41670 148 000 00000 000	ENG - Education/Training	2,500.00	0.00	0.00	-800.00	1,700.00
110 E 41670 261 000 00000 000	Repairs & Maintenance Vehicles	0.00	0.00	0.00	500.00	500.00
110 E 41670 280 000 00000 000	ENG - Travel	3,500.00	0.00	0.00	800.00	4,300.00
110 E 41670 299 000 00000 000	ENG - Contingency	2,500.00	0.00	0.00	-500.00	2,000.00
110 E 41672 111 000 00000 000	INS - Salary	0.00	0.00	0.00	51,756.00	51,756.00
110 E 41672 121 000 00000 000	INS - Regular Employee Wages	120,915.00	0.00	0.00	-49,686.00	71,229.00
110 E 41672 123 000 00000 000	INS - Overtime Wages	1,234.00	0.00	0.00	-507.00	727.00
110 E 41672 148 000 00000 000	INS - Education/Training	2,750.00	0.00	0.00	-560.00	2,190.00
110 E 41672 280 000 00000 000	INS - Travel	1,500.00	0.00	0.00	560.00	2,060.00
110 E 41700 111 000 00000 000	PLN - Salary	65,192.00	0.00	0.00	120,384.00	185,576.00
110 E 41700 121 000 00000 000	PLN - Regular Employee Wages	124,286.00	0.00	0.00	-116,288.00	7,998.00
110 E 41700 123 000 00000 000	PLN - Overtime Wages	1,794.00	0.00	0.00	-1,794.00	0.00
110 E 41700 254 000 00000 000	PLN - Arch/Eng/Landscape Serv	150,000.00	0.00	0.00	-8,000.00	142,000.00
110 E 41700 951 000 00000 000	PLN - Furniture & Fixtures	0.00	0.00	0.00	8,000.00	8,000.00
110 E 41701 111 000 00000 000	ECD - Salary	21,731.00	0.00	0.00	17,345.00	39,076.00
110 E 41701 121 000 00000 000	ECD - Regular Employee Wages	15,980.00	0.00	0.00	-15,980.00	0.00

APPENDIX A - BUDGETARY TRANSFERS - CUMULATIVE



EXHIBIT A - CUMMULATIVE BUDGET TRANSFERS FYTD AS OF 12-31-22

110 E 41701 123 000 00000 000	ECD - Overtime Wages	598.00	0.00	0.00	-598.00	0.00
110 E 41710 111 000 00000 000	CDE - Salary	0.00	0.00	0.00	43,828.00	43,828.00
110 E 41710 121 000 00000 000	CDE - Regular Employee Wages	42,952.00	0.00	0.00	-42,952.00	0.00
110 E 41710 123 000 00000 000	CDE - Overtime Wages	292.00	0.00	0.00	-292.00	0.00
110 E 41711 111 000 00000 000	ITS - Salary	94,515.00	0.00	0.00	87,149.00	181,664.00
110 E 41711 121 000 00000 000	ITS - Regular Employee Wages	109,835.00	0.00	0.00	-90,192.10	19,642.90
110 E 41711 123 000 00000 000	ITS - Overtime Wages	361.00	0.00	0.00	-361.00	0.00
110 E 41711 948 000 00000 000	IS - Computer Upgrades	37,735.00	2,072.00	0.00	1,103.00	40,910.00
110 E 41711 951 000 00000 000	ITS - Furniture & Fixtures	5,000.00	0.00	0.00	3,071.10	8,071.10
110 E 43000 121 000 00000 000	PW - Regular Employee Wages	298,396.00	0.00	0.00	16,118.00	314,514.00
110 E 44400 290 475 00000 000	REC - Contracted Svc - Y Footb	7,500.00	0.00	0.00	-2,000.00	5,500.00
110 E 44400 326 475 00000 000	REC - Uniforms - Y Football	5,000.00	0.00	0.00	2,000.00	7,000.00
110 E 44710 111 000 00000 000	PRK - Salary	90,979.00	0.00	0.00	134,232.00	225,211.00
110 E 44710 121 000 00000 000	PRK - Regular Employee Wages	242,799.00	0.00	0.00	-127,725.00	115,074.00
110 E 44710 923 000 00000 000	PRK - Park Development	140,000.00	7,366.00	0.00	-47,600.00	99,766.00
110 E 44710 944 000 00000 000	PRK - Vehicles	0.00	0.00	0.00	47,600.00	47,600.00
110 E 51923 762 000 00000 000	Capital Trans to LSS	0.00	0.00	81,194.00	5.64	81,199.64
412 E 43250 212 000 00000 000	SEW - EE Engagement	0.00	0.00	0.00	500.00	500.00
412 E 43250 230 000 00000 000	SEW - Publicity/Dues	2,000.00	0.00	0.00	-500.00	1,500.00
416 E 46000 111 000 00000 000	STW - Salaries	0.00	0.00	0.00	17,252.00	17,252.00
416 E 46000 121 000 00000 000	STW - Regular Employee Wages	40,305.00	0.00	0.00	-16,562.00	23,743.00
416 E 46000 123 000 00000 000	STW - Overtime Wages	412.00	0.00	0.00	-169.00	243.00
416 E 46000 142 000 00000 000	STW - Insurance	8,936.00	0.00	0.00	-521.00	8,415.00
424 E 43260 121 000 00000 000	SDW - Regular Employee Wages	60,913.00	0.00	0.00	645.00	61,558.00
424 E 43260 299 000 00000 000	SDW - Contingency	1,000.00	0.00	0.00	-645.00	355.00

Shelby County Sheriff's Office



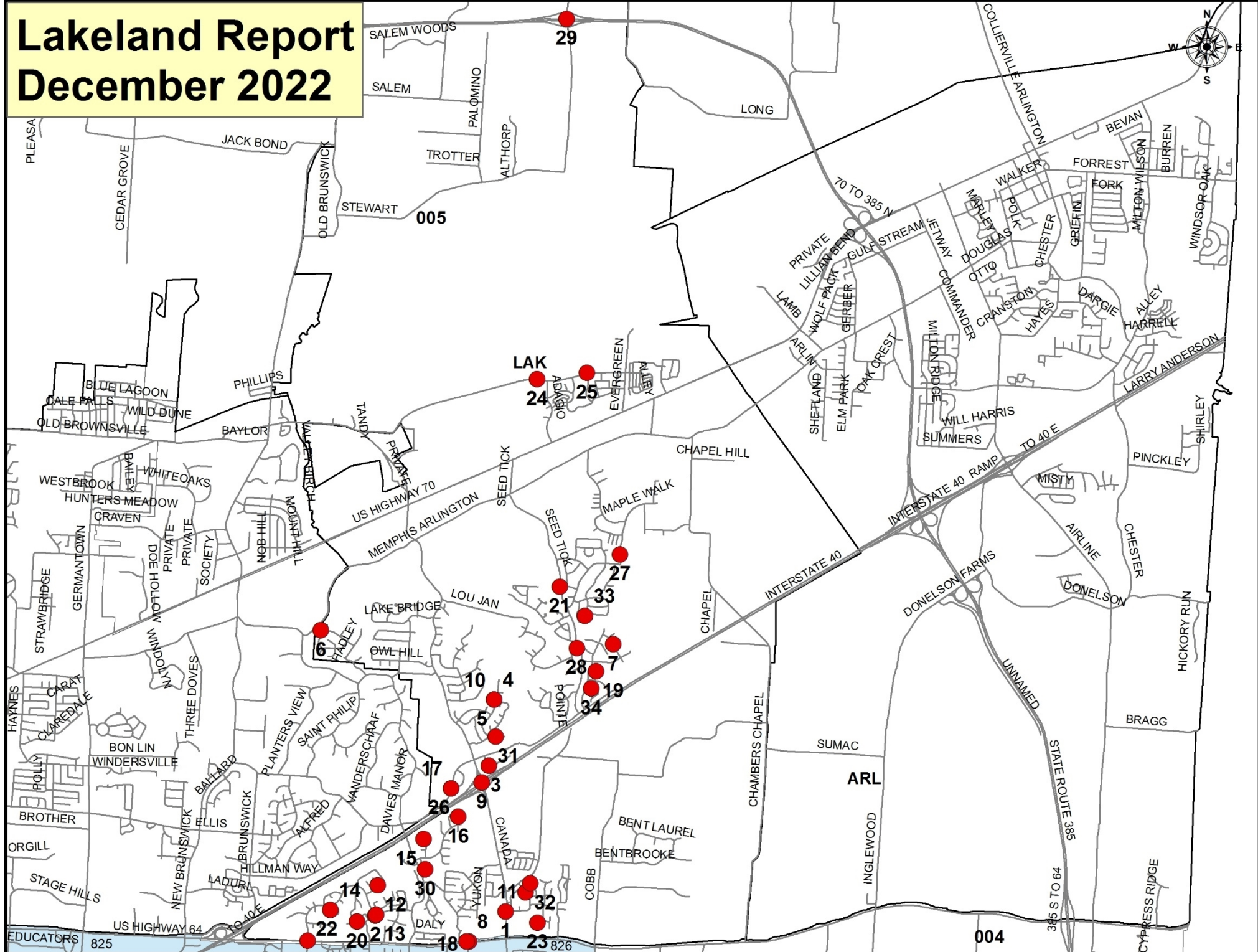
Crime Report

Lakeland, TN 38002

December 2022

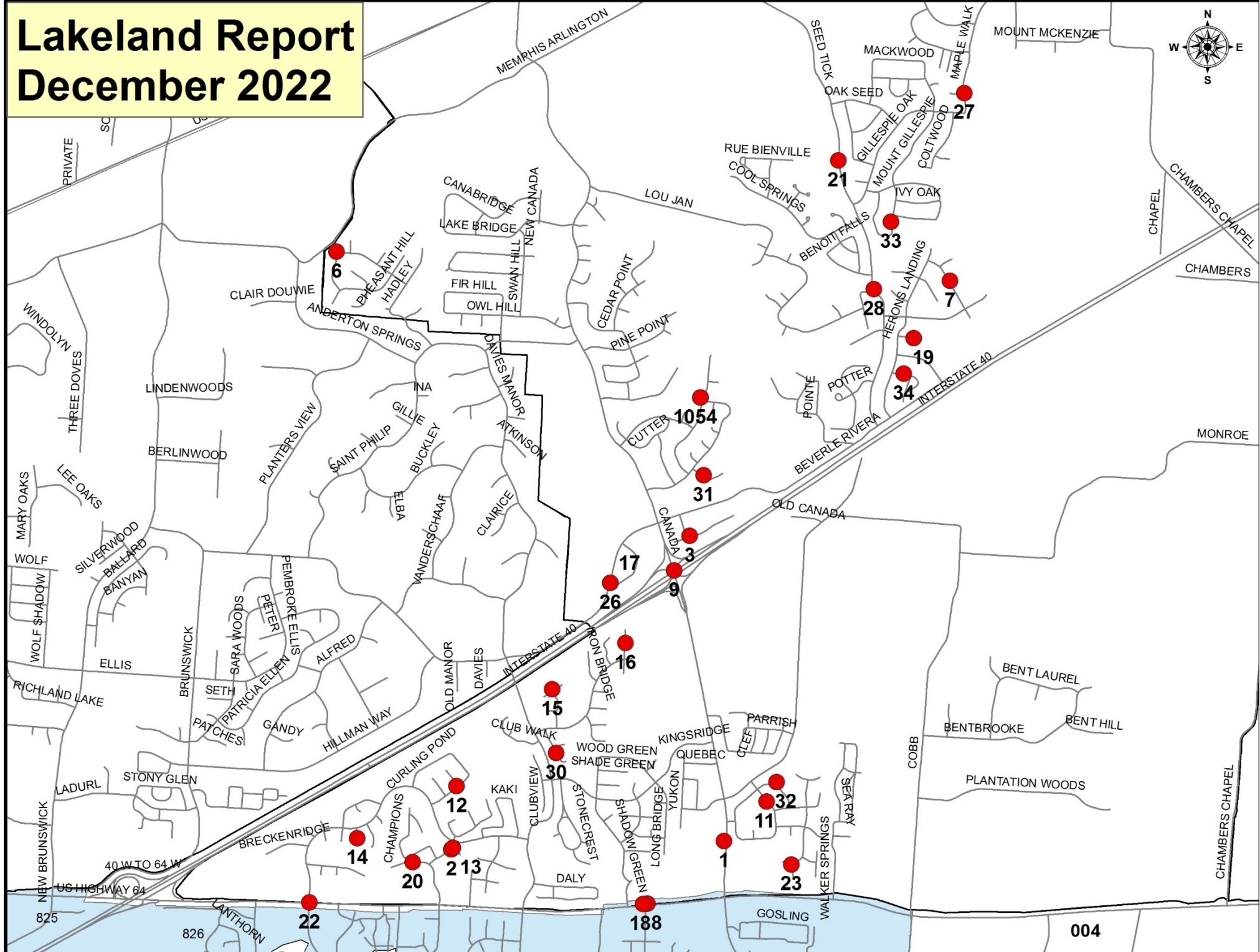
Lakeland Report

December 2022



Lakeland Report

December 2022



Incident Table

ID #	CASE_NUMBER	DEPT. CODE	METHOD OF ENTRY	DATE OF REPORT
1	2212000231SH	Aggravated Assault		12/04/2022 4:09:00 AM
2	2212000168SH	Animal Cruelty		12/02/2022 12:39:00 PM
3	2212000104SH	Theft from Motor Vehicle	BROKE REAR WINDOW	12/01/2022 8:19:00 AM
4	2212000535SH	Drug Equipment Violation		12/10/2022 12:04:00 AM
5	2212000535SH	Drugs/Narcotics Violation/Felony		12/10/2022 12:04:00 AM
6	2212000574SH	False Pretenses/Swindle/Confidence Game		12/11/2022 8:35:00 AM
7	2212000329SH	Impersonation		12/06/2022 10:50:00 AM
8	2212000368SH	Intimidation		12/07/2022 10:59:00 AM
9	2212000356SH	Recovery/Foreign with Arrest		12/07/2022 1:08:00 AM
10	2212000535SH	Recovery/Foreign with Arrest		12/10/2022 12:04:00 AM
11	2212000518SH	Simple Assault		12/09/2022 6:15:00 PM
12	2212000352SH	Simple Assault/DV		12/06/2022 10:05:00 PM
13	2212000267SH	Theft from Motor Vehicle	BROKE SIDE WINDOW	12/05/2022 8:06:00 AM
14	2212000288SH	Theft from Motor Vehicle	BROKE FRONT DOOR	12/05/2022 1:23:00 PM
15	2212000430SH	Theft from Motor Vehicle	THROUGH UNLOCKED DOOR FRONT DOOR	12/08/2022 8:13:00 AM
16	2212000459SH	Theft from Motor Vehicle	FRONT DOOR	12/08/2022 3:10:00 PM
17	2212000544SH	Theft from Motor Vehicle	SIDE DOOR	12/10/2022 1:43:00 PM
18	2212000545SH	Theft of Vehicle Parts/Accessories		12/10/2022 2:16:00 PM
19	2212000691SH	Burglary/Construction	THROUGH UNLOCKED WINDOW REAR WINDOW	12/14/2022 9:26:00 AM
20	2212000873SH	Burglary/Residential	PRIED FRONT DOOR	12/17/2022 6:27:00 PM
21	2212000765SH	Burglary/Residential	THROUGH UNLOCKED DOOR FRONT DOOR	12/15/2022 6:02:00 PM
22	2212000829SH	Carjacking	FRONT DOOR	12/16/2022 10:32:00 PM
23	2212000770SH	Simple Assault/DV		12/15/2022 7:49:00 PM
24	2212000620SH	Theft from Building	FRONT DOOR	12/12/2022 11:55:00 AM
25	2212000677SH	Vandalism/Misdemeanor		12/13/2022 5:47:00 PM
26	2212001058SH	Burglary/Business	BROKE SIDE WINDOW	12/22/2022 6:45:00 AM
27	2212000983SH	Burglary/Construction	THROUGH UNLOCKED DOOR	12/20/2022 11:08:00 AM
28	2212001005SH	Intimidation/DV		12/20/2022 6:16:00 PM
29	2212001142SH	MVT/Passenger Vehicle		12/24/2022 1:32:00 PM
30	2212000924SH	Vandalism/Misdemeanor		12/19/2022 10:48:00 AM
31	2212001206SH	Burglary/Residential	BROKE REAR WINDOW	12/26/2022 2:01:00 PM
32	2212001286SH	Extortion/Blackmail		12/28/2022 7:15:00 PM
33	2212001356SH	Impersonation		12/30/2022 12:09:00 PM
34	2212001320SH	Simple Assault/DV		12/29/2022 4:15:00 PM

Incident Count

Incident	Count
Aggravated Assault	1
Animal Cruelty	1
Burglary/Business	1
Burglary/Construction	2
Burglary/Residential	3
Carjacking	1
Drug Equipment Violation	1
Drugs/Narcotics Violation/Felony	1
Extortion/Blackmail	1
False Pretenses/Swindle/Confidence Game	1
Impersonation	2
Intimidation	1
Intimidation/DV	1
MVT/Passenger Vehicle	1
Recovery/Foreign with Arrest	2
Simple Assault	1
Simple Assault/DV	3
Theft from Building	1
Theft from Motor Vehicle	6
Theft of Vehicle Parts/Accessories	1
Vandalism/Misdemeanor	2
Grand Total	34

END OF PRESENTATION

____ CITY OF ____
LAKE LAND
____ TENNESSEE ____

City Manager's Report

CITY OF
LAKE**LAND**
TENNESSEE
City Manager's Report

Priority Review

City Manager's Report

Priority Review

1 - Enhance City Planning

- Update Lakeland's land development regulations ("LDR") and comprehensive plan

2 - Parks Improvements

- Create and expand parks and recreation facilities and services

3 - Economic Development

- Focus upon economic development to enhance City amenities, home values, and tax base

4 - Communications

- Develop a communications strategy for consistent and timely distribution of information to citizens

5 - Capital Improvements

- Focus upon capital and infrastructure improvements, including completion of LSS high school and City roads and wastewater systems



City Manager's Report

Board of Commissioners Priorities Linkage

1 - Enhance City Planning	2 - Parks Improvements
CA-2: ORD - Sign Code Amendments CA-3: ORD - Regulating smoke, vape, and CBD stores CA-4: ORD - Expanding MPC membership	RA-2: RES - Appointments to PRB RA-3: RES - Authorizing Parks grant application
3 - Economic Development	4 - Communications
CA-3: ORD - Regulating smoke, vape, and CBD stores CA-5: RES - Appointments to IDB CA-6: RES - Release of security Evergreen Manor CA-7: RES - Release of security Oakwood Grove	
5 - Capital Improvements	Administrative Support / Other
CA-8: RES - Pavement marking project change order	RA-1: RES - Vice-Mayor and BOC Liaison appointments RA-4: RES - Authorizing EE Handbook amendments RA-5: Discussion - Leaf Collection RA-6: Discussion - Expenditure Trends
CA = Consent Agenda; RA = Regular Agenda	

City Manager's Report

**Board of Commissioners
Strategic Planning Special Meeting
Tuesday January 17th @ 5:30pm
City Hall**

CITY OF
LAKE LAND
TENNESSEE

City Manager's Report

City Activities

City Manager's Report

Engineering Projects

- Clear Creek Interceptor – out for bid!
 - Bid opening February 16th, expect to see contract approval at March BOC meeting
- Fiscal Year 2023 Paving Project –
 - Bid opening January 26th, expect to see contract approval at February BOC meeting

City Manager's Report



CITY-WIDE COMPREHENSIVE PLAN PUBLIC ENGAGEMENT MEETING

Please join us for the second City-wide public meeting
to discuss the City of Lakeland Comprehensive Plan.

