BOARD OF MAYOR AND ALDERMEN
AGENDA for April 15, 2024

1. **Call to Order**

2. **Prayer and Pledge**

3. **Roll Call**

4. **Approval of Agenda**

5. **Public Comment Period**

   In accordance with Tennessee Public Chapter No. 300, public comments are allowed when those comments are germane to actionable agenda items, except where otherwise prohibited; and the number of individuals speaking may be limited to ensure opposing viewpoints are fairly represented.

6. **Communications from Council Members**

7. **Mayor's Report**

8. **Alcohol Beverage Board**

9. **Consent Calendar**

   A. Approval of Minutes from April 1, 2024, City Council Meeting

   B. Department Reports

   C. Resolution No. 24-108* - A Resolution to re-appoint the City Attorney, John Bradley serving a four-year term. ***Numbered in error - Corrected Resolution Number is 24-31**.*

   D. Ordinance No. 24-21 – Second Reading – An Ordinance approving a property purchase by The Portland Airport Authority from Portland Industrial Enterprises for the purchase of property located Sumner County tax map 020, Parcel 055.00 containing 9.56 Acres.

   E. Ordinance No. 24-22 – Second Reading – An Ordinance approving a property purchase by The Portland Airport Authority from William Payne for the purchase of property located Sumner County Tax Map 021 Parcel 002.02 containing 11.74 acres.

   F. Ordinance No. 24-23 –Second Reading – An Ordinance approving a property purchase by The Portland Airport Authority from Portland Airport Industrial Park, Inc. for the purchase of property located Sumner County Tax Map 020, Parcel 052.00 containing 27.80 acres.

   G. Ordinance No. 24-24 – Second Reading – An Ordinance to enter into an agreement with Alvin Krantz Painting, Inc. for the interior painting of Richland Gym project at Richland Park.

10. **Community Development**

11. **Finance**

   A. Ordinance No. 24-26 – First Reading – An Ordinance of the City of Portland, Tennessee adopting the annual budget and tax rate for the fiscal year beginning July 1, 2024 and ending June 30, 2025.

12. Fire Department – Vice Mayor Jody McDowell

A. Ordinance No. 24-27 – First Reading - An Ordinance to establish fees for Fire Extinguisher Training provided by Fire Department personnel.

13. Human Resources

14. Legislative – Mayor Mike Callis

15. Municipal Airport

16. Parks & Recreation – Alderman Brian Woodall

A. Resolution No. 24-109* – A resolution to authorize the demolition of the Robert Coleman Community Center at Richland Park.
Numbered in error - Corrected Resolution Number is 24-32.

B. Resolution No. 24-110* – A Resolution to authorize the demolition of the Swimming Pool at Richland Park.
Numbered in error - Corrected Resolution Number is 24-33.

17. Planning & Codes

18. Police Department – Alderman Drew Jennings

19. Public Works – Alderwoman LaToya Holcomb

A. Resolution No. 24-111* – A Resolution to enter into an engineering agreement with Civil and Environmental Consultants, Inc. for the design of a Regional Detention Basin on Airport Road.
Numbered in error - Corrected Resolution Number is 24-34.

B. Discussion - Traffic Calming on Portland Blvd and Wheeler St.

20. Utility Infrastructure – Alderman Brian Woodall

A. Ordinance No. 24-19 –Second Reading - An Ordinance to enter into an agreement with Gresham Smith to provide engineering services for the City of Portland 2024 TGT Road Gas Line Improvements Project.

B. Ordinance No. 24-26 – First Reading – An Ordinance to rescind in its entirety Ordinance 24-20 and replace with this Ordinance for water, sewer, natural gas, and capacity letter maintenance fees.

C. Discussion - Brycer Backflow Management

D. Discussion - Consent Order

Adjournment

BOARD OF MAYOR AND ALDERMEN
MINUTES
April 1, 2024 at 5:00 PM

1. Call to Order
Mayor Mike Callis called the meeting to order at 05:25 PM.

2. Prayer and Pledge
Mayor Mike Callis led the prayer and pledge.

3. Roll Call
Present: Alderwoman Penny Barnes, Alderwoman LaToya Holcomb, Alderwoman Megan Thompson, Alderman Brian Woodall
Also Present: Mayor Mike Callis, City Attorney John Bradley, City Recorder Rachel Slusser, Asst. City Recorder Tracy Kizer
Absent: Alderman Mike Hall, Alderman Drew Jennings, Vice-Mayor Jody McDowell

4. Approval of Agenda
Motion to approve Alderwoman Thompson; Second Alderman Woodall; Motion: Passed

5. Presentation of Recognitions - Police Department
Chief Williams presented a service plaque to retiring Lt. Chris Arthur for his service to the department since 2011 and presented the following annual awards:

1. **Lifesaver award** - Tony Miller X 2; FTO Mat Stephens; Blake Riley x 3; Derek Fondren; Lisa Rush; Robbie Bradley; Tyler Bise x 3; Blake Conyer; Ty Wilson x 2; Dillan Ladd
2. **Leaders in measurable statistics for 2023**: Charles Ronan - most citations and traffic stops; Tony Miller - most calls for service answered; Derek Fondren - most arrests and most reports.

Chief Williams thanked the family members for attending and their daily support of the officers.

6. Public Comment Period
James Chaney - Spoke in support of Resolution 24-26.

7. Communications from Council Members

- Alderman Woodall thanked the Parks Department team for hosting the Easter Egg Hunt and making it a great success.
- Alderwoman Thompson thanked the Parks Director Jamie White and the department staff for being in the Park over the weekend and everything looking nice and clean.

8. Mayor's Report

- The City Lake level will remain low as a precaution because erosion was found under the spillway.
- Streetlight repair updates from Cumberland Electric Membership Corporation are finalizing pole replacement and the websites getting information directly to CEMC is working good.
- State Route 109 is in disrepair. The mayor and others have communicated with TDOT multiple times. They will continue to ask for help because it is a State road. The City is patching what we can but limited since it is a State road.

9. Consent Calendar
Motion to: **Approve**
By: Alderman Woodall
Second: Alderwoman Holcomb

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderwoman Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman Jennings, Vice-Mayor McDowell
Motion Passed(voice vote)

A. Approval of Minutes from March 18, 2024

B. Ordinance No. 24-17 –Second Reading – An ordinance authorizing the acceptance of the best bid for the City of Portland Public Works/Stormwater Building, containing 4,950 square feet.

10. Community Development – Alderwoman Megann Thompson

- No Items

There has been discussion between the Portland Chamber of Commerce and the City, working together to pursue a retail recruiter. Alderwoman Thompson commented that there is a need for this, but a lot has to be worked out.

11. Finance – Alderwoman Penny Barnes

- No Items

Rachel Slusser advised that the donation resolution number 24-19 had the date of 2023 and should have been 2024. This was a clerical error and has been corrected and funds issued.

12. Fire Department – Vice Mayor Jody McDowell

- No Items

13. Human Resources – Alderwoman Penny Barnes

- No Items

14. Legislative – Mayor Mike Callis

- No Items

15. Municipal Airport – Alderman Mike Hall

A. Ordinance No. 24-21 – First Reading – An Ordinance approving a property purchase by The Portland Airport Authority from Portland Industrial Enterprises for the purchase of property located on Sumner County tax map 020, Parcel 055.00 containing 9.56 Acres.

Motion to: **Approve**
By: Alderman Woodall
Second: Alderwoman Barnes
Discussion: Doug Hunter reported this is 100% grant funding and future plans could include cutting a roadway.
Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderwoman Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman Jennings, Vice-Mayor McDowell
Motion Passed(voice vote)

B. Ordinance No. 24-22 – First Reading – An Ordinance approving a property purchase by The Portland Airport Authority from William Payne for the purchase of property located Sumner County Tax Map 021 Parcel 002.02 containing 11.74 acres.

Motion to: **Approve**
By: Alderman Woodall
Second: Alderwoman Barnes
Discussion: Mr. Hunter reported this property is on the east side of the Airport and protects the runway from homes being built too close. The majority of funding will come from a grant.
Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderwoman Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman Jennings, Vice-Mayor McDowell
Motion Passed(voice vote)

C. Ordinance No. 24-23 – First Reading – An Ordinance approving a property purchase by The Portland Airport Authority from Portland Airport Industrial Park, Inc. for the purchase of property located Sumner County Tax Map 020, Parcel 052.00 containing 27.80 acres.

Motion to: **Approve**
By: Alderman Woodall

Second: Alderwoman Barnes
Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderwoman Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman Jennings, Vice-Mayor McDowell
Motion Passed(voice vote)

16. Parks & Recreation – Alderman Brian Woodall

A. Ordinance No. 24-24 – First Reading – An Ordinance to enter into an agreement with Alvin Krantz Painting, Inc. for the interior painting of Richland Gym project at Richland Park.
Motion to: **Approve**
By: Alderman Woodall
Second: Alderwoman Holcomb
Discussion: Jamie White reported there were three bid openings that ranged from $61,800 to $222,500. Mr. White requests to go with the lowest bid. References have checked out okay.
Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderwoman Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman Jennings, Vice-Mayor McDowell
Motion Passed(voice vote)

17. Planning & Codes – Alderwoman Megann Thompson

A. Ordinance No. 24-12 - First Reading - An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 523 West Market Street, from RS-20 (single family residential) to R-15 (low density residential).
Motion to: **Approve**
By: Alderwoman Thompson
Second: Alderwoman Holcomb
Discussion: Alderwoman Thompson advised the Planning vote was 8 to 1.
Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderwoman Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman Jennings, Vice-Mayor McDowell
Motion Passed(voice vote)

B. Ordinance No. 24-25 – First Reading – An Ordinance to amend the City of Portland, Tennessee Zoning Map by rezoning 134 North Russell Street from R-10 (Single Family Residential) to RMU (Residential Mixed Use)
Motion to: **Approve**
By: Alderwoman Thompson
Second: Alderman Woodall
Discussion: Mayor Callis reported this passed in Planning 7 to 0.
Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderwoman Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman Jennings, Vice-Mayor McDowell
Motion Passed(voice vote)

Based on a current question as to who is responsible for installing a traffic signal at an intersection, Mayor Callis advised there may be a need to set criteria for traffic studies that are specific about traffic signal scoping.

18. Police Department – Alderman Drew Jennings
- No Items

19. Public Works – Alderwoman LaToya Holcomb

A. Resolution No. 24-26 - A Resolution to establish a series of Traffic Calming Measures within the City of Portland.
Motion to: **Approve**
By: Alderwoman Holcomb
Second: Alderman Woodall
Discussion: Alderwoman Thompson questioned Chief Thornton if he had any concerns with traffic safety at any of the stops. Chief Thornton was only concerned about America's Way and Portland Blvd intersection..
Motion to: Amend by removing the three-way stop at America's Way and Portland Blvd.
By: Alderman Woodall
Second: Alderwoman Thompson

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderwoman Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman Jennings, Vice-Mayor McDowell
Vote to: **Approve amended Resolution.**
Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderwoman Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman Jennings, Vice-Mayor McDowell
Amended Resolution Passed(voice vote)

B. Discussion - Detention Pond on Airport Road by CEC
CEC representative Jacob Mabrey, presented to the council the plan for the Stormwater basin south of Jim Courtney road.

20. Utility Infrastructure – Alderman Brian Woodall

A. Ordinance No. 24-20 – Second Reading - An Ordinance to rescind in its entirety ordinance 23-15 and replace with this Ordinance for water, sewer, natural gas, and Capacity Letter Maintenance Fees.
Motion to: **Approve**
By: Alderman Woodall
Second: Alderwoman Holcomb
Discussion: Megan Heisler discussed amendments from last meeting have been made.
Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderwoman Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman Jennings, Vice-Mayor McDowell
Motion (voice vote)

B. Resolution No. 24-27 - A Resolution to approve change order #3 in the increase amount of $9,407.00 for the contract with Cumberland Valley Constructors, Inc for the Wastewater Treatment Plant Expansion.
Motion to: **Approve**
By: Alderman Woodall
Second: Alderwoman Holcomb
Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderwoman Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman Jennings, Vice-Mayor McDowellNone
Motion Passed(voice vote)

C. Resolution No. 24-28 - A Resolution to approve change order #1 in the increase amount of $5,950.00 for the contract with Infinity Pipeline, Inc for the Eubanks Road Waterline Extension.
Motion to: **Approve**
By: Alderman Woodall
Second: Alderwoman Barnes
Discussion: Megan Heisler noted that a valve was not part of the bid. The contract amount increased and is covered by the developer's contributions.
Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderwoman Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman Jennings, Vice-Mayor McDowell
Motion Passed(voice vote)

D. Resolution No. 24-29 – A Resolution to approve change order #1 in the increased amount of $31,067.00 for the contract with Cumberland Pipeline, LLC for project Commodore along Eubanks Road.
Motion to: **Approve**
By: Alderman Woodall
Second: Alderwoman Barnes
Discussion: Megan Heisler advised this was due to existing services being reconnected to new water main. It wasn't on plans or bid.
Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderwoman Thompson, Alderman Woodall
Absent: Alderman Hall, Alderman Jennings, Vice-Mayor McDowell
Motion Passed(voice vote)

E. Resolution No. 24-30 – A Resolution to rescind and replace Resolution 23-45 to establish guidelines for Capacity Letters for the Department of Utilities
Motion to: **Discuss**

By: Alderman Woodall
Second: Alderwoman Thompson
Discussion: After discussion, it was agreed to defer.

Motion to:	Defer for the May 6th meeting
By:	Alderwoman Thompson
Second:	Alderman Woodall
Yes:	Alderwoman Barnes, Alderwoman Holcomb, Alderwoman Thompson, Alderman Woodall
Absent:	Alderman Hall, Alderman Jennings, Vice-Mayor McDowell

F. Discussion - Contracting Leak Repair
Brian Price distributed a chart of service line leak repairs and explained the process for line repairs.
After much discussion, it was agreed that Mr. Price would complete bids for contracting the service line repairs and bring it back to the Council for discussion.

G. Discussion - OHM update on Non-Competitive ARPA projects.OHM updates by Harrison Hilt on the three non-competitive, ARPA projects.

1. Mason project was contracted at $2.5 million. Getting close to completing it, even with some material shortages, should be completed in August.
2. The Oak Hill project, started in January, is also expected to be completed by August.
3. Just starting on the Oak Hill Elevated Tank project. Foundation is scheduled to be completed in May and the tank completed by October.

