



**BOARD OF MAYOR AND ALDERMEN
AGENDA for July 15, 2024**

1. Call to Order

2. Prayer and Pledge

3. Roll Call

4. Approval of Agenda

5. Public Recognition

6. Public Hearing

- A.** Ordinance No. 24-41 - An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 6155 Lake Springs Road, from RR (Rural Residential) to IG (Industrial General).

7. Communications from Council Members

8. Mayor's Report

9. Consent Calendar

- A.** Approval of Minutes from June 17, 2024
- B.** Department Reports

10. Community Development – Alderwoman Megann Thompson

11. Finance – Alderwoman Penny Barnes

- A.** Ordinance No. 24-43 - First Reading - An Ordinance of the City of Portland, Tennessee, amending budget Ordinance No. 24-32 for the fiscal year beginning July 1, 2024, and ending June 30, 2025.
- B.** Ordinance No. 24-44 – First Reading - An Ordinance to add the position of Grant Accountant to authorized position list for the City of Portland.
- C.** Ordinance No. 24-45 – First Reading - An Ordinance authorizing adoption of a job description for the position of a Grant Accountant under the supervision of the Finance Director for the City of Portland, Tennessee.
- D.** Resolution No. 24-51 - A Resolution to dissolve the Golf Fund.
- E.** Resolution No. 24-52 - A Resolution to declare the attached list of equipment owned by the City of Portland to be declared surplus and directing disposal of same.

12. Fire Department – Vice Mayor Jody McDowell

13. Human Resources – Alderwoman Penny Barnes

14. Legislative – Mayor Mike Callis

15. Municipal Airport – Alderman Mike Hall

- A.** Ordinance No. 24-46 – First Reading – An Ordinance approving a property purchase by the Portland Airport Authority from Amos Harper & Ruth Ann Harper for the purchase of western portion of property approximately 3.1 acres.
- B.** Ordinance No. 24-49 – First Reading - An Ordinance to enter into an agreement with Stewart Richey Construction for the City of Portland Municipal Airport soil hauling & placement from Richland Park to Portland Municipal Airport in Sumner County.

16. Parks & Recreation – Alderman Brian Woodall

17. Planning & Codes – Alderwoman Megann Thompson

- A.** Ordinance No. 24-41 - Second Reading - An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 6155 Lake Springs Road, from RR (Rural Residential) to IG (Industrial General).
- B.** Discussion - Property Request

18. Police Department – Alderman Drew Jennings

19. Public Works – Alderwoman LaToya Holcomb

- A.** Ordinance No. 24-47 – First Reading - An Ordinance authorizing adoption of a job description for the position of a City Mechanic I, under the supervision of the Lead City Mechanic for the City of Portland, Tennessee.
- B.** Ordinance No. 24-48 – First Reading - An Ordinance authorizing adoption of a job description for the position of a Lead City Mechanic under the supervision of the Public Works Director for the City of Portland, Tennessee.
- C.** Resolution No. 24-53 -A Resolution authorizing a change order in the professional services contract between the City of Portland, Tennessee and Civil and Environmental Consultants, Inc. (CEC) for stormwater engineering analysis of Cora Street and Heritage Drive drainage improvements.
- D.** Discussion - Tom Ferrell Rd speed limit.

20. Utility Infrastructure – Alderman Brian Woodall

- A.** Ordinance No. 24-42 – Second Reading - An Ordinance to rescind in its entirety Ordinance 24-26 and replace with this Ordinance for water, sewer, natural gas, and capacity letter maintenance fees.
- B.** Discussion - Non-Profit Sewer fees
- C.** Discussion - City Lake

Adjournment

ORDINANCE

City of Portland, Tennessee

No. 24 – 41

Second Reading

AN ORDINANCE TO AMEND THE CITY OF PORTLAND, TENNESSEE ZONING MAP BY REZONING 6155 LAKE SPRINGS ROAD, (ROBERTSON COUNTY TAX MAP 12, PARCEL 49.00) FROM RR (RURAL RESIDENTIAL) TO IG (INDUSTRIAL GENERAL)

WHEREAS, the City of Portland desires to amend the official zoning atlas of the City; and

WHEREAS, the City of Portland believes that such amendment will promote, protect, and facilitate the public health, safety, and welfare of the community through coordinated and practical land use and land development for the betterment of Portland's population; and

WHEREAS, the Portland Municipal Planning Commission recommended approval of the rezoning to IG (Industrial General) by a vote of 5-1 at their May 14th, 2024 meeting.

NOW, THEREFORE, BE IT ORDAINED by the City of Portland, Tennessee, as follows:

Section 1. That the property described herein be, and the same is hereby, rezoned from RR- (Rural Residential) to IG (Industrial General).

Approximately 0.81 +/- acres more or less, located at 6155 Lake Springs Road, as shown on the attached map.

For reference, see Record Book 1195, Pages 422-423 in the Register's Office of Robertson County, Tennessee, and being shown as Tax Map 12, Parcel 49.00 in the Register's Office of Robertson County, Tennessee.

Section 2. That all Ordinances in conflict herewith are repealed to the extent of said conflict, and that this Ordinance shall become effect upon the passage on final reading, the public welfare requiring it.

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

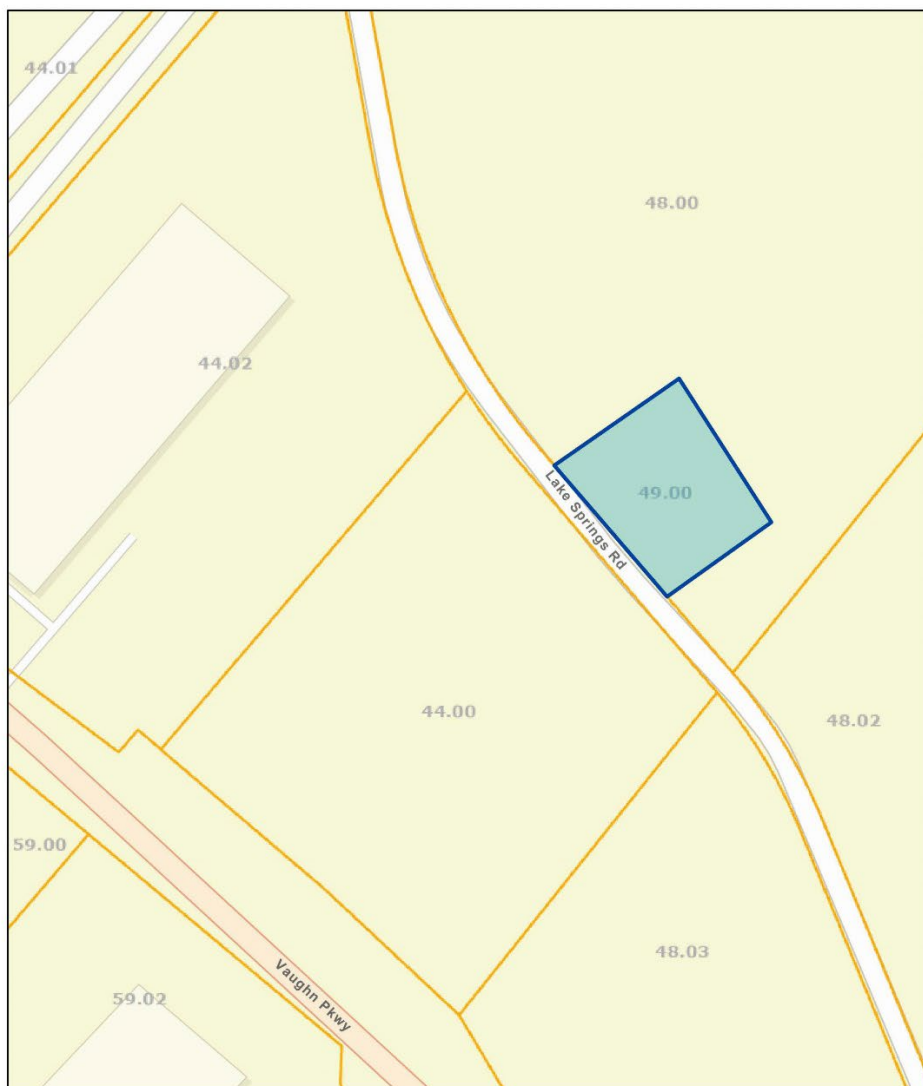
Passed First Reading: June 17, 2024

Notice Published: Portland Sun-

Public Hearing

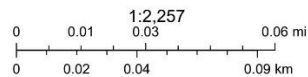
Passed Second Reading:

Robertson County - Parcel: 012 049.00



Date: April 2, 2024

County: Robertson
Owner: L & W PROPERTIES GP
Address: LAKE SPRINGS RD 6155
Parcel Number: 012 049.00
Deeded Acreage: 0.81
Calculated Acreage: 0
Date of TDOT Imagery: 2021



Esri Community Maps Contributors, Tennessee STS GIS, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/ NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS, State of Tennessee, Comptroller of the Treasury

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.



**BOARD OF MAYOR AND ALDERMEN
MINUTES**

June 17, 2024 at 5:00 PM

1. Call to Order

Mayor Mike Callis called the meeting to order at 05:00 PM.

2. Prayer and Pledge

Trent Stephens led the prayer and pledge.

3. Roll Call

Present: Alderwoman Penny Barnes, Alderwoman LaToya Holcomb, Alderman Drew Jennings, Vice-Mayor Jody McDowell, Alderwoman Megan Thompson

Also Present: Mayor Mike Callis, City Attorney John Bradley, City Recorder Rachel Slusser, Asst. City Recorder Tracy Kizer

Absent: Alderman Mike Hall, Alderman Brian Woodall

4. Approval of Agenda

Motion to: Approve

By: Vice-Mayor McDowell

Second: Alderman Jennings

Discussion: Alderwoman Holcomb requested to remove Item d. Discussion-Building Hardship under 18. Planning and Codes due to advisement from the City Attorney that the Board of Zoning and Appeals would have to hear any issues related to actions from that Board.

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson

Absent: Alderman Hall, Alderman Woodall

Motion Passed (voice vote)

5. Presentation of Recognitions

A. Portland Sr. Citizens 50th Anniversary in Portland

Mayor Callis presented a proclamation to the Portland Senior Citizens Group. Jamie Rose invited everyone to attend their celebration of 50 years in Portland on Tuesday, June 25th, from 11 to 2 at their new location, 108 Main Street. There will be a silent auction this week and ending Friday, June 28th, to raise money for the Center.

B. Portland's First NASCAR driver - Jackson McLerran

Mayor Callis presented Jackson McLerran a proclamation for his upcoming NASCAR race on Friday, July 19th on Fox Sports One. Jackson shared he started racing when he was nine years old, in mini-cup racing. His dream was to race in a NASCAR race. Jackson thanked Portland for its support.

6. Public Comment Period

1. James Chaney - spoke about public comments

2. Edward Dutton - spoke for Resolution 24-49.

3. Thomas Dillard - did not speak

7. Public Hearing

A. Ordinance 24-28 – Second Reading - An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning unaddressed Westland Street, from R-15 (Residential) to R-10 PUD (Residential) Coventry preliminary master development plan.

- No one spoke

B. Ordinance No. 24-33 – Second Reading - An Ordinance of the City of Portland, Tennessee, amending Budget Ordinance no. 23-25 for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

- No one spoke

8. Communications from Council Members

- No one spoke

9. Mayor's Report

Congratulations to Age 8 Youth Dixie softball and baseball teams that are going to the State Tournament. The girls softball won the District title and boy baseball came in second in district.

10. Consent Calendar

Motion to: Approve

By: Alderwoman Thompson

Second: Alderman Jennings

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson

Absent: Alderman Hall, Alderman Woodall

Motion Passed(voice vote)

A. Department Monthly Reports

B. Minutes from May 20th, 2024 Meeting.

C. Ordinance No. 24-34 – Second Reading - An Ordinance to enter into an agreement with Kentucky Tennessee Excavating and Construction (K-Tec) for the City of Portland Municipal Airport soil hauling & placement from Richland Park to Portland Municipal Airport in Sumner County.

D. Ordinance No. 24-35 – Second Reading – An Ordinance authorizing the acceptance of the best bids for the purchase of supplies in the Water Distribution Department for fiscal year 2025.

E. Ordinance No. 24-36 - Second Reading - An Ordinance authorizing the acceptance of the best bids for the purchase of supplies in the Wastewater Collection Department for fiscal year 2025.

F. Ordinance No. 24-37 – Second Reading – An Ordinance authorizing the acceptance of the best bids for the purchase of supplies in the Portland Natural Gas Department effective July 1, 2024, through June 30, 2025.

G. Ordinance No. 24-38 – Second Reading – An Ordinance to authorize acceptance of best bids for various chemicals for the City of Portland for fiscal year 2025.

H. Ordinance No. 24-39 - Second Reading - An Ordinance authorizing an agreement between the City of Portland, John Bouchard & Sons Co. and Southern Sales, for water/wastewater pump/motor maintenance services and appurtenances.

11. Community Development – Alderwoman Megann Thompson

Alderwoman Thompson thanked Denise Gimenden for her years of support for the City of Portland. Denise served the City for over 50 years with part-time and full-time employment. Sherri Ferguson just started in that position, and it's exciting to have her with the City.

12. Finance – Alderwoman Penny Barnes

A. Ordinance No. 24-33 – Second Reading - An Ordinance of the City of Portland, Tennessee, amending Budget Ordinance no. 23-25 for the fiscal year beginning July 1, 2023, and ending June 30, 2024.

Motion to: Approve

By: Alderwoman Barnes

Second: Vice-Mayor McDowell

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson

Absent: Alderman Hall, Alderman Woodall

Motion Passed(voice vote)

B. Resolution No. 24-44 – A Resolution authorizing a contract between the City of Portland, Tennessee and Wally Gilliam Reality and Auction for auction services.