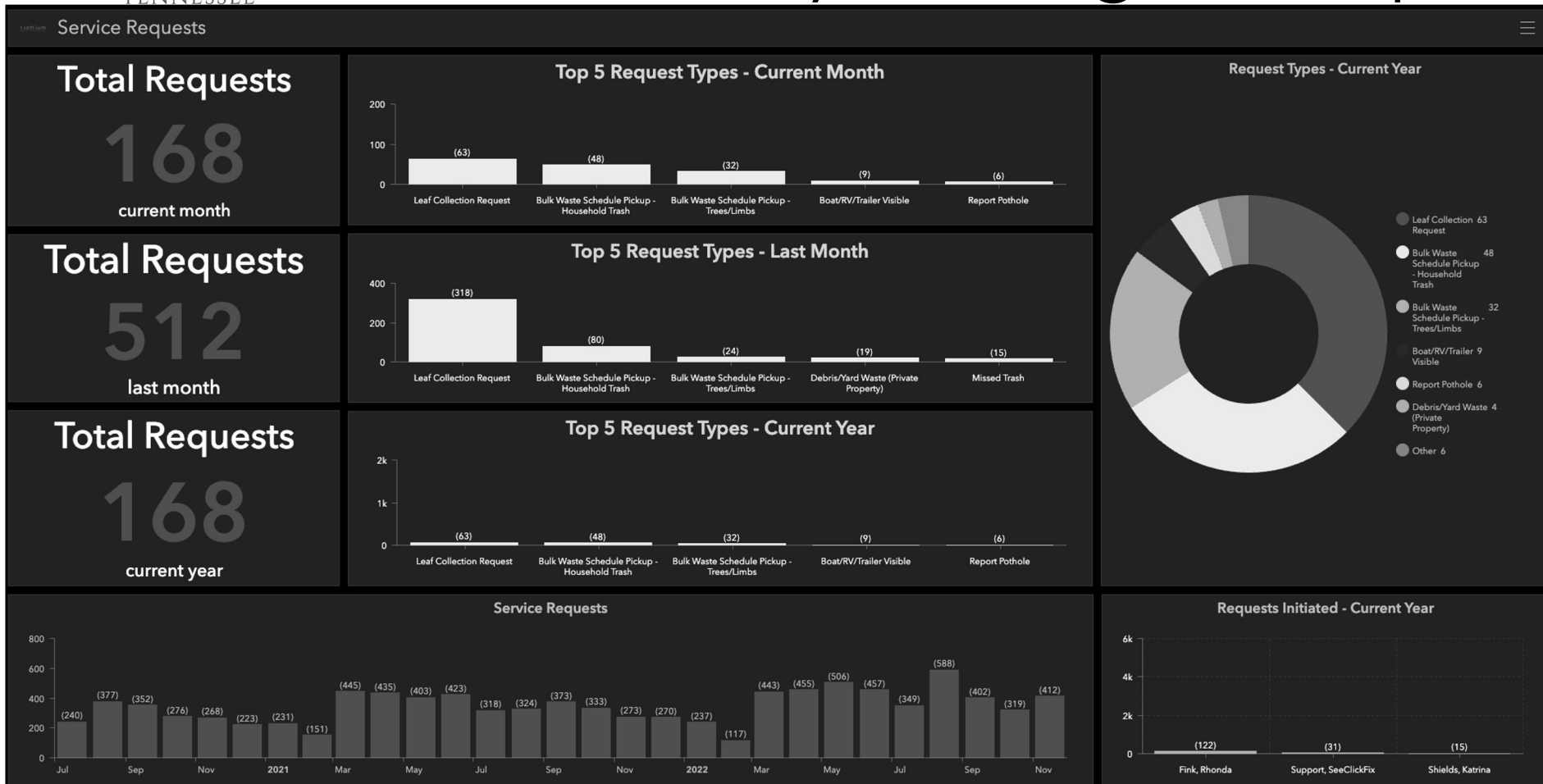
Tuesday, January 31st at 6:00 PM
I.H. Clubhouse at International Harvester Managerial Park
4523 Canada Rd, Lakeland, TN 38002

City Manager's Report

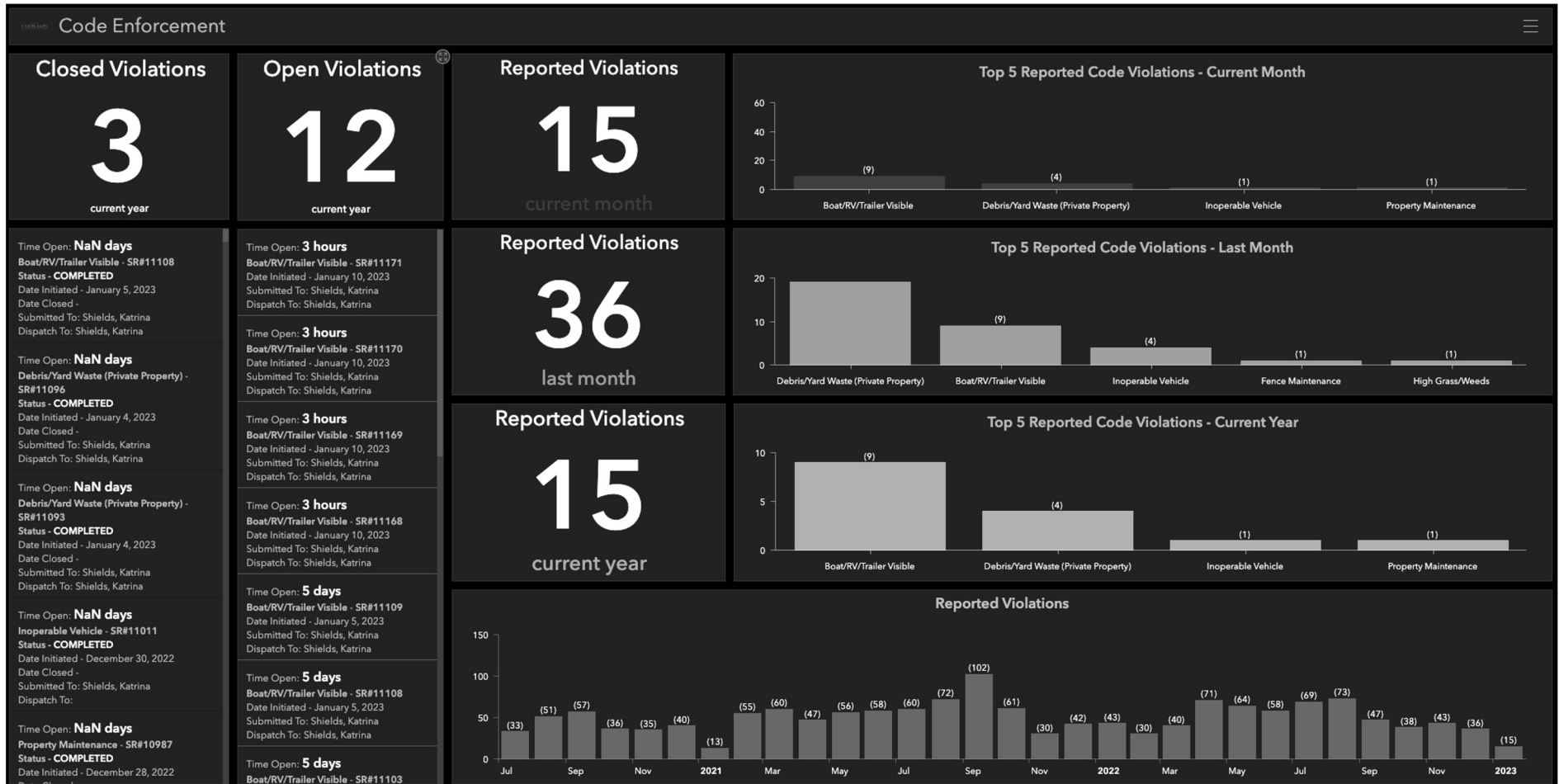
Parks and Recreation

- Registration Open! Adult Kickball (new program)
 - Teams are \$250 each, require 10 people
 - Six-game season, late-March through early-May
 - More information to be posted on City website and social media
- Now Hiring! Recreation Manager
 - Five-plus years experience managing recreation/athletic programs
 - Bachelor's Degree in Parks/Rec Admin (or related sports field)

City Manager's Report



City Manager's Report



CITY OF
LAKE**LAND**
TENNESSEE
City Manager's Report

City Staff Highlights

City Manager's Report

City Staff Highlights

Birthdays	
	Daniel Devers Jan 3 🎂 Happy Birthday
	Kim Koratsky Jan 20 🎂 Happy Birthday
	Dylan Embree Jan 23 🎂 Happy Birthday
	Bobby Carpenter Jan 25 🎂 Happy Birthday
	Debra Murrell Jan 25 🎂 Happy Birthday

CITY OF
LAKELAND
TENNESSEE
City Manager's Report

Upcoming Events & Meetings

City Manager's Report

Lakeland Chamber of Commerce Luncheon

The screenshot shows a web browser window with the URL members.mylakelandchamber.org/events. The page displays details for the "January Annual Awards Luncheon" at the Lakeland Golf Club. The event is scheduled for January 25th from 11:45 AM to 1:00 PM. The speaker is Joe Birch, Action News 5 Anchor. The event is sponsored by Regions Bank and catered by Pink Flamingo Catering. There are buttons to "Register For Event" and "View Event Page". The Regions Bank logo is also visible.

Events

members.mylakelandchamber.org/events

Home Membership Business Directory Events and News About Us

Lakeland Golf Club

Start: Jan 25th 11:45 AM

End: Jan 25th 1:00 PM

3049 Davies Plantation Rd.
Lakeland, TN, 38002

January Annual Awards Luncheon
Monthly Luncheon

Speaker: Joe Birch, Action News 5 Anchor

Sponsored by: Regions Bank

Catered by: Pink Flamingo Catering

[Register For Event](#) [View Event Page](#)

Sponsors

REGIONS

City Manager's Report

Upcoming Meetings

- BOC Special Meeting – Strategic Planning Session
 - Tue. Jan. 17 @ 5:30pm
- MPC/DRC Meeting – Thu. Jan. 19 @ 5:30pm
- Community Advisory Board – Tue. Jan. 24 @ 5:30pm
- IDB Meeting – Thu. Jan. 26 @ 5:30pm
- Lakeland PULSE Comp Plan Public Engagement Workshop
 - Tue. Jan. 31 @ 6:00pm
 - @ IH Clubhouse



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

DRAFT

- I. **CALL TO ORDER BY MAYOR:** The meeting was called to order by Mayor Josh Roman at 5:48 p.m. on Thursday, December 01, 2022.

For the record: Prior to the meeting, the Oath of Office was administered to Mayor Josh Roman, Vice-Mayor Michele Dial, and Commissioner Connie McCarter by the Honorable Judge Kim Koratsky.

- II. **INVOCATION:** Offered by Mayor Roman.

- III. **PLEDGE:** Mayor Roman led the pledge to the flag.

- IV. **ROLL CALL BY RECORDER:** Mayor Josh Roman, Vice-Mayor Michele Dial, Commissioner Jim Atkinson, Commissioner Connie McCarter, and Commissioner Wesley Wright.

Staff personnel in attendance were City Manager Michael Walker, City Engineer Emily Harrell, Planning Director Paul Luker, Parks & Recreation Director Patrick O'Mara, Finance Director Carlin Stuart, Public Works Director Daniel Lovett, City Planner Alex Barthol, Staff Engineer Luis Camarillo Hernandez, Human Resources Generalist Sue Lipscomb, City Recorder Debra Murrell and City Attorney Will Patterson.

- V. **PUBLIC HEARING:**

For the record: Without objection the following item was taken out of order:

- Sheriff's Report: Summary report for the month of November (*Given by Sgt. Terry Love*)

- VI. **TREASURER'S REPORT:**

Presentation of the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2022, by Clark Province of Watkins Uiberall, PLLC.

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

- City Manager's Report: City Manager Michael Walker offered a report.
 - Human Resources Generalist Sue Lipscomb awarded for Employee of the Year.
- Commissioners' Report:
 - Vice-Mayor Dial offered a report on PRB/NRB activities.

- VIII. **PUBLIC COMMENTS:**

For the record: No comments were heard.

- IX. **SEWERAGE COMMISSION BUSINESS:**



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

DRAFT

X. CONSENT AGENDA:

1. Approval of Meeting Minutes from Previous Meetings:

- a. Regular Meeting Minutes – November 10, 2022

For the record: Without objection this item was removed for the Consent Agenda and added as item # 13 under Regular Business.

XI. REGULAR AGENDA:

1. Resolution – accepting the annual comprehensive financial report for the fiscal year ended June 30, 2022.

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

When the question was called the resolution passed, as presented, roll call vote, 4 in favor 0 against 1 abstention (4-0-1).

Vice-Mayor Dial	Yea
Commissioner Atkinson	Yea
Commissioner McCarter	Abstain
Commissioner Wright	Yea
Mayor Roman	Yea

2. Resolution – amending the terms of office for existing directors of the Industrial Development Board of the City of Lakeland, Tennessee.

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, 4 in favor 0 against 1 abstention (4-0-1).

Vice Mayor Dial	Yea
Commissioner Atkinson	Yea
Commissioner McCarter	Pass (Changed to Abstain)
Commissioner Wright	Yea
Mayor Roman	Yea

3. Resolution – authorizing appointments to the Industrial Development Board of the City of Lakeland, Tennessee.

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

Discussion ensued.

For the record: Comments were heard from the following:
Richard Gonzales – IDB Applicant



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

DRAFT

Richard Justin – IDB Applicant

After the discussion, Mayor Roman moved to amend the resolution to appoint Richard Gonzales to serve in Category A and to appoint Richard Justin to serve in Category B, seconded by Vice-Mayor Dial.

When the question was called the motion to amend the resolution carried, voice vote, 5 in favor 0 against. (5-0)

When the question was called the resolution passed, as amended, voice vote, 5 in favor 0 against (5-0).

4. **Resolution** – authorizing appointment to the Board of Appeals / Storm Water Board of Appeals. Sponsored by Mayor Roman
Mayor Roman moved to bring this item to the floor, seconded Commissioner Wright.

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

5. **Resolution** – discontinuing the City of Lakeland Economic Development Commission.
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, voice vote, 5 in favor 0 against (5-0).

6. **Resolution** – authorizing reappointment to the Parks and Recreation/ Natural Resources Board of the City of Lakeland, Tennessee.
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, voice vote, 5 in favor 0 against (5-0).

7. **Resolution** – approving the calendar year 2023 City of Lakeland meeting calendar.
Mayor Roman moved to bring this item to the floor, seconded by Commissioner Atkinson.

Discussion ensued.

After the discussion, Mayor Roman moved to amend the calendar to have October 5, 2023, as the regular meeting and eliminating the October 12, 2023 meeting, seconded by Commissioner Atkinson.



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

DRAFT

When the question was called the motion carried, voice vote, 5 in favor 0 against.

When the question was called the resolution passed, as amended, voice vote, 4 in favor 0 against 1 abstention (4-0-1). (Commissioner McCarter abstained)

8. **Resolution** – approving the fiscal year 2024 annual budget preparation calendar.

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

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

9. **Resolution** – approving the purchase of a 2023 Petersen TL3 Knuckle-boom from Rivercity Hydraulics Inc of Memphis.

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

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

10. **Resolution** – authorizing the submittal of an application for the FY2023 Transportation Alternatives Grant through the Memphis Metropolitan Planning Organization.

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, 4 in favor 0 against 1 abstention (4-0-1).

Vice-Mayor Dial	Yea
Commissioner Atkinson	Yea
Commissioner McCarter	Abstain
Commissioner Wright	Yea
Mayor Roman	Yea

11. **Resolution** – approving a contract between Shelby County, Tennessee and City of Lakeland, Tennessee for City Hall ADA Improvements using Community Development Block Grant funds.

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, voice vote, 5 in favor 0 against (5-0).



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

DRAFT

12. Resolution – approving annual bonus payments to City of Lakeland, Tennessee, employees.

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

When the question was called the resolution passed, as presented, roll call vote, 4 in favor 1 against (4-1).

Vice-Mayor Dial	Yea
Commissioner Atkinson	Yea
Commissioner McCarter	Nay
Commissioner Wright	Yea
Mayor Roman	Yea

13. Approval of Meeting Minutes from Previous Meetings:

a. Regular Meeting Minutes – November 10, 2022

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

When the question was called the meeting minutes from the previous meeting passed, as presented, roll call vote, 3 in favor 0 against 2 abstentions (3-0-2).

Vice-Mayor Dial	Yea
Commissioner Atkinson	Yea
Commissioner McCarter	Abstain
Commissioner Wright	Yea
Mayor Roman	Abstain

XII. ANNOUNCEMENTS:

XIII. ADJOURNMENT: There being no other business on which to act, the meeting was adjourned at 7:25 p.m. on Thursday, December 01, 2022.



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

DRAFT

These minutes were approved on January 12, 2023.

Josh Roman, *Mayor*

ATTEST:

Debra Murrell
City Recorder



Board of Commissioners

Meeting Cycle: Thursday, January 12, 2023

Subject: **Ordinance - First Reading** - amending certain portions of title 14 (Zoning and Land Use Control) Chapter 14 (Signs) of the City of Lakeland's Municipal Code pertaining to Section 14-402 and 14-403 and 14-404.
Recommended by the Municipal Planning Commission

Staff Contact: Paul Luker, Planning Director

STAFF RECOMMENDATION

The Municipal Planning Commission recommends the Board of Commissioners approve Ordinance O-1-2023.

BUDGET IMPACT

There is no budgetary impact of this ordinance.

DISCUSSION

See attached Staff Report presented to the Municipal Planning Commission.

ORDINANCE O-1-2023

AMENDING CERTAIN PORTIONS OF TITLE 14 (ZONING AND LAND USE
CONTROL) CHAPTER 14 (SIGNS) OF THE CITY OF LAKELAND'S MUNICIPAL
CODE PERTAINING TO SECTION 14-402 AND 14-403 AND 14-404

WHEREAS, the City of Lakeland's Municipal Planning Commission/Design Review Commission has reviewed the following edits on December 17, 2022, and recommend said edits; and,

WHEREAS, in accordance with Tennessee Code Annotated, Section 13-7-203 the legislative body held a public hearing to obtain citizen input on said amendments; and,

WHEREAS, said public hearing notice was published in a newspaper of general circulation at least 15 days prior to the aforementioned public hearing:

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

SECTION 1. The City of Lakeland municipal code section 14-402, Definitions, Interpretations, and Computations, is hereby amended to add the following text to paragraph (1) (jjjj):

(iii) National, State and Municipal Flags.

SECTION 2. The City of Lakeland municipal code section 14-403, Signs Exempt from Regulations, is hereby amended to add the following paragraph:

(16) National, State and Municipal Flags.

SECTION 3. The City of Lakeland municipal code section 14-404, Permitted Signs: Location, Size and Number, paragraph 16, Wall Sign, Nonresidential, subpart (a), first paragraph, is hereby amended as follows:

(16) Wall Sign, nonresidential. Wall signs shall be allowed on nonresidential properties that are proportionate to the scale and massing of the building upon which the sign is attached, provided that:

(a) The total area of all wall signs on a building shall not exceed one (1) square foot in area for each linear foot of building frontage; provided, however, that in the case of a primary building or structure located more than one hundred feet (100') from the front property line the design review commission may allow an increase in the permitted sign area at a ratio equivalent to the total distance of the primary building from the front property line divided by one hundred (100) for each linear foot of building frontage not to exceed a maximum of one and one-half (1.5) square feet in area for each one (1) linear foot of building frontage unless

ORDINANCE O-1-2023

AMENDING CERTAIN PORTIONS OF TITLE 14 (ZONING AND LAND USE
CONTROL) CHAPTER 14 (SIGNS) OF THE CITY OF LAKE LAND'S MUNICIPAL
CODE PERTAINING TO SECTION 14-402 AND 14-403 AND 14-404

otherwise restricted. For example, a building located one hundred thirty-eight feet (138') from the front property line may be permitted to have a ratio of 1.38 square feet of sign area for each linear foot of building frontage. Notwithstanding the building frontage, the minimum sign allotment shall be thirty (30) square feet.

SECTION 4. All ordinances in conflict with the provisions of this ordinance are hereby repealed. Further, the provisions of the ordinance are severable. If any provision of this ordinance or the application thereof to any person or circumstance is held to be invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions or applications of this ordinance that can be given effect without the invalid provision or application.

SECTION 5. This ordinance shall take effect immediately upon final passage, the public welfare requiring it.

First Reading: January 12, 2023

Public Hearing:

Final Reading:

Josh Roman, *Mayor*

ATTEST:

Debra Murrell
City Recorder

Meeting Date: December 15, 2022

Project: Amendment to the Lakeland Municipal Code regarding flag exemptions and minimum signage square footage

Staff Contact: Alex Barthol, Staff Planner

STAFF RECOMMENDATION

Staff recommends that the Planning Commission forward this amendment to the Board of Commissioners with a favorable recommendation.

DISCUSSION

Municipal and Nation Flag Exemption from the Sign Ordinance

As a standard, National and Municipal flags are exempt from sign regulations. This amendment adds language that clearly states what staff has already interpreted to be the intent of the Lakeland Municipal Code and to give clarity to the exemption.

Minimum Signage Square Footage

After examining the Sign Ordinances of the surrounding Municipalities, staff has concluded that the addition of a minimum allowable signage square footage for new signage is appropriate. As it is currently written, the Municipal code allows for a 1:1 ratio of building frontage to allowable signage square footage. The addition of a minimum signage square footage allowance of thirty (30) square feet will standardize signage across Lakeland, while also allowing more signage area for tenants who occupy smaller spaces with less building frontage. Staff does not feel that this change will make a material difference in the character or intent of the ordinance but will provide relief for applicants who struggle to provide adequate signage in smaller retail spaces.

Staff will be available at the Planning Commission meeting to answer any questions the Commission may have regarding the proposed amendment.

EXAMPLE MOTIONS

1. Motion to recommend that the Board of Commissioners approve the amendment to the Lakeland Municipal Code as presented by staff.
2. Motion to recommend that the Board of Commissioners approve the amendment to the Lakeland Municipal Code as modified by the Planning Commission.
 - a. List modifications
3. Motion to recommend that the Board of Commissioners disapprove the amendment to the Lakeland Municipal Code.
 - a. Reason for denial

(jjjj) "Sign." Any device, fixture, placard or structure that uses any color, form, graphic, illumination, symbol or writing to advertise, announce the purpose of, or identify the purpose of a person or entity, directs attention to a product, service, place, activity, person, institution, business or solicitation, including any permanently installed or situated merchandise, which is exposed to the view of potential clients or customers and/or the general public, and is located on public or private property, inside or outside of buildings, or to communicate information of any kind to the public, except the following:

(i) Merchandise temporarily displayed in a show window available for sale on the premises and that does not include flashing, neon, or colored lights;

(ii) Decorative devices or emblems as may be displayed on a residential mailbox.

(kkkk) "Sign plan." A plan prepared to scale conforming to submittal requirements contained in this chapter that depict construction details for all types of signage proposed for installation on a parcel.

(llll) "Sign structure." Any structure that supports or has supported or is capable of supporting a sign, including decorative cover.

(mmmm) "Site." A lot, tract or parcel of land considered as one (1) land-unit for purposes of this chapter. For a single-family residence, the site shall be the subdivided lot on which it is located. For multifamily projects, the site shall be all land occupied by the buildings in the project and adjoining such property and under common ownership with it. For vacant land, the site shall be all of the adjoining vacant land under single ownership. For single-occupancy, non-residential properties, the site shall be the subdivided lot that is occupied. For multiple-occupancy properties, the site shall be all land included under the original "site plan" or "subdivision plan" approved by the City of Lakeland.

(nnnn) "Site plan." A scaled graphic schematic of a development site indicating the location of buildings, walkways, signage, lighting, parking, drainage facilities, topography and landscaping, as they are to appear upon the completion of development. Site plans may be required to contain such other information as may be deemed necessary by the design review commission to insure proper development of the site.

(oooo) "Site triangle (or horizontal sight distance)." The horizontal and vertical areas at the intersections of streets and/or driveways which must remain unobstructed in order to ensure that drivers can see traffic and pedestrians around the corner of the intersection, entrance or driveway.

(pppp) "Snipe sign." Any sign that is affixed by any means to trees, utility poles, fences or other objects, where the message appearing thereon is not applicable to the present use of the premises upon which the sign is located.