H. Discussion - Update on Eubanks Road and Project Commodore Utilities.
Both projects are on schedule. Both sewer and water lines need to be pressure tested and the gas line is in service.

Adjournment

Motion to Adjourn by Alderwoman Thompson; Second by Alderman Woodall;
Motion passed by voice vote to **adjourn at 6:48.**

______________________________ ______________________________
Mike Callis, Mayor Tracy Kizer, Assistant City Recorder

Portland Building Codes Department
March 2024 Monthly Report

PERMIT TYPE	No. of Permits	Amount
Use & Occupancy Permits	2	$ 70.00
Swimming Pool	2	$ 170.00
Plumbing	5	$ 740.40
Mechanical	7	$ 1,120.00
Stand Alone Building	3	$ 1,295.00
Residential Building	5	$ 6,367.11
Fire Alarm / Fire Suppression	-NA-	$ -NA-
Commercial/Industrial	2	$ 1,998.11
Plan Review	8	$ 1,421.62
Demolition	2	$ 120.00
Fire Works	-NA-	$ -NA-
Moving	-NA-	$ -NA-
TOTAL ALL PERMIT FEES	**36**	**$ 13,302.24**
PORTLAND IMPACT FEE – PARKS		$ 3,104.00
PORTLAND IMPACT FEE – POLICE		$ 1,642.00
PORTLAND IMPACT FEE – FIRE		$ 3,752.00
TOTAL – PORTLAND IMPACT FEES		**$ 8,498.00**
GRAND TOTAL		**$ 21,800.24**

City of Portland, Tennessee

Office of Economic & Community Development

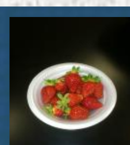
Denise Geminden, Director

March, 2024

TCAT Portland now provides day and night classes for Welding. Nursing, Cosmetology and Construction Classes have also been added to IT, Advanced Manufacturing and Tool and Die Classes.
For More Information Call: 615/325-5575

www.templetheatretn.com
for Upcoming
Shows and Events

- Researched Chamber membership requirements of the Industrial Development Board through TCA.
- Requested utility line size and location maps.
- Requested future housing map locations in relation to accrued water tap requests as soon as it becomes available. Requests for this data has been received from industry and retail.
- Reached out to Workforce Essentials regarding the potential for the city to participate in an apprenticeship program.
- Provided ESRI reports for Utilities relative to population projections inside city limits and the 37148-zip code.
- Offered ownership, tax parcel and lease information to finance about a Robertson County parcel of property in the TN Business Park.
- Forwarded property zoning requirement requests to Planning for their review and response.
- Photos left taken at the March Industrial Workforce Luncheon.



100 South Russell Street
Portland, Tennessee 37148
Phone 615.325.6776 X246 Cell 615.881.3404
geminden@cityofportlandtn.gov

-5327

Commemorative Engraved Bricks are available from the Preservation Foundation.
Please continue to support the Temple Theatre!
For more information visit our website templetheatretn.com

DOWNTOWN, DOWNTOWN, DOWNTOWN

The Portland Preservation Foundation and the Certified Downtown Committee met on March 14, 2023

In March, the Portland Preservation Foundation accepted the resignation of Barry Young as the Director of the Temple Theatre. We offer our very best wishes to Barry as he transitions to his new position in Gallatin. As always, if you have questions about upcoming shows or events at the theatre, please call 615/745-5327 or check the website: www.templetheatretn.com.

- Provided materials for retail recruitment as requested in March including ESRI reports.
- Communicated with the county grants administrator and the state to provide information for the Downtown Broadband Grant Application.
- Forwarded a question about a potential personal property tax abatement schedule to the attorney for a possible retail development.
- Considered responses for Requests for Information for Industry Recruitment as relevant.
- Reviewed the TACIR Capital Project Update listing and responded to Greater Nashville Regional Council.
- Pictured Left, the Temple Theatre audience enjoys a lively performance of Irish music & dancing by the Music City TRAD.
- Below left, members of the Portland Preservation Foundation pose with “Shirley” at the Temple Theatre.

Thank you to Nick Cunningham with TVA, Andrea Dillard with Workforce Essentials, Scottie Tudor with TN ECD, Kevin Harrison with TCAT, Emily Goddard with Sumner County Schools and Nick Bishop with Vol State College for participating on the Speakers Panel at the Workforce Luncheon. Thanks also to Vonda Gates with Robertson County ECD for partnering with the event and providing the door prizes. Thanks to Phyllis Darnell with Southern Occasions Event Center for the wonderful meal.

Education = Workforce Development & the Creation of a Skilled Workforce = Re-investment of Community Wealth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Doug Faris
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dfaris@binswanger.com

SUSTAINING EXISTING ECONOMIC DEVELOPMENT

- Met with TVA, State Department of Economic and Community Development Business Representatives, Robertson County ECD Director, and the **Puritan Building** Realtor on March 14th to preview the building as it is back on the market. (Picture below and left.)
- Issued invitations and hosted an Industry appreciation luncheon on March 12th with a Workforce Development focus. Speakers representing Workforce Essentials, TVA, State of TN ECD, Portland TCAT and Portland Middle Technical College as well as Volunteer State Community College provided information about workforce recruitment and retention. Thank you to Robertson County ECD Director Vonda Gates for partnering with this event.
- Updated the industrial listing with amended contacts and contacts for newly located industries.
- Recognized Die Master – 50 Years in Portland to those in my e-mail database.

Spending money in Portland, Tennessee brings my money back to me ~ Half of our sales tax dollars support our Sumner County Schools.

March 2024

Portland Municipal Airport

- ➢ *Ordinances for three property purchases were prepared for council consideration in March.*
- ➢ *Uploaded Pay Request #1 for the Airport Maintenance Reimbursement grant to Black Cat in March.*
- ➢ *Received Sumner County's Grant Match Reimbursement for two grants as submitted for the approval of the County Commission in December.*
- ➢ *Followed-up on a request of Finance for payments two and three for the engineers on the Airport Layout Plan Update.*

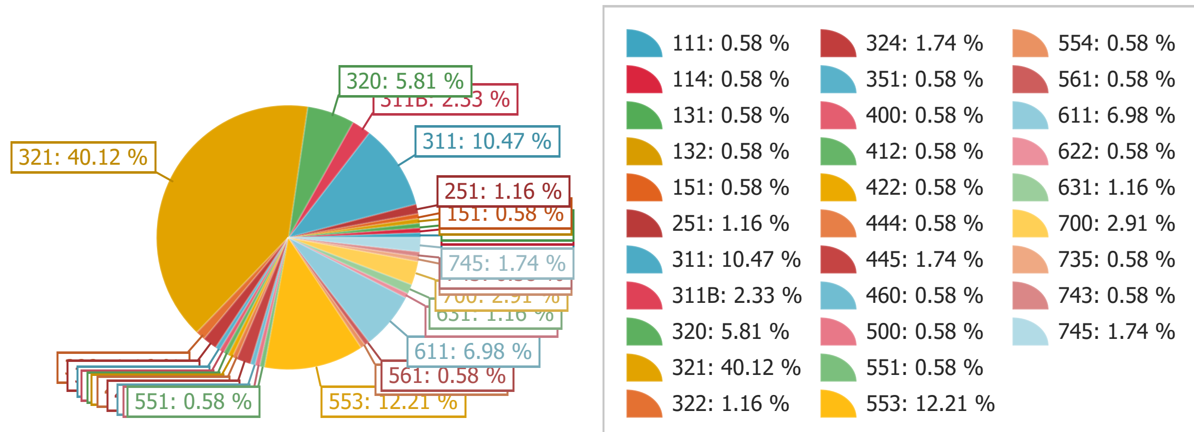
Thank you for your attendance and participation in the Workforce Luncheon this Month.

www.cityofportlandtn.gov

Portland Fire Department

111 Woods Road
Portland, Tennessee 37148
(615) 325-5649

Incident Reports By Incident Type, Summary



Incident Type	Total Incidents	Percent
111 - Building fire	1	0.58%
114 - Chimney or flue fire, confined to chimney or flue	1	0.58%
131 - Passenger vehicle fire	1	0.58%
132 - Road freight or transport vehicle fire	1	0.58%
151 - Outside rubbish, trash or waste fire	1	0.58%
251 - Excessive heat, scorch burns with no ignition	2	1.16%
311 - Medical assist, assist EMS crew	18	10.47%
311B - Public Assist	4	2.33%
320 - Emergency medical service incident, other	10	5.81%
321 - EMS call, excluding vehicle accident with injury	69	40.12%
322 - Motor vehicle accident with injuries	2	1.16%
324 - Motor vehicle accident with no injuries.	3	1.74%
351 - Extrication of victim(s) from building/structure	1	0.58%
400 - Hazardous condition, other	1	0.58%
412 - Gas leak (natural gas or LPG)	1	0.58%
422 - Chemical spill or leak	1	0.58%
444 - Power line down	1	0.58%

Incident Type	Total Incidents	Percent
445 - Arcing, shorted electrical equipment	3	1.74%
460 - Accident, potential accident, other	1	0.58%
500 - Service Call, other	1	0.58%
551 - Assist police or other governmental agency	1	0.58%
553 - Public service	21	12.21%
554 - Assist invalid	1	0.58%
561 - Unauthorized burning	1	0.58%
611 - Dispatched & canceled en route	12	6.98%
622 - No incident found on arrival at dispatch address	1	0.58%
631 - Authorized controlled burning	2	1.16%
700 - False alarm or false call, other	5	2.91%
735 - Alarm system sounded due to malfunction	1	0.58%
743 - Smoke detector activation, no fire - unintentional	1	0.58%
745 - Alarm system activation, no fire - unintentional	3	1.74%

Total Number of Incidents: 172

Total Number of Incident Types: 31

Incident Type	Total Incidents	Percent

Report Filter Settings

Report File Name: Incident Reports by Incident Type, Summary

Filter Name: Last Calendar Month

Filter Expression: [AlarmDateTime] is between '3/1/2024 12:00:00 AM' and '3/31/2024 11:59:59 PM'

Human Resources Monthly Report March 2024

New Hire Orientations	March	YTD
Full-Time	2	9
Re-Hires	0	0
Part-Time	1	4
Retirements	0	0
Severances		
• Voluntary	6	10
• Involuntary	0	0
Workers Comp Claims	2	4
Current posted positions	8	

Monthly Report / March 2024
Jamie White, Parks Director
Tammy Groves, Assistant Parks Director
Trent Stephens, Park Maintenance Crew Leader
Marty Bullington, Golf Course Manager

Civic Clubs

Portland Youth Football League	Off Season
Portland Soccer Club	Spring Season
Portland Baseball and Softball	Spring Season

Parks and Recreation Programs and Events

Richland Gym window project has been completed. The next project planned for the gym is painting the interior. Richland Gym will be closed starting Tuesday April 16th through the end of June 30th or the end of construction if earlier. We will be hosting the Quilt Show and Art Show the first two weeks of May. The contractor is aware of these dates and is going to work with us.

Portland Soccer Club started their games on Saturday March 23rd.

Portland Baseball and Softball games start on Monday April 1st.

The greens aerification at the golf course has been completed.

Yearly Membership open enrollment starts on Friday March 1st.

Our Annual Easter Egg Hunt was held on Sunday March 24th. It was a fantastic day for the kids.

We will be opening the sand volleyball courts during the first week of April.

615.745.5592

Dogwood Hills

MUNICIPAL GOLF COURSE

March 2024

Category	Items Sold	Total Sales
Annual Memberships	24	$27,600.00
Cart Rentals	113	$590.00
Concessions	470	$815.00
Daily Rounds	743	$19,755.00
Pro Shop	85	$1,277.00
Shed Rentals	4	$1,050.00
Total:		**$51,087.00**

CITY OF PORTLAND
GRANT PROGRAMS
SUE KIM – ADMIN. CLERK II
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone 615-325-6776

Grant Programs Monthly Report

Active Projects

Safe Routes to School Grant <Portland West Middle School (PWMS)>

Railroad Crossing <Downtown Intersections - E Market, Main, E McGlothlin Street (CSX/TDOT)>

CMAQ (Congestion Mitigation and Air Quality) <Hwy 109 from College St. to Hwy 52>

Surface Transportation Block Grant (STBG)<Scattersville Rd. & New Deal Potts Rd>

Surface Transportation Block Grant (STBG) <Kirby Dr. & S Russell St.>

Surface Transportation Block Grant (STBG)<Pedestrian Connector Project - College Street>

Project Status

PWMS - Closing phase.

Scattersville Road – Closing phase.

Railroad Crossing – City is contracted with Stansell Electric Company for Signal Light, Campbell Partners Concrete for Sidewalk and Kerr Bros. & Assoc. for Signing & Striping.

CMAQ – Design phase. Project extend until May 31, 2025.

STBG Kirby Rd. & S. Russell St. Resurface – Design Phase/ Preparing and scheduling for pavement coring.

STBG College St. sidewalks – NEPA phase and, waiting on ESR.

Reimbursement Status

STBG Kirby Rd. & S. Russell St. Resurface - Received reimbursement for DESIGN FY 22-23 #1 $12,327.00 ($15,408.75) on 3/29/24.

STBG College St. Sidewalks –

Received reimbursement for NEPA FY 22-23 #3 27,507.65 ($34,384.56) on February 16, 2024

Received reimbursement for NEPA FY 22-23 #4 $18,509.20 ($23,136.50) on February 14, 2024.