Motion to: Approve

By: Alderwoman Barnes

Second: Alderwoman Thompson

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson

Absent: Alderman Hall, Alderman Woodall

Motion Passed(voice vote)

- C.** Resolution Number 24-50 - A Resolution to approve the write-off of outstanding Utility Customers' accounts for Fiscal Year 2024.

Motion to: Approve

By: Alderwoman Barnes

Second: Alderwoman Holcomb

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson

Absent: Alderman Hall, Alderman Woodall

Motion Passed(voice vote)

13. Fire Department – Vice Mayor Jody McDowell

- No Items

14. Human Resources – Alderwoman Penny Barnes

- No Items

15. Legislative – Mayor Mike Callis

- A.** Discussion - Title 8 Alcoholic Beverages Mayor Callis distributed the Municipal Code for Alcoholic Beverages and the following was discussed.

- Tracy Kizer advised that the State Alcoholic Board will no longer accept any Certificates that are over a year old.
- Mayor Callis requested that the City Attorney review to see if an expiration date can be added to the compliance letters.
- Mayor Callis requested that the Council review the fee structure to see if any changes should be made.
- The City Attorney advised that the certificate over a year old has expired.

16. Municipal Airport – Alderman Mike Hall

- No Items

17. Parks & Recreation – Alderman Brian Woodall

- A.** Ordinance No. 24-40 - First Reading – An Ordinance to enter into an agreement with Jetton Property Group for construction of the Parks Maintenance Building at Richland Park.

Motion to: Approve

By: Vice-Mayor McDowell

Second: Alderwoman Thompson

Discussion: Low bidder was Jetton Property Group. This will be a new facility.

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson

Absent: Alderman Hall, Alderman Woodall

Motion Passed(voice vote)

Alderwoman Thompson wanted Parks Director, Jamie White to give an update. Mr. White advised

- The Robert Coleman Center has been demoed and material from it filled the pool.
- Continuing to upgrade the Richland Gym by painting and, the next step will be restrooms and concession remodel.

- The RCC area will become a parking lot and the pool location will become a pickle ball court.
- Moving forward with the splash pad and hope to start construction in the next couple of months.
- Hope to start the Golf Course irrigation system bid process shortly and start installation in November 2024.

18. Planning & Codes – Alderwoman Megann Thompson

- A.** Ordinance No. 24-28 – Second Reading – An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning unaddressed Westland Street, from R-15 (Residential) to R-10 PUD (Residential) Coventry Preliminary Master Development Plan.

Motion to: Approve

By: Alderwoman Thompson

Second: Alderman Jennings

Discussion: Mayor Callis advised the Planning vote was 8 to 0. One change was because of the Council requesting a sign be put on Abbigail Rd.

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson

Absent: Alderman Hall, Alderman Woodall

Motion Passed(voice vote)

- B.** Resolution No. 24-45 – A Resolution to annex property at 6155 Lake Springs Road, also identified as (Robertson County tax map 12, parcel 49.00) containing .81 +/- acres upon written consent of the owner and to adopt a plan of services

Motion to: Approve

By: Vice-Mayor McDowell

Second: Alderman Jennings

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell

Abstain: Megann Thompson

Absent: Alderman Hall, Alderman Woodall

Motion Passed(voice vote)

- C.** Ordinance No. 24-41 - First Reading - An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 6155 Lake Springs Road, from RR (Rural Residential) to IG (Industrial General).

Motion to: Approve

By: Vice-Mayor McDowell

Second: Alderman Jennings

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell

Abstain: Megann Thompson

Absent: Alderman Hall, Alderman Woodall

Motion Passed(voice vote)

19. Police Department – Alderman Drew Jennings

- No Items

20. Public Works – Alderwoman LaToya Holcomb

- A.** Discussion - Stormwater Engineering
Mayor Callis requested to obtain a good engineering plan for the Cora St area that contained an alternative plan that included the new bypass and other changes in the area. The Council agreed to move forward on the proposal of cost for engineering design.

21. Utility Infrastructure – Alderman Brian Woodall

- A.** Ordinance No. 24-42 - First Reading - An Ordinance to rescind in its entirety Ordinance 24-26 and replace with this Ordinance for water, sewer, natural gas, and capacity letter maintenance fees.

Motion to: Approve

By: Alderwoman Thompson

Second: Vice-Mayor McDowell

Discussion: Utilities Director, Bryan Price advised the ERU was copied from the sewer part and another engineering firm gave comments for clarity. This does not change how capacity letters are figured, only clarity of the ordinance.

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson

Absent: Alderman Hall, Alderman Woodall

Motion Passed(voice vote)

- B.** Resolution No. 24-46 - A Resolution to approve the final adjusting change order #2 in the decreased amount of \$43,250.00 for the Eubanks Road water line addition.

Motion to: Approve

By: Alderwoman Thompson

Second: Alderwoman Barnes

Discussion: Engineer Megan Heisler advised the price decreased.

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson

Absent: Alderman Hall, Alderman Woodall

Motion Passed(voice vote)

- C.** Resolution No. 24-47 - A Resolution authorizing change order #2 extending the contract sixty (60) additional days with Cumberland Pipeline, LLC for the Masons Tank 12-inch connector American Rescue Plan (ARP) Project.

Motion to: Approve

By: Vice-Mayor McDowell

Second: Alderwoman Holcomb

Discussion: Mr Price advised there was a long lead time due to grant submission, and it was known that time would be added.

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson

Absent: Alderman Hall, Alderman Woodall

Motion Passed(voice vote)

- D.** Resolution No. 24-48 - A Resolution authorizing change order #2 extending the contract sixty (60) additional days with Cumberland Pipeline, LLC for the Oakhill Water System Improvements American Rescue Plan (ARP) Project.

Motion to: Approve

By: Alderman Jennings

Second: Alderwoman Holcomb

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson

Absent: Alderman Hall, Alderman Woodall

Motion Passed(voice vote)

- E.** Resolution No. 24-49 - A Resolution to authorize new guidelines for water tap approval.

Motion to: amend

By: Vice-Mayor McDowell

Second: Alderwoman Thompson

Discussion: Ms. Heisler distributed a revised Resolution including added Section 5 that was explained by Mr. Price.

Motion to: Amended as presented by Mr. Price

By: Vice-Mayor McDowell

Second: Alderwoman Thompson

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson

Absent: Alderman Hall, Alderman Woodall

Vote on: amendment

Yes: Alderwoman Barnes, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson

Absent: Alderman Hall, Alderman Woodall

Motion Passed with amendment (voice vote)

Mayor Callis advised that recently the City had to provide sewer lines for an area, because a plot had been signed off as having sewer by a City official several years ago, included sewer. Mayor Callis contacted the Assessor's office and has obtained a listing of all properties under 5 acres, undeveloped, and in the urban growth boundary. City interns are going over the information to find any unknown property that has been signed off for any utility in the past that the current administration is not aware of.

F. Discussion - Raw water storage options

Vice Mayor McDowel advised the Committee that he had been approached by the property owner of the property that joins the intake of drakes creek and is willing to sell the City his property.

Mr. Price did check and confirmed there is a gas line in the property. He also found that it is in FEMA regulated flood plain would have to get permitted by TEMA. Mr. Price will ask Greg to attend next meeting to show modeling of the area.

Mr Price advised that after July 4th the spillway would be an emergency repair. Lake levels are down and will be down during repairs.

Mr. Price advised that a pipe broke at the wastewater plant and will be an emergency repair happening this week or next.

Adjournment

Motion to Adjourn by Alderwoamn Thompson; Second by Alderman Jennings;

Motion passed by voice vote to **adjourn at 6:00 pm.**

Portland Building Codes Department
June 2024 Monthly Report

<u>PERMIT TYPE</u>	<u>No. of Permits</u>	<u>Amount</u>
Use & Occupancy Permits	-NA-	\$ -NA-
Swimming Pool	4	\$ 440.00
Plumbing	6	\$ 778.80
Mechanical	1	\$ 185.00
Stand Alone Building	8	\$ 2,431.93
Residential Building	5	\$ 7,107.04
Fire Alarm / Fire Suppression	2	\$ 480.00
Commercial/Industrial	4	\$ 6,647.45
Plan Review	10	\$ 3,647.43
Demolition	1	\$ 60.00
Fire Works	4	\$ 5,600.00
Moving	-NA-	\$ -NA-
TOTAL ALL PERMIT FEES	45	\$ 27,377.65
PORTLAND IMPACT FEE – PARKS		\$ 2,985.00
PORTLAND IMPACT FEE – POLICE		\$ 4,594.55
PORTLAND IMPACT FEE – FIRE		\$ 6,005.80
TOTAL – PORTLAND IMPACT FEES		\$ 13,585.35
GRAND TOTAL		\$ 40,963.00



CITY OF PORTLAND, TENNESSEE

OFFICE OF ECONOMIC & COMMUNITY DEVELOPMENT

DENISE GEMINDEN, DIRECTOR

JUNE, 2024



2013 Education Foundation
Event



Unveiling of the Historic Marker
at the Moye-Green Boarding
House.

Below, our Grand Lady dressed
for patriotism.



This monthly report will be my final newsletter. The last few weeks I have been on vacation. I offer some favorite photos of events through the years. Thank you to everyone who has supported Community and Economic Development in Portland and I hope you continue to do so.

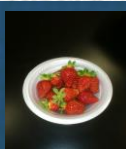


TCAT Portland now provides day and night classes for Welding, Nursing, Cosmetology, Electrician Training, and Construction Classes have also been added to IT, Advanced Manufacturing and Tool and Die Classes.

For More Information Call: 615/325-5575



Thanks to all who made my Retirement Reception special.



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



***Commemorative Engraved Bricks are available from
the Preservation Foundation.
For more information visit our website
templetheatretn.com***



Meeting with Governor Lee.



TN State Governor's School students
for Agriculture visit *Days Gone By*
Museum and enjoy lunch at Crafton
Red Barn.



Ribbon Cutting at the Temple
Theatre celebrating both sides open.

DOWNTOWN, DOWNTOWN, DOWNTOWN



***The Portland Preservation
Foundation and the Certified
Downtown Committee met on
June 13th***

For upcoming events at the Temple Theatre
www.templetheatretn.com



Thanks Meg, for your kind introductory words.



Education = Workforce Development & the Creation of a Skilled Workforce = Re-investment of Community Wealth



Regional Partner site visits.



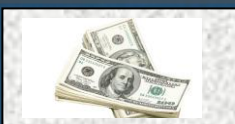
Local Investment WINS for the Community! Gossett House ~ 5 Chefs Occasions

ECD Meeting Speaker Placeholders



SUSTAINING EXISTING ECONOMIC DEVELOPMENT

- *Answered a request from CBRE for contacts needed to market properties in other parts of the county.*
- *Forwarded Retail Consultants seeking to contract with city to Mayor Callis.*
- *Communicated with Bass Berry and Sims as well as the Bradley attorneys about responsibilities of the Portland Industrial Development Board relative to a potential retail project in Robertson County.*
- *Responded to a small out of state company's question regarding a potential site in Portland.*
- *Forwarded the full packets to the Industrial Development Board for their review before the annual meeting.*
- *Notified the IDB of the meeting of the Robertson County Board addressing a possible abatement of taxes for a retail project in City Limits/Robertson County.*
- *Followed up with a local industry about specific wages.*
- *Forwarded a Portland Industry's questions regarding growth incentives to the appropriate regional contacts.*
- *Participated in phone calls with a prospect incentive attorney with requests about potential incentives for industrial property along Vaughn Parkway.*
- *Exercised due diligence for RFP's regarding building, financial and utility requirements.*



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

Portland Municipal Airport

- Provided notification to the Airport Authority members of the June Meeting.
- Responded to finance questions regarding invoices on the Airport Layout Plan. Provided an Excel Spreadsheet of the payments made on this project.
- Transferred Airport files to Doug.
- Fort Campbell Training this month for Aircraft at 1M5 Involving Highland and Portland Firefighters.



IMPRESSIVE!



HUGE Thanks and my very best wishes to Doug and his team, the Airport Authority, Garver Engineers, Six 1 Fly, and representatives of TN Aeronautics for their support and dedication to the Airport.

Did you know: Sumner County is one of only a few counties in TN with 2 Airports?



www.cityofportlandtn.gov



The Value of Partnerships “Unity – Where Differences find Harmony”



State of Tennessee Board of Regents, Sumner County Commission and Board of Education, Tennessee Department of ECD and the City of Portland brought back the Technical Training Campus to Downtown Portland along with the Sumner County Technical Middle College and installed an elevator to provide access to training rooms on the upstairs level.



Portland Preservation and Certified Downtown Committee with state and local support made good on a promise to bring back the Temple Theatre.



Sumner County provided \$250,000 for Grant Matches for the Portland Municipal Airport in appreciation of the city and local investments.

Below, City, County and Local Partners provided a new 18,000 SF library for Portland.



Sumner County & the City of Portland partnered to provide a new South Fire Hall.

Local Industry, City, County, & State Historic Preservation Partnership restore the Moye Green Boarding House – and secure placement on the National Historic Register.





Celebrating Retirement & Good Memories



The Children's Movies are my Favorite!



Thank you for your continued support!