Ord. #10-145, March 2010, and Ord. # 12-177, Aug. 2012, and replaced by Ord. #16-245, Oct. 2016)

14-403. Signs exempt from regulations. The following signs shall be exempt from regulations under this chapter:

- (1) Any official or public notice or warning required by a valid and applicable federal, state or local law, regulation or ordinance, by a public utility company or by order of a court of competent jurisdiction;
- (2) Traffic signs on private property, such as Stop, Yield and similar signs, which meet Department of Transportation and Manual on Uniform Traffic Control Devices standards and contain no commercial message;
- (3) Government signs for the control and direction of traffic and other regulatory purposes;
- (4) Historic markers recognized by local, state and/or federal authorities;
- (5) Memorial plaques, cornerstones, historical tables and the like;
- (6) Address signs denoting the numerical address designation of the premises on which the sign is placed not to exceed seventy-two (72) square inches in surface area.
- (7) Any sign inside a building, not attached to a window or door, that is not visible from off the site on which it is located;
- (8) Decals, numerals, names, addresses, hours of operation, credit information, etc., attached to a door or window and all of which occupy a total surface area not to exceed three (3) square feet; provided, however, street numbers and addresses shall not be included in calculating the total surface area;
- (9) Any sign inside an athletic field or other enclosed outdoor space, where the sign is not legible from more than three feet (3') beyond the lot line of the site on which it is located;
- (10) Hand carried signs;
- (11) Signs affixed to vehicles and trailers used in the normal transport of goods or persons where the sign is incidental and accessory to the primary use of the vehicle or trailer.
- (12) Works of art with no commercial message; and
- (13) Special event signs for community events sponsored in whole or part by the City of Lakeland.
- (14) Incidental signs on the interior of a property not generally readable from off the property.
- (15) Window signs not exceeding twenty-five percent (25%) up to a maximum of six (6) square feet of the transparent portion of a commercial building facade. (1989 Code, § 4-203, as replaced by Ord. #03-41, June 2003, amended by Ord. #04-59, March 2004, and replaced by Ord. #16-245, Oct. 2016)



Board of Commissioners

Meeting Cycle: Thursday, January 12, 2023

Subject: **Ordinance - First Reading** - amending Article III. Section 2 of the Lakeland Land Development Regulations in order to regulate the placement of smoke shops and CBD stores. *Recommended by the Municipal Planning Commission*

Staff Contact: Paul Luker, Planning Director

STAFF RECOMMENDATION

The Municipal Planning Commission recommends the Board of Commissioners approve Ordinance O-2-2023.

BUDGET IMPACT

There is no budgetary impact of this ordinance.

DISCUSSION

See attached Staff Report presented to the Municipal Planning Commission.

ORDINANCE O-2-2023

AMENDING ARTICLE III. SECTION 2 OF THE LAKELAND LAND DEVELOPMENT
REGULATIONS IN ORDER TO REGULATE THE PLACEMENT OF SMOKE SHOPS
AND CBD STORES

WHEREAS, the City of Lakeland's Municipal Planning Commission has reviewed the following edits on December 17, 2022, and recommended said edits; and,

WHEREAS, in accordance with Tennessee Code Annotated, Section 13-7-203 the legislative body held a public hearing to obtain citizen input on said amendments; and,

WHEREAS, said public hearing notice was published in a newspaper of general circulation at least 15 days prior to the aforementioned public hearing:

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

SECTION 1. Article III. Section 2. E (Retail Uses) part 1. Neighborhood Retail of the City of Lakeland Land Development Regulations is hereby amended to strike subpart z. Smoke Shop., and renumber the remaining items as follows:

- z. Sporting Goods Sales and Rental.
- aa. Stationary and Paper Store.
- bb. Toy Shop

SECTION 2. Article III. Section 2. H (Production Uses) of the City of Lakeland Land Development Regulations is hereby renamed to "Production Uses and Adult Oriented Businesses".

SECTION 3. Article III. Section 2. H part 4. Sexually Oriented Business of the City of Lakeland Land Development Regulations is hereby amended to read:

4. Adult Oriented Businesses.

a. Sexually Oriented Business. A business Use that includes an adult arcade, adult bookstore, adult novelty store, adult video store, adult cabaret, adult motel, adult motion picture theater, adult theater, escort agency, nude model studio, and sexual encounter center. Refer to Sexually Oriented Businesses Title 9, Chapter 5 of the Municipal Code for standards.

b. Smoke Shops, Vape Shops and/or CBD Stores. A retail store that derives its largest category of sales from tobacco, nicotine, inhaled smoke or vape products and/or CBD products including accessories.

ORDINANCE O-2-2023

AMENDING ARTICLE III. SECTION 2 OF THE LAKELAND LAND DEVELOPMENT
REGULATIONS IN ORDER TO REGULATE THE PLACEMENT OF SMOKE SHOPS
AND CBD STORES

SECTION 4. The City of Lakeland Land Development Regulations is hereby amended as follows:

Article III. Section 2. L (Use Table) to show the following within the M2 category:

- “Production” row label renamed to “Production/Adult Oriented Businesses”
- “Sexually Oriented Business” row label renamed to “Adult Oriented Business”

SECTION 5. All ordinances in conflict with the provisions of this ordinance are hereby repealed. Further, the provisions of this ordinance are severable. If any provision of this ordinance or the application thereof to any person or circumstance is held to be invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions or applications of this ordinance that can be given effect without the invalid provision or application”.

SECTION 6. This ordinance shall take effect immediately upon final passage, the public welfare requiring it.

First Reading: January 12, 2023

Public Hearing:

Final Reading:

Josh Roman, *Mayor*

ATTEST:

Debra Murrell
City Recorder

Meeting Date: December 15, 2022

Subject: Amendments to the Land Development Regulations: Article III Zoning Regulations regulating the placement of smoke shops, vape shops and CBD stores within the City of Lakeland

Applicant: City of Lakeland

Staff Contact: Paul Luker, Planning Director

STAFF RECOMMENDATION

Staff recommends that the Planning Commission forward this amendment to the Board of Commissioners with a favorable recommendation.

DISCUSSION

BACKGROUND:

Administration has recently received complaints and expressions of concern about the future placement of smoke shops, vape shops and CBD stores in Lakeland. While these types of businesses are legal, they cater to an adult population. Therefore, staff is recommending these types of business be regulated in the same manner as sexually orientated businesses and be restricted to M-2 Manufacturing District. The types of businesses regulated by this amendment would regulate entities that derive its largest category of sales from tobacco, nicotine, inhaled smoke or vape products and/or CBD products including accessories. This amendment would not pertain to retail outlets that sell the above referenced products as an aside to their overall inventory.

ANALYSIS:

The proposed revision will require the following changes to the Land Development Regulations Article III:

1. Strike the use of “smoke shops” as a permitted use in Article III. Section 2. E.z (Retail Uses)
2. Amend Article III Section 2. H (Production Uses) to the following:
 - H. Production Uses and Adult Oriented Businesses
 4. Adult Oriented Businesses
 - a. Sexually Oriented Businesses

b. Smoke Shops, Vape Shops and/or CBD Stores- A retail store that derives its largest category of sales from tobacco, nicotine, inhaled smoke or vape products and/or CBD products including accessories.

3. Amend Article III Section 2. L (Use Chart) to show the following:

- *Production/Adult Oriented Business

- * smoke shops, vape shops and/or CBD stores permitted in the M2- Manufacturing District

EXAMPLE MOTIONS

1. Motion to recommend the Board of Commissioners approve the proposed text amendments to the Land Development Regulations as presented
2. Motion to recommend the Board of Commissioners approve the proposed text amendments to the Land Development Regulations with edits
3. Motion to recommend the Board of Commissioners disapprove the proposed text amendments to the Land Development Regulations
 - a. Reason for denial

III. Zoning Regulations

Section 2 – Uses

may be in one (1) building or clustered in several buildings and typically include laboratories, in- and out-patient facilities, training facilities, medical offices, staff residences, food service, and gift shop.

4. Library/Museum. A publicly accessed structure housing educational, cultural, scientific, artistic, or historic information, resources, and exhibits.
5. Police and Fire. A facility providing public safety and emergency services; training facilities, locker rooms, and limited overnight accommodations may also be included.
6. Post Office. A publicly accessed facility for the collection and distribution of mail and packages and the selling of supplies and mail related products.
7. School: Pre-Kindergarten to Junior High. An education facility for pre-kindergarten through eighth (8) grade, including associated facilities such as ball fields, ball courts, gymnasium, and auditorium.
8. School: High School. An education facility for grades nine (9) through twelve (12), including associated facilities such as ball fields, ball courts, gymnasium, and auditorium.
9. School: Higher Education. An education facility offering post-secondary school educational activities and programs, which may or may not be tied to a degree program; may also include associated facilities such as ball fields, ball courts, gymnasium, and auditorium.

E Retail Uses.

A Use that involves the selling of goods or merchandise to the public for personal or household consumption.

1. Neighborhood Retail. A retail Use involving the Small-Scale sale of goods or merchandise to residents in adjacent neighborhoods. A Use in this category occupies an area of less than 5,000 square feet. Neighborhood Retail include such Uses as:
 - a. Antique Shop.
 - b. Apparel and Accessory Store.
 - c. Art and Education Supplies.
 - d. Bakery, Retail.
 - e. Bicycle Sales and Repair.
 - f. Book, Magazine, and Newspaper Store.
 - g. Camera and Photo Supply Store.
 - h. Collectable Items.
 - i. China and Glassware Shop.
 - j. Convenience Store.
 - k. Drug Store/Pharmacy.
 - l. Fabric and Craft Store.
 - m. Flower or Garden Shop.
 - n. Gift, Novelty, and Souvenir Shop.
 - o. Grocery Store.
 - p. Hardware Store.
 - q. Hobby Shop.
 - r. Jewelry Sales and Repair.
 - s. Luggage and Leather Goods.
 - t. Specialty Food Market (Butcher, Candy/Confections, Fish Market, Produce, etc.).
 - u. Music Store.
 - v. Office Supply.
 - w. Optical Goods Shop.
 - x. Party Supply Shop.
 - y. Pet Shop.
 - z. Smoke Shop.
 - aa. Sporting Goods Sales and Rental.
 - bb. Stationary and Paper Store.
 - cc. Toy Shop.
2. General Retail. A retail Use involving the sale of goods or merchandise to residents living in the community. A Use in this category occupies an area between 5,000 and 30,000 square feet. General Retail include such Uses as:
 - a. Neighborhood Retail (refer to III.2.E(1)).
 - b. Appliance and Electronic Sales and Service.
 - c. Computer Software Sales and Leasing.
 - d. Department Store.
 - e. Home Furnishings and Accessories Sales and Rentals.
 - f. Medical Supply Store and Rental.
 - g. Musical Instrument Repair and Sales.
 - h. Pawn Shop.
 - i. Vehicle Supply Shop (no service).
 - j. Automobile, Truck, and Trailer Sales and Rental (if in the C2 District, and only at certain locations, per Outdoor Sales Lot standards).
3. Large Scale Retail. A retail Use involving the Large-Scale sale of goods to residents living within the region. It is almost exclusively accessed by automobile and therefore additional consideration shall be given to parking and traffic issues when developing this Use. The goods or merchandise sold may be of the same type or a variety of types as General Retail (refer to III.2.E(2)) and occupy a space greater than 30,000 and less than 75,000 square feet.
4. Warehouse Retail. Warehouse Retail is the same as Large Scale Retail (refer to III.2.E(3)), except that it occupies a space greater than 75,000 square feet.
5. Outdoor Sales Lot. A permanent retail Use where a significant portion of the goods are stored or displayed outdoors. Outdoor Sales Lots include such Uses as:
 - a. Automobile and Truck Sales.
 - b. Automobile, Truck, and Trailer Rental.
 - c. Boat and Recreational Vehicle Sales and Rental.
 - d. Garden Center or Nursery.

III. Zoning Regulations

Section 2 – Uses

meeting times; the businesses do not rely on walk-in customers.

1. **Neighborhood Office.** An office Use that typically occupies less than 5,000 square feet and involves twenty (20) or fewer employees at a given location. Neighborhood office includes such Uses as:
 - a. Architecture/Engineering/Design.
 - b. Business Consulting.
 - c. Computer Programming and Support.
 - d. Detective Services.
 - e. Educational Services (tutor and testing).
 - f. Employment Agency.
 - g. Financial and Insurance.
 - h. Government Offices.
 - i. Law Firm.
 - j. Management Services.
 - k. Licensed Massage Therapy.
 - l. Medical and Dental with Laboratory.
 - m. PR and Advertising.
 - n. Property Development.
 - o. Radio and TV Studio.
 - p. Real Estate.
 - q. Research Agency.
 - r. Surveying.
 - s. Veterinarian.
2. **General Office.** An office Use that typically occupies more than 5,000 square feet and more than twenty (20) employees at a given location. General office includes all Neighborhood Office Uses (refer to III.2.G(1)) on a larger Scale.
3. **Research and Development.** A Use involving the research and/or development of innovative ideas or products in technically intensive fields, including limited on-site manufacturing and laboratory facilities.

H Production Uses.

A category of Uses involving assembly, manufacturing, storing, transferring, and disposal of goods or products.

1. **Craftsman Use.** A Use that involves the Small-Scale production or assemblage of goods resulting in little to no by-products, non-noxious or noxious. It includes a showroom or retail store to showcase or sell the goods produced on-site. Craftsman Uses include such Uses as:
 - a. Bakery, Commercial.
 - b. Ceramic Tile, Floor, and Wall.
 - c. Construction - Special Trade Contractors.
 - d. Furniture and Fixtures.
 - e. Leather Products.
 - f. Metal Shop.
 - g. Miscellaneous Repair (small goods).
 - h. Pottery and Related Products.
 - i. Recording, Sound, or Film Studio.

- j. Sign and Letter Shop.
- k. Small Goods.
- l. Taxidermy.
- m. Textile Mill Products.

2. **Production and Assemblage Uses.** A Use that assembles goods from finished products that may result in noise and other non-noxious by-products.
 - a. Apparel
 - b. Beverage Production and Bottling.
 - c. Electrical Equipment, Appliances, and Instruments.
 - d. Fabricated Metal Products and Machinery.
 - e. Printing, Publishing, and Allied Industries.
 - f. Tool and Die Shop.
 - g. Vehicle Assembly and Testing.
3. **Warehouse, Packing, and Distribution Uses.** A Use requiring significant commercial vehicle access and Large-Scale storage of goods and vehicles, both indoor and outdoor, typically between production and their placement on the market. This includes such Uses as:
 - a. Contractor - Landscaping and Construction.
 - b. Packing and Crating.
 - c. Recycling Center (Collection and Sort).
 - d. Vehicle Staging and Storage (Ambulance, Bus, Limo, Livery, etc.).
 - e. Warehousing and Storage.
 - f. Wholesale Trade of Goods.
4. **Sexually Oriented Business.** A business Use that includes an adult arcade, adult bookstore, adult novelty store, adult video store, adult cabaret, adult motel, adult motion picture theater, adult theater, escort agency, nude model studio, and sexual encounter center. Refer to Sexually Oriented Businesses Title 9, Chapter 5 of the Municipal Code for standards.

I Infrastructure.

A category of Uses for land utilized for public and private support infrastructure. These Uses may not be located within a Building Type.

1. **Parking Lot.** A Lot that does not contain a permitted Building Type and is solely used for the temporary parking of vehicles.
2. **Utility and Infrastructure.** Land utilized for the City's infrastructure needs and include such Uses as:
 - a. Electric or Gas Services
 - b. Sewage Treatment
 - c. Water Treatment and Storage
3. **Wireless Transmission Facility.** A Use of land that includes buildings, cabinets, structures, and facilities, including generating and switching stations, repeaters, antennas, transmitters, receivers, towers, and all other buildings and structures relating to low- power mobile

III. Zoning Regulations

Section 2 – Uses

Uses		Districts																												
		Neighborhood Commercial			Community Commercial		Regional Commercial		Neighborhood Office		Office	Institutional	Exurban							Neighborhood Civic Space	Neighborhood Open Space	General Open Space	Outdoor Recreation	Conservation	Agriculture	Light Manufacturing			Manufacturing	Infrastructure
		NC	C1	C2	NO	O	P	RE	R1	R2	R3	R4	R5	R6	R7	OS1	OS2	OS3	OS4	OS5	A	M1	M2	M3						
Services	Neighborhood Personal Services	●	●	●												●			●											
	General Services		●	●																										
	Regional Services			●																										
	Child Day Care	●	●	●	●	●																								
	Outdoor Entertainment			●																										
	Vehicle Service			○																								○		
	Alternative Financial Services		○	●																										
Office	Neighborhood Office	●	○			●	●	●																						
	General Office			●		●	●																							
	Research and Development				●	●																					●	●		
Production	Craftsman use	○	○	●																							●	●		
	Production and Assemblage																											○		
	Warehouse and Distribution																											●		
	Sexually Oriented Business																											●		
Infrastructure	Parking Lot	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Utility and Infrastructure																											○	○	○
	Wireless Transmission Facility	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Open Space	Neighborhood Civic Space															●														
	Neighborhood Open Space																●													
	General Open Space																		●											
	Large Scale Outdoor Recreation																			●							●			
	Preserve/Conservation																				●									
	Shooting and Archery Range																		○								○			
Agriculture																					●									
● Permitted ● Permitted in Upper Stories Only ● Permitted with Development Standards ○ Permitted with a Conditional Use Permit																														

Alternative Financial Services Permitted with Development Standards in C2 Districts only. Ordinance 17-256, 11/09/2017.

Meeting Cycle: Thursday, January 12, 2023

Subject: **Ordinance - First Reading** - amending title 14, Zoning and Land Use Control, chapter 1, Municipal Planning Commission, section 14-101, Creation and Membership, of the City of Lakeland municipal code. *Sponsored by Mayor Roman*

Staff Contact: Michael Walker, City Manager

STAFF RECOMMENDATION

The Mayor recommends that the Board of Commissioners approve Ordinance O-3-2023.

BUDGET IMPACT

There is no budgetary impact related to this ordinance.

DISCUSSION

The Municipal Planning Commission (combined with the Design Review Commission for the City of Lakeland) plays a vital role in ensuring economic development and design for the City are followed and accomplished according to the standards of excellence expected by Lakeland's residents.

The Mayor seeks to ensure that, as available, more citizen members have the opportunity to serve on the MPC. MPC membership is typically comprised, as stated in the code section, of trained architects, engineers, planners, developers, and landscapers, where possible, who contribute their volunteer time to serve on this board.

The proposed code revision accomplishes two things: 1) It updates the reference to T.C.A., which is currently incorrect in the code; and 2) it allows an additional 2 citizen members to be appointed by the Mayor, allowing for greater representation from qualified and experienced residents.

ORDINANCE O-3-2023

AMENDING TITLE 14, ZONING AND LAND USE CONTROL,
CHAPTER 1, MUNICIPAL PLANNING COMMISSION,
SECTION 14-101, CREATION AND MEMBERSHIP,
OF THE CITY OF LAKELAND MUNICIPAL CODE

WHEREAS, the Board of Commissioners of the City of Lakeland, Tennessee, (the “Board”) desires to encourage additional resident input, guidance, and direction for the City of Lakeland’s planning activities; and

WHEREAS, the Board desires to properly reference the underlying Tennessee Code Annotated (“T.C.A.”) section providing authority for the Municipal Planning Commission (which currently references the section on Regional Planning Commissions); and

WHEREAS, T.C.A. Section 13-4-101(a)(1) allows that “such planning commission shall consist of not less than five (5) members and not more than ten (10) members, the number of members within the limits to be determined by the chief legislative body”:

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

SECTION 1. The City of Lakeland municipal code Section 14-101, Creation and Membership, is hereby amended to read:

14-101. Creation and membership. Pursuant to the provisions of Tennessee Code Annotated, § 13-4-101 there is hereby created a city planning commission, hereinafter referred to as the planning commission. The planning commission shall consist of not less than seven (7) and not more than nine (9) members, of whom not less than five (5) and not more than seven (7) shall be citizen members appointed by the mayor, one (1) shall be the mayor or his/her designee and one (1) shall be a member of the board of commissioners selected by said board of commissioners to serve as its liaison. The liaison selected by the board of commissioners shall be a voting member of the planning commission. The individual term of the appointed citizen members shall be for a period of three (3) years. Members may be re-appointed each year to provide continuity. Should an appointed citizen member vacate his/her position, the mayor shall appoint a replacement. The member selected by the board of commissioners, including the present liaison member, shall serve at the pleasure of the board of commissioners. All members of the planning commission shall serve as such without compensation. It is recommended that some of the membership, whenever possible, be recognized practitioners in any of the following fields: architecture, engineering, urban planning, residential / commercial construction, or landscaping. (Ord. #00-02, April 2000, as amended by Ord. #00-11, Oct. 2000, Ord. #14-201, March 2014, and Ord.

ORDINANCE O-3-2023

AMENDING TITLE 14, ZONING AND LAND USE CONTROL,
CHAPTER 1, MUNICIPAL PLANNING COMMISSION,
SECTION 14-101, CREATION AND MEMBERSHIP,
OF THE CITY OF LAKE LAND MUNICIPAL CODE

#O-3-2023, Feb. 2023)

SECTION 2. All ordinances in conflict with the provisions of this ordinance are hereby repealed. Further, the provisions of this ordinance are severable. If any provision of this ordinance or the application thereof to any person or circumstance is held to be invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions or applications of this ordinance that can be given effect without the invalid provision or application.

SECTION 3. This ordinance shall take effect immediately upon final passage, the public welfare requiring it.

First Reading: January 12, 2023

Public Hearing:

Final Reading:

Josh Roman, *Mayor*

ATTEST:

Debra Murrell
City Recorder

RESOLUTION R-3-2023

AUTHORIZING APPOINTMENTS TO
THE INDUSTRIAL DEVELOPMENT BOARD OF THE CITY OF LAKELAND,
TENNESSEE

WHEREAS, the Industrial Development Board of the City of Lakeland, Tennessee, (the “IDB”) was organized under Resolution 2016/09-79; and,

WHEREAS, the IDB’s *Second Amended and Restated Bylaws* (the “bylaws”) state that “should any position of director become vacant, the Board of Commissioners of the City of Lakeland, Tennessee shall nominate and elect a successor”; and,

WHEREAS, the IDB has two (2) vacant positions in Category C (terms set to expire December 31, 2028, per Resolution R-130-2022) due to director resignations:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Lakeland, Tennessee, that Derek Johnston and Brian Sullivan be appointed to the Industrial Development Board of the City of Lakeland, Tennessee, as directors in Category C with terms expiring December 31, 2028.

APPROVED AND ADOPTED by the Board of Commissioners of the City of Lakeland, Tennessee, this 12th day of January 2023, the public welfare requiring it.

Josh Roman, *Mayor*

ATTEST:

Debra Murrell
City Recorder



City of Lakeland

Application for Boards & Commissions

Name: Johnston Derek Andrew
Last First Middle

Address: [REDACTED]

E-mail: [REDACTED] Phone: [REDACTED]

How long have you lived within Lakeland City Limits? 8.5 years

What is your present job description or profession? Pharmacist Investigator

Present Employer: [REDACTED]

Employer Address: [REDACTED]

How long have you been employed at your present job?