CITY OF PORTLAND
GRANT PROGRAMS
SUE KIM – ADMIN. CLERK II
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone 615-325-6776

Name	Funding Type	Description	Total Contract Amount	Total City Expenditures	Current FY 23-24 Reimbursement	Total Reimb. Amount
CMAQ	ITS	Traffic Signals	$ 762,662.50	$ 39,478.85	-	$ 39,478.85
College	STBG	Sidewalks	$1,139,215.00	$115,728.11	$46,016.85	$ 82,516.42
Kirby & S. Russell	STBG	Resurfacing	$446,295.00	$61,540.24	$ 20,251.50	$29,937.00
Volkswagen Diesel	TDEC	Large Truck	$98,437.50	$148,950.00	-	$ 98,437.50
Volkswagen Diesel	TDEC	Midum Trucks	$113,328.75	$157,900.00	-	$118,425.00
			$76,233.48	$91,818.00	-	$68,863.50
PWMS	SRTS&TAP	Sidewalks	$ 204,694.85	$ 198,151.24	$ 24,904.74	$ 194,605.74
Scattersville	STBG	Resurfacing	$ 454,240.20	$ 408,141.38	$ 300,847.64	$ 326,047.64

CITY OF PORTLAND
STORMWATER MANAGEMENT PROGRAM
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone 615/325-6776

Date: 4/8/2024

Stormwater Management Monthly Report- March 2024

Public Education and Outreach

There were no scheduled events for education or outreach during the month of July. Staff began preparations for the 2024 Strawberry Festival. The Storwmater Department sets up a booth every year and passes out stormwater education materials. Meetings were held about the annual Sumner County Cleanup Day. This is a great event to involve the public in picking up litter throughout the city and county.

Illicit Discharge Detection and Elimination

There were no illicit discharge complaints reported during the month of March.

Construction Site Runoff Control

Pre-Construction Meetings: 1

LDPs issued: 1

CGP Inspections: 15

CGP inspections are required once monthly per TDEC. Most sites are inspected more than once a month through pre-con inspections, re-inspections, and illicit discharge complaints. Residential sites that are not under TDEC coverage are inspected on a weekly basis.

Permanent Stormwater Management

New LTMAs received: 1 (Bracken Estates)

LTMA Inspections Received: 0

Good Housekeeping

Bids were received for the proposed 4,950 sq ft Storwmater building. The lowest bid was accepted and passed through City Council. Construction of the building is expected to begin soon.

Sanitation Dept
Council Report

Monthly Report for March 2024
Meeting Date: April 15, 2024

Sanitation Dept is responsible for picking up, disposing of household trash and bulk items.
Pick up bulk items - Furniture, appliances, etc.....
Pick up brush (Claw truck, and chipper)
Pick up trash carts at curb repair or replace damaged carts
Keep trucks and equipment in working condition.
Travel to Sumner Co. Resource Authority to empty
2 claw trucks picking up bulk items and brush at curbside

Sumner Co. Resource Authority	# of loads	Tonnage	Per Ton	Dumping fee
City of Portland	44	430.24	55.00	23,663.20
Volunteer Recycling	19	49.68	55.00	2,732.40
		479.92		$26,395.60

Volunteer Recycling Center	# of loads	Haul cost	Hauling Total
City of Portland	19	275.00	$5,225.00
Portland Cares	1	137.50	$137.50
			$5,362.50

Monthly Dump Fee	$26,395.60		
Monthly Haul Fee	$5,362.50		
	$31,758.10	**March**	**2024**

Stormwater Field Crew
Council Report

Submitted by: David Harris

Data for the month of March 2024

Meeting Date: April 15, 2024

Called in Tn One Call tickets

Met with homeowners about drainage issues or upcoming jobs

Equipment – Maintenance, clean up, and haul to various job sites

Placed order for supplies needed for upcoming jobs. Unload deliveries.

Prep and move supplies, trucks and equipment for upcoming jobs.

Cleaned and service equipment

Checked and cleaned tiles and storm drains throughout the city

Cleared beaver dams and reset them - Various locations

City Dump project: ditch and dirt work, move brush to pit, burn brush

Picked up parts at various locations to repair equipment

Repair equipment

Clean up at the shop

Picked up equipment from shop: Bowling Green Ky and White House TN

Busted up concrete and hauled away

Tom Ferrell Rd& Old Brush Cemt. Rd: Repaired road tile and road

Market St - Harley rake, seed and straw

Fowler Ford Rd - Road cut

Westland St. - Dirt work

W Market St : Driveway entrance

Rock bin - cleaned up dirt piles

Installed light at Saniation shop

Freedle St - Driveway tile

Tom Ferrell Rd - Tile installation

Street Dept
Council Report

Submitted by: Martin Weekley
Data for the month of March
Meeting Date: April 15, 2024

Maintain the downtown area - pick up trash, empty cans, water flowers, etc....
Maintain sidewalks and roadways - pick up trash, weed eat and spray
Maintain all the intersection islands and curbs.
Maintenance of traffic signals, school zone lighting and decorative street lights.

Trimmed low hanging branches and tree's that fell over the roadway
Signage - Replaced stop signs, brackets, replace post, install new signage & post.
Potholes: checked, graveled or patched with hot mix. Cold patch as needed
Road Cuts: (Various locations) Prep equipment/ Compact road cut / asphalt area
Roadway crack sealing: Various locations
Repaired edge of multiple roadways
Picked up asphalt and/or hot mix
Asphalt work: Mulltiple locations (Potholes and roadcuts)
Graveled around mailboxes (USPS request)
Brush & Bulk (Chipper truck, 2 claw trucks, truck with trailer) numerous loads
Road cut repairs: Grassmere Ct / Sandye Ave / Fowler Ford Rd, Jaybird Dr, Jasmine Way and Vaughn Dr.
Traffic control for various road repairs

Office paperwork - Time sheets, po request, review work orders and route sheets
Held Interview's for Light Equip. op position
Trained new hire of city limits, city property, power for lights
Train a new hire for downtown area

Clean, Check and Maintenance trucks and equipment
Clean at the Shop / put away tools - Daily
Clean up at shop (organize signage and other materials)
Straighten up shop lot: all tractors, trailers, backhoe, and other equipment
Hauled away scrap metal

Removed debris and dead animal from roadway
Helped check storm drains -city wide
Codes enforcement lot - cleaned up and weed eat around the property

Repair equipment and tools (Tires, batteries, hoses, decks, fluids, fittings, blades, etc.)
Repairs made on tractors, chipper, trailers, hot box, backhoe etc.....
Took truck and equipment to get repairs - Local mechanic shop and outside source.

Street Dept
Council Report

Convenience Center
Attendant on site on Wednesday's & Saturday's
Smash down the dumpsters to be hauled to Gallatin
Call and schedule dumpster hauls with Volunteer Recycling Center
Cleaned out the hot box

Removed equipment on trucks (Salt spreader, snow plow etc..)
Helped Stormwater and Sanitation Dept's
Random Drug Testing
Started our mowing season
Load woodchips and delivered to various locations
Hauled: Ashes, mulch millings, old asphalt
Hauled Kobota to shop
Picked up truck from Franklin, KY
Unloaded delivery at shop
Haul away scrap
W Market St - Rolled stormwater drain tile cut
Wheeler St. Sidewalk projects - Signage, traffic control and inspections
Dump: Grade burn pit area
North St.: Filled sinkhole lot / Cut and trimmed trees
Salt Shed - Installed curtain cover
52/109 intersection: shutdown power to get traffic light repaired
Sidewalk repair on Hwy 109 / Concrete rut and repair

CITY OF PORTLAND
MEGAN HEISLER, P.E. – UTILITIES ENGINEER
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
TELEPHONE 615-323-1437
Email Address: mheisler@cityofportlandtn.gov

Portland Department of Utilities Work Report
March 2024

Administrative
Submitted the 2023 Sewer Annual Report to TDEC.

Service Taps Issued
The WTP has a capacity of approximately 3.0 MGD and a water source reliable yield of 2.02 MGD. Existing peak demand plus all proposed development results in a projected peak demand of 3.595 MGD.
Single Taps
- Water: 8 taps
- Sewer: 6 taps
- Gas: 5 taps

Development Taps

Utility	Original Letter	First Renewal	Second Renewal
Water	23	22	53
Sewer	1	0	53
Gas	0	0	47

City Projects
- Non-Competitive ARPA Grant Projects
  a. Masons 12" Connector Line – Water is 80% complete
  b. Oak Hill Water Line – Water is 26% complete
  c. Oak Hill Tank – Tank is 4% complete
- Competitive ARPA Grant Projects
  a. Regionalization Project – Partnership with Gallatin, Westmoreland, & CSBWUD – Design is 80% complete
  b. Water Resource Protection Grant – WTP and City Lake Improvements – Design is 20%
- Project Commodore – TDOT SIA Project for utility relocation – Water is 90% complete, Sewer is 90% complete, and Gas is 100% complete
- Eubanks Rd 12" Water Line – Water is 95% complete
- Hwy 52 12" Waterline – Design is 100% complete
- WWTP Phase II Improvements – Construction is 52% complete

Private Development
- Parkside Estates – Sewer complete and Water is 85% complete.
- Hwy 52 Sewer Line behind Dairy Queen – Sewer is 85% complete.
- Shoals Way Industrial Development Waterline. 12" WL on Hwy 52 is complete. 8" WL on Hwy 31W is also complete
- Sumner Point Apartments – Magnolia Springs Blvd – Water is 30% complete. Sewer has not started.
- Eade Waterline – 6" WL on Hwy 259 & Fleming Rd – Water is 20% complete.

CITY OF PORTLAND
298 PORTLAND LAKE ROAD
PORTLAND, TENNESSEE 37148
Telephone 615/325-6776 ext. 192
Mobile 615/566-7074
Email Address: **PortWTP@cityofportlandtn.gov**

Portland WTP Report for Month of March 2024

- Submitted February 2024 DMR via the EPA CDX online portal.
- Submitted February 2024 MOR's and quarterly submittals via certified mail.
- Installed a new electrolytic cell on the Microchlor OSHG, returned loaner to PSI Inc.
- Open/closed city lake drawdown valve to gauge lake recharge rate several times during February per protocol established, adjusted Solar Bee intakes accordingly.
- Received 500 shad from Smart Fish Farms at city lake.
- Thompson Power onsite to perform annual PM1 maintenance on the backup generators.
- McFarlin Electric installed 120V power and an outlet in the raw water meter vault.
- LabtronX onsite for annual lab equipment calibration.
- Submitted test bac-t sample data to the EPA CMDP portal.
- Installed new pressure transducer on the brine tank.
- Processed bac-t samples for CSBUD and the City of Westmoreland water system.
- Verified genset weekly exercises @ WTP and both booster sites.
- Checked monitoring wells at City Lake.
- Collected and processed 25 bac-t compliance samples.
- Routine maintenance was performed on schedule.
- Produced gallons of potable water for distribution to customers.

CITY OF PORTLAND, TN
Proud, Progressive Portland
Home of the STRAWBERRY FESTIVAL

DEPARTMENT OF UTILITIES
SEWER COLLECTION DEPARTMENT
122 D MORNINGSIDE DR.
PORTLAND, TENNESSEE 37148
Telephone 615-323-1437
Email Address: **jharrison@cityofportlandtn.gov**

Monthly Report for March 2024.

During the Month of March, the department checks daily the 84 pump stations that are in the Collection System, this is required by TEDEC and takes up a good portion of each day, regardless of the road conditions. We also locate TN 1 Calls that come in daily, and their number can vary from 0 to any number per day. CEMC has been calling in hundreds of poles for replacement over the past month. Some TN 1 calls are Emergency Locates that require a 2hr response time, we had 4 of these this month and 1 short notice locates.

We had some "Service Calls" which resulted in rodding 4 service lines. Some calls were issues or questions, the homeowner had with their private pump or problems under the house. Other calls were questions about plumbing repairs or Tap locations. We had 5 new sewer inspections, 1 of them was a duplex. We also inspected a line replacement that is still incomplete. We had several telemetry call outs with the rain and 1 due to a large power outage tripping out some pumps.

While checking the pump stations this month we found several problems. We pulled 14 clogged pumps worked on 2 broken force mains inside of the wet wells, we changed a Run capacitor and 4 float switches, and rehung fallen floats, Un clogged an Air release Valve and replaced a door handle on one of the above ground stations. We now started to weed eat the grass around the pump stations and the overflow points as well as the manholes in the right- of-way.

We had other non-pumpstation related work such as finishing the N Harris area for INI doing a visual check of the flow through the manholes and we located 9 sources of INI. We also finished the Scattersville area that located 7 more problems with INI and manholes. We did 3 Yard repairs this past month and replaced 2 cleanout caps and installed boxes. We smoke tested 135 Davis St and found their problem with smell. We filled a hole with gravel at Oak St. Church that was over our line, but there was no problem after CCTV was done.

We CCTV 3 services inspections for business permits and 1 due to INI coming from the service. We used the lateral launch to locate a buried c/o. We used the Vac truck to cleanout the sludge from a basin at the WWTP, then we had to unstop the drain line with it. We CCTV 2 Storm Drains for Storm Water. We CCTV 3 sections of Mains, 2 due to the ground sinking over the line and 1 for INI searching.

This month, I gathered information for the Annual Report to TDEC, created a list of our inventory for a Parts Bid for the Sewer Department, and sent out a deficiency letter to 122 Davis St. Two Employees took a recertification class for NASCCO. We finished Drugs in the Workplace and watched a video and tested our knowledge over Trench Safety. We had 1 DWR this month which involved a switch failure at a pumpstation. We also used the trench Safety for our safety meeting for the month.

Jon Harrison
Supervisor of Collections.

CITY OF PORTLAND
WATER DEPT SUPERVISOR CHRISTOPHER GREER
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone 615-670-3977
Email Address: cgreer@cityofportlandtn.gov

MARCH 2024 MONTHLY REPORT

WATER DISTRIBUTION DEPARTMENT

(8) Service Leaks – All services leaking were renewed.