Training

Training with Utility Regarding Utility Capacity
Training with Kristy's Team regarding processes
3 sessions KnowBe4 Cybersecurity Awareness Training
Training with Megan for Developer Meeting Information

Meetings

Robertson County IDB meeting
Rosemary Bates Gallatin ECD Director
8 Developer Meetings
Vonda Gates Robertson County ECD Director
Sarah Haston City of Lebanon ECD Director
Placer AI meeting product introduction
State ECD Staff
Call with Gallatin ECD
Call with Keylime Project regarding PILOT request
Portland IDB Meeting
Kim Norfleet Broadband Grant for Park

Community

United Way Allocations Committee
Education Foundation Board Meeting
Extreme Fitness Ribbon Cutting
Chamber Luncheon

Other

Working to develop Industrial Inventory
Working to develop PILOT application
Working to develop PILOT guidelines



Office of the Finance Director
 20 S. Russell Street Portland, TN 37148
 615-325-6776

*As of June 30, 2024
 Fiscal Year has elapsed - 100%*

	Amount	Unspent Committed Funds
GO Bond 2020	\$3,921,537	\$2,622,837
W/S Bond 2020	\$18,238,174	\$1,948,315

	6/30/2024	Board Passed Budget	% of Budget
GENERAL FUND			
Revenue			
Taxes & Licenses	9,323,059	9,052,000	103.0%
Planning & Codes	565,500	675,750	83.7%
Intergovernmental	2,220,272	2,354,000	94.3%
Miscellaneous	58,599	42,600	137.6%
Court	112,810	152,500	74.0%
Other Revenues	525,838	508,300	103.5%
Loan Proceeds - Other Fin Source	878,481	900,000	97.6%
Grants & Special Projects	444,063	407,000	109.1%
TOTAL	14,128,623	14,092,150	100.3%
Expense			
General Government	2,278,819	2,298,761	99.1%
Administrative & Mayor	375,378	403,083	93.1%
Human Resources	111,983	144,726	77.4%
Planning & Zoning	295,856	344,945	85.8%
Codes	144,055	151,955	94.8%
Court	79,363	93,160	85.2%
Police	4,289,770	4,622,397	92.8%
Fire	3,599,137	3,658,260	98.4%
Streets & Highways	1,311,403	1,414,002	92.7%
City Garage	178,182	191,637	93.0%
State Street Aid	226,585	650,000	34.9%
Animal Control	82,416	92,600	89.0%
Grants & Special Projects	564,983	1,948,000	29.0%
Swimming Pool	0	0	0.0%
Parks & Recreation	1,084,605	1,131,920	95.8%
Community Development	119,035	125,402	94.9%
TOTAL	14,741,569	17,270,848	85.4%

WATER & SEWER		6/30/2024	Board Passed Budget	% of Budget
Revenue				
	Revenue	11,083,551	11,010,800	100.7%
	TOTAL	11,083,551	11,010,800	100.7%
Expense				
	Water Plant	1,662,768	1,902,238	87.4%
	Water Distribution System	2,443,307	3,466,089	70.5%
	Grants & Projects	10,654,487	12,387,000	86.0%
	Sewer Collection	1,626,723	2,259,896	72.0%
	Sewer Plant	2,349,644	2,825,151	83.2%
	Business Office	418,650	491,334	85.2%
	Utility Administration	698,557	702,941	99.4%
	TOTAL w/ Bond	19,854,137	24,034,649	82.6%

		6/30/2024	Board Passed Budget	% of Budget
AIRPORT FUND				
Revenue		\$2,739,756	\$1,578,000	173.6%
Expense		\$957,400	\$1,335,839	71.7%

DRUG FUND				
Revenue		\$8,415	\$4,000	210.4%
Expense		\$45,130	\$58,400	77.3%

STORMWATER				
Revenue		\$932,323	\$815,000	114.4%
Expense		\$1,144,411	\$1,231,659	92.9%

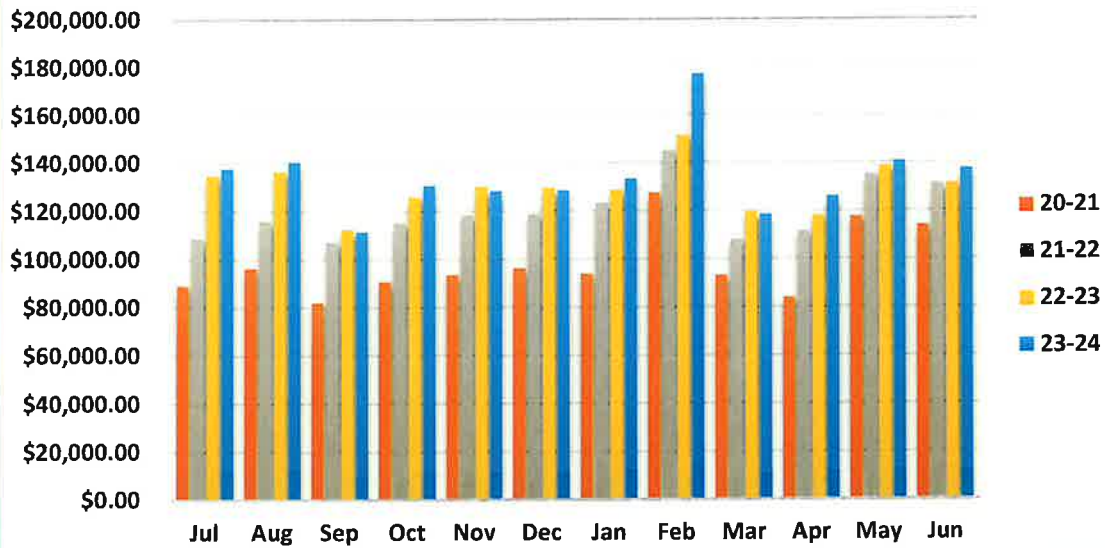
SOLID WASTE				
Revenue		\$1,335,410	\$1,355,603	98.5%
Expense		\$1,177,978	\$1,312,620	89.7%

GOLF COURSE				
Revenue		\$632,695	\$613,400	103.1%
Expense		\$578,716	\$607,713	95.2%

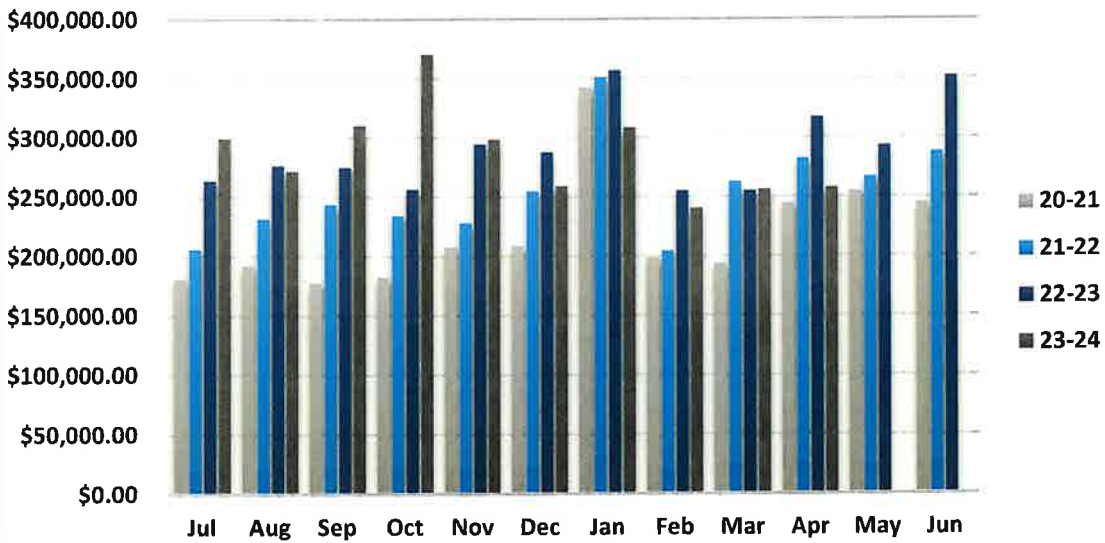
		6/30/2024	Board Passed Budget	% of Budget
IMPACT FEES				
Revenue				
	Parks	40,680	20,000	203.4%
	Police	26,888	15,000	179.3%
	Fire	56,515	42,500	133.0%
	Interest	22,035	0	
	TOTAL	\$146,118	\$77,500	188.5%
Expense				
	Parks	63,988	65,000	98.4%
	Police	21,170	22,000	96.2%
	Fire	148,199	156,000	95.0%
	TOTAL	\$233,357	\$243,000	96.0%
DEBT SERVICE - GENERAL FUND				
Revenue	Transfer from General Fund	\$887,459	\$887,229	100.0%
Expense		\$839,543	\$887,229	94.6%
GAS				
Revenue		5,810,636	5,881,000	98.8%
Expense		4,938,431	7,150,369	69.1%

Rachel Slusser, CMFO

STATE SALES TAX



LOCAL OPTION SALES TAX



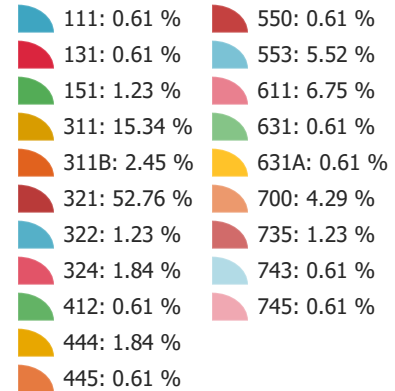
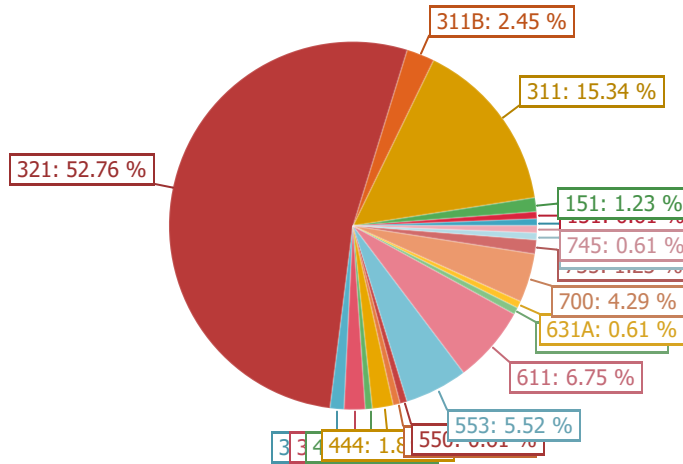


Portland Fire Department

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



Incident Reports By Incident Type, Summary



Incident Type

Incident Type	Total Incidents	Percent
111 - Building fire	1	0.61%
131 - Passenger vehicle fire	1	0.61%
151 - Outside rubbish, trash or waste fire	2	1.23%
311 - Medical assist, assist EMS crew	25	15.34%
311B - Public Assist	4	2.45%
321 - EMS call, excluding vehicle accident with injury	86	52.76%
322 - Motor vehicle accident with injuries	2	1.23%
324 - Motor vehicle accident with no injuries.	3	1.84%
412 - Gas leak (natural gas or LPG)	1	0.61%
444 - Power line down	3	1.84%
445 - Arcing, shorted electrical equipment	1	0.61%
550 - Public service assistance, other	1	0.61%
553 - Public service	9	5.52%
611 - Dispatched & canceled en route	11	6.75%
631 - Authorized controlled burning	1	0.61%
631A - Unauthorized controlled burning	1	0.61%
700 - False alarm or false call, other	7	4.29%

July 04, 2024 10:00

Page 1 of 3

Incident Type	Total Incidents	Percent
735 - Alarm system sounded due to malfunction	2	1.23%
743 - Smoke detector activation, no fire - unintentional	1	0.61%
745 - Alarm system activation, no fire - unintentional	1	0.61%

Total Number of Incidents: 163

Total Number of Incident Types: 20

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 '6/1/2024 12:00:00 AM' and '6/30/2024 11:59:59 PM'

Human Resources Monthly Report June 2024

New Hire Orientations	June	YTD
Full-Time	4	20
Re-Hires	0	0
Part-Time	1	9
Retirements	1	3
Severances		
• Voluntary	3	20
• Involuntary	0	0
Workers Comp Claims	1	6
Current open positions	16	



Monthly Report / June 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	Off Season
Portland Baseball and Softball	Tournaments

Parks and Recreation Programs and Events

Richland Gym: Work has been completed on painting the interior. Next, starting the second week of July we will be installing all new LED lighting and replacing the gutters.

Staff met with OHM to go over plans to turn the existing location of the Robert Coleman Community Center into a parking lot. We removed the building utilizing City staff, but we will need to contract out the remainder of this project.

Staff will continue to fill the swimming pool.

In July staff will be working on renovating the War Memorial.

Portland Baseball and Softball hosted an eight and under softball all-star tournament. Due to extreme heat this year's crowd was down.

The Farmers Market at Richland Park started on Thursday May 9th. It will run through August every Thursday starting at 3:30 pm. It is in the soccer facility parking lot.

Dogwood Hills will be hosting a Fourth of July Scramble.

The Parking Lot at Dogwood Hills Golf Course was paved. Stripping will be completed in July. We have to change the parking lot stripping

Friday Night Scrambles at the golf course continue to be a huge success.

The Back to School Bash, Safety Fair and Touch a Truck are set for Saturday July 27th at Richland Park.

On Saturday July 27th at 11:00 am we will be having a ribbon cutting for the new Book Trail coming to Richland Park. The book trail will be along the walking trail at Richland Park between the Portland Library and the playground structure at Richland Park. We are excited about this project. This is another amenity being added to our park system that will bring families to the park.