☐ Resume is attached.

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

BA-English University of Memphis

Doctor of Pharmacy University of

Tennessee Health Sciences Center

Unique Skills: Problem solving, creativity, communication

What are your interests? Soccer, cooking, travelling



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: Industrial Development Board

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

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

Member-Parks and Recreation Board

List special skills, qualifications, or interests: Ability to read and interpret laws,
rules and regulations, good negotiation and mediation skills, ability to be
discrete and keep confidential information, excellent written and oral communication skills

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

Desire to assist in the development of the community

To be completed by the City of Lakeland

Appointed To: _____

Date of Appointment: _____

Online Form Submittal: Application for Boards and Commissions

noreply@civicplus.com <noreply@civicplus.com>

Fri 12/30/2022 10:19 AM

To: **City Manager** <citymanager@lakelandtn.org>; **Mayor** <mayor@lakelandtn.org>

If you are having problems viewing this HTML email, click to view a [Text version](#).

Application for Boards and Commissions

Last Name*	Brian
First Name*	Sullivan
Street Address*	
City*	Lakeland
State*	TN
Zip Code*	38002
E-mail Address*	
Phone Number*	
How long have you lived within Lakeland city limits?*	3yrs
What is your present job description or profession?*	Pilot Marine Human Factors Evaluator
Present Employer*	
In what municipality is your present employer located?*	Shelby County
Education (please list your highest level of education, any degree(s) attained, etc.)*	BA, Psychology Master's coursework: leadership/human factors
Please list any unique skills enabling you to better serve on a Lakeland board or commission*	Former MPC/DRC board member. Logistics experience. Military command experience.
What are your interests in serving on a Lakeland board or commission?*	Current Lakeland resident with elementary-aged children. Interested in continuing Lakeland's growth with targeted business and development that meets our citizens' vision for Lakeland.
What is your first choice of board or commission on which to serve?*	Industrial Development Board
What is your second choice of board or commission on which to serve?	Board of Appeals / Stormwater Board of Appeals

What is your third choice of board or commission on which to serve?
Please list any related experience (including volunteer experience), training, or skills not already provided on this form that would enable the Board of Commissioners to consider appointing you to a volunteer position

Municipal Planning / Design Review Commission

MPC/DRC Hiring Department at [REDACTED] Human Factors evaluator (military command evaluator)

Reason you chose to volunteer

I'm always looking to continue the progress our leaders are striving for within our community. I like our initiatives seeking correct-fit business types (sit down restaurants, etc) and want to continue to contribute where I can to have our City continue on a positive path that we are all proud to see.

* indicates required fields.

View any uploaded files by [lakelandtn.gov/MyAccount] signing in and then proceeding to the link below:
<http://lakelandtn.gov/Admin/FormHistory.aspx?SID=263>

The following form was submitted via your website: Application for Boards and Commissions

Last Name: Brian

First Name: Sullivan

Street Address: [REDACTED]

City: Lakeland

State: TN

Zip Code: 38002

E-mail Address: [REDACTED]

Phone Number: [REDACTED]

How long have you lived within Lakeland city limits?: 3yrs

What is your present job description or profession?: [REDACTED] Pilot
Marine Human Factors Evaluator

Present Employer: [REDACTED]

In what municipality is your present employer located?: Shelby County

Education (please list your highest level of education, any degree(s) attained, etc.): BA, Psychology
Master's coursework: leadership/human factors

Please list any unique skills enabling you to better serve on a Lakeland board or commission: Former

MPC/DRC board member.
Logistics experience.
Military command experience.

What are your interests in serving on a Lakeland board or commission?: Current Lakeland resident with elementary-aged children. Interested in continuing Lakeland's growth with targeted business and development that meets our citizens' vision for Lakeland.

What is your first choice of board or commission on which to serve?: Industrial Development Board

What is your second choice of board or commission on which to serve?: Board of Appeals / Stormwater Board of Appeals

What is your third choice of board or commission on which to serve?: Municipal Planning / Design Review Commission

Please list any related experience (including volunteer experience), training, or skills not already provided on this form that would enable the Board of Commissioners to consider appointing you to a volunteer position: MPC/DRC

Hiring Department at [REDACTED]
Human Factors evaluator (military command evaluator)

Reason you chose to volunteer: I'm always looking to continue the progress our leaders are striving for within our community. I like our initiatives seeking correct-fit business types (sit down restaurants, etc) and want to continue to contribute where I can to have our City continue on a positive path that we are all proud to see.

Additional Information:

Form submitted on: 12/30/2022 10:19:03 AM

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Form Address: <http://lakelandtn.gov/Forms.aspx?FID=95>

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Meeting Cycle: Thursday, January 12, 2023

Subject: **Resolution** - authorizing the release of the security for public and common improvements in Evergreen Manor Subdivision.

Staff Contact: Emily Harrell, City Engineer

STAFF RECOMMENDATION

City Staff recommends the Board of Commissioners approve Resolution R-4-2023.

BUDGET IMPACT

There is no budgetary impact related to this resolution.

DISCUSSION

The public improvements for Evergreen Manor Subdivision were accepted in August 2018. The final surface asphalt has been placed and the one (1) year warranty on all other public infrastructure has expired. The City Engineer recommends releasing the security for public and common improvements for Evergreen Manor Subdivision.

RESOLUTION R-4-2023

AUTHORIZING THE RELEASE OF THE SECURITY FOR PUBLIC AND COMMON
IMPROVEMENTS IN EVERGREEN MANOR SUBDIVISION

WHEREAS, the Developer of Evergreen Manor Subdivision requests the security for public and common improvements be released; and,

WHEREAS, the Board of Commissioners accepted Public Improvements for Evergreen Manor Subdivision in August 2018; and,

WHEREAS, the final surface asphalt has been placed and the one-year warranty on all public infrastructure has expired; and,

WHEREAS, the City Engineer has reviewed the request and recommends the security for Evergreen Manor Subdivision be released:

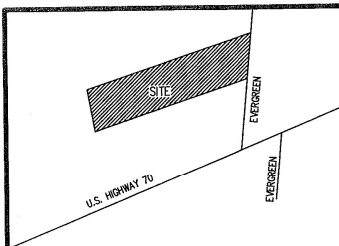
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Lakeland, Tennessee, that the City Manager is hereby authorized to release the security for public and common improvements in Evergreen Manor Subdivision.

APPROVED AND ADOPTED by the Board of Commissioners of the City of Lakeland, Tennessee, this 12th day of January 2023, the public welfare requiring it.

Josh Roman, *Mayor*

ATTEST:

Debra Murrell
City Recorder

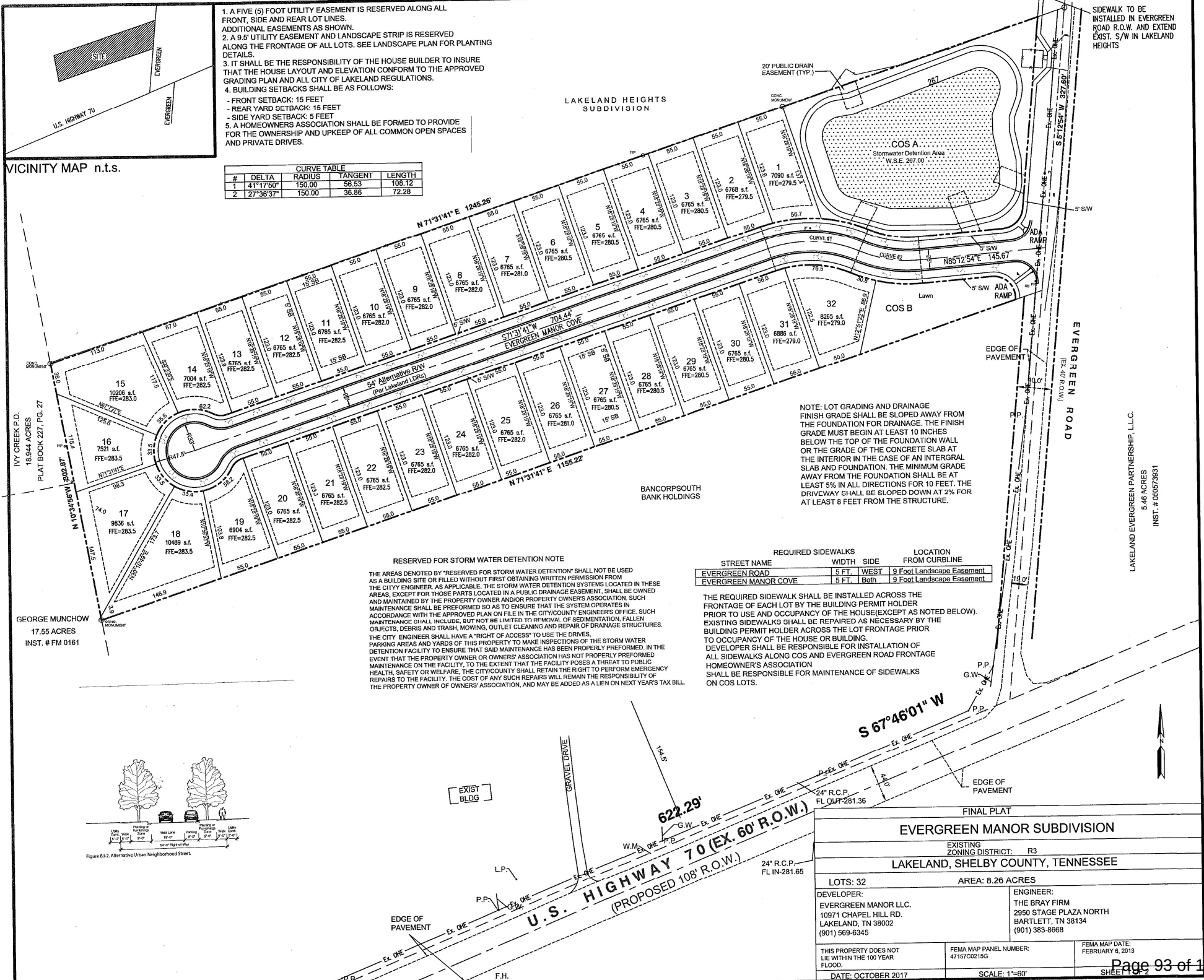


VICINITY MAP n.t.s.

1. A FIVE (5) FOOT UTILITY EASEMENT IS RESERVED ALONG ALL FRONT, SIDE AND REAR LOT LINES. ADDITIONAL EASEMENTS AS SHOWN.
2. A 9.5' UTILITY EASEMENT AND LANDSCAPE STRIP IS RESERVED ALONG THE FRONTAGE OF ALL LOTS. SEE LANDSCAPE PLAN FOR PLANTING DETAILS.
3. IT SHALL BE THE RESPONSIBILITY OF THE HOUSE BUILDER TO INSURE THAT THE HOUSE LAYOUT AND ELEVATION CONFORM TO THE APPROVED GRADING PLAN AND ALL CITY OF LAKELAND REGULATIONS.
4. BUILDING SETBACKS SHALL BE AS FOLLOWS:
 - FRONT SETBACK: 15 FEET
 - REAR YARD SETBACK: 15 FEET
 - SIDE YARD SETBACK: 5 FEET
5. A HOMEOWNERS ASSOCIATION SHALL BE FORMED TO PROVIDE FOR THE OWNERSHIP AND UPKEEP OF ALL COMMON OPEN SPACES AND PRIVATE DRIVES.

#	DELTA	CURVE TABLE		
1	41°17'50"	RADIUS	TANGENT	LENGTH
1	41°17'50"	150.00	56.53	108.12
2	27°36'37"	150.00	36.86	72.28

LAKELAND HEIGHTS
SUBDIVISION



NOTE: LOT GRADING AND DRAINAGE FINISH GRADE SHALL BE SLOPED AWAY FROM THE FOUNDATION FOR DRAINAGE. THE FINISH GRADE MUST BEGIN AT LEAST 10 INCHES BELOW THE TOP OF THE FOUNDATION WALL OR THE GRADE OF THE CONCRETE SLAB AT THE INTERIOR IN THE CASE OF AN INTEGRAL SLAB AND FOUNDATION. THE MINIMUM GRADE AWAY FROM THE FOUNDATION SHALL BE AT LEAST 5% IN ALL DIRECTIONS FOR 10 FEET. THE DRIVEWAY SHALL BE SLOPED DOWN AT 2% FOR AT LEAST 8 FEET FROM THE STRUCTURE.

RESERVED FOR STORM WATER DETENTION NOTE

THE AREAS DENOTED BY "RESERVED FOR STORM WATER DETENTION" SHALL NOT BE USED AS A BUILDING SITE OR FILLED WITHOUT FIRST OBTAINING WRITTEN PERMISSION FROM THE CITY ENGINEER. AS APPLICABLE, THE STORM WATER DETENTION SYSTEMS LOCATED IN THESE AREAS, EXCEPT FOR THOSE PARTS LOCATED IN A PUBLIC DRAINAGE EASEMENT, SHALL BE OWNED AND MAINTAINED BY THE PROPERTY OWNER AND/OR PROPERTY OWNERS 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/COUNTY ENGINEERS OFFICE. SUCH MAINTENANCE SHALL INCLUDE, BUT NOT BE LIMITED TO REMOVAL OF SEDIMENTATION, FALLEN OBJECTS, DEBRIS AND TRASH, MOWING, OUTLET CLEANING AND REPAIR OF DRAINAGE STRUCTURES. THE CITY ENGINEER SHALL HAVE A "RIGHT OF ACCESS" TO USE THE DRIVES, PARKING AREAS AND YARDS OF THIS PROPERTY TO MAKE INSPECTIONS OF THE STORM WATER DETENTION FACILITY TO ENSURE THAT SAID MAINTENANCE HAS BEEN PROPERLY PERFORMED. IN THE EVENT THAT THE PROPERTY OWNER OR OWNERS ASSOCIATION HAS NOT PROPERLY PERFORMED MAINTENANCE ON THE FACILITY, TO THE EXTENT THAT THE FACILITY POSES A THREAT TO PUBLIC HEALTH, SAFETY OR WELFARE, THE CITY/COUNTY SHALL RETAIN THE RIGHT TO PERFORM EMERGENCY REPAIRS TO THE FACILITY. THE COST OF ANY SUCH REPAIRS WILL REMAIN THE RESPONSIBILITY OF THE PROPERTY OWNER OF OWNERS ASSOCIATION, AND MAY BE ADDED AS A LIEN ON NEXT YEARS TAX BILL.

STREET NAME	WIDTH	SIDE	LOCATION FROM CURBLINE
EVERGREEN ROAD	5 FT.	WEST	9 Foot Landscape Easement
EVERGREEN MANOR COVE	5 FT.	Both	9 Foot Landscape Easement

THE REQUIRED SIDEWALK SHALL BE INSTALLED ACROSS THE FRONTAGE OF EACH LOT BY THE BUILDING PERMIT HOLDER PRIOR TO USE AND OCCUPANCY OF THE HOUSE (EXCEPT AS NOTED BELOW). EXISTING SIDEWALKS SHALL BE REPAIRED AS NECESSARY BY THE BUILDING PERMIT HOLDER ACROSS THE LOT FRONTAGE PRIOR TO OCCUPANCY OF THE HOUSE OR BUILDING. DEVELOPER SHALL BE RESPONSIBLE FOR INSTALLATION OF ALL SIDEWALKS ALONG COS AND EVERGREEN ROAD FRONTAGE. HOMEOWNERS ASSOCIATION SHALL BE RESPONSIBLE FOR MAINTENANCE OF SIDEWALKS ON COS LOTS.

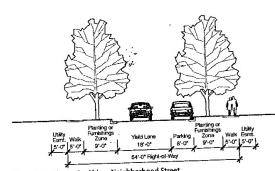


Figure B3-2: Alternative Urban Neighborhood Street

FINAL PLAT		
EVERGREEN MANOR SUBDIVISION		
EXISTING ZONING DISTRICT: R3		
LAKELAND, SHELBY COUNTY, TENNESSEE		
LOTS: 32	AREA: 8.26 ACRES	
DEVELOPER: EVERGREEN MANOR LLC. 10971 CHAPEL HILL RD. LAKELAND, TN 38002 (901) 569-6345	ENGINEER: THE BRAY FIRM 2950 STAGE PLAZA NORTH BARTLETT, TN 38134 (901) 383-8668	
THIS PROPERTY DOES NOT LIE WITHIN THE 100 YEAR FLOOD.	FEMA MAP PANEL NUMBER: 47157C0215G	FEMA MAP DATE: FEBRUARY 6, 2013
DATE: OCTOBER 2017	SCALE: 1"=60'	SHEET 19 OF 2

Meeting Cycle: Thursday, January 12, 2023

Subject: **Resolution** - authorizing the release of the security for public and common improvements in Oakwood Grove Subdivision Phases 3, 4 and 5.

Staff Contact: Emily Harrell, City Engineer

STAFF RECOMMENDATION

City Staff recommends the Board of Commissioners approve Resolution R-5-2023.

BUDGET IMPACT

There is no budgetary impact related to this resolution.

DISCUSSION

The public improvements for Oakwood Grove Subdivision Phases 3, 4 and 5 were accepted by the Board of Commissioners in November 2021 and December 2021, respectively. The final surface asphalt has been placed in all phases and the one (1) year warranty on all other public infrastructure has expired. The City Engineer recommends releasing the security for public and common improvements in Oakwood Grove Subdivision Phases 3, 4, and 5.

RESOLUTION R-5-2023

AUTHORIZING THE RELEASE OF THE SECURITY FOR PUBLIC AND COMMON
IMPROVEMENTS IN OAKWOOD GROVE SUBDIVISION PHASES 3, 4, AND 5

WHEREAS, the Developer of Oakwood Grove Subdivision requests the security for public and common improvements be released; and,

WHEREAS, the Board of Commissioners accepted Public Improvements for Oakwood Grove Subdivision Phases 3 and 4 in November 2021 and Phase 5 in December 2021; and,

WHEREAS, the final surface asphalt has been placed and the one-year warranty on all public infrastructure has expired; and,

WHEREAS, the City Engineer has reviewed the request and recommends the security for Oakwood Grove Subdivision Phases 3, 4, and 5 be released:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Lakeland, Tennessee, that the City Manager is hereby authorized to release the security for public and common improvements in Oakwood Grove Subdivision Phases 3, 4, and 5.

APPROVED AND ADOPTED by the Board of Commissioners of the City of Lakeland, Tennessee, this 12th day of January 2023, the public welfare requiring it.

Josh Roman, *Mayor*

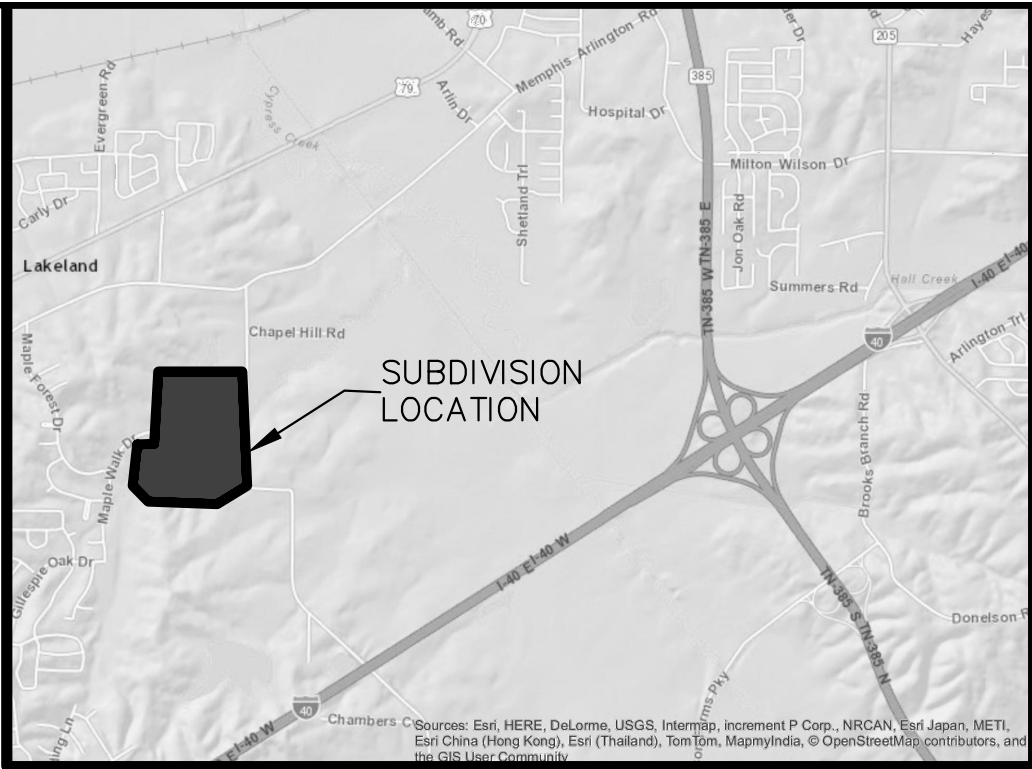
ATTEST:

Debra Murrell
City Recorder

LOT DATA
TOTAL AREA: 96.81 Ac. (4,216,977 SF)
TOTAL COMMON OPEN SPACE:
25.35 Ac. (1,104,040 SF)
PERCENTAGE OPEN SPACE: 26.2%
TOTAL MEDIUM QUALIFIED PRIORITY AREA:
30.45 Ac. (1,326,208 SF)
AREA OF CONSERVATION AREA C:
12.16 Ac. (529,792 SF)
PERCENTAGE OF CONSERVATION AREA C:
40.0%
TOTAL NUMBER OF LOTS: 156
EXISTING ZONING: AG
PROPOSED ZONING: R1, R2, OS2, OS5

NUMBER OF R1 LOTS: 32
R1 MINIMUM SQUARE FOOTAGE: 17,500 SF
R1 MINIMUM LOT WIDTH AT SETBACK: 100'
R1 MINIMUM FRONT YARD SETBACK: 30'
R1 MINIMUM SIDE YARD SETBACK: 10'
R1 MINIMUM REAR YARD SETBACK: 30'

NUMBER OF R2 LOTS: 124
R2 MINIMUM SQUARE FOOTAGE: 10,000 SF
R2 MINIMUM LOT WIDTH AT SETBACK: 80'
R2 MINIMUM FRONT YARD SETBACK: 30'
R2 MINIMUM SIDE YARD SETBACK: 5'
R2 MINIMUM REAR YARD SETBACK: 25'



VICINITY MAP
NTS

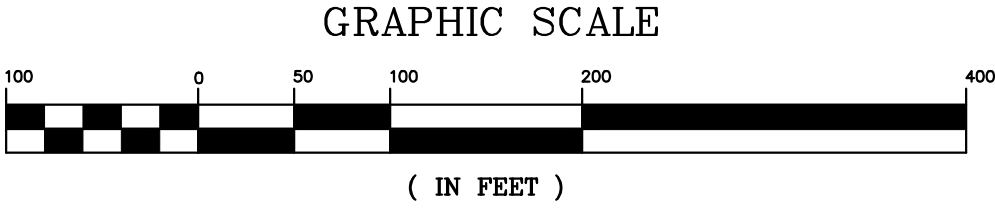
LEGEND

- SUBDIVISION PROPERTY/BOUNDARY LINE
- LOT LINES
- XXXXX PROPOSED RETENTION AREA
- EXISTING STREAM
- PHASE LINE

4 PHASE NUMBER

Phase	Length (ft)
Phase 2	301.46
Phase 4	328.96
Phase 5	815.22
Phase 3-A	224.51
Totals	1670.15

CHAMBERS CHAPEL ROAD FRONTAGE BY PHASE		
OAKWOOD GROVE SUBDIVISION LAKELAND, TENNESSEE		
TOTAL AREA: 96.97 Ac.	NUMBER OF LOTS: 156	
ZONING DISTRICT: AG	WARD 64, BLOCK 51, PARCEL 481	
DEVELOPER: TFB, LLC. 8620 TRINITY RD SUITE 202 CORDOVA, TN 38018 PHONE: (901)753-3950	ENGINEER: LAWSON ENGINEERING AND CONSULTING, INC. 5909 POLK ST. ARLINGTON, TN 38002 PHONE: (901)383-3278 FAX: (901)867-5546	
100 YEAR FLOOD ELEVATION: N/A	FEMA MAP PANEL NUMBER: 47157C0215 G	FEMA MAP DATE: FEBRUARY 6, 2013
DATE: 3/8/15	SCALE: AS SHOWN	SHEET 1



EXISTING LIFT STATION TO
BE RELOCATED TO CHAMBER
CHAPEL RD.