(5) Main Leak

(8) New services installed

(7) Service Line Renewals

(1) Post Hydrant installation

Main St project completed

Traffic

(3) Cut Off Lists

Locates

Yard Repairs

Caselle W/O's

CITY OF PORTLAND
PORTLAND NATURAL GAS
LUCAS BAKER – GAS SUPERVISOR
126-B MORNINGSIDE DR.
PORTLAND, TENNESSEE 37148
Office: (615) 325-6776, ext. 187
Email Address: lbaker@cityofportlandtn.gov

Gas Dept Monthly Report –March 2024

- 2 Gas Services installed consisting of 187ft of ¾" service line pipe
- Relocated 1" service at 114 Collins Ln and ¾" 204 Old Westmoreland Rd
- 5 Gas Services Abandoned – 525 Old Gallatin Rd, 108 Williams St, 5753 Hwy 31W (4"), 1276 S Russell St, 105 Carlin Dr
- Repaired 2 excavation damages on ¾" gas services at 1085 New Deal Potts and 105 Carlin Dr
- 5 Leak Survey Leak Repairs
- 9 Yard Repairs
- 2 Test Holes-Spotted ends of main at N Sumner Rd/Fairfield Rd and 740 Denning Ford Rd
- Replaced meter at 154 W Knight St
- Installed 2 Itrons on volume correctors at Hatch (Jay Bird Dr) and Garrott Bro (Eubanks Rd)
- Replaced 1 valve boxes with new concrete boxes – 1765 Hwy 259
- Began ITS Online Testing transition for Operator Qualification Testing
- Annual Fusion Qualification for Poly Butt Welding, Electrofusion and Stab Coupling exams and performance evaluations
- 2024 Leak Survey on Northeast Quadrant -TPUC requirement
- System Valve Maintenance -TPUC Requirement
- Gathered GIS data on services installed 2022 and 2023 to assist in updating the Natural Gas System
- Gas Leak Investigations
- Various gas pressure checks
- Air Test Inspections
- Daily monitoring of Gate Stations and odorant injection
- Daily work orders and Tennessee One Calls
- Monthly Odorant Sniff Test – TPUC requirement

RESOLUTION

City of Portland, Tennessee

No. 24 – 108

A RESOLUTION TO RE-APPOINT THE CITY ATTORNEY

WHEREAS, the term of Portland City Attorney John Bradley will expire on May 31, 2024; and

WHEREAS, City Attorney Bradley has expressed an interest in serving another four-year term; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the City of Portland that the current City Attorney, John Bradley is re-appointed to a term that will end on May 31, 2028; and

BE IT FURTHER RESOLVED that the Resolution shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Approved this day of

ORDINANCE

City of Portland, Tennessee

No. 24 - 21

Second Reading

AN ORDINANCE APPROVING A PROPERTY PURCHASE BY THE PORTLAND AIRPORT AUTHORITY FROM PORTLAND INDUSTRIAL ENTERPRISES FOR THE PURCHASE OF PROPERTY LOCATED SUMNER COUNTY TAX MAP 020, PARCEL 055.00 CONTAINING 9.56 ACRES.

WHEREAS negotiations have transpired regarding property purchases at the Portland Municipal Airport; and

WHEREAS funds for this purchase have been appropriated by the State of Tennessee; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland, Tennessee that the purchase of property located , Property Sumner County Tax Map 020 Parcel 055.00 containing 9.56 acres by the Portland Airport Authority from Portland Industrial Enterprises is hereby approved and the Airport Authority Chairman is authorized and directed to execute this purchase so as to be an obligation of the Portland Airport Authority and the City of Portland, Tennessee; and

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.

____
Mike Callis, Mayor

____
Attest: Rachel Slusser, City Recorder

Passed First Reading: April 2, 2024

Passed Second Reading:

Port Ind Enterprises 9.56 Acres

SUMNER COUNTY, TENNESSEE

DISCLAIMER: THIS MAP IS FOR PROPERTY TAX ASSESSMENT PURPOSES ONLY. IT WAS CONSTRUCTED FROM PROPERTY INFORMATION RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS AND IS NOT CONCLUSIVE AS TO LOCATION OF PROPERTY OR LEGAL OWNERSHIP.

MAP DATE: March 15, 2024

0 390 780
Feet

ORDINANCE

City of Portland, Tennessee

No. 24 - 22

Second Reading

AN ORDINANCE APPROVING A PROPERTY PURCHASE BY THE PORTLAND AIRPORT AUTHORITY FROM WILLIAM PAYNE FOR THE PURCHASE OF PROPERTY LOCATED SUMNER COUNTY TAX MAP 021 PARCEL 002.02 CONTAINING 11.74 ACRES.

WHEREAS negotiations have transpired regarding property purchase at the PORTLAND MUNICIPAL AIRPORT; and

WHEREAS funds for the purchase have been appropriated by the State of Tennessee; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland that the purchase of property located Sumner County Tax Map 021 Parcel 002.02 Containing 11.74 acres by the Portland Airport Authority from William Payne is hereby approved and the Airport Authority Chairman is authorized and directed to execute this purchase so as to be an obligation of the Portland Airport Authority and the City of Portland, Tennessee; and

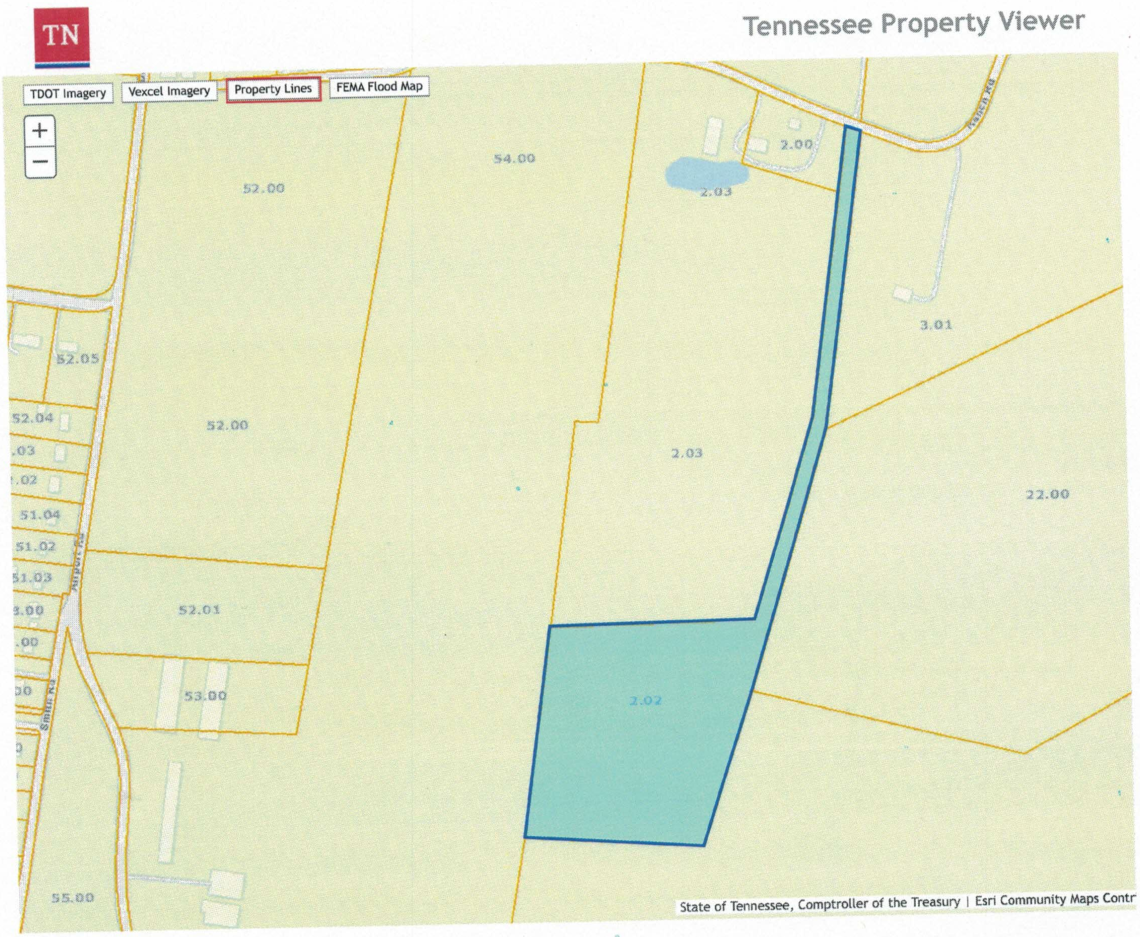
BE IT FURTHER ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.

______________________________ Mike Callis, Mayor

______________________________ Attest: Rachel Slusser, City Recorder

Passed First Reading: April 1, 2024

Passed Second Reading:



William Payne

Map + Parcel 021 - 002.00 - 000

Ranch Road

ORDINANCE

City of Portland, Tennessee

No. 24 - 23

Second Reading

AN ORDINANCE APPROVING A PROPERTY PURCHASE BY THE PORTLAND AIRPORT AUTHORITY FROM PORTLAND AIRPORT INDUSTRIAL PARK, INC. FOR THE PURCHASE OF PROPERTY LOCATED SUMNER COUNTY TAX MAP 020, PARCEL 052.00 CONTAINING 27.80 ACRES.

WHEREAS negotiations have transpired regarding property purchases at the Portland Municipal Airport; and

WHEREAS funds for this purchase have been appropriated by the State of Tennessee; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland, Tennessee that the purchase of property approved, , Property Sumner County Tax Map 020 Parcel 052.00 containing 27.80 acres by the Portland Airport Authority from Portland Airport Industrial Park, Inc. is hereby approved and the Airport Authority Chairman is authorized and directed to execute this purchase so as to be an obligation of the Portland Airport Authority and the City of Portland, Tennessee; and

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.

______________________________	______________________________
Mike Callis, Mayor	Attest: Rachel Slusser, City Recorder

Passed First Reading: April 1, 2024

Passed Second Reading:

Airport Ind Park Inc 27.8 Ac

SUMNER COUNTY, TENNESSEE

DISCLAIMER: THIS MAP IS FOR PROPERTY TAX ASSESSMENT PURPOSES ONLY. IT WAS CONSTRUCTED FROM PROPERTY INFORMATION RECORDED IN THE OFFICE OF THE REGISTER OF DEEDS AND IS NOT CONCLUSIVE AS TO LOCATION OF PROPERTY OR LEGAL OWNERSHIP.

MAP DATE: March 15, 2024

0 390 780
Feet

ORDINANCE

City of Portland, Tennessee

No. 24 - 24

Second Reading

AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH ALVIN KRANTZ PAINTING, INC. FOR THE INTERIOR PAINTING OF RICHLAND GYM PROJECT AT RICHLAND PARK

WHEREAS, the City of Portland deems it necessary to make improvements to Richland Gym by painting the interior of this facility; and

WHEREAS, the City of Portland received and opened bids on March 21, 2024, are as follows:

1.	Alvin Krantz Painting, Inc.	$ 61,800.
2.	Nabholz Construction	$119,998.
3.	C & C Contracting, LLC.	$222,500.

WHEREAS, after careful consideration the bid from Alvin Krantz Painting, Inc. has been recommended as best bid for the Interior Painting of Richland Gym project; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland to enter in an agreement with Alvin Krantz Painting, Inc. in the amount of $ 61,800. as best bid for the Interior Painting of Richland Gym, project; and

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.

______________________________	______________________________
Mike Callis, Mayor	Attest: Rachel Slusser, City Recorder

Passed First Reading: April 1, 2024

Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 24 - 26

First Reading

AN ORDINANCE OF THE CITY OF PORTLAND, TENNESSEE ADOPTING THE ANNUAL BUDGET AND TAX RATE FOR THE FISCAL YEAR BEGINNING JULY 1, 2024 AND ENDING JUNE 30, 2025

WHEREAS, Tenn, Code Ann. § 9-1-116 requires that all funds of the State of Tennessee and all its political subdivisions shall first be appropriated before being expended and that only funds that are available shall be appropriated; and

WHEREAS, the Municipal Budget Law of 1982 requires that the governing body of each municipality adopt and operate under an annual budget ordinance presenting a financial plan with at least the information required by that state statute, that no municipality may expend any moneys regardless of the source except in accordance with a budget ordinance and that the governing body shall not make any appropriation in excess of estimated available funds; and

WHEREAS, the Governing Body has published the annual operating budget and budgetary comparisons of the proposed budget with the prior year (actual) and the current year (estimated) in a newspaper of general circulation not less than ten (10) days prior to the meeting where the Board will consider final passage of the budget.

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland as follows:

SECTION 1: That the governing body projects anticipated revenues from all sources and appropriates planned expenditures for each department, board, office or other agency of the municipality, herein presented together with the actual annual receipts and expenditures of the last preceding fiscal year and the estimated annual expenditures for the current fiscal year, and from those revenues and unexpended and unencumbered funds as follows for fiscal year 2024/2025, and including the projected ending balances for the budget year, the actual ending balances for the most recent ended fiscal year and the estimated ending balances for the current fiscal years:

GENERAL FUND	Actual FY 2023	Estimated Actual FY 2024	Budget FY 2025
Revenues			
Local Taxes	$ 9,668,010	$ 8,587,665	$ 9,658,000
Licenses And Permits	1,643,145	480,072	713,500
Intergovernmental	3,109,207	3,735,876	2,608,000
Charges For Services		-	-
Fines And Forfeitures	225,705	138,332	167,500
Other	564,839	644,828	601,000
Other Financing Sources			
Issuance of Debt / Debt Proceeds	-	874,383	4,350,600
Insurance Recoveries	26,715	151,879	15,000
Grant Proceeds	-	-	1,271,800
Sale of Capital Assets	-	-	-
Transfers In - from other funds	-	-	-
Transfers In - from other funds (PILOT)	-	-	-
Total Revenues and Other Financing Sources	$ 15,237,621	$ 14,613,035	$ 19,385,400
Appropriations			
Expenditures			
General Government	$ 2,708,180	$ 1,933,391	$ 1,011,713
Administrative	$ 335,158	$ 395,553	$ 506,173
Human Resources	$ 103,587	$ 102,525	$ 145,511
Planning	$ 226,559	$ 310,733	$ 292,612
Codes	$ 135,691	$ 138,264	$ 208,180
Court	$ 82,284	$ 82,942	$ 87,911
Police Department	4,227,669	4,402,239	4,921,308
Fire Department	2,472,659	3,438,759	2,745,875
Hwy & Streets	1,739,442	1,227,249	1,338,843
City Garage	107,566	174,692	170,053
State Street Aid	500,731	650,000	480,000
Animal Control	86,778	84,572	74,277
Grants and Projects	150,190	362,176	5,188,600
Swimming Pool	18,207	-	-
Golf Course	525,865	513,564	586,559
Parks & Recreation	1,151,830	1,044,696	975,083
Community Development	106,373	118,096	130,609
Debt Service - Principal and Interest	-	-	-
[insert additional organizational unit]	-	-	-
[insert additional organizational unit]	-	-	-
Other Financing Uses			
Transfers Out - to other funds	-	-	1,072,067
Total Appropriations	$ 14,678,769	$ 14,979,451	$ 19,935,374
Change in Fund Balance (Revenues - Appropriations)	**558,852**	**(366,416)**	**(549,974)**
Beginning Fund Balance July 1	6,534,606	7,093,458	6,727,042
Ending Fund Balance June 30	**$ 7,093,458**	**$ 6,727,042**	**$ 6,177,068**
Ending Fund Balance as a % of Total Appropriations	48.3%	44.9%	31.0%