June 2024

<u>Category</u>	<u>Items Sold</u>	<u>Total Sales</u>
Annual Memberships	1	\$1,000.00
Cart Rentals	157	\$1,030.00
Concessions	961	\$1,771.00
Daily Rounds	1,131	\$29,410.00
Pro Shop	157	\$5,479.07
Total:		\$38,690.07

PORTLAND POLICE DEPARTMENT MONTHLY REPORT

6/1/2024 to 6/30/2024

CID ACTIVITY					
Cases Assigned	15	Interviews Conducted	57	Asset Forfeitures	0
Cases Inactive	5	Monitored Interviews	0	DCS/AOA	25
Cases Cleared	12	Search Warrants	9	Knock and Talk	8
Call outs	1	Judicial Subpoenas	6	Assist Patrol Units	4
Grand Jury Cases	2	General Sessions Cases	3	Forensic Interviews	0
Grand Jury Hours	2	General Sessions Hours	5	Fire Investigations	1
Juv Court Cases	0	Criminal Court Cases	1		
Juv Court Hours	0	Criminal Court Hours	5		

Records Activity			
Copies Distributed		Background Checks	
Walk-ins	11	Government	3
E-mails	37	Public Housing	0
Grand Jury & DA Copies	2	Local	11
Arrest Reports	68	Incident Reports	85
Written Warnings	55	City Citations	94

ANIMAL CONTROL ACTIVITY					
CALLS ANSWERED	60	WILDLIFE	0	DECLARED VICIOUS	0
ANIMALS PICKED UP	24	RETURNED TO OWNER OR RESCUE	4	BARKING COMPLAINT	0
SENT TO S.C.S.C.	0	TRAPPED ANIMALS	0	CRUELTY & WELFARE COMPLAINTS	2
DOGS	7	ANIMAL BITE ON ANIMAL	0	WILDLIFE/LIVESTOCK COMPLAINTS	1
CATS	17	ANIMAL BITE ON HUMANS	4	TICKETS/WARRANTS/ARRESTS	9
LIVESTOCK	0	EUTHANASIA	3	WARNINGS	1
		ADOTPTIONS	0	REPORTS	9
SPECIAL ASSIGNMENTS	1	INTAKE	7		

PROPERTY MAINTENANCE / CODES			
CASE NUMBERS	14	RESOLVED BY CONTACT/PHONE	9
NON-COMPLIANCE LETTERS	14	CITY COURTS DATES	1
NEW GRASS/RUBISH COMP	14	CITY HALL BANK ESCORTS	16
RE-INSPECTIONS	0	MAIL DELIVERY	16
PARKING COMPLAINTS	0	ASSIST ANIMAL CONTROL	3
FOLLOW-UP PARKING COMP	0	ARRESTS	Civil warrant
VEHICLES (NON-COMP)	2	REPORTS	0
WORK ORDERS	6	CITATIONS	0
PROPERTY LIENS	1	WRITTEN WARNINGS	1
RELEASE OF LIENS	0		

CALLS FOR SERVICE					
911 HANG UP	29	911 MISDIAL	30	911 MISDIRECT	4
911 OPEN LINE	28	ABANDONED VEHICLE	3	ABUSE INVESTIGATION	0
ACCIDENT INJURY	6	ACCIDENT INJURY HIT/RUN	0	ACCIDENT PROPERTY	28
ACCIDENT PROPERTY HIT/RUN	3	ACCIDENT SERIOUS INJURY	0	ACTIVE SHOOTER	0
ADMIN INVESTIGATION	0	AIRCRAFT EMERGENCY	0	ALARM	25
ALARM HOLDUP/PANIC	7	ALARM TEST	0	ANIMAL CALL	47
APARTMENT CHECK	12	ARMED SUBJECT	0	ARSON	0
ASSAULT	1	ASSIST CITIZEN	24	ASSIST EMS	20
ASSIST FIRE	2	ASSIST OTHER AGENCY	38	ATTEMPT TO LOCATE	5
BARRICADED SUBJECT	0	BOLO	11	BOMB THREAT	0
BURGLARY	0	BUSINESS CHECK	205	Car seat check	1
CHECKPOINT	0	CITY CALL OUT	0	CIVIL MATTER	15
CODE 99-OFFICER IN TROUBLE	0	CODES	17	DAMAGE TO PROPERTY	6
DEATH INVESTIGATION	2	DELIVER MESSAGE	2	DISORDERLY CONDUCT	0
DISTURBANCE	18	DOMESTIC	23	DRILL	0
DUI	4	DRUG INVESTIGATION	3	ESCORT	4
EVADING	0	EXPARTE SERVICE	0	EXTRA PATROL	116
FIELD INTERVIEW	0	FIGHT	2	FIREARM DENIAL	0
FIREWORKS	3	FOLLOW-UP	45	FORGERY	0
FRAUD	5	HANGING	0	HARASSMENT	2
HOSTAGE SITUATION	0	HOTEL CHECK	0	ILLEGAL DUMPING	0
INDECENT EXPOSURE	0	INVESTIGATION	3	JUVENILE	9
JUVENILE TRANSPORT	0	KIDNAPPING	0	KNOCK AND TALK	0
LAKE CHECK	2	LOCK OUT	3	LOCKOUT URGENT	1
LOST/FOUND PROPERTY	16	LPR HIT	1	MENTAL TRANSPORT	0
MISC. MATTER OF RECORD	8	MISSING ADULT	0	MISSING JUVENILE	0
NOISE COMPLAINT	11	OPEN DOOR	2	OVERDOSE	1
PARK CHECK	51	PARKING COMPLAINT	7	PHONE MESSAGE	0
PRISONER ESCAPE	0	PRISONER TRANSPORT	0	PRIVATE PROPERTY TOW	0
PROSTITUTION	0	PROWLER	0	PUBLIC INTOXICATION	3
RADIO COMMUNICATION	30	RESCKLESS DRIVER	29	REFERRAL	1
REPO	5	RIOT	0	ROBBERY	0
RUNAWAY	1	SCAM	0	SCHOOL CHECK	19
SCHOOL ZONE	0	SEX OFFENDER REG/VIOLATION	1	SEXUAL ASSAULT	0
SHOOTING	0	SHOPLIFTING	1	SHOTS FIRED OR HEARD	2
SOLICITOR	2	SPECIAL ASSIGNMENT	3	SPECIAL ASSIGNMENT-COMMUNITY	2
STABBING	0	STALKING	0	STOLEN VEHICLE	1
SUBDIVISION CHECK	1	SUBJECT CHECK	22	SUICIDAL SUBJECT	7
SUSPICIOUS INCIDENT	36	SUSPICIOUS PERSON	16	SUSPICIOUS VEHICLE	4
TALK TO OFFICER	163	TEST CALL	0	TEST CALL-ALL AGENCIES	0
THEFT	4	THREATS	1	TRAFFIC COMPLAINT	1
TRAFFIC ENFORCEMENT	7	TRAFFIC HAZARD	14	TRAFFIC STOP	303
TRAIN DERAILMENT	0	TRESPASS	1	TROUBLE AT HEADQUARTERS	0
UNAUTHORIZED USE OF VEHICLE	2	UNKNOWN SITUATION	1	VANDALISM	3
VECHILE BURGLARY	0	VEHICLE CHECK	37	VIOLATION CORRECTION VERIFY	4
VIOLATION OF ORDER OF PROTECTION	0	WARRANT CIVIL	0	WARRANT CRIMINAL	6
WARRANT EVICTION	0	WARRANT PROBATION	0	WEATHER RELATED ISSUES	0
WELFARE CHECK	17	GANG ACTIVITY	0	GAS DRIVE OFF	0

Total Calls for Service	1662
Total Written Warnings	55
Total Speeding Citations	38
Total all other city citations	56
Commercial vehicle enforcements	6
Total Arrest	65

FLEX UNIT INFORMATION					
TRAFFIC STOPS		DRUGS CASES		WEAPONS SEIZED	
WARNINGS		Misdemeanor		RIFLE	
CITATION		Felony		SHOTGUN	
ARRESTS		Paraphernalia		PISTOL	
		ASSET FORFEITURES		OTHER	
		Vehicles			
		Currency		KNOCK AND TALKS	
		Other			

Flex Unit reassigned to patrol for manpower

WARRANTS SERVED		ASSIST PATROL		CONSENSUAL ENCOUNTERS	
K-9 ALERTS		ASSIST OTHER AGENCY		ASSIST CID	

FLEX UNIT COURT INFORMATION				
GRAND JURY	# OF CASES		# OF HOURS	
GENERAL SESSIONS	# OF CASES		# OF HOURS	
JUVENILE COURT	# OF CASES		# OF HOURS	
CRIMINAL COURT	# OF CASES		# OF HOURS	



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

Date: 7/3/2024

Stormwater Management Monthly Report- June 2024

Public Education and Outreach

There were no scheduled public education or outreach events for the month of June. The Department did meet with numerous homeowners to discuss drainage issues and flooding concerns. During these visits, the Department always tries to inform and educate the public about stormwater and how to help keep it clean.

Illicit Discharge Detection and Elimination

There was one complaint during this reporting period of an illicit discharge. The complaint was investigated the next day and found to be a non-issue. The discharge was entirely stormwater runoff.

Construction Site Runoff Control

Pre-Con/Pre-App Meetings: 8

LDPs issued: 6

CGP Inspections: 20

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 LTMA's received: 0

LTMA Inspections Received: 2

LTMA inspections are due on July 1st, annually. All sites with LTMA's that did not submit inspection reports for this year will receive a Notice of Violation letter by the end of July. Any site not brought into compliance will be assessed a penalty.

Good Housekeeping

The Stormwater Department met with CEC to restart the Cora St and Heritage Dr drainage design improvements. A Resolution is planned to go before Council in July for the design.



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

Project Status

PWMS	Closed/ Final letter from TIDOT on 06/05/2024.
Scattersville Road	Closing phase/ Waiting on final letter from TIDOT.
Railroad Crossing	Requested reimbursement to TIDOT.
CMAQ	Design phase. Project extend until May 31, 2025. Request reimbursement for Design FY 23-24/ Requested to Volkert the contract amendment to get the reimbursement.
Kirby & S. Russell Resurfacing	Design Phase/ Scheduled for pavement coring. Engineering firm is merged with HMB/ Waiting to get signed for amendment #2 (to receive additional coring system amounts)
College St. sidewalks	NEPA phase/ Received ESR approved documents on 4/25/24. Updated E-Grant site and notified GNRC and waiting for updates from GNRC/ Waiting on NTP from TIDOT.

Reimbursement Status

Name	Funding Type	Funding %	Project Type	Phase	Contract amount	Total City paid	Current FY 23-24 Reimbursement	Current Reimb. Request	Total Reimb. Received
CMAQ	ITS	100%	Traffic Signals	DESIGN	\$ 762,662.50	\$ 50,722.00	\$ -	\$ 1,446.15	\$ 39,478.85
COLLEGE	STBG	80% / 20%	Sidewalks	NEPA	\$ 1,139,215.00	\$ 116,778.11	\$ 56,082.91	\$ -	\$ 92,582.49
CSX	TIDOT	90% / 10%	Railroad Crossing	CONSTRUCTION	\$ 1,386,663.00	\$ 162,012.23	\$ -	\$ 86,666.18	\$ -
KIRBY & S. RUSSELL	STBG	80% / 20%	Resurfacing	DESIGN	\$ 446,295.00	\$ 62,524.25	\$ 20,251.50	\$ -	\$ 29,937.00
Interchange Lighting	STBG-U	40%/50%/10%	Interchange Lighting		\$ 1,826,700.00	\$ 258,735.75	\$ 166,394.00	\$ -	\$ 183,000.00
SCATTERSVILLE	STBG	80% / 20%	Resurfacing	CLOSING	\$ 454,240.20	\$ 408,141.38	\$ 300,847.64	\$ -	\$ 326,047.64
VOLKSWAGEN DIESEL	TDEC	75% / 25%	Medium Trucks		\$ 78,698.32	\$ -	\$ -	\$ -	\$ -
VOLKSWAGEN DIESEL	TDEC	75% / 25%	Medium Trucks		\$ 70,574.32	\$ -	\$ -	\$ -	\$ -
VOLKSWAGEN DIESEL	TDEC	75% / 25%	Medium Trucks	CLOSED	\$ 151,105.00	\$ 157,900.00	\$ -	\$ -	\$ 118,425.00
VOLKSWAGEN DIESEL	TDEC	75% / 25%	Large Truck	CLOSED	\$ 101,644.64	\$ 91,808.00	\$ -	\$ -	\$ 68,863.50
VOLKSWAGEN DIESEL	TDEC	75% / 25%	Medium Trucks	CLOSED	\$ 131,250.00	\$ 148,950.00	\$ -	\$ -	\$ 98,437.50
PWMS - Safe route to school	SRTS & TAP	100% & 80%/20%	Sidewalks	CLOSED	\$ 204,694.85	\$ 198,151.24	\$ 24,904.74	\$ -	\$ 194,605.74

§ The total reimbursement Received amount may differ from the total City Spend amount because payment to the Tennessee Department of Transportation is not reimbursable.

Sanitation Dept Council Report

Monthly Report for June 2024

Meeting Date: July 22, 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	445.46	55.00	24,500.30
Volunteer Recycling	18	57.9	55.00	3,184.50
	62	503.36		\$27,684.80

Volunteer Recycling

Center	# of loads	Haul cost	Hauling Total
City of Portland	18	275.00	\$4,950.00
Portland Cares	0	137.50	\$0.00
			\$4,950.00

Monthly Dump Fee	\$27,684.80		
Monthly Haul Fee	\$4,950.00		
	\$32,634.80	June	2024

Stormwater Field Crew Council Report

Submitted by: David Harris

Data for the month of June 2024

Meeting Date: July 22, 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 and repair equipment

Checked and cleaned tiles and storm drains throughout the city

Cleared beaver dams and reset them - Various locations

Picked up parts at various locations to repair equipment

Clean up at the shop

Attend meetings at City Hall

Cleared grates at various locations

Dump - Push brush up, removed 2 trees, uncovered tile, pick up nails, arrange dumpsters, moved stumps dump entrance work and push up millings.

Driveway tile - Kimberly St/ Austin Dr.