4

3

2

5

1-A

2-A

3-A

0.55 AC.
WETLANDS
AREA (NOT TO
BE DISTURBED)

RETENTION
BASIN 2

COS A
CONSERVATION
AREA C
OS5

RETENTION
BASIN 3

COS B
OS2

0.25 AC.
WETLANDS
AREA (NOT TO
BE DISTURBED)

RETENTION
BASIN 4

STREAM
FLOWLINE

STREAM TOP
OF BANK

25' ZONE 1
STREAMSIDE
MANAGEMENT
BUFFER

75' ZONE 2
STREAMSIDE
MANAGEMENT
BUFFER

RELOCATED LIFT STATION
EASEMENT LOCATION
WITH 8 FT FENCE ON
ALL SIDES

224.51

328.96

815.22

301.46



Board of Commissioners

Meeting Cycle: Thursday, January 12, 2023

Subject: **Resolution** - approving Change Order #1 for the Fiscal Year 2023 Pavement Marking project.

Staff Contact: Emily Harrell, City Engineer

STAFF RECOMMENDATION

City Staff recommends the Board of Commissioners approve Resolution R-6-2023.

BUDGET IMPACT

Expenditures are appropriated in the original budget for the State Street Aid Fund as part of the FY2023 Annual Budget.

DISCUSSION

The FY2023 Pavement Marking project includes striping Evergreen Road and Old Brownsville Road. The actual quantity of pavement markings was slightly greater than the estimated quantity in the project documents, resulting in an overage of one thousand two hundred seventy-one dollars and twenty-five cents (\$1,271.25). Change Order #1 will increase the total contract amount to sixty thousand nine hundred seventy-two dollars and twenty-five cents (\$60,972.25).

RESOLUTION R-6-2023

APPROVING CHANGE ORDER #1 FOR THE FISCAL YEAR 2023 PAVEMENT
MARKING PROJECT

WHEREAS, Traf-Mark Industries, LLC is under contract for the Fiscal Year 2023 Pavement Marking project; and,

WHEREAS, the actual quantity of pavement markings applied was slightly greater than the estimated quantity in the bid documents causing a one thousand two hundred seventy-one dollar and twenty-five cent (\$1,271.25) overage; and,

WHEREAS, Change Order #1 will increase the contract amount to sixty thousand nine hundred seventy-two dollars and twenty-five cents (\$60,972.25); and,

WHEREAS, funding for this project is appropriated in the Fiscal Year 2023 Annual Budget for the State Street Aid Fund:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Lakeland, Tennessee, that the City Manager is hereby authorized to execute Change Order #1 with Traf-Mark Industries, LLC for the Fiscal Year 2023 Pavement Marking Project.

APPROVED AND ADOPTED by the Board of Commissioners of the City of Lakeland, Tennessee, this 12th day of January 2023, the public welfare requiring it.

Josh Roman, *Mayor*

ATTEST:

Debra Murrell
City Recorder

RESOLUTION R-1-2023

ELECTING A VICE-MAYOR AND APPOINTING BOARD OF COMMISSIONER
LIAISONS TO THE CITY OF LAKELAND'S
BOARDS, COMMISSIONS, AND COMMITTEES

WHEREAS, a Vice Mayor is to be appointed per section 6-20-202 of the City of Lakeland, Tennessee, charter, which states that "the board shall choose from its membership a member to act in the absence, inability, or failure to act of the mayor"; and,

WHEREAS, the Board of Commissioners of the City of Lakeland, Tennessee, also desires to appoint individual Commissioners as liaisons to the city's various boards, commissions, and committees as may be in existence or formed from time to time:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Lakeland, Tennessee, that Commissioner _____ is confirmed as Vice Mayor for the City of Lakeland, Tennessee; and,

BE IT FURTHER RESOLVED by the Board of Commissioners of the City of Lakeland, Tennessee, that liaison appointments are confirmed as follows:

Board of Appeals / Storm Water Board of Appeals	Commissioner: _____
Community Advisory Board	Commissioner: _____
Industrial Development Board of the City of Lakeland, TN (non-voting liaison role)	Commissioner: _____
Lakeland P.U.L.S.E. Comprehensive Plan Advisory Committee	Commissioner: _____
Lakeland School System Board of Education (non-voting liaison role)	Commissioner: _____
Municipal Planning / Design Review Commission	Commissioner: _____
Parks and Recreation / Natural Resources Board	Commissioner: _____

RESOLUTION R-1-2023

ELECTING A VICE-MAYOR AND APPOINTING BOARD OF COMMISSIONER
LIAISONS TO THE CITY OF LAKELAND'S
BOARDS, COMMISSIONS, AND COMMITTEES

APPROVED AND ADOPTED by the Board of Commissioners of the City of Lakeland, Tennessee, this 12th day of January 2023, the public welfare requiring it.

Josh Roman, *Mayor*

ATTEST:

Debra Murrell
City Recorder



Board of Commissioners

Meeting Cycle: Thursday, January 12, 2023

Subject: **Resolution** - appointing members to the Parks and Recreation / Natural Resources Board of the City of Lakeland, Tennessee.

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

STAFF RECOMMENDATION

City Staff recommends that the Board of Commissioners approve Resolution R-7-2023, after successful nomination of candidates from the pool of candidates provided.

BUDGET IMPACT

There is no budgetary impact related to this resolution.

DISCUSSION

City Staff have received four volunteer applications for two open positions on the Parks and Recreation/Natural Resources Board of the City of Lakeland, TN. All applicants appear well qualified, and are valid residents of the City of Lakeland. Applications are attached from which the BOC may appoint new members to the PRB.

RESOLUTION R-7-2023

AUTHORIZING APPOINTMENTS TO
THE PARKS AND RECREATION/NATURAL RESOURCES BOARD OF THE CITY OF
LAKELAND, TENNESSEE

WHEREAS, the Parks and Recreation/Natural Resources Board ("PRB") plays an important role as the advisory body for the Parks and Recreation Department of the City of Lakeland; and,

WHEREAS, the PRB has two vacant positions; and,

WHEREAS, the Board of Commissioners for the City of Lakeland has the authority to appoint members to the PRB:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Lakeland, Tennessee, that the following qualified residents be appointed to the Parks and Recreation/Natural Resources Board of the City of Lakeland, Tennessee with term end dates listed below:

Vacancy 1: term ending December 31, 2025: _____

Vacancy 2: term ending December 31, 2025: _____

APPROVED AND ADOPTED by the Board of Commissioners of the City of Lakeland, Tennessee this 12th day of January 2023, the public welfare requiring it.

Josh Roman, *Mayor*

ATTEST:

Debra Murrell
City Recorder

Online Form Submittal: Application for Boards and Commissions

noreply@civicplus.com <noreply@civicplus.com>

Thu 12/29/2022 9:24 PM

To: City Manager <citymanager@lakelandtn.org>

If you are having problems viewing this HTML email, click to view a [Text version](#).

Application for Boards and Commissions

Last Name*	Fabacher
First Name*	Crystal
Street Address*	REDACTED
City*	Lakeland
State*	TN
Zip Code*	38002
E-mail Address*	REDACTED
Phone Number*	REDACTED
How long have you lived within Lakeland city limits?*	Lakeland
What is your present job description or profession?*	For 14 years, I was a Medical Service Corps Officer in the U.S. Army Reserves and hospital administrator. While living overseas I taught English at Nagasaki Junior College in Japan and was the Programs coordinator for all Protestant religious programs at
Present Employer*	REDACTED
In what municipality is your present employer located?*	Lakeland
Education (please list your highest level of education, any degree(s) attained, etc.)*	Masters of Business Administration (UMUC) Masters of Healthcare Administration (UMUC) Bachelors of Business Administration (TAMU-CC) Texas Real Estate License (expired)
Please list any unique skills enabling you to better serve on a Lakeland board or commission*	As a Navy family, my husband and I have moved 9 times in the past 20 years so we have been exposed to many different communities and recreation programs and can bring ideas for interesting programs we've seen in other communities. We've chosen Lakeland, TN as our retirement destination and we are excited to call Lakeland our forever home. I am willing to talk to several different groups of people within the
What are your interests in serving on a Lakeland board or commission?*	At each duty station, our family would immediately plug into our church and begin serving in that capacity. It was far more difficult to get connected to the community fast enough to commit to serving on any board or program long term. Now that we know we are staying here, I'd like to find a way to give back to the community where we are planting our family long term.
What is your first choice of board or commission on which to serve?*	Parks and Recreation / Natural Resources Board
What is your second choice of board or commission on which to serve?	Please select from this dropdown
What is your third choice of board or commission on which to serve?	Please select from this dropdown

Please list any related experience (including volunteer experience), training, or skills not already provided on this form that would enable the Board of Commissioners to consider appointing you to a volunteer position

I'm am able to talk to many different people groups to network and get ideas to make the community an even better place. In addition, my kids and their friends are at an age where they can also offer ideas and perspectives to improve the parks and recreation facilities. In fact, our son is working with Pat O'Mara to build a bridge at IH Park as his Eagle Project for Boy Scouts.

Reason you chose to volunteer

I simply want to give back to the community. No other motive. We are happy living here and want to continue making it a great place to live. We have three kids 16, 14 & 12. Our son attends AHS and our girls attend LPS. Our kids are involved in XC, track, swim, orchestra, Boy Scouts and church activities so we are all over Lakeland participating in many activities and would love to give back to the same community that is

* indicates required fields.

View any uploaded files by [lakelandtn.gov/MyAccount] signing in and then proceeding to the link below:
<http://lakelandtn.gov/Admin/FormHistory.aspx?SID=262>

The following form was submitted via your website: Application for Boards and Commissions

Last Name: Fabacher

First Name: Crystal

Street Address: [REDACTED]

City: Lakeland

State: TN

Zip Code: 38002

E-mail Address: [REDACTED]

Phone Number: [REDACTED]

How long have you lived within Lakeland city limits?: Lakeland

What is your present job description or profession?: For 14 years, I was a Medical Service Corps Officer in the U.S. Army Reserves and hospital administrator. While living overseas I taught English at Nagasaki Junior College in Japan and was the Programs coordinator for all Protestant religious programs at the chapel in Italy.

Present Employer: [REDACTED]

In what municipality is your present employer located?: Lakeland

Education (please list your highest level of education, any degree(s) attained, etc.): Masters of Business Administration (UMUC)

Masters of Healthcare Administration (UMUC)

Bachelors of Business Administration (TAMU-CC)

Texas Real Estate License (expired)

Please list any unique skills enabling you to better serve on a Lakeland board or commission: As a Navy family, my husband and I have moved 9 times in the past 20 years so we have been exposed to many different communities and recreation programs and can bring ideas for interesting programs we've seen in other communities.

We've chosen Lakeland, TN as our retirement destination and we are excited to call Lakeland our forever home. I am willing to talk to several different groups of people within the community to gather ideas on how to help the parks and recreation programs move forward.

What are your interests in serving on a Lakeland board or commission?: At each duty station, our family would immediately plug into our church and begin serving in that capacity. It was far more difficult to get connected to the community fast enough to commit to serving on any board or program long term. Now that we know we are staying here, I'd like to find a way to give back to the community where we are planting our family long term.

What is your first choice of board or commission on which to serve?: Parks and Recreation / Natural Resources Board

What is your second choice of board or commission on which to serve?: Please select from this dropdown

What is your third choice of board or commission on which to serve?: Please select from this dropdown

Please list any related experience (including volunteer experience), training, or skills not already provided on this form that would enable the Board of Commissioners to consider appointing you to a volunteer position: I'm am able to talk to many different people groups to network and get ideas to make the community an even better place. In addition, my kids and their friends are at an age where they can also offer ideas and perspectives to improve the parks and recreation facilities. In fact, our son is working with Pat O'Mara to build a bridge at IH Park as his Eagle Project for Boy Scouts.

Reason you chose to volunteer: I simply want to give back to the community. No other motive. We are happy living here and want to continue making it a great place to live. We have three kids 16, 14 & 12. Our son attends AHS and our girls attend LPS. Our kids are involved in XC, track, swim, orchestra, Boy Scouts and church activities so we are all over Lakeland participating in many activities and would love to give back to the same community that is providing so many great opportunities for my family.

Additional Information:

Form submitted on: 12/29/2022 9:24:00 PM

Submitted from IP Address: [REDACTED]

Referrer Page: No Referrer - Direct Link

Form Address: <http://lakelandtn.gov/Forms.aspx?FID=95>

CAUTION: This email originated from outside of the City of Lakeland. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Application for Boards and Commissions

Last Name*	Ledsinger
First Name*	Ben
Street Address*	
City*	Lakeland
State*	TN
Zip Code*	38002
E-mail Address*	
Phone Number*	
How long have you lived within Lakeland city limits?*	13 years
What is your present job description or profession?*	I am a Civil/Transportation engineer at in Memphis. I primarily do transportation, and Municipal projects for clients.
Present Employer*	
In what municipality is your present employer located?*	Memphis
Education (please list your highest level of education, any degree(s) attained, etc.)*	Master of Science in Civil Engineering
Please list any unique skills enabling you to better serve on a Lakeland board or commission*	I started my career in a municipal government engineering department, and I continue to work for many municipalities all over. This allows me to see what is being done, and what is working. I can help bring those things back to our community.
What are your interests in serving on a Lakeland board or commission?*	Infrastructure, parks, zoning
What is your first choice of board or commission on which to serve?*	Parks and Recreation / Natural Resources Board
What is your second choice of board or commission on which to serve?	Parks and Recreation / Natural Resources Board
What is your third choice of board or commission on which to serve?	Board of Appeals / Stormwater Board of Appeals

Please list any related experience (including volunteer experience), training, or skills not already provided on this form that would enable the Board of Commissioners to consider appointing you to a volunteer position

See above

Reason you chose to volunteer

To be active in our community, and to help where I can

* indicates required fields.

Online Form Submittal: Application for Boards and Commissions

noreply@civicplus.com <noreply@civicplus.com>

Wed 12/28/2022 9:47 AM

To: City Manager <citymanager@lakelandtn.org>

If you are having problems viewing this HTML email, click to view a [Text version](#).

Application for Boards and Commissions

Last Name*	McAnally
First Name*	Sean
Street Address*	
City*	Lakeland
State*	TN
Zip Code*	38002
E-mail Address*	
Phone Number*	
How long have you lived within Lakeland city limits?*	11 years
What is your present job description or profession?*	Marketing and Advertising Sales - Automotive
Present Employer*	
In what municipality is your present employer located?*	Atlanta, Ga - my territory is West Tn, North, MS and North AI
Education (please list your highest level of education, any degree(s) attained, etc.)*	2 years college at Memphis State - no degree
Please list any unique skills enabling you to better serve on a Lakeland board or commission*	I have 5 children from the ages of 4 to 23 and I have coached them all in soccer, t-ball, baseball and football over the past 17 years. I have been involved with Lakeland parks and rec for the past 8 years coaching soccer, t-ball flag football and tackle football. I am plugged into this community and want to see this recreation program grow in Lakeland. I have great organization and
What are your interests in serving on a Lakeland board or commission?*	Improvement of Parks & Rec.
What is your first choice of board or commission on which to serve?*	Parks and Recreation / Natural Resources Board
What is your second choice of board or commission on which to serve?	Parks and Recreation / Natural Resources Board

What is your third choice of board or commission on which to serve?

Please list any related experience (including volunteer experience), training, or skills not already provided on this form that would enable the Board of Commissioners to consider appointing you to a volunteer position

Parks and Recreation / Natural Resources Board

I have managed hundreds of employees through my years at FedEx and in the Automotive Sales industry while overseeing multimillion dollar books of business.

Reason you chose to volunteer

I want to help make a difference in Lakeland with our youth programs. I only want what is best for Lakeland and our kids. I was also asked to Volunteer for this Parks and Rec Board position.

* indicates required fields.

View any uploaded files by [www.lakelandtn.gov/MyAccount]signing in and then proceeding to the link below:

<http://www.lakelandtn.gov/Admin/FormHistory.aspx?SID=260>

The following form was submitted via your website: Application for Boards and Commissions

Last Name: McAnally

First Name: Sean

Street Address: [REDACTED]

City: Lakeland

State: TN

Zip Code: 38002

E-mail Address: [REDACTED]

Phone Number: [REDACTED]

How long have you lived within Lakeland city limits?: 11 years

What is your present job description or profession?: Marketing and Advertising Sales - Automotive

Present Employer: [REDACTED]

In what municipality is your present employer located?: Atlanta, Ga - my territory is West Tn, North, MS and North Alabama

Education (please list your highest level of education, any degree(s) attained, etc.): 2 years college at Memphis State - no degree

Please list any unique skills enabling you to better serve on a Lakeland board or commission: I have 5 children from the ages of 4 to 23 and I have coached them all in soccer, t-ball, baseball and football over the past 17 years. I have been involved with Lakeland parks and rec for the past 8 years coaching soccer, t-ball flag football and tackle football. I am plugged into this community and want to see this recreation program grow in Lakeland. I have great organization and communication skills that could help this program grow. My goal is to improve our recreation department so the kids want to play here in Lakeland for years and not in Arlington, Bartlett and others. Organization and communication are key elements to keep the parents happy so that they don't take these kids elsewhere.

What are your interests in serving on a Lakeland board or commission?: Improvement of Parks & Rec.

What is your first choice of board or commission on which to serve?: Parks and Recreation / Natural Resources Board

What is your second choice of board or commission on which to serve?: Parks and Recreation / Natural Resources Board

What is your third choice of board or commission on which to serve?: Parks and Recreation / Natural Resources Board

Please list any related experience (including volunteer experience), training, or skills not already provided on this form that would enable the Board of Commissioners to consider appointing you to a volunteer position: I have managed hundreds of employees through my years at FedEx and in the Automotive Sales industry while overseeing multimillion dollar books of business.

Reason you chose to volunteer: I want to help make a difference in Lakeland with our youth programs. I only want what is best for Lakeland and our kids. I was also asked to Volunteer for this Parks and Rec Board position.

Additional Information:

Form submitted on: 12/28/2022 9:47:32 AM

Submitted from IP Address: [REDACTED]

Referrer Page: No Referrer - Direct Link

Form Address: <http://www.lakelandtn.gov/Forms.aspx?FID=95>

CAUTION: This email originated from outside of the City of Lakeland. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Online Form Submittal: Application for Boards and Commissions

noreply@civicplus.com <noreply@civicplus.com>

Wed 12/28/2022 2:13 PM

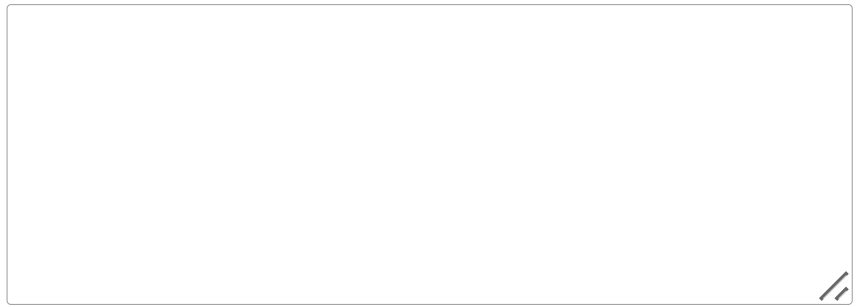
To: City Manager <citymanager@lakelandtn.org>

If you are having problems viewing this HTML email, click to view a [Text version](#).