Debt Service paid from General Fund

Debt Management				
#64 GO Bond	Bond Principal Paid	$ 190,000	$ 195,000	$ 200,000
#64 GO Bond	Bond Interest Paid	209,313	204,563	199,200
#75 GO Bond	Bond Principal Paid	75,000	75,000	80,000
#75 GO Bond	Bond Interest Paid	121,594	117,844	114,094
#80TMBF	Loan Agreement Principal Paid	-	-	233,000
#80TMBF	Loan Agreement Interest Paid			164,473
	Total Annual Debt Service Payments	$ 595,906	$ 592,406	$ 990,767

AIRPORT	Actual FY 2023	Estimated Actual FY 2024	Budget FY 2025
Revenues			
Grant Revenue	$ 5,198,032	$ 2,048,205	$ 287,965
Other Revenue	106,294	131,614	137,000
Fuel Revenue	184,045	291,327	200,000
Other Financing Sources			
Transfers In - from other funds	110,000	106,000	81,300
Total Revenues and Other Financing Sources	$ 5,598,371	$ 2,577,146	$ 706,265
Appropriations			
Airport Expense	$ 5,562,694	$ 2,108,647	$ 705,856
Total Appropriations	$ 5,562,694	$ 2,108,647	$ 705,856
Change in Fund Balance (Revenues - Appropriations)	**35,677**	**468,499**	**409**
Beginning Fund Balance July 1	106,482	142,159	610,658
Ending Fund Balance June 30	**$ 142,159**	**$ 610,658**	**$ 611,067**
Ending Fund Balance as a % of Total Appropriations	2.6%	29.0%	86.6%

DRUG FUND	Actual FY 2023	Estimated Actual FY 2024	Budget FY 2025
Revenues			
Fines And Forfeitures	$ 23,160	$ 10,406	$ 2,000
Other	-	-	-
Other Financing Sources			
Sale of Confiscated Equipment	-	-	2,000
Transfers In - from other funds	-	-	-
Total Revenues and Other Financing Sources	$ 23,160	$ 10,406	$ 4,000
Appropriations			
Drug Enforcement	$ 2,375	$ 36,750	$ 3,000
Transfer to General for K-9 Expense	-	-	15,000
Total Appropriations	$ 2,375	$ 36,750	$ 18,000
Change in Fund Balance (Revenues - Appropriations)	**20,785**	**(26,344)**	**(14,000)**
Beginning Fund Balance July 1	97,010	117,795	91,451
Ending Fund Balance June 30	**$ 117,795**	**$ 91,451**	**$ 77,451**
Ending Fund Balance as a % of Appropriations	4959.8%	248.8%	430.3%

STORMWATER	Actual FY 2023	Estimated Actual FY 2024	Budget FY 2025
Revenues			
Stormwater Revenues	$ 1,051,393	$ 863,593	$ 880,500
Other Financing Sources			
Issuance of Debt / Debt Proceeds	-	-	-
Transfers In - from other funds	-	-	-
Total Revenues and Other Financing Sources	$ 1,051,393	$ 863,593	$ 880,500
Appropriations			
Stormwater Expense	$ 1,269,662	$ 984,114	$ 976,853
Debt Service - Principal and Interest	-	-	-
Total Appropriations	$ 1,269,662	$ 984,114	$ 976,853
Change in Fund Balance (Revenues - Appropriations)	**(218,269)**	**(120,521)**	**(96,353)**
Beginning Fund Balance July 1	613,276	395,007	274,486
Ending Fund Balance June 30	**$ 395,007**	**$ 274,486**	**$ 178,133**
Ending Fund Balance as a % of Total Appropriations	31.1%	27.9%	18.2%

SANITATION	Actual FY 2023	Estimated Actual FY 2024	Budget FY 2025
Revenues			
Sanitation Revenue	$ 1,412,659	$ 1,258,425	$ 1,385,603
	-	-	-
Other Financing Sources			
Issuance of Debt / Debt Proceeds	-	-	-
Transfers In - from other funds	-	-	-
Total Revenues and Other Financing Sources	$ 1,412,659	$ 1,258,425	$ 1,385,603
Appropriations			
Sanitation Expense	$ 1,338,254	$ 1,173,713	$ 1,218,408
Debt Service - Principal and Interest	-	-	-
Total Appropriations	$ 1,338,254	$ 1,173,713	$ 1,218,408
Change in Fund Balance (Revenues - Appropriations)	**74,405**	**84,712**	**167,195**
Beginning Fund Balance July 1	489,329	563,734	648,446
Ending Fund Balance June 30	**$ 563,734**	**$ 648,446**	**$ 815,641**
Ending Fund Balance as a % of Total Appropriations	42.1%	55.2%	66.9%

E-CITATION FUND	Actual FY 2023	Estimated Actual FY 2024	Budget FY 2025
Revenues			
E-Citation Revenues	$ 4,282	$ 2,839	$ 1,100
	-	-	-
Other Financing Sources			
Issuance of Debt / Debt Proceeds	-	-	-
Transfers In - from other funds	-	-	-
Total Revenues and Other Financing Sources	$ 4,282	$ 2,839	$ 1,100
Appropriations			
E-Citation Expense	$ -	$ -	$ -
Debt Service - Principal and Interest	-	-	-
Total Appropriations	$ -	$ -	$ -
Change in Fund Balance (Revenues - Appropriations)	**4,282**	**2,839**	**1,100**
Beginning Fund Balance July 1	6,161	10,443	13,282
Ending Fund Balance June 30	**$ 10,443**	**$ 13,282**	**$ 14,382**
Ending Fund Balance as a % of Total Appropriations	#DIV/0!	#DIV/0!	#DIV/0!

IMPACT FEE FUND	Actual FY 2023	Estimated Actual FY 2024	Budget FY 2025
Revenues			
Park Impact Fee Revenue	$ 12,796	$ 26,711	$ 20,000
Police Impact Fee Revenue	126,074	16,481	15,000
Fire Impact Fee Revenue	411,134	37,229	7,500
Interest	-	22,743	-
Total Revenues and Other Financing Sources	$ 550,004	$ 103,164	$ 42,500
Appropriations			
Park Impact Fee Expense	$ 59,983	$ 21,170	$ -
Police Impact Fee Expense	$ 15,209	$ 125,428	$ -
Fire Impact Fee Expense	27,284	95,982	8,500
Total Appropriations	$ 102,476	$ 242,580	$ 8,500
Change in Fund Balance (Revenues - Appropriations)	**447,528**	**(139,416)**	**34,000**
Beginning Fund Balance July 1	771,642	1,219,170	1,079,754
Ending Fund Balance June 30	**$ 1,219,170**	**$ 1,079,754**	**$ 1,113,754**
Ending Fund Balance as a % of Total Appropriations	1189.7%	445.1%	13103.0%

DEBT SERVICE FUND	Actual FY 2023	Estimated Actual FY 2024	Budget FY 2025
Revenues			
Other Financing Sources			
Transfers In - from General	1,437,990	719,229	990,767
Transfers In - from Sanitation	211,635	-	-
Total Revenues and Other Financing Sources	$ 1,649,625	$ 719,229	$ 990,767
Appropriations			
General Fund Principal and Interest	$ 1,427,487	$ 719,229	$ 990,767
Sanitation Fund Principal and Interest	211,625	-	-
Total Appropriations	$ 1,639,112	$ 719,229	$ 990,767
Change in Fund Balance (Revenues - Appropriations)	**10,513**	**-**	**-**
Beginning Fund Balance July 1	10,707	21,220	21,220
Ending Fund Balance June 30	**$ 21,220**	**$ 21,220**	**$ 21,220**
Ending Fund Balance as a % of Total Appropriations	1.3%	3.0%	2.1%

WATER and SEWER FUND	Actual FY 2023	Estimated Actual FY 2024	Budget FY 2025
Operating Revenues			
Water Revenue	$ 5,230,266	$ 6,044,350	$ 5,492,500
Sewer Revenue	4,620,901	5,060,331	5,232,680
Miscellaneous Other Fees	182,726	374,106	106,500
Total Operating Revenues	$ 10,033,893	$ 11,478,787	$ 10,831,680
Operating Expenses			
Water Plant	$ 1,404,712	$ 1,423,729	$ 1,504,073
Water Distribution	1,542,576	2,270,438	2,416,306
Sewer Collection	1,131,641	1,377,099	1,587,945
Sewer Plant	926,083	1,685,177	1,715,139
Business Office	331,655	432,285	571,249
Utility Administration	617,751	675,504	737,605
Other	-	-	-
Depreciation	1,515,802	1,515,450	1,415,450
Total Operating Expenses	$ 7,470,220	$ 9,379,682	$ 9,947,767
Operating Income (Loss)	$ 2,563,673	$ 2,099,105	$ 883,913
Nonoperating Revenues (Expenses)			
Revenue: Investment Income	$ -	$ -	$ -
Grants - Operating (ARPA)	191,731	-	2,400,000
Donated Lines	102,427	-	-
Expense: Debt Service - Interest Expense	(1,847,796)	(886,711)	(1,100,521)
Other Expense			
Total Nonoperating Revenue (Expenses)	$ (1,553,638)	$ (886,711)	$ 1,299,479
Income (Loss) Before Capital Contributions and Transfers	$ 1,010,035	$ 1,212,394	$ 2,183,392
Capital Contributions and Transfers			
Capital Contributions - Tap Fees in Excess of Cost	$ -	$ -	$ -
Capital Contributions - Grants	-	-	
Capital Contributions - Other		-	-
Transfers In - from Other Funds	-	-	-
Transfers Out - to Other Funds (PILOT)			
Total Capital Contributions and Transfers	$ -	$ -	$ -
Change in Net Position	**$ 1,010,035**	**$ 1,212,394**	**$ 2,183,392**
Beginning Net Position July 1	28,233,759	29,243,794	30,456,188
Ending Net Position June 30	**$ 29,243,794**	**$ 30,456,188**	**$ 32,639,580**

Statutory Change in Net Position Reconciliation:

Change in Net Position	$ 1,010,035	$ 1,212,394	$ 2,183,392
Subtract:			
Capital Contributions - Tap Fees in Excess of Cost	$ -	$ -	$ -
Capital Contributions - Grants	-	-	-
Capital Contributions - Other	-	-	-
Grants - Operating	191,731	-	2,400,000
Transfers In - from Other Funds	-	-	-
Total amount subtracted for statutory change	$ 191,731	$ -	$ 2,400,000
Statutory Change in Net Postion*	$ 818,304	$ 1,212,394	$ (216,608)

** Note: A statutory negative Change in Net Position for two consecutive years will result in the local government's referral to the Water and Wastewater Financing Board.*

Debt Service to be Paid Out of Water Fund

Debt Management				
#77, Series 2020	Revenue Bond Principal Paid	$ 390,000	$ 395,000	$ 405,000
#77, Series 2020	Revenue Bond Interest Paid	504,825	497,025	489,125
#67, Series 2016	Revenue Bond Principal Paid	455,000	475,000	480,000
#67, Series 2016	Revenue Bond Principal Paid	410,744	397,094	192,609
#37, SRF 2006-192	Loan Agreement Principal Paid	67,728	68,880	70,068
#37, SRF 2006-192	Loan Agreement Interest Paid	11,016	9,864	8,676
#81, TMBF $5,000,000 Draw Loan	Loan Agreement Principal Paid	-	-	-
#81, TMBF $5,000,000 Draw Loan	Loan Agreement Interest Paid	-	-	-
#76, $237,000 - Jet Vac TMBF	Note Principal Paid	47,400	47,400	47,400
#76, $237,000 - Jet Vac TMBF	Note Interest Paid	2,990	1,812	637
[enter additional debt principal]		-	-	-
[enter additional debt interest]		-	-	-
Total Annual Debt Service Payments	Annual Debt Service Payments	$ 1,889,703	$ 1,892,075	$ 1,693,515

GAS FUND	Actual FY 2023	Estimated Actual FY 2024	Budget FY 2025
Operating Revenues			
Sales	$ 7,313,665	$ 5,087,058	$ 6,565,000
Fees	-	-	-
Other	62,332	209,777	97,000
Miscellaneous Other Fees	-	-	-
Non-Operating Revenues, Grants, Contributions, & Transfers In			
Investment Income	-	-	-
Other Income	-	-	-
Capital Contributions	-	-	-
Grants - Capital	-	-	316,000
Grants - Operating	-	-	-
Transfers In - from other funds	-	-	-
Total Revenues	$ 7,375,997	$ 5,296,835	$ 6,978,000
Appropriations			
Operating Expenses			
General Operations	6,047,856	4,904,867	6,437,682
Maintenance	-	-	-
Other	-	-	-
Depreciation	572,699	540,150	540,150
Non-Operating Expenses and Transfers Out			
Debt Service - Interest	-	-	-
Transfers Out - to other funds (PILOT)	-	-	-
Total Appropriations	$ 6,620,555	$ 5,445,017	$ 6,977,832
Change in Net Position (Revenues - Appropriations)	**755,442**	**(148,182)**	**168**
Beginning Net Position July 1	19,524,946	20,280,388	20,132,206
Ending Net Position June 30	**$ 20,280,388**	**$ 20,132,206**	**$ 20,132,374**

SECTION 2: At the end of the fiscal year 2025, the governing body estimates fund balances or deficits as follows:

Fund		**Estimated Fund Balance/Net Position at June 30, 2025**
General Fund	$	4,997,094
Airport	$	611,476
Drug Fund	$	63,451
Stormwater	$	81,780
Sanitation	$	982,836
E-Citation	$	15,482
Impact Fee	$	1,147,754
Debt Service	$	21,220
Water & Sewer Fund	$	33,468,587
Gas	$	20,132,492

SECTION 3: That the governing body herein certifies that the condition of its sinking funds, if applicable, are compliant pursuant to its bond covenants, and recognizes that the municipality has outstanding bonded and other indebtedness as follows:

Fund	Type of Debt	Loan Name and Description	Original Issuance Amount	Authorized & Unissued	Total Principal Outstanding at June 30	Budgeted Annual Debt Service: Principal	Budgeted Annual Debt Service: Interest	Budgeted Annual Debt Service: Total	Detailed Budget Page Number
General	Bonds	Series 2015 GO Public Improvement (#64)	$ 7,410,000	$ -	$ 5,660,000	$ 200,000	$ 199,200	$ 399,200	19
		General Obligation Bond, Series 2020 (#70)	3,780,000	-	3,405,000	80,000	114,094	194,094	19
	Loan Agreements	TMBF $6,000,000 FR PBA Loan (Draw Loan) (#80)	6,000,000	5,074,617	5,540,000	233,000	164,473	397,473	19
								-	
	Notes							-	
								-	
	Leases							-	
								-	
		Total	$ 17,190,000	$ 5,074,617	$ 14,605,000	$ 513,000	$ 477,767	$ 990,767	
Water and Sewer	Bonds	Water & Sewer Revenue Bonds, Series 2020 (#77)	16,930,000	$ -	$ 15,595,000	$ 405,000	$ 489,125	$ 894,125	21-26
		Series 2016 Refunding and Improvement (#67)	15,560,000		10,935,000	480,000	192,609	672,609.00	21-26
	Loan Agreements	SRF 2006-192 (37)	1,500,000		472,579	70,068	8,676	78,744.00	21-26
		TMBF $5,000,000 FR PBA Loan (Draw Loan) (#81)	5,000,000	4,949,000	5,000,000	-	-	-	
	Notes	$237,000 CON-Jet Vac Loan, TMBF (#76)	237,000	-	-	47,400	637	48,037.00	21-26
								-	
	Leases							-	
								-	
		Total	$ 39,227,000	$ 4,949,000	$ 32,002,579	$ 1,002,468	$ 691,047	$ 1,693,515	
	Total Outstanding Debt		$ 56,417,000	$ 10,023,617	$ 46,607,579	$ 1,515,468	$ 1,168,814	$ 2,684,282	

SECTION 4: During the coming fiscal year (2025) the governing body has pending and planned capital projects with proposed funding as follows:

Pending Capital Projects	Pending Capital Projects - Total Expense	Pending Capital Projects Expense Financed by Estimated Revenues and/or Reserves	Pending Capital Projects Expense Financed by Debt Proceeds
General Fund			
Paving - State Street Aid	$ 480,000.00	Estimated Revenue	$ -
Police Cars (4 Cars)	$ 225,000.00	Cash Reserves	
Pick-up truck - Hwy & Streets	$ 35,000.00	Cash Reserves	
Lawn Mowers (2) - Hwy & Streets	$ 28,000.00	Cash Reserves	
Mini Excavator - Hwy & Streets	$ 30,000.00	Cash Reserves	
Sidewalks - Hwy & Streets	$ 100,000.00	Cash Reserves	
Pick-up truck - Animal Control	$ 30,000.00	Cash Reserves	
Outside upgrade - Animal Control	$ 16,000.00	Cash Reserves	
Collie Mower - Golf Course	$ 60,000.00	Cash Reserves	
Golf Course Sign - Golf Course	$ 5,000.00	Cash Reserves	
Heat Unit - Richland Park	$ 7,500.00	Cash Reserves	
Camera System - Park	$ 7,800.00	Cash Reserves	
Tables & Chairs - Park	$ 4,500.00	Cash Reserves	
Airport			
Runway and Land Purchases	$ 1,000,000.00	Federal and State Grants	
Stormwater			
Pick-up truck	$ 35,000.00	Cash Reserves	
Repairs to system/various projects	$ 78,000.00	Cash Reserves	
Impact Fees			
Sidewalks - Dog Park	$ 8,500.00	Cash Reserves	
Water & Sewer			
Complete Sewer Plant upgrade	$ 5,000,000.00	ARPA/Bond	
Pick-up trucks (3)	$ 115,000.00	Estimated Revenue	
1 ton utility truck	$ 75,000.00	Estimated Revenue	
Gas			
Pick-up trucks (2)	$ 80,000.00	Estimated Revenue	

Proposed Future Capital Projects	Proposed Future Capital Projects - Total Expense	Proposed Future Capital Projects Expense Financed by Estimated Revenues and/or Reserves	Proposed Future Capital Projects Expense Financed by Debt Proceeds
General Fund			
Splash Pad	$ 2,473,600.00	$ 1,236,800.00	$ 1,236,800.00
Police Building remodel	$ 990,000.00	$ 990,000.00	
Gym remodel (Park)	$ 650,000.00	$ 650,000.00	
Parks Maintenance Bldg	$ 245,000.00	$ 245,000.00	
Golf Course Irrigation	$ 700,000.00	$ 350,000.00	$ 350,000.00
Rewrite Subdivision Rules & Regs	$ 25,000.00	$ 25,000.00	
Water & Sewer			
CDJ Waterline	$ 42,000.00	$ 42,000.00	
Parkside Waterline	$ 50,000.00	$ 50,000.00	
Wellington Place Waterline	$ 125,000.00	$ 125,000.00	
109 Bypass (N) Engineering Water	$ 195,000.00	$ 195,000.00	
109 Bypass (N) Utility Deposit Water	$ 300,000.00	$ 300,000.00	
Oakhill tank improvements	$ 500,000.00		$ 500,000.00
109 Bypass (S) Engineering Sewer	$ 565,000.00	$ 565,000.00	
109 Bypass (S) Utility Deposit Sewer	$ 350,000.00	$ 350,000.00	
Fall Point Repairs Sewer	$ 350,000.00	$ 350,000.00	
Gas			
109 Bypass (N) Engineering Gas	$ 200,000.00	$ 200,000.00	
TGT gas line replacement	$ 850,000.00	$ 850,000.00	

SECTION 5: No appropriation listed above may be exceeded without an amendment of the budget ordinance as required by the Municipal Budget Law of 1982 (Tenn. Code Ann. § 6-56-208). In addition, no appropriation may be made in excess of available funds except to provide for an actual emergency threatening the health, property or lives of the inhabitants of the municipality and declared by a two-thirds (2/3) vote of at least a quorum of the governing body in accord with Tenn. Code Ann. § 6-56-205.

SECTION 6: Money may be transferred from one appropriation to another in the same fund in an amount of up to $25,000 by the Finance Director, subject to such limitations and procedures as set by the Governing Body pursuant to Tenn. Code Ann. § 6-56-209. Any resulting transfers shall be reported to the governing body at its next regular meeting and entered into the minutes.

SECTION 7: A detailed financial plan will be attached to this budget and become part of this budget ordinance.

SECTION 8: There is hereby levied a property tax rate equal to the certified equalization rate per $100 of assessed value for Sumner and Robertson County for all real and personal property.

SECTION 9: This annual operating and capital budget ordinance and supporting documents shall be submitted to the Comptroller of the Treasury or Comptroller's Designee for approval pursuant to Title 9, Chapter 21 of the Tennessee Code Annotated within fifteen (15) days of its adoption. If the Comptroller of the Treasury or Comptroller's Designee determines that the budget does not comply with the Statutes, the Governing Body shall adjust its estimates or make additional tax levies sufficient to comply with the Statutes or as directed by the Comptroller of the Treasury or Comptroller's Designee.

SECTION 10: All unencumbered balances of appropriations remaining at the end of the fiscal year shall lapse and revert to the respective fund balances.

SECTION 11: All ordinances or parts of ordinances in conflict with any provision of this ordinance are hereby repealed.

BE IT FURTHER ORDAINED that this Ordinance shall become effective July 1, 2024, the public welfare requiring it.

______________________________ ______________________________

Mike Callis, Mayor Attest: Rachel Slusser, City Recorder

Passed First Reading:
Notice Published: Portland Sun- ; Portland Leader:
Public Hearing
Passed Second Reading:

BUDGET SUMMARY

GENERAL FUND — OPERATING ONLY - NO PROJECTS, EQUIPMENT, OR ADDITIONAL PERSONNEL

TOTALS

Revenues		$13,748,000	
Total		**$13,748,000**	
Expense	General Gov		$2,083,780
	Administrative		$506,173
	HR		$145,511
	Planning		$292,612
	Codes		$208,180
	Court		$87,911
	Police		$4,921,308
	Fire		$2,745,875
	Hwy & Streets		$1,338,843
	Garage		$170,053
	State St Aid		$480,000
	Animal Control		$74,277
	Pool		$0
	Golf Course		$586,559
	Park		$975,083
	Comm Dev		$130,609
	TOTAL		$14,746,774
	Position Requested		-$367,860
	Capital Outlay		-$448,800
	TOTAL OPERATING		**$13,930,114**
	Difference		**-$182,114**

GENERAL FUND

Personnel Requested

		Cost to City Includes benefits, taxes	
	General Gov't	$73,456	Grant Accountant
	Administration	$127,408	Civil Engineer
	HR	$23,378	PT Assistant
	Codes	$51,574	Permit Tech
	Hwy & Sts	$92,044	PW Assistant Director
	TOTAL	**$367,860**	

GENERAL FUND

Capital Outlay - we will have to use cash to fund these items

	Police	$225,000	Police cars x 4 (3 marked, 1 unmarked)
	Hwy & Sts	$35,000	Pick-Up truck
	Hwy & Sts	$28,000	Lawn mower x 2
	Hwy & Sts	$30,000	Mini Excavator
	Animal Control	$30,000	Truck
	Animal Control	$16,000	Outside updates
	Golf Course	$60,000	Collar mower
	Golf Course	$5,000	Sign
	Parks	$7,500	Heating unit at Richland
	Parks	$7,800	Camera system
	Parks	$4,500	Tables and chairs
TOTAL		**$448,800**	

GENERAL FUND PROJECTS

Will be using loan proceeds, grant proceeds, assigned fund balance and cash-on-hand

Splash Pad	Loan Proceeds	$1,236,800
	Grant Proceeds	$1,236,800
Police Bldg	Assign Fund Bal	$990,000
Gym	Assign Fund Bal	$650,000
Parks Maintenance Bldg	ARPA	$165,000
	Cash (Insurance)	$85,000
Golf Course Irrigation	Loan Proceeds	$350,000
	Grant Proceeds	$350,000
Sidewalks	Cash	$100,000
Subdivision Rules and Regs	Cash	$25,000
	TOTAL	**$5,188,600**

Available Cash	**$6,579,478**

AIRPORT

Revenue	$624,965	
	$81,300	Transfer from General
TOTAL	**$706,265**	
Expense	**$705,856**	
Difference		**$409**

Funding for projects will be coming from grants.
Grant match monies will be coming from assigned fund balance.

STORMWATER

Revenue	$880,500	
Expense	$863,853	
Difference		**$16,647**

STORMWATER
Capital Outlay - we will have to use cash to fund these items

	Stormwater	$35,000	Pick-up truck
	Stormwater	$78,000	Repair to system/projects
TOTAL		**$113,000**	

SANITATION

Revenue	$1,385,603	
Expense	$1,218,408	
Difference		**$167,195**

IMPACT FEES

Revenue	$42,500	
Expense	$8,500	Dog park sidewalks

GENERAL DEBT SERVICE FUND
Loan payments of General Fund Bonds and Loans

Transfer from General Fund	$990,767
Principal & Interest	$990,767

WATER AND SEWER				
Revenue		**$10,869,500**	**~~$10,831,680~~**	
Expense	Water Plant		$1,816,628	
	Water Distribution		$3,168,256	
	Sewer Collections		$2,192,350	
	Sewer Plant		$2,737,200	
	Business Office		$571,249	
	Utility Admin		$737,605	
	TOTAL		$11,223,288	
	Requested Position		-$164,930	
	Capital Outlay		-$190,000	
	TOTAL OPERATING		**$10,868,358**	
	Difference			**$1,142**

WATER AND SEWER		Cost to City	
Personnel Requested		Includes benefits, taxes	
	Water Plant	$68,466	Grade III operator
	Water Distribution	$44,890	Crew Worker I
	Business Office	$51,574	Billing Coordinator
	TOTAL	**$164,930**	

WATER AND SEWER			
Equipment Request			
	Water Distribution	$75,000	Trucks x2
	Sewer Collection	$40,000	Pick-up truck
	Sewer Collection	$75,000	1 ton utility truck
	TOTAL	**$190,000**	

WATER AND SEWER						
Projects	Funding - ARPA Grant, Loan, Bond Proceeds, Developer Agreements, Cash				**Money Available FY 24/25**	
Water	CDJ Waterline	Developer Agree/ Cash	$42,000		$1,178,130	Cash
Water	Parkside WL	Developer Agree/Cash	$50,000		$5,000,000	Loan
Water	Wellington WL	Developer Agree/Cash	$125,000		$1,105,000	Bond
Water	Waffle House WL	Developer Agree/Cash	$600,000		$3,000,000	APRA
Water	109 Bypass	Cash	$195,000	North loop - engineering	**$10,283,130**	**TOTAL**
Water	109 Utility Dep	Cash	$300,000	North loop utility deposit		
Water	Oakhill Tank Imp	Loan	$750,000		$2,807,000	Reserve
Water	TDEC Match	Cash	$580,000			
Sewer	109 Bypass	Cash	$565,000	North loop - engineering		
Sewer	109 Utility Dep	Cash	$350,000	North loop utility deposit		
Sewer	Sandye Sewer	Cash	$85,000			
Sewer	Fall Point Repairs	Cash	$350,000			
Sewer	Sewer Plant	Bond Proceeds, ARPA	$4,000,000			
	TOTAL		**$7,992,000**		$2,291,130	

NATURAL GAS			
Operating Revenue		$6,978,000	
Operating Expense		$6,897,882	
	Difference		**$80,118**

NATURAL GAS			
Projects and Equipment			
	Pick-up trucks x 2	$80,000	
	109 Bypass	$200,000	North loop - Engineering
	TGT Gas line replace	$850,000	
TOTAL		**$1,130,000**	

TCRS Rates (2021-2024)

2021	1.50%	$116,909	
2022	0.80%	$66,963	
2023	4.87%	$434,872	
2024	5.70%	$524,257	
2025	6.01%	$552,769	(projected)

Costs to the City for Administration of Retirement Plan.
Retirees receive a COLA based on CPI, not to exceed 3%.