Tile installation at Parks Dept and at Stormwater rock bin area

Assisted: Sanitation Dept in trash truck and claw truck

Assisted TDOT by hauling roadway millings

Little League - brush clean up

Check and camera drain pipe @ TOGO

Tear down, clean up and burn wood of the OEO Bldg

Mow and weedeat at rock bin area

Tree removal at Michellville area

Convenience Center:

Prep area for new concrete pad (Dig out, fill with rock, spread)

Clear and clean up brush area: Filled and dig out new pit

Brush - push up, burn to clear all of the brush brought in by claw truck (city wide)

Brush cut - Sinkhole area, McCloud St, William Mack Ln, Collins Property, Saddleclub ditch, College St, and Mitchellville area.

Street Dept Council Report

Submitted by: Martin Weekley

Data for the month of June

Meeting Date: July 22, 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 or tree's that fall in 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: None

Repaired edge of multiple roadways

Asphalt work: Multiple locations (Potholes and roadcuts) Picked up hot mix and asphalt from Hermitage or Gallatin area.

Graveled around mailboxes (USPS request)

Office paperwork - Time sheets, po request, review work orders and route sheets

Clean, Check and Maintenance trucks and equipment

Clean up at shop (put away tools, organize signage and other materials)

Straighten up shop lot: all tractors, trailers, backhoe, and other equipment

Hauled away scrap metal

Traffic control for various road repairs

Removed debris and dead animal from roadway

Helped check storm drains -city wide

Codes enforcement lot - cleaned up and weed eat around the property

Cleared roadway of random items that fell off vehicles.

Pick up debris that got illegally dumped on side of roadways. Several sites

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.

Helped in the Sanitation Dept - Drove claw truck, chip brush, trash route, etc..

Picked up brush and put through the chipper machine.

Cross train employee's on the mowing tractors and other equipment

Switch out attachments on equipment (Mowers and tractors)

Assist paving crew - Riser, hotmix,

Move safe from old bldg and scrapped at VR

clean up spill on Hunter St.

Golf course - Removed dead tree

Street Dept Council Report

Inventory counts

Repaired the water system for downtown flowers.

Mow , weed eat, spray - Right of ways, canals, city property lots, codes lots, golf course, dump entrance, overpass, bridges, shooting range, high crossing, mini park, Parking lots A, B, C, Police Dept, intersection islands, City Hall, guard rails, bridges, various signs and pole, sinkhole fence, and city shops, etc.....

Assist: Portland Chamber, Hands of Hope, Animal Control and Portland Cares

Music on Main:

Placed signage and message boards (road closure etc.)

Put up barricades, cones, stage / Removed after event

Picked up picnic tables, stage,

Removed signage and put back into storage

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

City of Portland
Office of Recorder
100 South Russell Street
Portland, Tennessee 37148

Phone 615/325-6776 Ext. 245

June 2024 Monthly Report

1 Council Meeting	June 17 th	
	6	Council Members present
	2	Council Members absent
	2	Public Hearings
	7	Resolutions
	10	Ordinances
Work Study Meetings	0	
Ad-Hoc Meetings	0	
Liability Claims	0	
Property Claims	3	
Records Requested	14	

ORDINANCE

City of Portland, Tennessee

No. 24 - 43

First Reading

AN ORDINANCE OF THE CITY OF PORTLAND, TENNESSEE, AMENDING BUDGET ORDINANCE NO. 24-32 FOR THE FISCAL YEAR BEGINNING JULY 1, 2024, AND ENDING JUNE 30, 2025

WHEREAS, the Board of Mayor and Aldermen of Portland, Tennessee, assembled in regular session on the _____ of _____, _____, that the amounts hereafter set out are hereby appropriated for the purpose of meeting the expenses of the various funds, departments, institutions, offices and agencies of Portland, Tennessee, during the fiscal year beginning July 1, 2024 and ending June 30, 2025.

Section 1. The budget amendment is as follows:

GENERAL FUND:

Expenditures	Animal Control	\$46,000
(Truck and Outside Upgrades)		

GAS FUND

Expenditures	Natural Gas Purchased/Resale	-\$400,000
--------------	------------------------------	------------

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:

Notice Published: Portland Sun- ; Portland Leader:

Public Hearing

Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 24 - 44

First Reading

AN ORDINANCE TO ADD THE POSITION OF GRANT ACCOUNTANT TO AUTHORIZED POSITION LIST FOR THE CITY OF PORTLAND

WHEREAS, the City of Portland has identified a need to add a job position based on job-relatedness and business necessity; and

WHEREAS, a schedule of authorized positions was adopted and revised by the City Council; and

WHEREAS, the City Council authorized funding for the position of Grant Accountant during the fiscal 24/25 budget; and

WHEREAS, the Grant Accountant would be a position in the Finance Department and answer directly to the Finance Director; and

WHEREAS, in order to fill the position of Grant Accountant, it must be added to the authorized position list.

NOW, THEREFORE, BE IT ORDAINED, that the Mayor and Aldermen of the City of Portland hereby approve of adding the position of Grant Accountant to the authorized position list of the City of Portland.

BE IT FURTHER ORDAINED, that this resolution shall become effective immediately upon passage.

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Passed First Reading:

Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 24 – 45

First Reading

AN ORDINANCE AUTHORIZING ADOPTION OF A JOB DESCRIPTION FOR THE POSITION OF A GRANT ACCOUNTANT UNDER THE SUPERVISION OF THE FINANCE DIRECTOR FOR THE CITY OF PORTLAND, TENNESSEE

WHEREAS, the City of Portland has a need adopt a job description for the position of a Grant Accountant; and

WHEREAS, the Director of the Finance completed a job description for a Grant Accountant is now submitted for adoption by the City Council; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland, Tennessee that a job description for a Grant Accountant is hereby adopted as presented; 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:

GRANT ACCOUNTANT

JOB DESCRIPTION CITY OF PORTLAND

Position Title:	Grant Accountant	Reports To:	Finance Director
FLSA Status	Non-exempt	Department:	General Government
Revision Date(s)	July 15, 2024	EEO Class	Administrative Support

Sign, Date and Return to HR: *Please sign the Job Description Acknowledgement at the end of the job description & return the signed Job Description to Human Resources with the balance of your new-hire packet sign-off sheets.*

JOB SUMMARY:

The employee will provide guidance and support to City Departments in the identification and development of grant opportunities; participates in the application, pre-award planning and preparation process; manages post-award fiscal administration and monitoring; and works closely with any grant program managers within departments, administrative staff, and the Title VI Coordinator to ensure that grant activities are in compliance with funding agency, regulatory, and city policy requirements for grants awarded to various departments with the City of Portland. Provides complex and technical assistance to the Finance Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

- Coordinates grant administration, contract compliance and reporting for all grants and contracts;
- Provides advice and guidance on the city's grant-related policies and procedures;
- Maintains calendar of active contracts and grants as well as invoicing and reporting deadlines;
- Follow up with departments to make sure deadlines are met;
- May prepare and submit invoices and reimbursement requests according to grant and contract specifications;
- Ensures that required data is accurately complied, measured, and reported;
- May prepared reports relating to grant activity, as needed;
- Facilitates or supports the research and identification of funding opportunities in coordination with city departments;
- Maintains working knowledge of federal, state, and local regulations governing city grant contracts;
- Collaborates with others on writing, submitting, tracking, and managing grant proposals.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Experience with Microsoft Office software (Excel, Word, Outlook);
- Superior oral and written communication skills and ability to work collaboratively with internal and external partners;
- Excellent organizational skills and proven ability to meet deadlines;
- Excellent time management skills;
- Meticulous attention to detail;
- Ability to multi-task and shift priorities;
- Must have strong work ethic and excellent work attendance records.

EDUCATION and/or EXPERIENCE:

- Associates Degree in accounting, finance, or business.
- 2 years of previous accounting experience

LICENSES & CERTIFICATIONS:

- Valid driver's license.

GRANT ACCOUNTANT JOB DESCRIPTION CITY OF PORTLAND

Position Title:	Grant Accountant	Reports To:	Finance Director
FLSA Status	Non-exempt	Department:	General Government
Revision Date(s)	July 15, 2024	EEO Class	Administrative Support

Sign, Date and Return to HR: *Please sign the Job Description Acknowledgement at the end of the job description & return the signed Job Description to Human Resources with the balance of your new-hire packet sign-off sheets.*

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee is regularly required to see, hear, and talk and perform the physical activities marked below.

Activity		Check 1 column for Frequency of Occurrence		
Check Applicable Activities		Occasionally < 1/3 of the time	Frequently 1/3–2/3 of the time	Regularly >2/3 of the time
x	Standing	✖		
x	Walking	✖		
x	Climbing: Stairs &/or Ladders	x		
x	Sitting			x
	Balancing			
x	Bending/Stooping/Kneeling	x		
x	Twisting	x		
x	Squatting	x		
x	Grasping/Squeezing			x
x	Repetitive movements w/hands			x
x	Reaching/working overhead	x		
x	Lift &/or carry up to 25 lbs.	x		
x	Push &/or pull up to 25 lbs.	x		

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is preformed in an open office setting, temperature controlled, and well lit. The noise level is low to moderate.

Job Description Acknowledgment: I understand that **this job description is not a contract of employment** between the City of Portland and me. Also, I understand that my duties may not be limited to those duties written in the job description, and that the City of Portland may assign other duties as needed. I have received a copy of the Grant Accountant job description, have read it, and understand the essential functions of the role. By signing below, I acknowledge that I can perform the essential functions of the Grant Accountant job as it is described in the job description above.

Employee Name (Please Print): _____ **Date:** _____

Employee Signature: _____

Date (Employment, Transfer, Revised Job Description): _____

Sign and date job description. Make a copy for your records. Email to hjohnson@cityofportlandtn.gov

RESOLUTION

City of Portland, Tennessee

No. 24 – 51

A RESOLUTION TO DISSOLVE THE GOLF FUND

WHEREAS, the City of Portland operates the Dogwood Hills Golf Course as an amenity under the Parks Department: and

WHEREAS, the golf course operates as a Special Revenue Fund; and

WHEREAS, the Parks Department is part of the General Fund; and

WHEREAS, in order to have a successful golf course, the General Fund supplements the funding of expenses of the golf course; and

WHEREAS, the City Council approves the supplement amount during the annual budget process; and

WHEREAS, the City Council of the City of Portland would like to dissolve the Golf Special Revenue Fund and transfer all revenues and expenses to the General Fund.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Aldermen of the City of Portland hereby approve of dissolving the Golf Special Revenue Fund by making it part of the General Fund.

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon passage.

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Approved this day of

RESOLUTION

City of Portland, Tennessee

No. 24 – 52

A RESOLUTION TO DECLARE THE ATTACHED LIST OF EQUIPMENT OWNED BY THE CITY OF PORTLAND TO BE DECLARED SURPLUS AND DIRECTING DISPOSAL OF SAME

WHEREAS, the City of Portland has identified and accumulated a listing of vehicles, equipment and other items from various City departments to be declared surplus property to the needs of the city and has determined it to be in the public interest to offer them for sale; and

WHEREAS, the listing of items to be deemed surplus has been reviewed by City Department Heads in order to determine if items could be utilized by other department areas, those items being removed from the listing; and

WHEREAS, the surplus items, with approval, will be sold at auction or scrapped per the City's Surplus Property Procedures; and

NOW THEREFORE, BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Portland declare the list of equipment as surplus property and authorize that the items be disposed of by public auction as outlined in the Surplus Property Procedures; 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

FIRE DEPARTMENT

Vehicles

Name	Serial or VIN	Mileage	Description
Truck 10	1D7KS28D15J573020	136142	2005 Dodge Hemi Magnum
Truck 12	1FTSW21538EA14941	~166500	2008 F-250 Super Duty
Engine 6	1GDL7D1G5GV521347	25989	1986 GMC 7000

Extrication Equipment

Serial	Model	Description
8961205/S	MB0C	Amkus Spreaders
30R744		Amkus Short Ram
60R714		Amkus Long Ram
		Amkus Cutters
00090865	GH25-XLA	Amkus Hydraulic Pump
0-1798	B104XL	Amkus Hydraulic Pump
#027771	1160.0000.08	Res Q Tec Cutters
	X4	Res Q Tec Spreaders
		Res Q Tec Pump

Hose

Size	Section Length in feet	# of Sections	Total Length
1.75"	50	17	850
2.5"	50	2	100
3"	50	1	50

PARKS DEPARTMENT

Golf

2007 Club Car Turf2, utility golf cart with bed		S/N: RG0730-787756
John Deer walk behind plugger		
Toro spray rig - 160 gallon tank (ride on)		

Park

1995 Chevrolet Cheyenne 2wd, 4.3 V6		VIN:4120
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DEPT OF UTILITIES

Gas

Ditch Witch Trencher 3610		S/N: 3R0639
Ford F150 (T-130)		Vin# 5313

WWCollections

Ford F150 - 2018		Vin #5311
Truck toolbox		Cross Bed Box
Truck toolboxes -		2 x Side Boxes

WWIP

Aqua Aerobic Jet Surface Aerator x3		S/N: 27235, 28497, 27241
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ORDINANCE

City of Portland, Tennessee

No. 24 - 46

First Reading

AN ORDINANCE APPROVING A PROPERTY PURCHASE BY THE PORTLAND AIRPORT AUTHORITY FROM AMOS HARPER & RUTH ANN HARPER FOR THE PURCHASE OF WESTERN PORTION OF PROPERTY APPROXIMATELY 3.1 ACRES LOCATED SUMNER COUNTY TAX MAP 032 PARCEL 002.01 CONTAINING 4.95 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 approximately 3.1 acres from property located Sumner County Tax Map 032 Parcel 002.01 Containing 4.95 acres by the Portland Airport Authority from Amos Harper and Ruth Ann Harper 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:

Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 24 – 49

First Reading

AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH STEWART RICHEY CONSTRUCTION FOR THE CITY OF PORTLAND MUNICIPAL AIRPORT SOIL HAULING & PLACEMENT FROM RICHLAND PARK TO PORTLAND MUNICIPAL AIRPORT IN SUMNER COUNTY.