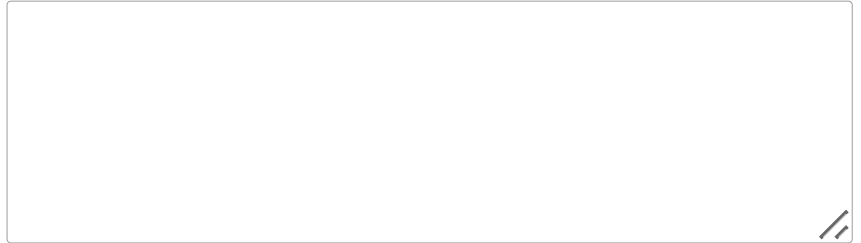
Application for Boards and Commissions

Last Name*	Roman
First Name*	Jeff
Street Address*	REDACTED
City*	Lakeland
State*	TN
Zip Code*	38002
E-mail Address*	REDACTED
Phone Number*	REDACTED
How long have you lived within Lakeland city limits?*	7 years
What is your present job description or profession?*	Insurance agent
Present Employer*	REDACTED
In what municipality is your present employer located?*	Lakeland
Education (please list your highest level of education, any degree(s) attained, etc.)*	Some college at Texas A&M Commerce
Please list any unique skills enabling you to better serve on a Lakeland board or commission*	Active in the community and knowledge of risk and liability
What are your interests in serving on a Lakeland board or commission?*	Because you can't make a difference sitting on the couch
What is your first choice of board or commission on which to serve?*	Parks and Recreation / Natural Resources Board
What is your second choice of board or commission on which to serve?	Please select from this dropdown
What is your third choice of board or commission on which to serve?	Please select from this dropdown

Please list any related experience (including volunteer experience), training, or skills not already provided on this form that would enable the Board of Commissioners to consider appointing you to a volunteer position



Reason you chose to volunteer



* indicates required fields.

View any uploaded files by [www.lakelandtn.gov/MyAccount]signing in and then proceeding to the link below:

<http://www.lakelandtn.gov/Admin/FormHistory.aspx?SID=261>

The following form was submitted via your website: Application for Boards and Commissions

Last Name: Roman

First Name: Jeff

Street Address: [REDACTED]

City: Lakeland

State: TN

Zip Code: 38002

E-mail Address: [REDACTED]

Phone Number: [REDACTED]

How long have you lived within Lakeland city limits?: 7 years

What is your present job description or profession?: Insurance agent

Present Employer: [REDACTED]

In what municipality is your present employer located?: Lakeland

Education (please list your highest level of education, any degree(s) attained, etc.): Some college at Texas A&M Commerce

Please list any unique skills enabling you to better serve on a Lakeland board or commission: Active in the community and knowledge of risk and liability

What are your interests in serving on a Lakeland board or commission?: Because you can't make a difference sitting on the couch

What is your first choice of board or commission on which to serve?: Parks and Recreation / Natural Resources Board

What is your second choice of board or commission on which to serve?: Please select from this dropdown

What is your third choice of board or commission on which to serve?: Please select from this dropdown

Please list any related experience (including volunteer experience), training, or skills not already provided on this form that would enable the Board of Commissioners to consider appointing you to a volunteer position:

Reason you chose to volunteer:

Additional Information:

Form submitted on: 12/28/2022 2:13:01 PM

Submitted from IP Address: [REDACTED]

Referrer Page: No Referrer - Direct Link

Form Address: <http://www.lakelandtn.gov/Forms.aspx?FID=95>

CAUTION: This email originated from outside of the City of Lakeland. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Meeting Cycle: Thursday, January 12, 2023

Subject: **Resolution** - authorizing the Director of Parks and Recreation to submit an application for capital grant funding through the Ford Motor Company Fund.

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

STAFF RECOMMENDATION

City Staff recommends that the Board of Commissioners approve Resolution R-2-2023.

BUDGET IMPACT

There is no budgetary impact to the FY2023 Annual Budget. If awarded, funds will be budgeted in the FY2024 Annual Budget.

DISCUSSION

Ford Motor Company Fund has announced a \$1 Million Capital Grants program for the communities within the vicinity of the forthcoming Blue Oval City. Grant awards will be in the \$25,000 - \$100,000 range. These grants are for capital investment or renovation.

Due to the project timelines, the proposed improvement is the installation and connection of the outdoor restroom building at IH Park.

RESOLUTION R-2-2023

AUTHORIZING THE DIRECTOR OF PARKS AND RECREATION TO SUBMIT AN APPLICATION FOR CAPITAL GRANT FUNDING THROUGH THE FORD MOTOR COMPANY FUND.

WHEREAS, the Ford Motor Company Fund is accepting applications from non-profit agencies and municipalities in West Tennessee for capital project grant funding; and,

WHEREAS, the City of Lakeland desires to make improvements at the International Harvester Managerial Park for the accessibility to amenities of the community; and,

WHEREAS, grant funding is a valuable tool to help the City accomplish its capital and infrastructure goals:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Lakeland, Tennessee, that the Parks and Recreation Director is hereby authorized to submit an application for capital grant funding through the Ford Motor Company Fund.

APPROVED AND ADOPTED by the Board of Commissioners of the City of Lakeland, Tennessee, this 12th day of January 2023, the public welfare requiring it.

Josh Roman, *Mayor*

ATTEST:

Debra Murrell
City Recorder

RESOLUTION R-8-2023

AUTHORIZING THE CITY MANAGER TO AMEND THE CITY OF LAKELAND
EMPLOYEE HANDBOOK REGARDING EMPLOYEE BENEFITS
FOR HOLIDAYS AND PERSONAL DAYS

WHEREAS, the City of Lakeland Board of Commissions (the “Board”) approved the current City of Lakeland Employee Handbook (the “Handbook”) via resolution R-81-2021 on October 14, 2021; and,

WHEREAS, the Board desires to modify the holiday schedule whereby City Hall and other City locations are closed for business, making City services more accessible to residents while not hindering the complete package of benefits provided to City employees:

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Lakeland, Tennessee, that the City Manager is hereby authorized and instructed to revise the Handbook approved in resolution R-81-2021 by removing “New Year’s Eve: December 31” from the list of holidays on page 44, and adding an additional one (1) personal day to the section of “Personal Days” on page 46.

APPROVED AND ADOPTED by the Board of Commissioners of the City of Lakeland, Tennessee this 12th day of January 2023, the public welfare requiring it.

Josh Roman, *Mayor*

ATTEST:

Debra Murrell
City Recorder

EMPLOYEE HANDBOOK

TIME OFF AND LEAVES OF ABSENCE

Holidays

The City of Lakeland observes and allows time off with pay for the following thirteen (13) holidays:

- New Year's Day: January 1
- Martin Luther King, Jr. Day: Third Monday in January
- Good Friday: Two days before Easter Sunday
- Memorial Day: Last Monday in May
- Juneteenth: June 19
- Independence Day: July 4
- Labor Day: First Monday in September
- Veterans' Day: November 11
- Thanksgiving: Fourth Thursday in November
- Day after Thanksgiving.
- Christmas Eve: December 24
- Christmas: December 25
- New Year's Eve: December 31

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. If the holiday falls on a Sunday, it will be observed on the following Monday, unless otherwise designated by the Board of Commissioners or the City Manager. In the rare event that Christmas Eve and Christmas Day and New Year's Eve and New Year's Day fall on a Friday and Saturday, the

holidays will be observed on the Thursday and Friday preceding.

Holiday Pay: We provide time off with pay if you are a regular full-time employee on the active (100%) payroll both the last

scheduled workday immediately preceding the holiday and the first scheduled workday immediately following the holiday. You will receive eight hours of pay at the straight-time rate for a holiday.

The City also provides time off with pay if you are a regular part-time employee on the active (100%) payroll both

the last scheduled workday immediately preceding the holiday and the first scheduled workday immediately following the holiday. If you would have been scheduled to work on the holiday you will receive four hours of pay at the straight-time rate for the holiday.

If you are required to work eight hours on a holiday because of City operational needs, you will receive an additional eight hours pay for the holiday (double time) or eight hours off on an alternate day (comp time), as approved by your supervisor.

POLICY POST-IT

In general, if you work the workday before and the workday after a holiday and would otherwise have been working on the day of the holiday – you will get paid for it.

If you have to work a holiday, you will essentially get double pay for that day.

EMPLOYEE HANDBOOK

Paid Time Off (PTO) – Vacation, Personal, and Sick Leave (continued)

The “Years with Lakeland” represents your eligible years of service and is calculated on the basis of a “benefit year.” A benefit year is defined as the twelve-month period that begins as of your date of employment (or your rehire date, if you left the City and later returned). Military leave has no effect on the benefit year calculation.

Personal Days: The City provides you three (3) personal days each year, in addition to vacation and sick leave. These days are awarded January 1st and must be used by December 31st of that year. Personal days are not paid out upon separation of employment. If you are hired after the January 1st award date of a given year, personal time will be awarded to you on the first of the following month after your hire date, at the rate of 2 hours per each month remaining in the calendar year.

Sick Leave: In addition to vacation leave, the City provides paid sick leave if you need to be absent due to non-work-related illness, injuries, or to care for a sick member of your immediate family.

After the eligibility period (first month in which you work over 15 days as a regular full-time employee), sick leave accrues on the first of each month at the rate of 8 hours or one regularly

TIME OFF AND LEAVES OF ABSENCE

scheduled workday per month. The maximum sick leave balance you can maintain is 720 hours, or 90 days.

You can use sick leave:

- if you or a member of your immediate family are sick or injured in a non-work-related accident,
- if you are exposed to a contagious disease, or
- if you or your immediate family member has a medical, dental, optical, mental health, or other professional appointment for exam or treatment.

Your immediate family members include your spouse, child, brother, sister, parent or step-parent, mother- or father-in-law, grandchild, or grandparent.

You should work closely with your supervisor and keep them informed of your need for sick leave, and when sick leave may be extended longer than initially planned. Your supervisor may require medical certification if you are off work under sick leave for more than three consecutive days, for more than three days in a pay period, or as otherwise requested by your supervisor or the City Manager. Medical certification, if required, should be signed by a healthcare professional and state that you are unable to work, the period for which you are unable to work, and in some cases, the date you are cleared to return to work.

Leaf Collection Program

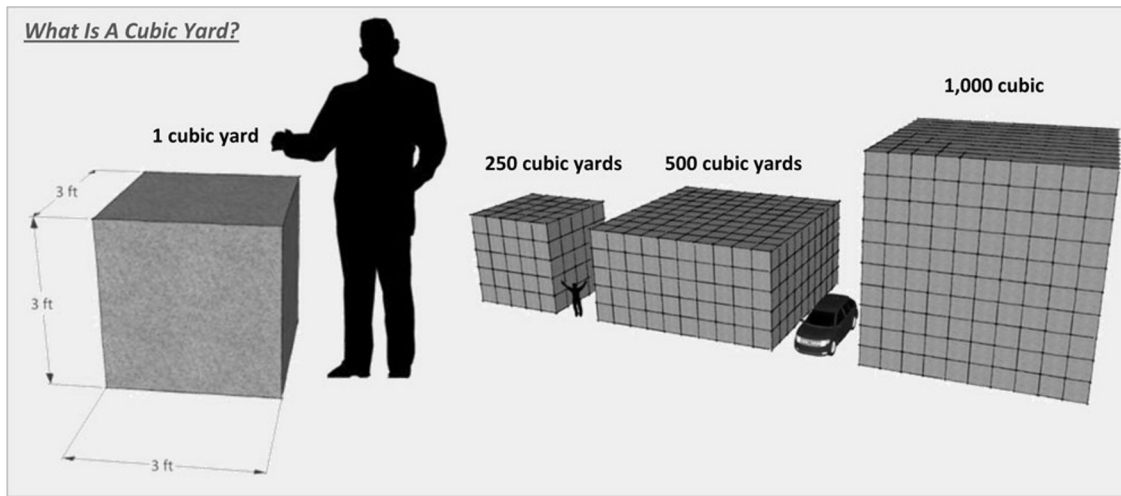
2020 through 2022



By The Numbers

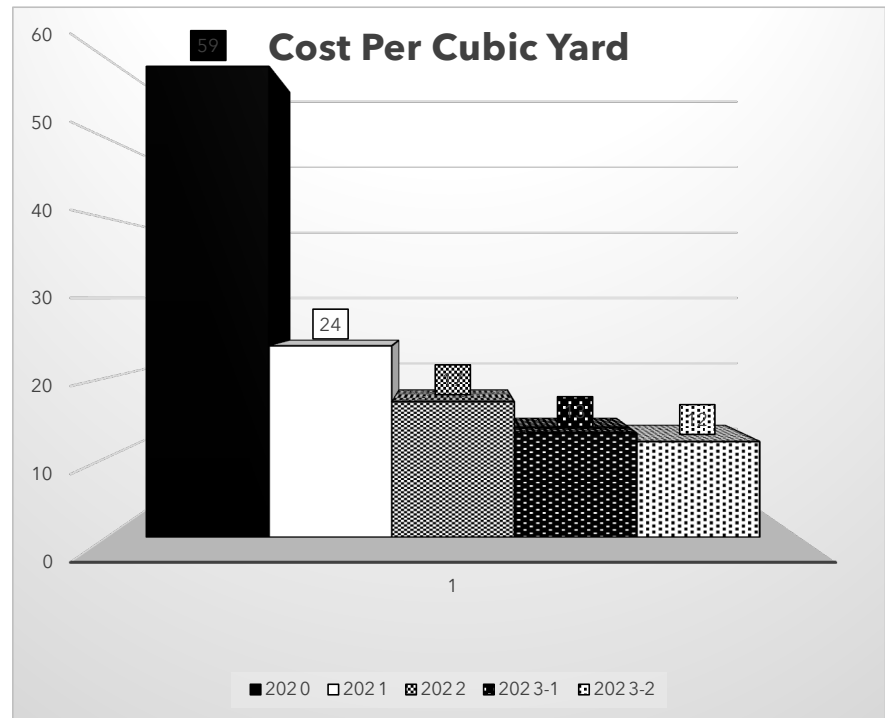
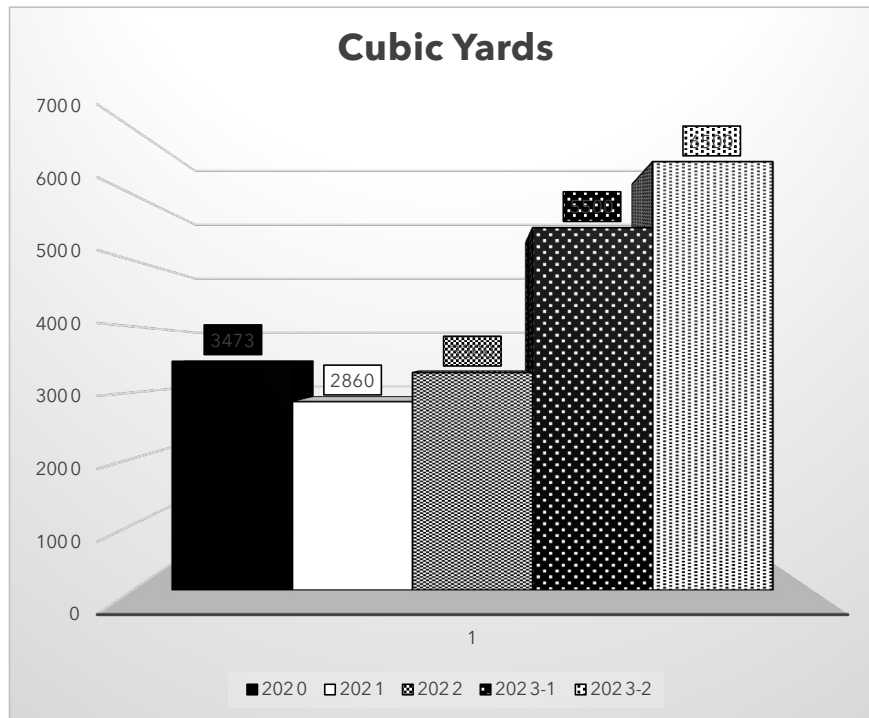
11-12, 2020										
Cubic Yards	Cost Per CY	Vacs	FT Employees	Temps	Equipment & Labor Cost	Fuel Cost	Cost Per Gallon	Vendor	US Average Price	Fuel Savings
3473	\$59	3	6	6	\$205,000	\$16,315	\$2.10	Off-Site	\$2.63	\$0.53
11-12, 2021										
Cubic Yards	Cost Per CY	Vacs	FT Employees	Temps	Equipment & Labor Cost	Fuel Cost	Cost Per Gallon	Vendor	US Average Price	Fuel Savings
2860	\$24	2	6	2	\$69,000	\$21,881	\$2.87	On-Site	\$3.62	\$0.75
11-12, 2022										
Cubic Yards	Cost Per CY	Vacs	FT Employees	Temps	Equipment & Labor Cost	Fuel Cost	Cost Per Gallon	Vendor	US Average Price	Fuel Savings
3300	\$17	2	8	0	\$56,511	\$10,222	\$3.80	On-Site	\$4.76	\$0.96
11-12, 2023										
Cubic Yards	Cost Per CY	Vacs	FT Employees	Temps	Equipment & Labor Cost	Fuel Cost	Cost Per Gallon	Vendor	US Average Price	Fuel Savings
5500	\$13	3	9	0	\$74,100			On-Site		
11-12, 2023										
Cubic Yards	Cost Per CY	Vacs	FT Employees	Temps	Equipment & Labor Cost	Fuel Cost	Cost Per Gallon	Vendor	US Average Price	Fuel Savings
6500	\$12	4	10	0	\$79,500			On-Site		

A Cubic Yard



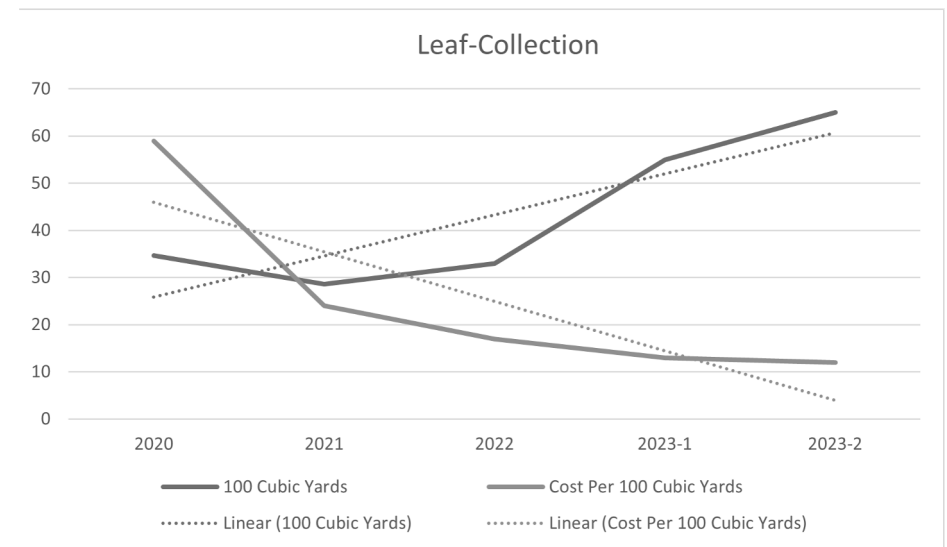
- *If the 3300 cubic yards we have collected in November and December were loaded in dump trucks and lined up bumper to bumper, the line would reach from City Hall to the elementary school.*

Production



Production Results

- *As a government agency, we are tasked with increasing production while keeping the costs low on our citizens. We have increased cubic yards while lowering the removal cost per cubic yard.*



Through The Years

2020 The First Year

- We began the program not fully knowing the participation.
- We were able to field three vac and truck combos.
- These were operated by four person crews compromising of two city employees and two temp employees.
- The temps were very unpredictable and unreliable but filled the gap.
- The costs to operate this way were extremely high. We had to fuel our equipment off-site in Bartlett.

2021 The Great Resignation

- We started the year with our oldest vac out of commission and retired. We were down to our newer two vacs.
- These were operated by four person crews compromising of three city employees and one temp employee. This hurt our ability to perform other duties.
- Temp employees were next to impossible to acquire, and we could not find enough city employees to fill our ranks.
- We Started getting fuel delivered to on-site tanks here at city hall. The fuel costs and hours wasted traveling to fuel were reduced.

Through The Years

2022 The Change

- In fall of 2022 we decided to go with a call to schedule pick-up format. The issues with driving around neighborhoods looking for piles were becoming costly in both time and funding. We were wasting time and fuel going through areas multiple times a week when we have other things to do as well.
- We can field two vac and truck combos.
- These are operated by four person crews compromising of four city employees and zero temp employees. This does hurt our ability to perform other duties, but the availability of good temp help is just not there for what we pay.
- We are using our new citizen engagement app to help citizens make requests. It has been successful when used.
- There are complaints on the change, but drastically fewer than the last two years. The complaints account for less than one one-hundredth of a percent of our existing households.
- We can remove more leaves at a lower cost than the other method. This method works better with our staffing and equipment.
- However, if equipped correctly and staffed correctly, the old method is better.

Options

Option 1. Go Back To Inefficiency

- Make no changes and go back to last year's method and get fewer leaves picked up.
- Spend extra money to have fewer results.
- Not have the ability to schedule in other tasks that arise daily.

Option 2. Keep The Status Quo

- Continue the schedule method.
- Keep the flexibility of maintaining the other infrastructure in Lakeland.
- This option still makes it hard to accomplish other tasks, but we can do it.
- This will become a bigger issue if more funding is not put into paving. Our street issues are getting to be more than we can patch correctly.
- If we continue with this option, expectations must be in-line with the tools given.



Options

- *Option 3*
 - Grow the program
 - Use our existing truck and vac combos with smaller crews and supplement them with extra funding.
 - Purchase a chassis mounted vac and hire one additional employee.
 - These additions will give us the ability to remove more leaves with less people power.
 - This equipment will be operated by only one employee.
 - It can be used all year to clean curb and gutter as well.
 - It will be a CDL position.
 - The truck will be a \$200,000 capital purchase from the Solid-Waste Fund.
 - If possible, add a second truck the following fiscal year. No extra employee would be necessary for this purchase.
 - With two trucks we can use one of the vac trailers as a back-up.
 - It will allow us to free up personnel for other tasks.

Closing

We Are Doing Our Best With What We have

We are working within the limitations of staffing, equipment, and competing priorities. Other municipalities have done it for years and still have execution issues.

The City of Bartlett has a very successful leaf collection service. However, they have been doing it for decades. They have the equipment and staff to execute it correctly.

- Bartlett is close to Lakeland in square mileage of city limits.
- They run five truck and vac combos that run six days a week with three-person crews with ability to run eight combos with three-person crews. These crews only perform leaf collection duties. They have separate divisions for streets, facilities, and fleets.

The Town of Collierville operates the chassis mount vacs and truck vac combos but are working towards all chassis mount vacs.

With Board of Commissioners support, we are building toward a hybrid service that takes the best of both municipalities.