	2025	2.5% increase	
Insurance	2341373.91	Actual Budget #	3% more
General	$1,387,165	$1,448,519	$44,677
Stormwater	$105,561	$105,561	$3,167
Sanitation	$115,128	$121,795	$3,654
Airport	$10,195	$8,792	$264
W/S	$535,485	$663,291	$19,899
Gas	$187,840	$144,740	$4,342

** Will not know the actual increase until May.

State Street Aid (FY 2019-2024)

Budget Amounts with Amendments (per audit)

2019	$677,000
2020	$625,000
2021	$543,000
2022	$540,000
2023	$650,000
2024	$650,000

Amounts spent

2019	$485,078
2020	$622,807
2021	$324,190
2022	$535,995
2023	$500,731
2024	

Amount received from State

2019	$401,943
2020	$406,191
2021	$412,596
2022	$455,004
2023	$458,483
2024	

	# Employees	2% COLA	3% COLA	4% COLA	5%COLA	$1.00 per hour	$.50 per hour	$2000 Bonus	$1000 Bonus
General Fund	126	$125,395	$188,092	$250,789	$313,487	$289,788	$144,894	$252,000	$126,000
Airport	3	$2,154	$3,230	$4,307	$5,384	$4,160	$2,080	$6,000	$3,000
Stormwater	9	$9,154	$13,731	$18,307	$22,884	$18,720	$9,360	$18,000	$9,000
Sanitation	8	$7,086	$10,629	$14,172	$17,715	$16,640	$8,320	$16,000	$8,000
W/S	45	$47,016	$70,524	$94,032	$117,540	$93,600	$46,800	$90,000	$45,000
Gas	17	$17,122	$25,684	$34,245	$42,806	$35,360	$17,680	$34,000	$17,000
TOTAL	**208**	**$207,926**	**$311,889**	**$415,852**	**$519,815**	**$458,268**	**$229,134**	**$416,000**	**$208,000**

*** CPI (Consumer Price Index) is 3.5% as of April 2024

City of Portland

Schedule Debt

Fiscal Year 2024/2025

Fund	Type of Debt	Loan Name and Description	Original Issuance Amount	End Date of Loan	Total Principal Outstanding at 06/30/24	Princpal	Interest	Total Payment
General Fund	Notes	TMBF PBA Draw Loan	$ 6,000,000	6/1/2043	$ 5,540,000	$ 233,000	$ 164,473	$ 397,473
	Bonds	General Obligation Bonds, Series 2015 (#64)	$ 7,410,000	6/30/2045	$ 5,660,000	$ 200,000	$ 199,200	$ 399,200
		General Obligation Bonds, Series 2020 (#75)	3,780,000	6/30/2050	3,405,000	80,000	114,094	194,094
		Total General Fund	$ 17,190,000		$ 14,605,000	$ 513,000	$ 477,767	$ 990,767
Water and Sewer	Notes	Enterprise Fund Capital Outlay Note - W&S Jet Vac Truck, Series 2000 (#76)	237,000	6/15/2025	48,037	47,400	637	$ 48,037
		TMBF PBA Draw Loan	5,000,000	4/1/2048	5,000,000			
	Loan Agreements	SRF - State Revolving Fund Loan Agreement 06-192 (#37)	1,500,000	10/1/2031	472,579	70,068	8,676	78,744
	Bonds	Water & Sewer System Revenue Refunding Bonds, Series 2016 (#67)	15,560,000	6/30/2046	10,935,000	480,000	385,218	865,218
		Water & Sewer System Revenue Refunding Bonds, Series 2020 (#77)	16,930,000	6/30/2050	15,595,000	405,000	489,125	894,125
		Total Wtater & Sewer	$ 39,227,000		$ 32,050,616	$ 1,002,468	$ 883,656	$ 1,886,124
		Total Outstanding Debt for the Municipality	$ 56,417,000	$ -	$ 46,655,616	$ 1,515,468	$ 1,361,423	$ 2,876,891

ORDINANCE

City of Portland, Tennessee

No. 24 - 27

First Reading

AN ORDINANCE TO ESTABLISH FEES FOR FIRE EXTINGUISHER TRAINING PROVIDED BY FIRE DEPARTMENT PERSONNEL.

WHEREAS, the City of Portland Fire Department purchased an augmented reality (AR) fire extinguishing training system to facilitate fire extinguisher training with increased safety measures, and;

WHEREAS, the fire department has provided fire extinguisher training in the past, when requested, to industries and businesses with previous systems that became dated and have been replaced by the AR system, and;

WHEREAS, the fire department has developed a basic class and an advance class, and;

WHEREAS, the fire department would like to establish the following fees:

Basic Class: $10/person with a minimum class fee of $100, limited to 20 students per class
Advanced Class: $20/person with a minimum class fee of $100 limited to 10 students per class, and;

WHEREAS, the fire department may waive the class fee for civic and religious organizations.

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Passed First Reading:

Passed Second Reading:

RESOLUTION

City of Portland, Tennessee

No. 24 – 109

A RESOLUTION TO AUTHORIZE THE DEMOLITION OF THE ROBERT COLEMAN COMMUNITY CENTER AT RICHLAND PARK

WHEREAS, the Robert Coleman Community Center at Richland Park is all that remains of the 1915 Sumner County High School that was in use as a school until about 1962, then was used for many years as offices for the Park Dept and as a community center; and

WHEREAS, it was the majority's desire to retain that part of the first Sumner County High School as a historical structure, so the governing body studied and debated the issue of restoring, at least partially, the Robert Coleman Community Center for some time; and

WHEREAS, quotes/bids for even partial restoration of the building were more than one million dollars, and not financially feasible for the City of Portland; and

WHEREAS, it is now the decision of the governing body that the Robert Coleman Community Center should be demolished rather than restored.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the City of Portland that the Robert Coleman Community Center be demolished; and

BE IT FURTHER RESOLVED that this Resolution shall become effective upon its passage, the public welfare requiring it.

______________________________	______________________________
Mike Callis, Mayor	Attest: Rachel Slusser, City Recorder

Approved this day of

RESOLUTION

City of Portland, Tennessee

No. 24 – 110

A RESOLUTION TO AUTHORIZE THE DEMOLITION OF THE SWIMMING POOL AT RICHLAND PARK

WHEREAS, the swimming pool at Richland Park has served the Portland community for 50 years and is in need of costly repairs; and

WHEREAS, it has been the Council's desire to remodel and upgrade the swimming at its current location, but the estimated cost to repair verses building a new pool did not make the project feasible; and

WHEREAS, the Council has decided to incorporate a new swimming pool design into the plans of the proposed splash pad at Richland Park and to seek funding through possible grants; and

WHEREAS, it is now the decision of the governing body that the swimming pool at Richland Park be demolished since the pool is unusable in its current condition.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the City of Portland that the Richland Park swimming pool be demolished; and

BE IT FURTHER RESOLVED that this Resolution shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Approved this day of

RESOLUTION

City of Portland, Tennessee

No. 24 - 111

A RESOLUTION TO ENTER INTO AN ENGINEERING AGREEMENT WITH CIVIL AND ENVIRONMENTAL CONSULTANTS, INC. FOR THE DESIGN OF A REGIONAL DETENTION BASIN ON AIRPORT ROAD.

WHEREAS, property was purchased by the City of Portland on Airport Road for the purpose of constructing a regional detention basin to alleviate localized downstream flooding; and

WHEREAS, Civil and Environmental Consultants, Inc. is familiar with the scope and goals of this project from previous work in the area; and

WHEREAS, Civil and Environmental Consultants, Inc. will design the detention basin, perform hydraulic and hydrologic analysis of the associated watershed and all necessary survey; and

WHEREAS, these services shall be billed on a time and material basis as listed in the attachment not to exceed $25,000; and

NOW, THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Portland to approve Civil and Environmental Consultants, Inc. to design a regional detention basin on Airport Road; and

BE IT FURTHER RESOLVED that this Resolution shall become effective upon its passage, the public welfare requiring it.

____
Mike Callis, Mayor

____
Attest: Rachel Slusser, City Recorder

Approved this day of

ORDINANCE

City of Portland, Tennessee

No. 24 - 19

Second Reading

AN ORDINANCE TO ENTER AN AGREEMENT WITH GRESHAM SMITH TO PROVIDE ENGINEERING SERVICES FOR THE CITY OF PORTLAND 2024 TGT ROAD GAS LINE IMPROVEMENTS PROJECT

WHEREAS, in 2021 the Natural Gas Department received recommendation from our Cathodic Protection Consultant, C&C Services, to replace the four (4) inch steel line along TGT Road to eliminate the critical bond with Kinder Morgan; and

WHEREAS, in 2023 the Natural Gas Department was performing an annual leak survey and found a leak on the four (4) inch steel line along TGT Road caused by the interference from the cathodic protection of the Kinder Morgan Lines; and

WHEREAS, the Robertson County Industrial park continues to grow and gas demands are increasing in the area, the Department of Utilities recommends installing an eight (8) inch main as per our recommendation from 2016 from our previous gas engineering company Stigall and Associates; and

WHEREAS, due to our consultant's recommendations and the leak, the Department of Utilities deems it necessary to replace this section of gas main with an eight (8) inch Polyethylene (PE) Gas Line ; and

WHEREAS, Gresham Smith's fee shall not exceed $73,563 ~~$88,919.25~~, which provides the following services; and

Task 1 – Preliminary Design	$ 18,650.00
~~Task 2 – Erosion and Sediment Control Plans and Permits~~	~~$ 14,625.00~~
Task 2 – Final Design	$ 39,950.00
Task 3 – Construction Phase	$ 11,460.00
Incidentals 5%	$ 3,503 ~~$ 4,234.25~~
Total Estimated Fee	**$73,563~~$ 88,919.25~~**

WHEREAS, funding shall come from unallocated fund balance; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland to approve the Gresham Smith agreement in the amount not to exceed $73,563 ~~$88,919.25~~ to provide engineering services for the 2024 TGT Road Gas Line Improvements Project; and

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.

____
Mike Callis, Mayor

____
Attest: Rachel Slusser, City Recorder

Passed First Reading: March 18, 2024
Passed Second Reading:

ATTACHMENT 1 - TASK ORDER

Task Order No. 2
consisting of 4 pages

In accordance with Article 1 the Agreement between Owner and Engineer for Professional Services – Task Order Utility Edition, dated September 13, 2021 ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data

A. Title: TGT ROAD NATURAL GAS MAIN REPLACEMENT

B. Description: 8-INCH HDPE GAS MAIN REPLACEMENT DESIGN SERVICES

2. Services of Engineer

2.01 Preliminary Design **$18,650.00**

A. After written authorization to proceed Gresham Smith will:

1. In consultation with Owner, utilizing Owner-provided field survey of project site, prepare Preliminary Design documents consisting of final design criteria, preliminary drawings, outline specifications, written description of the Project and opinion of probable Construction Cost.
2. Evaluate design for replacement of existing 4-inch steel gas main along TGT Road beginning at Vanatta Road westward approximately 5,000 feet to the terminus of TGT Road in Portland, TN with a new 8-inch-high density polyethylene gas main.
3. Review preliminary engineering evaluation and recommendations with Owner.

2.02 Final Design **$39,950.00**

A. After written authorization to proceed with the Final Design Phase, Gresham Smith will:

1. On the basis of the accepted Preliminary Design documents and the opinion of probable Construction Cost prepare for incorporation in the Contract Documents final drawings (hereinafter called "Drawings") to show the general scope, extent and character of the work to be furnished and performed by Contractor, and Construction Specifications specific to the work required by the Contractor (hereinafter called "Specifications"). Gresham Smith will not be responsible for errors or omissions on plans or information that has been developed and/or supplied by City of Portland or others not contracted by Gresham Smith.
2. Prepare 90% complete Construction Drawings based on the approved Preliminary Engineering.
    a. Plan View drawings of replacement Natural Gas facilities
    b. Profile Drawings of replacement Natural Gas facilities

c. Construction Detail sheets, as required

d. Estimated Quantity sheets

e. Additional sheets as required by Owner

3. Prepare Construction Specifications and Bid Documents required to assist in construction.
4. Review 90% complete Construction Drawings and Specifications with Owner.
5. Revise 90% Construction Drawings and Specifications based on comments from Owner.
6. Prepare an Opinion of Probable Cost based on 90% Construction Drawings and Specifications
7. Furnish all necessary Drawings, Specifications and Bid Documents to Owner and selected Contractors for bidding, bid evaluation and project award.
8. Coordinate with Natural Gas Pipeline Operators that cross the TGT Road ROW and provide all documentation necessary to obtain crossing permits, as required by the Operators.
9. Prepare 90% complete Construction Drawings based on the approved Preliminary Engineering.

f. Plan View drawings of replacement Natural Gas facilities

g. Profile Drawings of replacement Natural Gas facilities

h. Construction Detail sheets, as required

i. Estimated Quantity sheets

j. Additional sheets as required by Owner

10. Prepare Construction Specifications and Bid Documents required to assist in construction.
11. Review 90% complete Construction Drawings and Specifications with Owner.
12. Revise 90% Construction Drawings and Specifications based on comments from Owner.
13. Prepare an Opinion of Probable Cost based on 90% Construction Drawings and Specifications.
14. Furnish all necessary Drawings, Specifications and Bid Documents to Owner and selected Contractors for bidding, bid evaluation and project award.

2.03 Construction Phase **<u>$11,460.00</u>**

A. During the Construction Phase:

1. <u>Limitation of Responsibilities:</u> Gresham Smith will not be responsible for the acts or omissions of any Contractor, or of any subcontractor or supplier, or any of their agents or employees or any other persons at the site.
2. Gresham Smith will provide Construction Engineering as required during construction.

3. Gresham Smith will not be providing Resident Project Representative (RPR) services under this task order.

3. Owner's Responsibilities

A. Owner shall have those responsibilities set forth in Article 2 of the Agreement, and in Exhibit B attached to this Task Order.