WHEREAS, the City of Portland deems it necessary to move excess dirt from Richland Park to the Portland Municipal Airport; and

WHEREAS, the City of Portland received and opened bids on July 5, 2024, from the following contractors; and

- | | |
|--|-------------------|
| • Stewart Richey Construction | \$175.00 per load |
| • Dillard/KY Tech | \$259.00 per load |
| • Chandler and Son Concrete & Excavating | \$387.50 per load |

WHEREAS, funding for this project shall come from a grant received for the expansion of the Portland Municipal Airport; and

WHEREAS, after careful consideration, the bid from Stewart Richey Construction has been recommended as the best bid for the City of Portland Municipal Airport Soil Hauling & Placement at \$175.00 per load; and

NOW, THEREFORE BE IT ORDAINED, by the Mayor and Board of Aldermen of the City of Portland to enter into an agreement with Stewart Richey Construction at \$175.00 per load as the best bid for the City of Portland Municipal Airport Soil Hauling & Placement; and

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

Mayor Mike Callis

Attest: Rachel Slusser, City Recorder

Passed First Reading:
Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 24 – 41

Second Reading

AN ORDINANCE TO AMEND THE CITY OF PORTLAND, TENNESSEE ZONING MAP BY REZONING 6155 LAKE SPRINGS ROAD, (ROBERTSON COUNTY TAX MAP 12, PARCEL 49.00) FROM RR (RURAL RESIDENTIAL) TO IG (INDUSTRIAL GENERAL)

WHEREAS, the City of Portland desires to amend the official zoning atlas of the City; and

WHEREAS, the City of Portland believes that such amendment will promote, protect, and facilitate the public health, safety, and welfare of the community through coordinated and practical land use and land development for the betterment of Portland's population; and

WHEREAS, the Portland Municipal Planning Commission recommended approval of the rezoning to IG (Industrial General) by a vote of 5-1 at their May 14th, 2024 meeting.

NOW, THEREFORE, BE IT ORDAINED by the City of Portland, Tennessee, as follows:

Section 1. That the property described herein be, and the same is hereby, rezoned from RR- (Rural Residential) to IG (Industrial General).

Approximately 0.81 +/- acres more or less, located at 6155 Lake Springs Road, as shown on the attached map.

For reference, see Record Book 1195, Pages 422-423 in the Register's Office of Robertson County, Tennessee, and being shown as Tax Map 12, Parcel 49.00 in the Register's Office of Robertson County, Tennessee.

Section 2. That all Ordinances in conflict herewith are repealed to the extent of said conflict, and that this Ordinance shall become effect upon the passage on final reading, the public welfare requiring it.

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

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

Mike Callis, Mayor

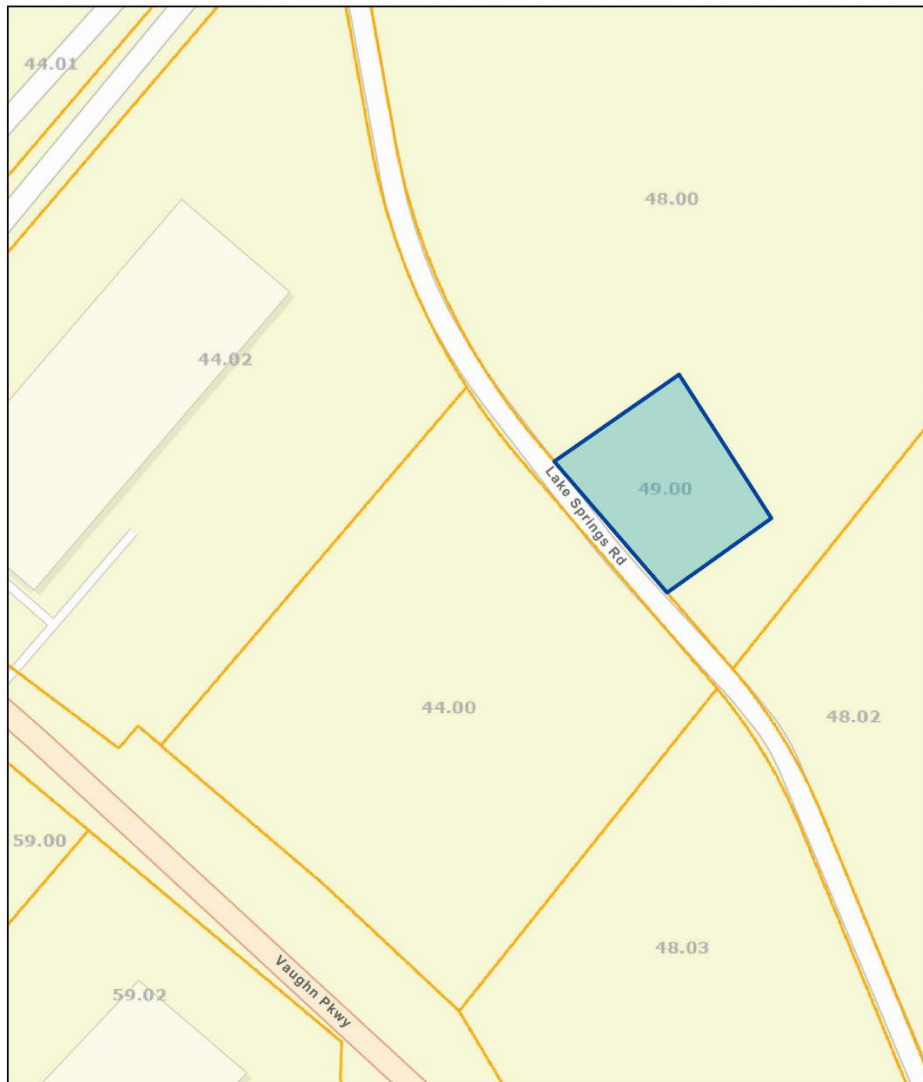
Attest: Rachel Slusser, City Recorder

Passed First Reading: June 17, 2024

Notice Published: Portland Sun-
Public Hearing

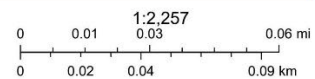
Passed Second Reading:

Robertson County - Parcel: 012 049.00



Date: April 2, 2024

County: Robertson
Owner: L & W PROPERTIES GP
Address: LAKE SPRINGS RD 6155
Parcel Number: 012 049.00
Deeded Acreage: 0.81
Calculated Acreage: 0
Date of TDOT Imagery: 2021

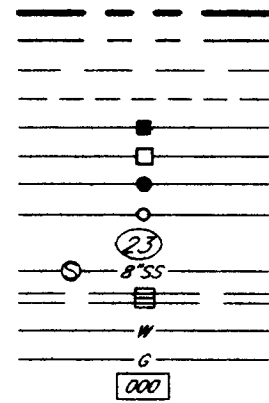


Esri Community Maps Contributors, Tennessee STS GIS, © OpenStreetMap, Microsoft, Esri, TomTom, Garmin, SafeGraph, GeoTechnologies, Inc, METI/ NASA, USGS, EPA, NPS, US Census Bureau, USDA, USFWS, State of Tennessee, Comptroller of the Treasury

The property lines are compiled from information maintained by your local county Assessor's office but are not conclusive evidence of property ownership in any court of law.

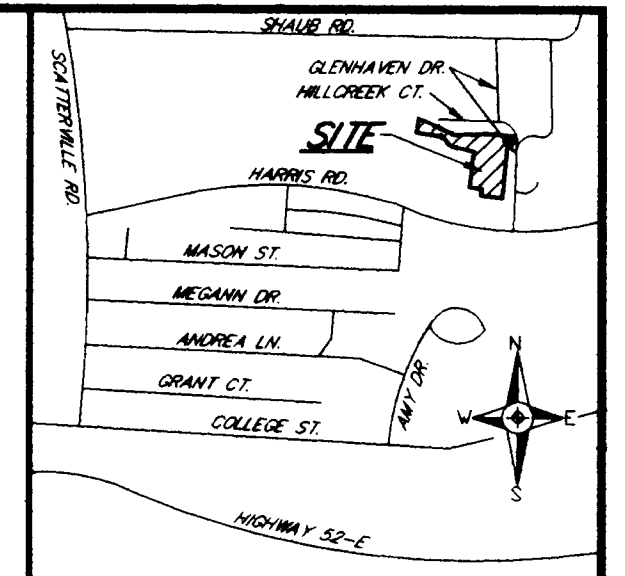
LEGEND

PROPERTY BOUNDARY
LOT LINE
BUILDING SET-BACK LINE
EASEMENT
CONCRETE MONUMENT (NEW)
CONCRETE MONUMENT (OLD)
CAPPED 1/2" IRON ROD (NEW)
IRON ROD (OLD)
LOT NUMBER
SANITARY SEWER W/ MANHOLE
STORM SEWER W/ INLET
WATER LINE
GAS LINE
911 ADDRESS
FIRE HYDRANT

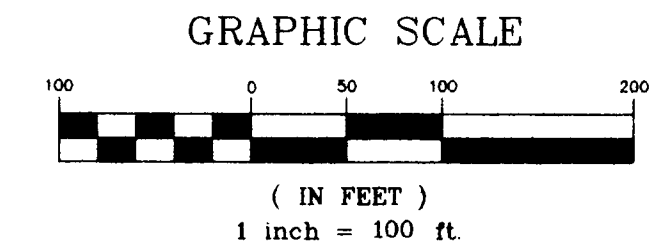


Pamela L. Whitaker, Register
Sumner County, Tennessee
Rec'd: 45.00 NBK: 90 Pg 124
State: 0.00 Recorded
Clerk: 0.00 8/20/2002 at 2:50 pm
EDP: 2.00 in Plat Book
Total: 47.00
20 Ps 274

Pamela L. Whitaker, Register
Sumner County, Tennessee
Rec #: 503267
Rec'd: 45.00 NBK: 90 Pg 124
State: 0.00 Recorded
Clerk: 0.00 8/20/2002 at 2:50 pm
EDP: 2.00 in Plat Book
Total: 47.00
20 Pages 274-276



LOCATION MAP
NOT TO SCALE



ENTERED
Philip G. Simpson
PROPERTY ASSESSOR
AUG 20 2002

MAP_GP_CTL_PAR

OWNER / DEVELOPER
PORTLAND UTILITIES CONSTRUCTION CO., LLC
P.O. BOX 510
PORTLAND, TN. 37148

TOTAL AREA - 10.099± AC.

SURVEYOR'S NOTES

- THIS SURVEYOR WAS NOT FURNISHED WITH A TITLE SEARCH OR TITLE POLICY. THEREFORE THIS SURVEY IS SUBJECT TO THE FINDINGS OF AN ACCURATE TITLE SEARCH. ONLY THE DOCUMENTS NOTED HEREON WERE SUPPLIED TO THIS SURVEYOR. THERE MAY EXIST OTHER DOCUMENTS THAT WOULD AFFECT THE SUBJECT PROPERTY. THIS SURVEY DOES NOT CONSTITUTE A TITLE SEARCH.
- DEED REFERENCE: PORTLAND UTILITIES CONSTRUCTION CO., LLC R.B. 1072, PG. 458, R.O.S.C., TN.
- PLAT REFERENCE: LOT 89 - PARCEL 56 - P.B. 16, PG. 271, R.O.S.C., TN.
- MAP AND PARCEL NUMBERS SHOWN REFER TO THE SUMNER COUNTY TAX ASSESSOR'S MAPS. THE SUBJECT PROPERTY SHOWN ON THIS PLAT IS ALL OF PARCELS 98 & 98.01, ON TAX MAP 19 AND ALL OF PARCEL 56 ON TAX MAP 19-0 "B".
- THE LOCATIONS OF EXISTING UNDERGROUND UTILITIES SHOWN WERE TAKEN FROM SURFACE IMPROVEMENTS, UTILITY COMPANY RECORDS, AND/OR PLANS BY OTHERS. ACTUAL FIELD LOCATIONS AND SIZES OF THESE LINES SHOULD BE OBTAINED PRIOR TO ANY CONSTRUCTION ON THIS SITE. ADDITIONAL BURIED UTILITIES AND/OR STRUCTURES MAY BE ENCOUNTERED. NO EXCAVATIONS WERE MADE DURING THE PROGRESS OF THIS SURVEY TO LOCATE BURIED UTILITIES AND/OR STRUCTURES. BEFORE ANY EXCAVATION HAS BEGUN ON THIS SITE CALL 1-800-351-1111 FOR UNDERGROUND UTILITY LOCATIONS.
- ALL BUILDINGS, SURFACE IMPROVEMENTS, AND SUBSURFACE IMPROVEMENTS ON AND ADJACENT TO THIS SITE ARE NOT NECESSARILY SHOWN HEREON.
- SUBSURFACE AND/OR ENVIRONMENTAL CONDITIONS WERE NOT EXAMINED OR CONSIDERED AS A PART OF THIS SURVEY.
- THIS PROPERTY IS ZONED "R-15" AS OF THE DATE OF THIS SURVEY.
- BEARINGS AND DISTANCES SHOWN ARE BASED ON THE CURRENT DEED FOR THE SUBJECT TRACT.
- THIS IS A CATEGORY I SURVEY IN COMPLIANCE WITH THE RULES OF THE STATE OF TENNESSEE, BOARD OF EXAMINERS FOR LAND SURVEYORS, CHAPTER 0820-3, STANDARDS OF PRACTICE. THE ERROR OF CLOSURE FOR THE UNADJUSTED FIELD SURVEY IS BETTER THAN 1 : 10,000.
- A REVIEW OF F.E.M.A. FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NO. 470349 0025B, EFFECTIVE DATE JUNE 19, 1985, SHOWS NONE OF THIS PROPERTY TO BE WITHIN THE 100 YEAR FLOOD PLAIN.
- ALL LOT CORNERS TO BE MARKED WITH IRON RODS OR CONCRETE MONUMENTS AS SHOWN.
- THE RECORDING OF THIS PLAT Voids, VACATES AND SUPERSEDES LOT 89, HUNTER'S CROSSING, PHASE 2, R.B. 16, PG. 271, R.O.S.C., TN.

MAP 19, PARCEL 94.04
RAY J. KENT
D.B. 520, PG. 366, R.O.S.C., TN.

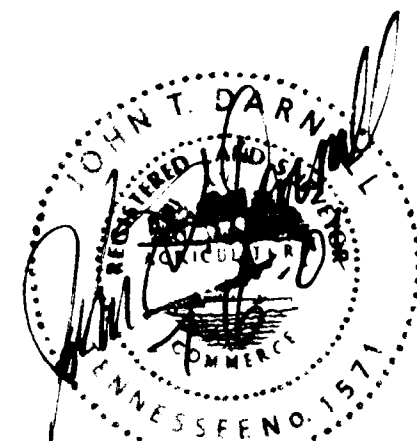
DETENTION AREA

THE BURTON BLACKBURN JR. PROPERTY
A RE-SUB OF LOT 1 OF THE LOU BRATTON SUB.
P.B. 15, PG. 5, R.O.S.C., TN.

THE BURTON BLACKBURN JR. PROPERTY
A RE-SUB OF LOT 1 OF THE LOU BRATTON SUB.
P.B. 15, PG. 5, R.O.S.C., TN.

LOU BRATTON SUBDIVISION
P.B. 11, PG. 360, R.O.S.C., TN.

THE BILL HUNTER HARRIS RD. SUBDIVISION
P.B. 17, PG. 267, R.O.S.C., TN.



CERTIFICATE OF APPROVAL OF SEWER AND WATER SYSTEMS

I HEREBY CERTIFY THAT THE SEWER AND WATER SYSTEM(S) OUTLINED OR INDICATED ON THE FINAL SUBDIVISION PLAT ENTITLED "ALENE WILKINSON PROPERTY" HAS/HAVE BEEN INSTALLED IN ACCORDANCE WITH CURRENT LOCAL AND STATE GOVERNMENTS OR A SUFFICIENT BOND OR OTHER SURETY HAS BEEN FILED TO GUARANTEE SAID INSTALLATION.

WATER SYSTEM 8/19/2002
SEWER SYSTEM 8/19/2002
NAME, TITLE AND AGENCY OR AUTHORIZED APPROVING AGENT

CERTIFICATE OF OWNERSHIP AND DEDICATION

I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREON AS EVIDENCED IN RECORD SHOWN IN NOTE 2, ABOVE, AND THAT I (WE) HEREBY ADOPT THIS PLAT OF SUBDIVISION WITH MY (OUR) FREE CONSENT, ESTABLISH THE MINIMUM BUILDING RESTRICTION LINES, AND THAT OFFERS OF IRREVOCABLE DEDICATION FOR ALL PUBLIC STREETS, UTILITIES AND OTHER FACILITIES HAVE BEEN FILED AS REQUIRED BY THE PORTLAND MUNICIPAL - REGIONAL SUBDIVISION REGULATIONS.

August 16, 2002
DATE
OWNER
OWNER
OWNER

CERTIFICATE OF ACCURACY

I HEREBY CERTIFY THAT THE PLAT SHOWN AND DESCRIBED HEREON IS A TRUE AND CORRECT SURVEY TO THE ACCURACY REQUIRED BY THE PORTLAND MUNICIPAL-REGIONAL PLANNING COMMISSION REGULATIONS, AND THAT THE MONUMENTS HAVE BEEN OR WILL BE PLACED AS SHOWN HEREON TO THE SPECIFICATIONS IN THESE REGULATIONS.

7-16-01
DATE
REGISTERED LAND SURVEYOR
CERTIFICATE OF APPROVAL OR BONDING OF ROADS
I HEREBY CERTIFY (1) THAT ALL STREETS DESIGNATED ON THIS FINAL SUBDIVISION PLAT HAVE BEEN INSTALLED IN AN ACCEPTABLE MANNER AND ACCORDING TO CITY SPECIFICATIONS, OR (2) THAT A SURETY BOND HAS BEEN POSTED WITH THE PLANNING COMMISSION TO ASSURE COMPLETION OF ALL REQUIRED IMPROVEMENTS IN CASE OF DEFAULT.
8/16/02
DATE
PUBLIC WORKS

G.E.D.S., Inc.
ENGINEERING - DESIGN - SURVEYING
582 SOUTH WATER AVENUE GALLATIN, TN 37068
PH (615) 452-3205 FAX (615) 230-7988

CERTIFICATE OF APPROVAL FOR RECORDING
I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE PORTLAND MUNICIPAL - REGIONAL SUBDIVISION REGULATIONS, WITH THE EXCEPTION OF SUCH VARIANCES, IF ANY, AS ARE NOTED IN THE MINUTES OF THE PLANNING COMMISSION AND THAT IT HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE COUNTY REGISTER.
8/20/02
DATE
SECRETARY, PLANNING COMMISSION

FINAL PLAT OF	
PAIGEWOOD SUBDIVISION	
GLEN HAVEN DRIVE, CITY OF PORTLAND,	
16TH CIVIL DISTRICT, SUMNER COUNTY, TENNESSEE	
TOTAL ACRES = 10.099±	TOTAL LOTS = 16
ACRES OF NEW ROAD = 1.111±	FEET OF NEW ROAD = 895.71'
OWNER: PORTLAND UTILITY CONST.	CIVIL DISTRICT: 16TH
SCALE: 1" = 50'	CITY OF PORTLAND
SURVEYOR: G.E.D.S., INC.	SUMNER COUNTY
JOB #133-99	STATE OF TENNESSEE
DATE: JULY 16, 2001	SHEET NO. 1 OF 3

Pamela L. Whitaker, Register
Sumner County Tennessee
Rec #: 503267 Instrument 614951
Rec'd: 45.00 NBK: 90 Pg 124
State: 0.00 Recorded
Clerk: 0.00 8/20/2002 at 2:50 PM
EDP: 2.00 in Plat Book
Total: 47.00
20 Pages 275

Pamela L. Whitaker, Register
Sumner County Tennessee
Rec #: 503267 Instrument 614951
Rec'd: 45.00 NBK: 90 Pg 124
State: 0.00 Recorded
Clerk: 0.00 8/20/2002 at 2:50 PM
EDP: 2.00 in Plat Book
Total: 47.00
20 Pages 274-276

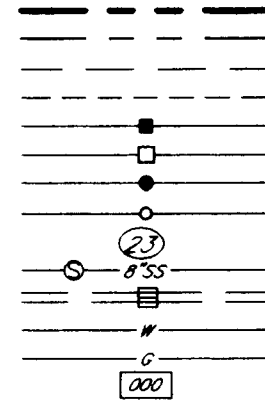
GRAPHIC SCALE



(IN FEET)
1 inch = 50 ft.

LEGEND

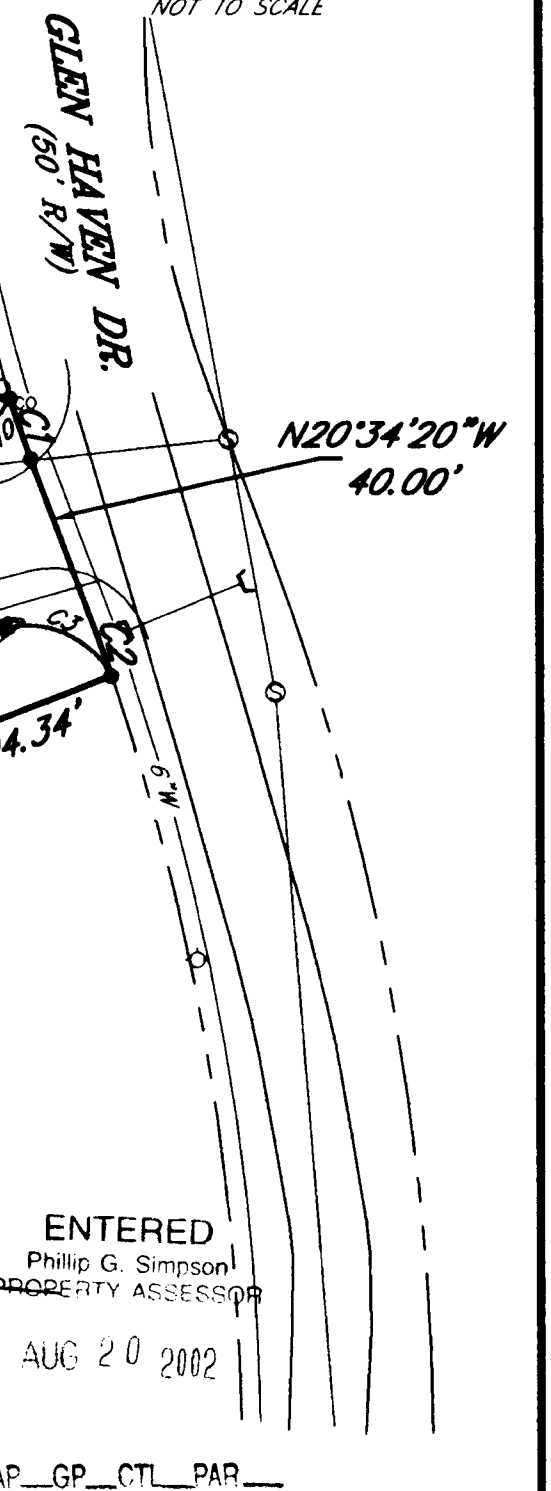
PROPERTY BOUNDARY
LOT LINE
BUILDING SET-BACK LINE
EASEMENT
CONCRETE MONUMENT (NEW)
CONCRETE MONUMENT (OLD)
CAPPED 1/2" IRON ROD (NEW)
IRON ROD (OLD)
LOT NUMBER
SANITARY SEWER W/ MANHOLE
STORM SEWER W/ INLET
WATER LINE
GAS LINE
911 ADDRESS
FIRE HYDRANT



HUNTER'S CROSSING, PHASE 2
P.B. 16, PG. 272, R.O.S.C., TN.

LOCATION MAP

NOT TO SCALE



ENTERED
Philip G. Simpson
PROPERTY ASSESSOR
AUG 20 2002

OWNER / DEVELOPER:
PORTLAND UTILITIES CONSTRUCTION CO., LLC
P.O. BOX 510
PORTLAND, TN. 37148

TOTAL AREA - 10.099± AC.

SEE NOTES SHEET 1 OF 3

REVISED 9-06-01 PER PLANNING COMMENTS

FINAL PLAT OF

PAIGEWOOD SUBDIVISION

GLEN HAVEN DRIVE, CITY OF PORTLAND,

16TH CIVIL DISTRICT, SUMNER COUNTY, TENNESSEE

TOTAL ACRES = 10.099±	TOTAL LOTS = 16
ACRES OF NEW ROAD = 1.111±	FEET OF NEW ROAD = 895.71'
OWNER: PORTLAND UTILITY CONST.	CIVIL DISTRICT: 16TH
SCALE: 1" = 50'	CITY OF PORTLAND
SURVEYOR: G.E.D.S., INC.	SUMNER COUNTY
JOB #133-99	STATE OF TENNESSEE
DATE: JULY 16, 2001	SHEET NO. 2 OF 3

13399FP2.DWG

CERTIFICATE OF APPROVAL OF SEWER AND WATER SYSTEMS

I HEREBY CERTIFY THAT THE SEWER AND WATER SYSTEM(S) OUTLINED OR INDICATED ON THE FINAL SUBDIVISION PLAT ENTITLED "ALENE WILKINSON PROPERTY" HAS/HAVE BEEN INSTALLED IN ACCORDANCE WITH CURRENT LOCAL AND STATE GOVERNMENTS, OR A SUFFICIENT BOND OR OTHER SURETY HAS BEEN FILED TO GUARANTEE SAID INSTALLATION.

WATER SYSTEM 8/19/2002

NAME, TITLE AND AGENCY OR AUTHORIZED APPROVING AGENT

SEWER SYSTEM 8/19/2002

NAME, TITLE AND AGENCY OR AUTHORIZED APPROVING AGENT

CERTIFICATE OF OWNERSHIP AND DEDICATION

I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREON AS EVIDENCED IN RECORD SHOWN IN NOTE 2. ABOVE, AND THAT I (WE) HEREBY ADOPT THIS PLAT OF SUBDIVISION WITH MY (OUR) FREE CONSENT, ESTABLISH THE MINIMUM BUILDING RESTRICTION LINES, AND THAT OFFERS OF IRREVOCABLE DEDICATION FOR ALL PUBLIC STREETS, UTILITIES AND OTHER FACILITIES HAVE BEEN FILED AS REQUIRED BY THE PORTLAND MUNICIPAL - REGIONAL SUBDIVISION REGULATIONS.