EXPENDITURE TRENDS

SUPPORT SERVICES, PLANNING, PERSONNEL



1. Scope
2. Support Services Expenditure Trends
3. Planning Expenditure Trends
4. Support Services / Planning Capital Outlays
5. Debt Service
6. Personnel Cost Trends
7. Questions and Follow Up Matters

SCOPE

- Due to the # of general ledger accounts involved, presentation to focus on –
 - Accounts with any given year amount exceeding \$10,000
 - Of these accounts, changes are explained if variance over \$5,000 and 5% year-over-year
- Detailed questions on accounts “out of scope” are requested to be communicated directly to the City Manager for research

SUPPORT SERVICES



GENERAL GOVERNMENT EXPENDITURES

SUPPORT SERVICES

GENERAL GOVERNMENT – ACCOUNTS IN SCOPE



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
GENERAL FUND					
EXPENDITURES					
GENERAL GOVERNMENT - ADMINISTRATION					
110 E 41000 220 000 00000 000	GOV - Printing	\$ 6,444	\$ 6,765	\$ 9,824	\$ 10,000
110 E 41000 230 000 00000 000	GOV - Publicity/Dues	\$ 9,315	\$ 12,161	\$ 10,988	\$ 8,000
110 E 41000 241 000 00000 000	GOV - Electric	\$ 11,305	\$ 11,315	\$ 11,580	\$ 14,000
110 E 41000 245 000 00000 000	GOV - Telephone	\$ 8,365	\$ 8,808	\$ 9,873	\$ 10,000
110 E 41000 251 000 00000 000	GOV - Trustee Collection Fees	\$ 47,805	\$ 24,797	\$ 33,455	\$ 26,000
110 E 41000 252 000 00000 000	GOV - Legal Services	\$ 92,046	\$ 118,317	\$ 101,418	\$ 110,000
110 E 41000 252 000 00000 800	GOV Legal Services - COVID-19	\$ 61,010	\$ 30,980	\$ 15,560	\$ -
110 E 41000 253 000 00000 000	GOV - Accounting & Auditing Se	\$ 39,678	\$ 32,000	\$ 27,920	\$ 33,990
110 E 41000 255 000 00000 000	GOV - Data Processing Services	\$ 25,042	\$ 119	\$ -	\$ -
110 E 41000 257 000 00000 000	GOV - Property Tax Commission	\$ 82,118	\$ 152,455	\$ 95,944	\$ 95,000
110 E 41000 259 000 00000 000	GOV - Other Professional Servi	\$ 12,230	\$ 6,000	\$ 25,575	\$ 22,950
110 E 41000 266 000 00000 000	GOV - Repair & Maintenance Bui	\$ 28,914	\$ 17,765	\$ 50,980	\$ 29,998
110 E 41000 290 000 00000 000	GOV - Contracted Service	\$ 52,116	\$ 91,868	\$ 110,003	\$ 55,002
110 E 41000 291 000 00000 000	GOV - Ambulance Service	\$ 250,080	\$ 248,893	\$ 316,228	\$ 325,000
110 E 41000 296 000 00000 000	GOV - Keep Lakeland Beautiful	\$ 14,775	\$ 5,026	\$ 9,727	\$ 15,000
110 E 41000 310 000 00000 000	GOV - Office Supplies & Materi	\$ 10,023	\$ 8,377	\$ 9,724	\$ 12,000
110 E 41000 511 000 00000 000	GOV - Insurance On Buildings	\$ 7,578	\$ 12,212	\$ 16,127	\$ 16,500
110 E 41000 513 000 00000 000	GOV - Liability	\$ 32,110	\$ 32,172	\$ 35,513	\$ 36,000
110 E 41000 720 000 00000 000	St Jude Dream Home	\$ 11,050	\$ 11,050	\$ 11,050	\$ -
110 E 41000 951 000 00000 000	GOV - Furn & Fixtures	\$ -	\$ -	\$ 507	\$ 25,071
110 E 41000 948 000 00000 000	GOV - Computer Upgrades	\$ 13,280	\$ 1,563	\$ -	\$ -
110 E 41330 230 000 00000 000	BOC - EDC Marketing	\$ -	\$ -	\$ -	\$ 10,000
110 E 41330 670 000 00000 000	BOC - Election Commission Fee	\$ -	\$ 11,930	\$ -	\$ 12,000

SUPPORT SERVICES

GENERAL GOVERNMENT – DETAILS AND TRENDS



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
110 E 41000 220 000 00000 000	GOV - Printing	\$ 6,444	\$ 6,765	\$ 9,824	\$ 10,000

- What it's for –
 - Administrative costs for copier lease and rental
 - On-demand printing of flyers, mailers, etc. that go to all citizens, such as Lakeland Connect flyers in FY22
 - Annual Budget publication charges
- Trends –
 - No changes over \$5,000 and 5%
 - Increase from FY21 to FY22 due to inclusion in FY22 of Lakeland Connect flyers, focus on BOC priority of communication

SUPPORT SERVICES

GENERAL GOVERNMENT – DETAILS AND TRENDS



		ACTUAL	ACTUAL	ACTUAL	BUDGET
		FY2019-2020	FY2020-2021	FY2021-2022	FY2022-2023
110 E 41000 230 000 00000 000	GOV - Publicity/Dues	\$ 9,315	\$ 12,161	\$ 10,988	\$ 8,000

- What it's for –
 - Tennessee Municipal League membership (\$4k)
 - Memphis Area Association of Governments membership (\$3k)
 - Various required public notices, charges for job postings advertised
- Trends –
 - No changes over \$5,000 and 5%

SUPPORT SERVICES

GENERAL GOVERNMENT – DETAILS AND TRENDS



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
110 E 41000 241 000 00000 000	GOV - Electric	\$ 11,305	\$ 11,315	\$ 11,580	\$ 14,000

- What it's for –
 - Electricity for City Hall
- Trends –
 - No changes over \$5,000 and 5%

SUPPORT SERVICES

GENERAL GOVERNMENT – DETAILS AND TRENDS



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
110 E 41000 245 000 00000 000	GOV - Telephone	\$ 8,365	\$ 8,808	\$ 9,873	\$ 10,000

- What it's for –
 - City Hall telephone system charges
- Trends –
 - No changes over \$5,000 and 5%

SUPPORT SERVICES

GENERAL GOVERNMENT – DETAILS AND TRENDS



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
110 E 41000 251 000 00000 000	GOV - Trustee Collection Fees	\$ 47,805	\$ 24,797	\$ 33,455	\$ 26,000

- What it's for –
 - Collection fees for sales taxes – 1.125% fee to State; 1% fee to Shelby County
- Trends –
 - Higher amount in FY20 due to additional fee charged by Trustee (\$18.7K) for changing property tax rate – without this fee, would have been approx. \$29K in FY20
 - Fluctuations (increases) due to fluctuation in the amounts of sales tax collected (FY20 also included 2 months of property tax collection fees, which should have hit "Property Tax Commission" fees)

SUPPORT SERVICES

GENERAL GOVERNMENT – DETAILS AND TRENDS



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
110 E 41000 252 000 00000 000	GOV - Legal Services	\$ 92,046	\$ 118,317	\$ 101,418	\$ 110,000
110 E 41000 252 000 00000 800	GOV Legal Services - COVID-19	\$ 61,010	\$ 30,980	\$ 15,560	\$ -

- What it's for –
 - City Attorney fees – broken out for matters related to the COVID pandemic
- Trends –
 - As pandemic waned, charges related to COVID-19 tapered off
 - Other fluctuations in legal fees depended upon –
 - the matters for which the City Attorney was engaged
 - hourly rate did NOT change; hours devoted drives total expenditure

SUPPORT SERVICES

GENERAL GOVERNMENT – DETAILS AND TRENDS



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
110 E 41000 253 000 00000 000	GOV - Accounting & Auditing Se	\$ 39,678	\$ 32,000	\$ 27,920	\$ 33,990

- What it's for –
 - Primarily audit fees to external auditors
- Trends –
 - FY20 included \$9.7K paid to audit preparation consultant
 - Other fluctuations due to change in Single Audit fees, and the number and amounts of federal programs tested for the City
 - Fees rose overall between 3% (historical) to 5% for FY23

SUPPORT SERVICES

GENERAL GOVERNMENT – DETAILS AND TRENDS



		ACTUAL		ACTUAL		ACTUAL		BUDGET
		FY2019-2020		FY2020-2021		FY2021-2022		FY2022-2023
110 E 41000 255 000 00000 000	GOV - Data Processing Services	\$ 25,042		\$ 119		\$ -		\$ -

- What it's for –
 - Legacy classification used for software and related costs once charged by department, now consolidated in the ITS function
 - FY2020 – Skyward (\$7.5k), server hardware support (\$3k), CivicPlus (\$3.3k), Central Technologies, various computer accessories (see update in ITS section to follow)
 - FY2021 – Quarterly hosting fees for cityoflakeland.com site
- Trends –
 - Consolidation of IT-related costs when GIS function became ITS function

SUPPORT SERVICES

GENERAL GOVERNMENT – DETAILS AND TRENDS



		ACTUAL	ACTUAL	ACTUAL	BUDGET
		FY2019-2020	FY2020-2021	FY2021-2022	FY2022-2023
110 E 41000 257 000 00000 000	GOV - Property Tax Commission	\$ 82,118	\$ 152,455	\$ 95,944	\$ 95,000

- What it's for –
 - Shelby County Trustee property tax collection fees (2% of collections)
- Trends –
 - The jump in FY2021 was due to reappraisal year – the Shelby County Assessor charges municipalities for a share of the costs associated with reappraisal every four years – the cost was \$57,433

SUPPORT SERVICES

GENERAL GOVERNMENT – DETAILS AND TRENDS



		ACTUAL	ACTUAL	ACTUAL	BUDGET
		FY2019-2020	FY2020-2021	FY2021-2022	FY2022-2023
110 E 41000 259 000 00000 000	GOV - Other Professional Servi	\$ 12,230	\$ 6,000	\$ 25,575	\$ 22,950

- What it's for –
 - PFM advisory costs (debt consultants) quarterly fees (\$12K annually)
 - Other professional costs, such as irrigation service installation, one-time contract costs, included
- Trends –
 - FY2021 – reduction as a portion of PFM costs were included as closing costs on debt, and prepaid from debt proceeds
 - FY2022 – increase to include PFM, compensation study (\$7k), irrigation installation (\$8k)
 - FY2023 – planned expenditures for PFM, other board initiatives as needed, budgeted based on FY22 estimate

SUPPORT SERVICES

GENERAL GOVERNMENT – DETAILS AND TRENDS



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
110 E 41000 266 000 00000 000	GOV - Repair & Maintenance Bui	\$ 28,914	\$ 17,765	\$ 50,980	\$ 29,998

- What it's for –
 - Repair and maintenance costs related to City-owned buildings, primarily City Hall
 - Typically **budgeted** based on three- to five-year average costs
- Trends –
 - FY2020 – includes approximately \$19k to Central Technologies for access control improvements / building security, and approximately \$5k for HVAC repairs
 - FY2021 – includes Board chambers lighting updates/improvements \$5k, painting of chambers and hallways, City Manager's office, at City Hall \$5k, various other smaller repairs / improvements (no individual items over \$1k)
 - FY2022 – Increase due to \$31k paid to Pickering Firm for design/engineering of ADA improvements plans - others are recurring maintenance, lighting, HVAC system maintenance, etc.

SUPPORT SERVICES

GENERAL GOVERNMENT – DETAILS AND TRENDS



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
110 E 41000 290 000 00000 000	GOV - Contracted Service	\$ 52,116	\$ 91,868	\$ 110,003	\$ 55,002

- What it's for –
 - Includes (historically) Flock, pre-employment and other drug screenings, implementation fees related to City Works (service fees charged to departments, software costs and maintenance in ITS)
 - Communications plan development (\$34k in FY2022)
- Trends –
 - Varies based on BOC-approved projects
 - FY2020 – half of IT support shared with LSS (\$40k), initial Flock fees)
 - FY2021 – Flock (\$40k), City Works implementation (\$49k)
 - FY2022 – Flock (\$67.5k), communications plan (\$34k)
 - FY2023 – budgeted based on FY2022, less Flock moved to ITS (net \$15k spent so far this FY...)

SUPPORT SERVICES

GENERAL GOVERNMENT – DETAILS AND TRENDS



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
110 E 41000 291 000 00000 000	GOV - Ambulance Service	\$ 250,080	\$ 248,893	\$ 316,228	\$ 325,000

- What it's for –
 - Shelby County Fire Department charges for Fire/Ambulance service, less Fire fees
- Trends –
 - Increased from approximately \$21k net monthly to approximately \$27k net monthly between FY2021 and FY2022

SUPPORT SERVICES

GENERAL GOVERNMENT – DETAILS AND TRENDS



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
110 E 41000 296 000 00000 000	GOV - Keep Lakeland Beautiful	\$ 14,775	\$ 5,026	\$ 9,727	\$ 15,000

- What it's for –
 - Originally intended to support the Keep Lakeland Beautiful committee – has been used for various projects
- Trends –
 - FY2020 – Food Bank Distributions authorized in April / May 2020 by BOC
 - FY2021 & FY2022 – Flowers, sign lighting, supporting maintenance of Lakeland gateway signs
 - FY2023 – planned for flowers for gateway signs, and holiday lighting improvements (**\$11k of this budget remains uncommitted**)

SUPPORT SERVICES

GENERAL GOVERNMENT – DETAILS AND TRENDS



		ACTUAL	ACTUAL	ACTUAL	BUDGET
		FY2019-2020	FY2020-2021	FY2021-2022	FY2022-2023
110 E 41000 310 000 00000 000	GOV - Office Supplies & Materi	\$ 10,023	\$ 8,377	\$ 9,724	\$ 12,000

- What it's for –
 - General-use office supplies, occasionally used over time for replacement office chairs, smaller non-capital items
- Trends –
 - Budget has historically been set from \$10k - \$12k, with variances annually based on actual office supply needs (too many individual items to list, further detail can be provided on request)

SUPPORT SERVICES

GENERAL GOVERNMENT – DETAILS AND TRENDS



		ACTUAL	ACTUAL	ACTUAL	BUDGET
		FY2019-2020	FY2020-2021	FY2021-2022	FY2022-2023
110 E 41000 511 000 00000 000	GOV - Insurance On Buildings	\$ 7,578	\$ 12,212	\$ 16,127	\$ 16,500

- What it's for –
 - Property insurance from Public Entity Partners (formerly TML)
- Trends –
 - No changes over \$5,000 and 5%

SUPPORT SERVICES

GENERAL GOVERNMENT – DETAILS AND TRENDS



		ACTUAL	ACTUAL	ACTUAL	BUDGET
		FY2019-2020	FY2020-2021	FY2021-2022	FY2022-2023
110 E 41000 513 000 00000 000	GOV - Liability	\$ 32,110	\$ 32,172	\$ 35,513	\$ 36,000

- What it's for –
 - Liability insurance policy on the City
- Trends –
 - No changes over \$5,000 and 5%

SUPPORT SERVICES

GENERAL GOVERNMENT – DETAILS AND TRENDS



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
110 E 41000 720 000 00000 000	St Jude Dream Home	\$ 11,050	\$ 11,050	\$ 11,050	\$ -

- What it's for –
 - BOC-approved donation to St. Jude related to dream homes located in Lakeland
- Trends –
 - No dream home planned to be in Lakeland for FY2023

SUPPORT SERVICES

GENERAL GOVERNMENT – DETAILS AND TRENDS



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
110 E 41000 951 000 00000 000	GOV - Furn & Fixtures	\$ -	\$ -	\$ 507	\$ 25,071

- What it's for –
 - Furniture (chairs, desks, related items)
- Trends –
 - FY2022 – office chair replacements
 - FY2023 – conference room furniture (\$15.5k approved by BOC), additional \$9.5k second conference room furniture

SUPPORT SERVICES

GENERAL GOVERNMENT – DETAILS AND TRENDS



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
110 E 41000 948 000 00000 000	GOV - Computer Upgrades	\$ 13,280	\$ 1,563	\$ -	\$ -

- What it's for –
 - Historical location for computer hardware purchases prior to consolidation under ITS function
- Trends –
 - Approximately 7 staff PC's and related accessories charged in FY2020, 1 charged in FY2021

SUPPORT SERVICES

GENERAL GOVERNMENT – DETAILS AND TRENDS



		ACTUAL	ACTUAL	ACTUAL	BUDGET
		FY2019-2020	FY2020-2021	FY2021-2022	FY2022-2023
110 E 41330 230 000 00000 000	BOC - EDC Marketing	\$ -	\$ -	\$ -	\$ 10,000

- What it's for –
 - Originally a BOC initiative set during the FY2023 Annual Budget
- Trends –
 - Needs reevaluation in light of dissolution of the EDC

SUPPORT SERVICES

GENERAL GOVERNMENT – DETAILS AND TRENDS



		ACTUAL	ACTUAL	ACTUAL	BUDGET
		FY2019-2020	FY2020-2021	FY2021-2022	FY2022-2023
110 E 41330 670 000 00000 000	BOC - Election Commission Fee	\$ -	\$ 11,930	\$ -	\$ 12,000

- What it's for –
 - Bi-annual charge from Shelby County Election Commission
- Trends –
 - Coincides with elections every other year (*thus, bi-annual*)

SUPPORT SERVICES



FINANCE DEPARTMENT EXPENDITURES

SUPPORT SERVICES

FINANCE – DETAILS AND TRENDS



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
110 E 41500 290 000 00000 000	FIN - Contracted Service	\$ -	\$ -	\$ -	\$ 15,000

- What it's for –
 - Outside CPA during time when Finance Director position was open
- Trends –
 - New Finance Director wants to stay; Finance and Inventory Clerk intends to retire (6/2023), contract staff may be needed during hiring process

SUPPORT SERVICES



ITS DEPARTMENT EXPENDITURES

SUPPORT SERVICES

GENERAL FUND ITS – ACCOUNTS IN SCOPE



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
INFORMATION TECHNOLOGY SERVICES DEPARTMENT					
110 E 41711 255 000 00000 000	ITS - Data Processing Services	\$ 12,664	\$ 56,496	\$ 133,691	\$ 142,340
110 E 41711 255 000 00000 019	ITS - Data Processing - CARES	\$ -	\$ 24,357	\$ -	\$ -
110 E 41711 258 000 00000 000	ITS - Flock Camera Access	\$ -	\$ -	\$ -	\$ 65,000
110 E 41711 259 000 00000 000	ITS - Other Professional Servi	\$ 3,150	\$ 28,387	\$ 82,487	\$ 104,060
110 E 41711 930 000 00000 019	ITS - Other Imp - AV - CARES	\$ -	\$ 70,202	\$ -	\$ -
110 E 41711 948 000 00000 000	ITS - Computer Upgrades	\$ -	\$ 13,286	\$ 29,468	\$ 40,910
110 E 41711 948 000 00000 019	ITS - Comp Upgrades - CARES	\$ -	\$ 16,771	\$ -	\$ -

SUPPORT SERVICES

ITS – DETAILS AND TRENDS



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
110 E 41711 255 000 00000 000	ITS - Data Processing Services	\$ 12,664	\$ 56,496	\$ 133,691	\$ 142,340
110 E 41711 255 000 00000 019	ITS - Data Processing - CARES	\$ -	\$ 24,357	\$ -	\$ -

- What it's for –
 - Software/Service Applications, Licensing, Subscriptions
- Trends –
 - FY21 increase due to consolidation of expenditures
 - FY21 CARES – CivicClerk, CivicRec, SharePoint/Teams, Bluebeam
 - FY22 increase due to consolidation of expenditures and ongoing licensing/subscriptions (CivicClerk/CP Media, CivicRec, Debtbook, SeeClickFix, Cityworks, ESRI)
 - FY23 increase due to ongoing license/subscriptions, staff additions + rate increases (MS365), additional services/upgrades (malware protection, data backup solution, network/switch management service)

SUPPORT SERVICES

ITS – DETAILS AND TRENDS



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
110 E 41711 258 000 00000 000	ITS - Flock Camera Access	\$ -	\$ -	\$ -	\$ 65,000

- What it's for –
 - Flock Camera access agreement
- Trends –
 - FY23 – consolidation/reorganization of expenditures

SUPPORT SERVICES

ITS – DETAILS AND TRENDS



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
110 E 41711 259 000 00000 000	ITS - Other Professional Servi	\$ 3,150	\$ 28,387	\$ 82,487	\$ 104,060
110 E 41711 930 000 00000 019	ITS - Other Imp - AV - CARES	\$ -	\$ 70,202	\$ -	\$ -

- What it's for –
 - Hosting/Support services, system integrations/implementations, on-call services
- Trends –
 - FY21 – Cityworks/GIS hosting/support, Cityworks PLL (Permits), Network Gap Analysis
 - FY21 CARES – Board Room AV upgrades
 - FY22 – Cityworks PLL (Development Applications)
 - FY23 – Hosting/Support rate increases, cont. PLL development applications

SUPPORT SERVICES

ITS – DETAILS AND TRENDS



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
110 E 41711 948 000 00000 000	ITS - Computer Upgrades	\$ -	\$ 13,286	\$ 29,468	\$ 40,910
110 E 41711 948 000 00000 019	ITS - Comp Upgrades - CARES	\$ -	\$ 16,771	\$ -	\$ -

- What it's for –
 - Network Hardware – server (Network, VOIP, ACS, Security Cameras), switches, wireless access points (routers)
 - Desktop Hardware - PCs, monitors, printers
 - Mobile Devices – laptops, iPads
- Trends –
 - FY21 – No increase (total exp. from FY20 = \$13.4k (41000-948)),
 - FY21 CARES – mobile devices, conference/board room improvements
 - FY22 – increase due to server upgrade, network switch
 - FY23 – increase due to large-format plotter, pc upgrades, firewall

PLANNING



PLANNING DEPARTMENT EXPENDITURES

PLANNING

ACCOUNTS IN SCOPE



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
PLANNING DEPARTMENT					
110 E 41700 254 000 00000 000	PLN - Arch/Eng/Landscape Serv	\$ -	\$ -	\$ 13,290	\$ 142,000
110 E 41700 259 000 00000 000	PLN - Other Professional Servi	\$ 37,875	\$ 53,711	\$ 40,835	\$ 50,000
110 E 41701 252 000 00000 000	ECD - Legal Services	\$ 8,435	\$ -	\$ -	\$ 20,000
110 E 41701 259 000 00000 000	ECD - Other Professional Servi	\$ 41,000	\$ 36,000	\$ 31,000	\$ 55,000
110 E 41701 724 000 00000 000	EDC - Chamber of Commerce	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000

PLANNING



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
110 E 41700 254 000 00000 000	PLN - Arch/Eng/Landscape Serv	\$ -	\$ -	\$ 13,290	\$ 142,000