B. Owner to review and approve General Conditions for all Construction Documents.

4. Times for Rendering Services

Phase	Completion Date
Preliminary Design	Within 4 weeks of Delivery of Site Survey from City of Portland
Final Design	10 weeks from City of Portland's approval of Preliminary Design
Construction Phase	Begin Construction TBD by Owner

5. Payments to Engineer: The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C. Owner shall pay Engineer for services rendered as follows:

Category of Services	**Compensation Method**	**Lump Sum, or Estimate of Compensation for Services**
Basic Services (Study/Report, Preliminary Design, Final Design, Bidding or Negotiating, Construction Phase)	Choose One: ☐A. Lump Sum ☐B. Standard Hourly Rates ☐C. Direct Labor Costs Times a Factor (Factor:) ☒D. Hourly Not to Exceed	**$58,600.00**
Construction Engineering and Post-Construction Phase Services	Choose One: ☐A. Lump Sum ☐B. Standard Hourly Rates ☐C. Direct Labor Costs Times a Factor (Factor:) ☒D. Hourly Not to Exceed	**$11,460.00**
Additional Services	Choose One: ☐A. [Omitted] ☒B. Standard Hourly Rates ☐C. Direct Labor Costs Times a Factor (Factor:) ☐D. [Insert any other compensation method]	

6. Consultants:
None

7. Other Modifications to Agreement:
None

8. Attachments:
None

9. Documents Incorporated by Reference:
None

10. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated herein by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is April 1, 2024.

OWNER: CITY OF PORTLAND		Designated Representative (8.03)	
By:	____________________	Name:	____________________
Title:	____________________	Title:	____________________
Date:	____________________	Phone:	____________________
		Email:	____________________

Address for Giving Notices:
____
____
____

ENGINEER: GRESHAM SMITH		Designated Representative (8.03)	
By:	____________________	Name:	Bobby Worthington, P.E.
Title:	Principal	Title:	Senior Engineer
Date:	____________________	Phone:	(615) 770-8504
		Email:	bobby.worthington@greshamsmith.com

Address for Giving Notices:
222 Second Avenue, Suite 1400
Nashville, TN 37201-2308

ORDINANCE

City of Portland, Tennessee

No. 24 - 26

First Reading

AN ORDINANCE TO RESCIND IN ITS ENTIRETY ORDINANCE 24-20 ~~23-15~~ AND REPLACE WITH THIS ORDINANCE FOR WATER, SEWER, NATURAL GAS, AND CAPACITY LETTER MAINTENANCE FEES

WHEREAS, the City of Portland deems it necessary to establish a new fee structure for water, sewer and gas; and

WATER & SEWER PLAN REVIEW FEES

Plan Review Fee (Due when plans are submitted for review)

- ~~$1,000~~ $1,200 for water plans (per phase)
- ~~$1,000~~ $1,200 for sewer plans (per phase)

WATER METER BASE FEES

Rate Class	Monthly Meter Base Fee
Residential	~~$3~~ $4
Commercial/Industrial	~~$16~~ $17
Fire Meters	~~$75~~ $76

Water Meter Base Fees shall be used to test, calibrate, maintain, install, and replace all meters within the distribution system. Fees shall be calculated as shown above.
Residential Fee – Shall apply to all residential meters
Commercial/Industrial Fee – Shall apply to all commercial & industrial domestic and irrigation meters.
Fire Meters – Shall apply to all fire meters

WATER FEE STRUCTURE

WATER CONNECTION FEES

Residential**	~~$100~~ $120
Commercial	~~$150~~ $180
Industrial	~~$500~~ $600

Water Connection Fees apply to all new account setup.
** In cases of natural disaster, including but not limited to tornado, lightning, flood, fire, sink hole, ice storms, and, other serious acts of nature, residential water connection fees may be waived by the Business Office Manager, at the sole discretion of the Business Office Manager.

WATER TAP FEES

TAP SIZE	INSIDE CITY LIMITS	OUTSIDE CITY LIMITS
¾”	$1,500	~~$2,000~~ $2,400
1”	$2,100	~~$2,600~~ $3,120
2”	$4,500	~~$5,000~~ $6,000
*3”	$5,200	~~$5,700~~ $6,840
*4”	$6,200	~~$6,700~~ $8,040
*6”	$9,200	~~$9,700~~ $11,640
*8”	$11,200	~~$11,700~~ $14,040
*10”	$15,000	~~$16,000~~ $19,200
*12”	$18,000	~~$20,000~~ $24,000

*Contractor must provide all labor, materials, and meter per PDU specs

The Tap Fees only apply to services. The Tap Fee listed above does not apply to main line extensions or replacements for subdivisions. The developer shall be responsible for the cost of all taps for main line extensions and replacements.

WATER IMPROVEMENT FEE
~~$1,500~~ $1,800 per equivalent residential unit (ERU) on all new development.

Commercial and Industrial Improvement fees shall be calculated based upon their estimated domestic flow divided by the ERU. One ERU = 350 gallons per day per 24-hour day. For each unit of domestic flow or part thereof, shall be multiplied by the Water Improvement Fee.
*Example: Estimated Flow 1,000 gpd/350 gpd = 2.85 units = 3 units * $1,500 = $4,500*

Improvement fees are for the city to make capital improvements to the water system to maintain Level of Service for all rate payers. The City will hold these funds for future projects to improve deficiencies within the water system. The Improvement Fee shall be paid by the developer prior to the signing of the Final Plat. If development requires off-site improvements to the water system, the Water Improvement Fee may be waived for work-in-kind.

Multi-Family Unit Development shall follow the Water Improvement Fee schedule below:

Multi-Family Unit Water Improvement Fees

Number of Units	Fee per unit
1-50	~~$1,500~~ $1,800
51-100	~~$1,275~~ $1,550
101-150	~~$1,125~~ $1,300
Greater than 150	~~$975~~ $1,000

PAYING-IN-LIEU OF UPSIZING
When creating or altering a subdivision, Portland Department of Utilities may require the developer to pay-in-lieu of upsizing the water main for the length of water main adjacent to the property if the existing pipe diameter size does not meet the minimum requirements stated below.

Minimum Water Main Pipe Diameter
Within City Limits: 8" – (Unless documented in the City's Capital Improvement Plan to be larger)
Outside of City Limits: 6" – (Unless documented in the City's Capital Improvement Plan to be larger)

The City may also require payment if the utility has been designed and/or constructed that the new Development will be utilizing.

ROAD BORE FEE
The horizontal directional drilling fee shall be a pass-through fee from the contractor and the petitioner shall be financially responsible for payment of said fee.

The road bore fee shall be required for any road bore installed by method of horizontal directional drilling (HDD) performed by the city's sub-contractor. This fee shall be paid when the tap and connection fees are paid. This fee will only be charged when the city cannot install the service by our own method of pneumatic mole piercing.

SEWER FEE STRUCTURE

SEWER TAP FEES AND CAPACITY FEES

Tap Diameter	Inside Tap Fee	Outside (if applicable)
4-6" minimum	$750.00	~~$TBD~~ $1,400
Anything over 6"	$5,000 plus all installation costs	
SR 109 Interchange Sewer	$10,000*	

- The above fees are privilege fees only.
- The specified fee does not include plumber's installation or materials cost.
- If a sewer customer is paying a monthly sewer bill at the time the City begins to collect capacity fees. The customer will not have to pay the capacity fee charge but will have to pay the tap fee if not already paid.
- A change of Use will require a review of capacity fees. Based on the intended use, new capacity fees shall be required.
- Multiple Sewer Capacity Units shall be used to calculate the Capacity Fee if multiple Uses are contained within one structure, i.e. A Convenience Store with gas pumps, restaurant, and a car wash.
- *Any future or current use or expansion of the SR 109 Interchange Sewer System Improvements completed in 2019 shall incur tap fees of $10,000

SEWER CAPACITY UNITS
For each unit of sewage flow or part thereof (one unit =250 gallons per 24-hour day) there is a capacity fee ~~of $1750~~:

Inside City Limits Capacity Fee	Outside City Limits Capacity Fee
$1,750	$2,600

Single Family Residence – One (1) Unit
Mobile Home Park – One (1) Unit per dwelling
Hotel/Motel – 130 gpd (gallons per day) per room
General Commercial Services – 130 gpd (gallons per day) per 1,000 S.F. of Floor space
Theaters – 5 gals. Per seat
General Office space – 25 gals. Per person
Restaurant – 40 gals. Per seat
Schools – 16 gals. Per person (Employees and Students)
Retirement Community (per bed) – 250 gpd (gallons per day)
Hospitals (per bed) – 250 gpd (gallons per day)
Assisted Care/Nursing Homes – One Half (½) unit per bed
Church (small) – 3 gals. Per seat (no kitchen)
Church (large) – 5 gals. Per seat (Kitchen)
Industrial (Sanitary Waste Only) * – 25 gals. Per person per day (This will be evaluated after one Year.) *The original fee will be based on the number of employees supplied to the City.
Any other classification will be calculated at 250 gpd (gallons per day).
Industrial Processed Water - $750.00 per 1000 gallons per day
Car wash/truck wash – 2 units per bay
Self-service Laundries – 1 unit per washer
Service stations – 1 unit per pump
Bowling Alley – 1 unit/alley

Multi-Family Unit Development shall follow the Capacity Fee schedule below:

Multi-Family Unit Sewer Capacity Fees (Fee per Unit)

Number of Units	Inside City Limits	Outside City Limits
1-50	$1,750	$2,600
51-100	$1,485	$2,400
101-150	$1,315	$2,200
Greater than 150	$1,135	$2,000

SEWER IMPROVEMENT FEE
~~$1,000~~ $1,200 per unit on all new development

Improvement fees are for the city to make capital improvements to the sewer system to maintain Level of Service for all rate payers. The City will hold these funds for future projects to improve deficiencies within the sewer system. The Improvement fee shall be paid by the developer prior to the signing of the Final Plat. If development requires off-site improvements to the sewer system, the Sewer Improvement Fee may be waived for work-in-kind.

Multi-Family Unit Development shall follow the Sewer Improvement Fee schedule below:

Multi-Family Unit Sewer Improvement Fees

Number of Units	Fee per unit
1-50	~~$1,000~~ $1,200
51-100	~~$850~~ $1,020
101-150	~~$750~~ $900
Greater than 150	~~$650~~ $750

PAYING-IN-LIEU OF UPSIZING
When creating or altering a subdivision, Portland Department of Utilities may require the developer to pay-in-lieu of upsizing the sewer main for the length of sewer main adjacent to the property if the existing pipe diameter size does not meet the minimum requirements stated below.

Minimum Gravity Sewer Main Pipe Diameter: 8"

The City may also require payment if the utility has been designed and/or constructed that the new Development will be utilizing.

ROAD BORE FEE
The horizontal directional drilling fee shall be a pass-through fee from the contractor and the petitioner shall be financially responsible for payment of said fee.

The road bore fee shall be required for any road bore installed by method of horizontal directional drilling (HDD) performed by the city's sub-contractor. This fee shall be paid when the tap and connection fees are paid. This fee will only be charged when the city cannot install the service by our own method of pneumatic mole piercing.

NATURAL GAS FEE STRUCTURE

GAS CONNECTION FEES

Residential**	$100
Commercial	$150
Industrial	$500

Gas Connection Fees apply to all new account setup.

** In cases of natural disaster, including but not limited to tornado, lightning, flood, fire, sink hole, ice storms, and, other serious acts of nature, residential gas connection fees may be waived by the Business Office Manager, at the sole discretion of the Business Office Manager.

GAS TAP FEES

TAP SIZE	TAP FEE ~~INSIDE CITY LIMITS~~	~~OUTSIDE CITY LIMITS~~
¾”	~~$300~~ $400	~~$450~~
1”	~~$375~~ $475	~~$525~~
2”	~~$450~~ $550	~~$750~~

INDUSTRIAL AND COMMERICAL GAS METER UPSIZE FEE --- Customer shall pay all cost associated with upsizing of new meter to meet BTU demand load.

PAYING-IN-LIEU OF UPSIZING
When creating or altering a subdivision, Portland Department of Utilities may require the developer to pay-in-lieu of upsizing if the utility has been designed and/or constructed that the new Development will be utilizing.

ROAD BORE FEE
The horizontal directional drilling fee shall be a pass-through fee from the contractor and the petitioner shall be financially responsible for payment of said fee.

The road bore fee shall be required for any road bore installed by method of horizontal directional drilling (HDD) performed by the city’s sub-contractor. This fee shall be paid when the tap and connection fees are paid. This fee will only be charged when the city cannot install the service by our own method of pneumatic mole piercing.

CAPACITY LETTER MAINTENANCE FEES

Each capacity letter (water, sewer, and gas) will have an administrative fee and a per unit fee that will be required to be paid by the petitioner annually for renewal of Capacity/Availability Letters.

INITIAL CAPACITY LETTER FEES
Initial Capacity Fees shall be collected with the initial approval of a Capacity Letter:

RESIDENTIAL FEE STRUCTURE
- Individual Residential Service Availability Application Administrative Fee: $100
- Residential Subdivision Availability of Service Request Form
  Administrative Fee: $500

COMMERCIAL FEE STRUCTURE
- Commercial Availability of Service Request Form
  Administrative Fee: $1,000

INDUSTRIAL FEE STRUCTURE
- Industrial Availability of Service Request Form
  Administrative Fee: $2,000

CAPACITY LETTER RENEWAL FEES (ANNUALLY)
Capacity Renewal Fees will apply to all Capacity Letter Renewals:

RESIDENTIAL SEE STRUCTURE

- Individual Residential Service Availability Application Administrative Fee: $100
- Residential Subdivision Availability of Service Request Form
  Administrative Fee: $500 + option A, B, or C
    A. Up to 100 units: $50 per unit
    B. 101 to 300 units: $40 per unit
    C. 301 or more units: $30 per unit

COMMERCIAL FEE STRUCTURE

- Commercial Availability of Service Request Form
  Administrative Fee: $1,000 + $500 per unit

INDUSTRIAL FEE STRUCTURE

- Industrial Availability of Service Request Form
  Administrative Fee: $2,000 + $1,000 per unit

WHEREAS, after careful consideration the City Council recommends the new fee structure for water, sewer, natural gas fees, and Capacity Letter Maintenance Fees as listed above; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland to approve this ordinance for Water, Sewer, and Natural Gas Fee Structure; and

BE IT FURTHER ORDAINED that this Ordinance shall become effective upon its passage, the public welfare requiring it.

____
Mike Callis, Mayor

____
Attest: Rachel Slusser, City Recorder

Passed First Reading:

Passed Second Reading: