



MEMORANDUM

TO: Mitch Cain, City of Jefferson City Mayor

FROM: Richard Yakubic, Executive Director

DATE: March 9, 2026

SUBJECT: FY 2027 Planning Advisory Services

The East Tennessee Development District (ETDD) has been pleased to provide local planning services at the same annual fee for the past two years. We have tried adopting the state planning contract format since we took over planning in 2011. However, that method is not working because we do not have the subsidies that the state was able to provide. And, due to the increase in the cost of living and inflation, our costs have increased to the point that we need to change the way we do planning and the way our contracts are structured.

The intent of the contracts moving forward will be based on a model that will provide for the following categories:

1. Maintenance or basic services (maintenance of what you already have in place)
2. Foundational or Added services (anything that is updated or added to your program)
3. Comprehensive Services (More comprehensive planning)

The contract that you will find attached will be your basic services contract and will outline the scope of services to maintain what you already have in place. That contract amount will increase slightly for the upcoming year and that amount will be listed below. Any additional services required will need to be quoted and the contract amended.

Therefore, the next contract period will be for FY 2027 and will begin on July 1, 2026, and continue through June 30, 2027. For budgetary purposes, the FY 2027 annual planning contract amount will be \$13,062.00 for the City of Jefferson City.

Please find attached the contract that needs to be signed and sent back to the attention of Christie Burt, [cburt@etdd.org](mailto:cburt@etdd.org) or mail ETDD, P.O. Box 249, Alcoa, TN 37701-0249. An invoice for the first installment of the total annual contract amount will be mailed to you on July 1, 2026. Also attached is a copy of your Annual Work Plan for 2026-2027.

Thank you for the opportunity to serve your community in this regard. Please do not hesitate to contact me at [ryakubic@etdd.org](mailto:ryakubic@etdd.org) or (865) 273-6003x116 should you have any questions or concerns.