- What it's for –
 - Comprehensive Plan update (Lakeland P.U.L.S.E.) and Land Development Regulations update consultant contracts
- Trends –
 - When FY2023 budget developed, it was estimated that \$8k of the \$150k initial contract would be expended; as actual was \$13.3k, the variance would be reduced from expected spend in FY2023
 - “Moving up” the timing of the LDR revisions would result in budget amendment

PLANNING



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
110 E 41700 259 000 00000 000	PLN - Other Professional Servi	\$ 37,875	\$ 53,711	\$ 40,835	\$ 50,000

- What it's for –
 - For on-call consultant services for Planning Department projects
 - Also historically included Planning department portion of City Works costs
- Trends –
 - FY2020 and FY2021 – CityWorks (\$15k), balance for consultant when Planning Director position vacant
 - FY2022 - Consultant when Planning Director position vacant – reduction due to reclassification of software costs within ITS function
 - FY2023 – Contract Planning Director (again); although ended when current Director became employee of the City (\$25k spent FYTD; *do not expect to utilize the remainder*)

PLANNING



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
110 E 41701 252 000 00000 000	ECD - Legal Services	\$ 8,435	\$ -	\$ -	\$ 20,000

- What it's for –
 - For on-call legal services to support Industrial Development Board Activities, as the IDB currently does not generate fees/revenues to support its costs
- Trends –
 - The variances from year-to-year are based on level of effort from IDB attorney, and source of payment
 - Years in which no payment made were costs supported by reimbursements/payments from developers as eligible TIF-reimbursable costs
 - FY2023 budget based on estimate of potential costs outside of TIF-related projects

PLANNING



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
110 E 41701 259 000 00000 000	ECD - Other Professional Servi	\$ 41,000	\$ 36,000	\$ 31,000	\$ 55,000

- What it's for –
 - On-call consultant services to support economic development activities and projects
- Trends –
 - FY2020 and FY2021 – contract for economic development consultant, Dexter Muller
 - FY2022 – contract with Muller ended in September, and includes half of Retail Strategies contract (\$25k)
 - FY2023 – budgeted at full cost of year 2 of Retail Strategies (\$45k) and \$10k for ad-hoc consulting on economic development
 - *Year 2 of RS not continued*

PLANNING



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
110 E 41701 724 000 00000 000	EDC - Chamber of Commerce	\$ 24,000	\$ 24,000	\$ 24,000	\$ 24,000

- What it's for –
 - Payments from the City to the Lakeland Chamber of Commerce, approved annually as a funding agreement
- Trends –
 - No changes over \$5,000 and 5%

SUPPORT SERVICES



CAPITAL OUTLAY EXPENDITURES

SUPPORT SERVICES

CAPITAL OUTLAYS



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
110 E 41000 932 000 00000 000	GOV - Building Improvements	\$ -	\$ -	\$ 20,302	\$ 289,261
110 E 41000 944 000 00000 000	GEN GOV - HVAC Replacement	\$ -	\$ 27,175	\$ -	\$ -
110 E 41330 951 000 00000 019	BOC - Furn/Fixt - COVID-19	\$ -	\$ 17,408	\$ -	\$ -

- Capital Outlays – generally one-time, project-based expenditures for fixed asset improvements / needs
- FY2021 –
 - HVAC – 2 split systems replaced at City Hall in November; lobby system replaced in January
 - BOC Furniture/Fixtures – initially planned to use CARES Act funds for various items, including these new Chambers furniture costs; ultimately used CARES Act funds for personnel cost reimbursement
- FY2022 –
 - Fire and intrusion system replacement (\$13k)
 - New flat file cabinets (\$7k)
- FY2023 –
 - City Hall ADA improvements (\$240k)
 - File room renovation (\$20k)
 - Office split – construction inspection area (\$30k)

SUPPORT SERVICES



DEBT SERVICE EXPENDITURES

SUPPORT SERVICES

DEBT SERVICE



		ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
DEBT SERVICE FUND					
EXPENDITURES					
Debt Service - Principal					
210 E 49200 621 000 00000 000	Principal - TMBF #50236	\$ 208,000	\$ 215,000	\$ 223,000	\$ 206,095
210 E 49200 622 000 00000 000	Principal - TMBF #50538	\$ 213,000	\$ 2,738,000	\$ -	\$ -
210 E 49200 623 000 00000 000	Principal - TLDA Beverle Rivera	\$ 56,705	\$ 62,988	\$ 64,188	\$ 65,412
210 E 49200 624 000 00000 000	Principal - Shelby County	\$ 54,128	\$ 54,672	\$ 54,946	\$ 55,222
210 E 49200 625 000 00000 000	Principal - 20M CONs, 2015	\$ 1,455,000	\$ 14,350,000	\$ -	\$ -
210 E 49200 628 000 00000 000	Principal - 2019 Loan	\$ -	\$ -	\$ 43,500,000	\$ -
210 E 49200 650 000 00000 000	Principal - 2021 USDA Refunding	\$ -	\$ -	\$ 238,487	\$ 243,555
210 E 49200 651 000 00000 000	Principal - 2022 CON - New Canada	\$ -	\$ -	\$ 1,519,228	\$ 9,980,772
210 E 49200 653 000 00000 000	Principal - 2022 USDA High Sch	\$ -	\$ -	\$ -	\$ 670,679
Total debt service - principal		\$ 1,986,833	\$ 17,420,660	\$ 45,599,849	\$ 11,221,735
Debt Service - Interest and Fiscal Charges					
210 E 49400 641 000 00000 000	Interest - 2004 TMBF #50236	\$ 10,789	\$ 1,454	\$ 1,267	\$ 510
210 E 49400 642 000 00000 000	Interest - 2008 TMBF #50538	\$ 37,478	\$ 5,942	\$ -	\$ -
210 E 49400 643 000 00000 000	Interest - TLDA Beverle Rivera	\$ 27,724	\$ 26,556	\$ 25,356	\$ 25,668
210 E 49400 644 000 00000 000	Interest - Shelby County Schoo	\$ 2,209	\$ 1,665	\$ 1,391	\$ 1,115
210 E 49400 645 000 00000 000	Interest - 20M CONs, Series 20	\$ 759,650	\$ 686,900	\$ -	\$ -
210 E 49400 648 000 00000 000	Interest - 2019 Loan	\$ 372,710	\$ 674,250	\$ 657,394	\$ -
210 E 49400 650 000 00000 000	Interest - 2021 USDA Refunding	\$ -	\$ -	\$ 314,383	\$ 309,315
210 E 49400 651 000 00000 000	Interest - 2022 CON - New Canada	\$ -	\$ -	\$ 3,953	\$ 12,198
210 E 49400 653 000 00000 000	INT - 2022 USDA High School	\$ -	\$ -	\$ -	\$ 1,130,138
210 E 49500 691 000 00000 000	Loan Fees - 2004 TMBF #50236	\$ 5,933	\$ 4,697	\$ 3,431	\$ 4,800
210 E 49500 692 000 00000 000	Loan Fees - 2008 TMBF #50538	\$ 18,279	\$ 15,682	\$ -	\$ -
210 E 49500 693 000 00000 000	Loan Fees - TLDA Beverle River	\$ 1,755	\$ 1,680	\$ 1,608	\$ 1,600
210 E 49500 694 000 00000 000	COI - BAN Series 2019	\$ 128,000	\$ -	\$ -	\$ -
210 E 49500 694 015 00000 000	COI - CON 2015 Refi - USDA	\$ -	\$ 34,000	\$ -	\$ -
210 E 49500 651 015 00000 000	COI - CON Series 2022	\$ -	\$ -	\$ 82,960	\$ -
210 E 49500 653 000 00000 000	COI - 2022 USDA High School	\$ -	\$ -	\$ 69,420	\$ -
210 E 49500 695 000 00000 000	Loan Fees - CON Series 2015	\$ 400	\$ 400	\$ -	\$ -
Total debt service - interest and fiscal charges		\$ 1,364,927	\$ 1,453,226	\$ 1,161,163	\$ 1,485,344

SUPPORT SERVICES

DEBT SERVICE

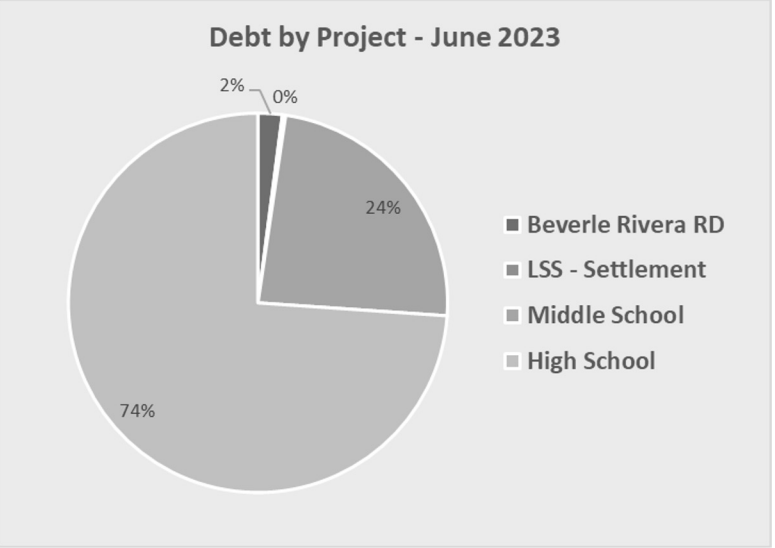


Debt Service by Project						
Debt Funding	Project	Budgeted Principal FY 2022 - 2023	Budgeted Interest FY 2022 - 2023	Budgeted Payment FY 2022 - 2023	Term	
TMBF #50236 (1)	Fire House	\$ 206,095	\$ 510	\$ 206,605	2023	
TLDA (1)	Beverle Rivera Rd	\$ 65,412	\$ 25,668	\$ 91,080	2039	
	LSS - Shelby					
TNML (1)	County Settlement	\$ 55,222	\$ 1,115	\$ 56,337	2025	
USDA (2)	Middle School	\$ 243,555	\$ 309,315	\$ 552,870	2061	
USDA (5)	High School	\$ 870,679	\$ 1,130,138	\$ 2,000,817	2062	
STBG (80% Federal Funds)	Canada Road	\$ 9,980,772	\$ 12,198	\$ 9,992,970	N/A	
Totals		\$ 11,421,735	\$ 1,478,944	\$ 12,900,679	N/A	

- What it's for –
 - 5 Projects: Fire House, Beverle Rivera Rd, LSS Settlement, Middle School, High School, and Canada Rd
- Trends –
 - May 2021 \$2,738,000 paid off early
 - Jan 2021 \$14,350,000 refinanced to USDA at 2.125%
 - Jun 2022 \$43,500,000 refinanced to USDA at 2.50%
 - Canada Rd: we fund cash flows on the 80% grant funding through non-revolving line of credit, repaid when grant payments received
 - Current debt is \$61,409,209.73 (excluding Sewer, Enterprise fund) - school cost is 97% of debt
 - Pay off and refinancing lowered the per capita debt load by \$898

SUPPORT SERVICES

DEBT SERVICE



Debt by Project - June 2023	Outstanding Debt
Beverle Rivera RD	\$ 1,241,103.84
LSS - Settlement	\$ 167,603.00
Middle School	\$ 14,312,458.00
High School	\$ 44,534,801.00
Total Debt*	\$ 60,255,965.84
*Excludes Sewer Debt - Enterprise Fund	

- Trends –
 - Fire Station debt is gone
 - School debt will be 98% of total, entering the 2023 – 2024 year

CITY-WIDE EXPENDITURES



PERSONNEL COSTS

PERSONNEL COSTS

FTE'S IN ANNUAL BUDGET



FTE's by Fund and Function			
	ACTUAL FY2020-2021	ESTIMATED FY2021-2022	BUDGET FY2022-2023
CITY FUNDS			
General Fund			
General government	7.9	8.4	9.5
Community development	6.1	7.4	8.5
Public works	7.3	8.5	7.8
Parks and recreation	3.1	6.2	8.4
Total General Fund	24.4	30.5	34.2
State Street Aid Fund			
Public works	3.6	4.0	4.7
Stormwater Fund			
Public works	0.7	0.8	0.8
Solid Waste Fund			
Public works	2.2	2.2	1.5
Sewer Fund			
Public works	5.0	7.0	8.5
TOTAL CITY FUNDS	35.9	44.5	49.7

PERSONNEL COSTS

GENERAL FUND



	ACTUAL FY2019-2020		ACTUAL FY2020-2021		ACTUAL FY2021-2022		BUDGET FY2022-2023	
General Fund Total								
Wages	\$ 1,138,500	74%	\$ 1,295,994	75%	\$ 1,639,462	74%	\$ 1,958,753	73%
Benefits	\$ 394,733	26%	\$ 436,883	25%	\$ 567,756	26%	\$ 707,660	27%
Fund Total	<u>\$ 1,533,233</u>		<u>\$ 1,732,877</u>		<u>\$ 2,207,218</u>		<u>\$ 2,666,413</u>	
FTE's	22.5		24.4		30.0		34.2	
Wages by FTE	\$ 50,600		\$ 53,115		\$ 54,649		\$ 57,273	
Benefits by FTE	\$ 17,544		\$ 17,905		\$ 18,925		\$ 20,692	
Fund Total by FTE	<u>\$ 68,144</u>		<u>\$ 71,020</u>		<u>\$ 73,574</u>		<u>\$ 77,965</u>	
			4.22%		3.60%		5.97%	

PERSONNEL COSTS

GENERAL FUND – GENERAL GOVERNMENT



	ACTUAL FY2019-2020		ACTUAL FY2020-2021		ACTUAL FY2021-2022		BUDGET FY2022-2023					
General Fund												
General Government												
Wages	\$	440,791	75%	\$	546,845	76%	\$	644,395	77%	\$	695,581	76%
Benefits	\$	146,985	25%	\$	170,524	24%	\$	187,887	23%	\$	220,279	24%
Function Total	\$	587,776		\$	717,369		\$	832,282		\$	915,860	
FTE's		7.2			7.9			8.9			9.5	
Wages by FTE	\$	61,221		\$	69,221		\$	72,404		\$	73,219	
Benefits by FTE	\$	20,415		\$	21,585		\$	21,111		\$	23,187	
Function Total by FTE	\$	81,636		\$	90,806		\$	93,515		\$	96,406	
					11.23%			2.98%			3.09%	

PERSONNEL COSTS

GENERAL FUND – COMMUNITY DEVELOPMENT



	ACTUAL FY2019-2020		ACTUAL FY2020-2021		ACTUAL FY2021-2022		BUDGET FY2022-2023	
Community Development								
Wages	\$	284,065 77%	\$	307,390 74%	\$	392,381 74%	\$	544,687 76%
Benefits	\$	84,350 23%	\$	107,726 26%	\$	139,318 26%	\$	175,348 24%
Function Total	\$	<u>368,415</u>	\$	<u>415,116</u>	\$	<u>531,699</u>	\$	<u>720,035</u>
FTE's		5.1		6.1		7.4		8.5
Wages by FTE	\$	55,699	\$	50,392	\$	53,024	\$	64,081
Benefits by FTE	\$	16,539	\$	17,660	\$	18,827	\$	20,629
Function Total by FTE	\$	<u>72,238</u>	\$	<u>68,052</u>	\$	<u>71,851</u>	\$	<u>84,710</u>
				-5.79%		5.58%		17.90%

PERSONNEL COSTS

GENERAL FUND – PUBLIC WORKS



	ACTUAL FY2019-2020		ACTUAL FY2020-2021		ACTUAL FY2021-2022		BUDGET FY2022-2023	
Public Works								
Wages	\$	277,510 71%	\$	271,993 75%	\$	316,943 74%	\$	377,360 71%
Benefits	\$	113,066 29%	\$	89,838 25%	\$	114,209 26%	\$	157,290 29%
Function Total	\$	<u>390,576</u>	\$	<u>361,831</u>	\$	<u>431,152</u>	\$	<u>534,650</u>
FTE's		7.2		7.3		7.7		7.8
Wages by FTE	\$	38,543	\$	37,259	\$	41,161	\$	48,379
Benefits by FTE	\$	15,704	\$	12,307	\$	14,832	\$	20,165
Function Total by FTE	\$	<u>54,247</u>	\$	<u>49,566</u>	\$	<u>55,993</u>	\$	<u>68,544</u>
				-8.63%		12.97%		22.42%

PERSONNEL COSTS

GENERAL FUND – PARKS AND RECREATION



	ACTUAL FY2019-2020		ACTUAL FY2020-2021		ACTUAL FY2021-2022		BUDGET FY2022-2023	
Parks and Recreation								
Wages	\$	136,134 73%	\$	169,766 71%	\$	285,743 69%	\$	341,125 69%
Benefits	\$	50,332 27%	\$	68,795 29%	\$	126,342 31%	\$	154,743 31%
Function Total	\$	<u>186,466</u>	\$	<u>238,561</u>	\$	<u>412,085</u>	\$	<u>495,868</u>
FTE's		3.0		3.1		6.0		8.4
Wages by FTE	\$	45,378	\$	54,763	\$	47,624	\$	40,610
Benefits by FTE	\$	<u>16,777</u>	\$	<u>22,192</u>	\$	<u>21,057</u>	\$	<u>18,422</u>
Function Total by FTE	\$	<u>62,155</u>	\$	<u>76,955</u>	\$	<u>68,681</u>	\$	<u>59,032</u>
				23.81%		-10.75%		-14.05%

PERSONNEL COSTS

STATE STREET AID FUND



	ACTUAL FY2019-2020	ACTUAL FY2020-2021	ACTUAL FY2021-2022	BUDGET FY2022-2023
State Street Aid Fund				
Public Works				
Wages	\$ 136,010 68%	\$ 132,682 69%	\$ 116,828 70%	\$ 230,049 68%
Benefits	\$ 64,296 32%	\$ 59,240 31%	\$ 49,153 30%	\$ 110,374 32%
Function Total	<u>\$ 200,306</u>	<u>\$ 191,922</u>	<u>\$ 165,981</u>	<u>\$ 340,423</u>
FTE's	4.0	3.6	3.0	4.7
Wages by FTE	\$ 34,003	\$ 36,856	\$ 38,943	\$ 48,947
Benefits by FTE	\$ 16,074	\$ 16,456	\$ 16,384	\$ 23,484
Fund Total by FTE	<u>\$ 50,077</u>	<u>\$ 53,312</u>	<u>\$ 55,327</u>	<u>\$ 72,431</u>
		6.46%	3.78%	30.91%

PERSONNEL COSTS

STORMWATER FUND



	ACTUAL FY2019-2020			ACTUAL FY2020-2021			ACTUAL FY2021-2022			BUDGET FY2022-2023		
Stormwater Fund												
Public Works												
Wages	\$	22,416	79%	\$	30,119	72%	\$	38,891	70%	\$	41,238	72%
Benefits	\$	5,899	21%	\$	11,894	28%	\$	17,066	30%	\$	16,200	28%
Function Total	\$	28,315		\$	42,013		\$	55,957		\$	57,438	
FTE's		0.5			0.7			0.8			0.8	
Wages by FTE	\$	44,832		\$	43,027		\$	48,614		\$	51,548	
Benefits by FTE	\$	11,798		\$	16,991		\$	21,333		\$	20,250	
Fund Total by FTE	\$	56,630		\$	60,018		\$	69,947		\$	71,798	
					5.98%			16.54%			2.65%	

PERSONNEL COSTS

SOLID WASTE FUND



	ACTUAL FY2019-2020			ACTUAL FY2020-2021			ACTUAL FY2021-2022			BUDGET FY2022-2023		
Solid Waste Fund												
Public Works												
Wages	\$	94,411	74%	\$	167,816	83%	\$	110,916	75%	\$	62,815	69%
Benefits	\$	33,396	26%	\$	34,881	17%	\$	36,899	25%	\$	28,405	31%
Function Total	\$	127,807		\$	202,697		\$	147,815		\$	91,220	
FTE's		2.2			2.2			2.2			1.5	
Wages by FTE	\$	42,914		\$	76,280		\$	50,416		\$	41,877	
Benefits by FTE	\$	15,180		\$	15,855		\$	16,772		\$	18,937	
Fund Total by FTE	\$	58,094		\$	92,135		\$	67,188		\$	60,814	
					58.60%			-27.08%			-9.49%	

PERSONNEL COSTS

SEWER FUND



	ACTUAL FY2019-2020			ACTUAL FY2020-2021			ACTUAL FY2021-2022			BUDGET FY2022-2023		
Sewer Fund												
Public Works												
Wages	\$	221,988	74%	\$	244,411	73%	\$	247,531	77%	\$	443,592	69%
Benefits	\$	79,455	26%	\$	91,902	27%	\$	75,365	23%	\$	200,148	31%
Function Total	\$	301,443		\$	336,313		\$	322,896		\$	643,740	
FTE's		4.6			5.0			4.5			8.5	
Wages by FTE	\$	48,258		\$	48,882		\$	55,007		\$	52,187	
Benefits by FTE	\$	17,273		\$	18,380		\$	16,748		\$	23,547	
Fund Total by FTE	\$	65,531		\$	67,262		\$	71,755		\$	75,734	
					2.64%			6.68%			5.55%	

PERSONNEL COSTS

CITY-WIDE PERSONNEL COSTS



	ACTUAL FY2019-2020		ACTUAL FY2020-2021		ACTUAL FY2021-2022		BUDGET FY2022-2023	
City-Wide								
Wages	\$ 1,613,325	74%	\$ 1,871,022	75%	\$ 2,153,628	74%	\$ 2,736,447	72%
Benefits	\$ 577,779	26%	\$ 634,800	25%	\$ 746,239	26%	\$ 1,062,787	28%
Function Total	<u>\$ 2,191,104</u>		<u>\$ 2,505,822</u>		<u>\$ 2,899,867</u>		<u>\$ 3,799,234</u>	
FTE's	33.8		35.9		40.5		49.7	
Wages by FTE	\$ 47,732		\$ 52,118		\$ 53,176		\$ 55,059	
Benefits by FTE	\$ 17,094		\$ 17,682		\$ 18,426		\$ 21,384	
Fund Total by FTE	<u>\$ 64,826</u>		<u>\$ 69,800</u>		<u>\$ 71,602</u>		<u>\$ 76,443</u>	
			7.67%		2.58%		6.76%	

QUESTIONS AND FOLLOW UP



- **We welcome questions or follow up matters from the Board of Commissioners as we prepare for the FY2024 Annual Budget season!**