DATE August 16, 2002

NAME, TITLE AND AGENCY OR AUTHORIZED APPROVING AGENT

DATE

DATE

DATE

NAME, TITLE AND AGENCY OR AUTHORIZED APPROVING AGENT

NAME, TITLE AND AGENCY OR AUTHORIZED APPROVING AGENT

NAME, TITLE AND AGENCY OR AUTHORIZED APPROVING AGENT

NAME, TITLE AND AGENCY OR AUTHORIZED APPROVING AGENT

NAME, TITLE AND AGENCY OR AUTHORIZED APPROVING AGENT

CERTIFICATE OF ACCURACY

I HEREBY CERTIFY THAT THE PLAN SHOWN AND DESCRIBED HEREON IS A TRUE AND CORRECT SURVEY TO THE ACCURACY REQUIRED BY THE PORTLAND MUNICIPAL-REGIONAL PLANNING COMMISSION REGULATIONS, AND THAT THE MONUMENTS HAVE BEEN OR WILL BE PLACED AS SHOWN HEREON TO THE SPECIFICATIONS IN THESE REGULATIONS.

DATE 9-6-01

NAME, TITLE AND AGENCY OR AUTHORIZED APPROVING AGENT

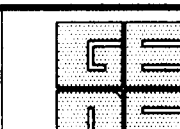
CERTIFICATE OF APPROVAL ON BONDING OF ROADS

I HEREBY CERTIFY THAT ALL STREETS DESIGNATED ON THIS FINAL SUBDIVISION PLAT HAVE BEEN INSTALLED IN AN ACCEPTABLE MANNER AND ACCORDING TO CITY SPECIFICATIONS, OR (2) THAT A SURETY BOND HAS BEEN POSTED WITH THE PLANNING COMMISSION TO ASSURE COMPLETION OF ALL REQUIRED IMPROVEMENTS IN CASE OF DEFAULT.

DATE 8/16/02

NAME, TITLE AND AGENCY OR AUTHORIZED APPROVING AGENT

NAME, TITLE AND AGENCY OR AUTHORIZED APPROVING AGENT



G.E.D.S., Inc.
ENGINEERING - DESIGN - SURVEYING

562 SOUTH WATER AVENUE
PH. (615) 452-5205

GALLATIN, TN. 37066
FAX (615) 230-7568

CERTIFICATE OF APPROVAL FOR RECORDING

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE PORTLAND MUNICIPAL - REGIONAL SUBDIVISION REGULATIONS, WITH THE EXCEPTION OF SUCH VARIANCES, IF ANY, AS ARE NOTED IN THE MINUTES OF THE PLANNING COMMISSION AND THAT IT HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE COUNTY REGISTER.

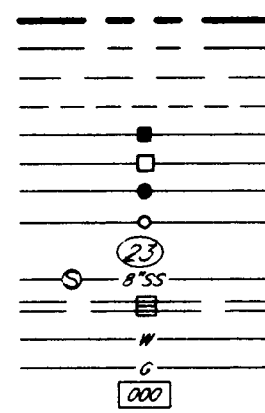
DATE 8/20/02

NAME, TITLE AND AGENCY OR AUTHORIZED APPROVING AGENT

NAME, TITLE AND AGENCY OR AUTHORIZED APPROVING AGENT

LEGEND

PROPERTY BOUNDARY
LOT LINE
BUILDING SET-BACK LINE
EASEMENT
CONCRETE MONUMENT (NEW)
CONCRETE MONUMENT (OLD)
CAPPED 1/2" IRON ROD (NEW)
IRON ROD (OLD)
LOT NUMBER
SANITARY SEWER W/ MANHOLE
STORM SEWER W/ INLET
WATER LINE
GAS LINE
911 ADDRESS
FIRE HYDRANT

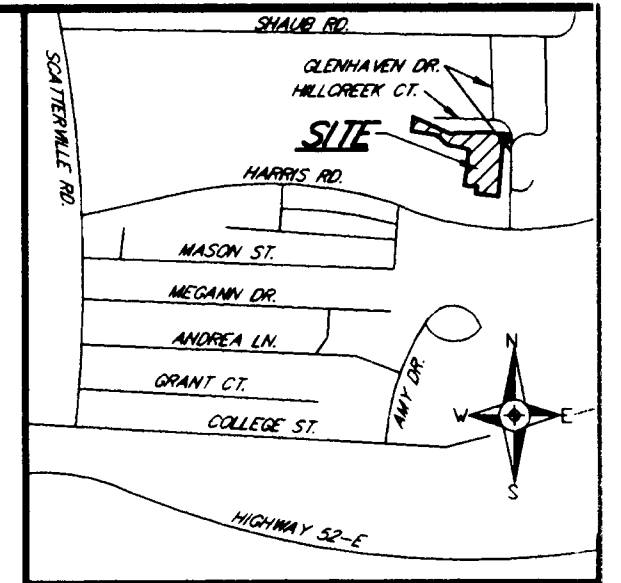


Pamela L. Whitaker, Register
Sumner County Tennessee
Rec #: 503267
NBK: 90 Pg 124
State: 0.00
Clerk: 0.00
EDP: 2.00
Total: 47.00
8/20/2002 at 2:50 PM
in Plat Book
20 Pg 276

Pamela L. Whitaker, Register
Sumner County Tennessee
Rec #: 503267
NBK: 90 Pg 124
State: 0.00
Clerk: 0.00
EDP: 2.00
Total: 47.00
8/20/2002 at 2:50 PM
in Plat Book
20 Pages 274-276

CURVE TABLE

NUMBER	DELTA	RADIUS	ARC	TANGENT	CHORD
C1	03°03'11"	313.62	16.71	8.38	S19°02'45"E 16.71
C2	01°50'18"	634.00	20.34	10.17	S19°39'12"E 20.34
C3	75°56'33"	25.01	33.14	19.52	N68°30'30"W 30.77
C4	20°07'29"	125.00	43.91	22.18	S85°34'58"W 43.88
C5	89°33'36"	75.00	117.23	74.43	S50°51'55"W 105.66
C6	70°31'44"	25.00	30.77	17.68	S29°10'45"E 28.87
C7	250°31'44"	50.00	218.63	70.71	S80°49'15"W 81.65
C8	89°33'36"	125.00	193.39	124.04	N50°51'55"E 176.10
C9	20°07'29"	75.00	26.34	13.31	N85°34'58"E 26.21
C10	46°24'22"	25.00	20.25	10.72	N52°19'03"E 19.70



LOCATION MAP NOT TO SCALE

THE BURTON BLACKBURN JR. PROPERTY
A RE-SUB OF LOT 1 OF THE LOU BRATTON SUB.
P.B. 15, PG. 5, R.O.S.C., TN.

THE BURTON BLACKBURN JR. PROPERTY
A RE-SUB OF LOT 1 OF THE LOU BRATTON SUB.
P.B. 15, PG. 5, R.O.S.C., TN.

LOU BRATTON SUBDIVISION
P.B. 11, PG. 360, R.O.S.C., TN.

THE BILL HUNTER HARRIS RD. SUBDIVISION
P.B. 17, PG. 267, R.O.S.C., TN.

HUNTER'S CROSSING, PHASE 1
P.B. 16, PG. 80, R.O.S.C., TN.

ENTERED
Philip G. Simpson
PROPERTY ASSESSOR

AUG 20 2002

MAP_GP_CTL_PAR

OWNER / DEVELOPER:
PORTLAND UTILITIES CONSTRUCTION CO., LLC
P.O. BOX 510
PORTLAND, TN. 37148

TOTAL AREA - 10.099± AC.

REVISED 9-06-01 PER PLANNING COMMENTS

CERTIFICATE OF APPROVAL OF SEWER AND WATER SYSTEMS

I HEREBY CERTIFY THAT THE SEWER AND WATER SYSTEM(S) OUTLINED OR INDICATED ON THE FINAL SUBDIVISION PLAT ENTITLED "ALENE MILKINSON PROPERTY" HAS/HAVE BEEN INSTALLED IN ACCORDANCE WITH CURRENT LOCAL AND STATE GOVERNMENTS, OR A SUFFICIENT BOND OR OTHER SURETY HAS BEEN FILED TO GUARANTEE SAID INSTALLATION.

WATER SYSTEM 8/19/2002
SEWER SYSTEM 8/19/2002
NAME, TITLE AND AGENCY OR AUTHORIZED APPROVING AGENT
August 16, 2002
OWNER
DATE
OWNER
DATE
OWNER
DATE

CERTIFICATE OF OWNERSHIP AND DEDICATION

I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREON AS EVIDENCED IN RECORD SHOWN IN NOTE 2 ABOVE, AND THAT I (WE) HEREBY ADOPT THIS PLAT OF SUBDIVISION WITH MY (OUR) FREE CONSENT, ESTABLISH THE MINIMUM BUILDING RESTRICTION LINES, AND THAT OFFERS OF IRREVOCABLE DEDICATION FOR ALL PUBLIC STREETS, UTILITIES AND OTHER FACILITIES HAVE BEEN FILED AS REQUIRED BY THE PORTLAND MUNICIPAL - REGIONAL SUBDIVISION REGULATIONS.

August 16, 2002
OWNER
DATE
OWNER
DATE
OWNER
DATE

CERTIFICATE OF ACCURACY

I HEREBY CERTIFY THAT THE PLAN SHOWN AND DESCRIBED HEREON IS A TRUE AND CORRECT SURVEY TO THE ACCURACY REQUIRED BY THE PORTLAND MUNICIPAL-REGIONAL PLANNING COMMISSION REGULATIONS, AND THAT THE MONUMENTS HAVE BEEN OR WILL BE PLACED AS SHOWN HEREON TO THE SPECIFICATIONS IN THESE REGULATIONS.

9-6-01
DATE
REGISTERED LAND SURVEYOR

CERTIFICATE OF APPROVAL OR BONDING OF ROADS

I HEREBY CERTIFY (1) THAT ALL STREETS DESIGNATED ON THIS FINAL SUBDIVISION PLAT HAVE BEEN INSTALLED IN AN ACCEPTABLE MANNER AND ACCORDING TO CITY SPECIFICATIONS, OR (2) THAT A SURETY BOND HAS BEEN POSTED WITH THE PLANNING COMMISSION TO ASSURE COMPLETION OF ALL REQUIRED IMPROVEMENTS IN CASE OF DEFAULT.

9/10/02
DATE
PUBLIC WORKS

G.E.D.S., Inc.
ENGINEERING - DESIGN - SURVEYING
582 SOUTH WATER AVENUE
FBI (615) 452-5205
GALLATIN, TN 37066
FAX (615) 230-7588

CERTIFICATE OF APPROVAL FOR RECORDING

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE PORTLAND MUNICIPAL - REGIONAL SUBDIVISION REGULATIONS, WITH THE EXCEPTION OF SUCH VARIANCES, IF ANY, AS ARE NOTED IN THE MINUTES OF THE PLANNING COMMISSION AND THAT IT HAS BEEN APPROVED FOR RECORDING IN THE OFFICE OF THE COUNTY REGISTER.

9/20/02
DATE
SECRETARY, PLANNING COMMISSION

**FINAL PLAT OF
PAIGEWOOD SUBDIVISION**
GLEN HAVEN DRIVE, CITY OF PORTLAND,
16TH CIVIL DISTRICT, SUMNER COUNTY, TENNESSEE

TOTAL ACRES = 10.099±
ACRES OF NEW ROAD = 1.111±
OWNER: PORTLAND UTILITY CONST.
SCALE: 1" = 50'
SURVEYOR: G.E.D.S., INC.
JOB #133-99
DATE: JULY 16, 2001
TOTAL LOTS = 16
FEET OF NEW ROAD = 895.71'
CIVIL DISTRICT: 16TH
CITY OF PORTLAND
SUMNER COUNTY
STATE OF TENNESSEE
SHEET NO. 3 OF 3

13399FP3.DWG

ORDINANCE

City of Portland, Tennessee

No. 24 – 47

First Reading

AN ORDINANCE AUTHORIZING ADOPTION OF A JOB DESCRIPTION FOR THE POSITION OF A CITY MECHANIC I UNDER THE SUPERVISION OF THE LEAD CITY MECHANIC FOR THE CITY OF PORTLAND, TENNESSEE

WHEREAS, the City of Portland has identified a need to add a job position based on job-relatedness and business necessity; and

WHEREAS, a schedule of authorized positions was adopted and revised by the City Council; and

WHEREAS, the City Council authorized funding for the position of City Mechanic I during the fiscal 24/25 budget; and

WHEREAS, the City Mechanic I would be a position in the Public Works Department and answer directly to the Lead City Mechanic; and

WHEREAS, in order to fill the position of City Mechanic I, it must be added to the authorized position list.

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland, Tennessee that a job description for a City Mechanic I is hereby adopted as presented; and

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

Mayor Mike Callis

Attest: Rachel Slusser, City Recorder

Passed First Reading:

Passed Second Reading:

CITY MECHANIC I
JOB DESCRIPTION CITY OF PORTLAND

Position Title:	City Mechanic I	Reports To:	Lead City Mechanic
FLSA Status	Non-Exempt	Department:	Public Works
Revision Date(s)	July 3, 2024	EEO Class:	Skilled Craft Workers
Pay Grade:			

JOB SUMMARY: This employee reports to the Lead City Mechanic and is responsible for skilled maintenance and repair of gas and diesel equipment. The employee will perform work in a garage with an open bend type door for vehicles to enter the garage. Working conditions are agreeable but can be slightly dirty with some exposure to exhausts, chemicals and odors. A variety of tools and equipment such as hand tools, jacks, chain hoists, wrenches, racks, arc welders, cutting torches, drill presses, lathes, grinders and welding equipment are used. This job requires the ability to operate a variety of vehicles. The City Mechanic I is essential to conducting routine maintenance work to provide vehicle functionality and longevity.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

- Plans, carries out and evaluates preventive maintenance schedules for all city vehicles and mechanical equipment, either personally, or through outside vendors;
- Inspecting vehicle engine and mechanical/electrical components to diagnose issues accurately;
- Inspecting vehicle computer and electronic systems to repair, maintain and upgrade
- Maintains and repairs gas and diesel vehicles and equipment such as cars, pickups, dump trucks, heavy tractors, motor graders, dozers, front end loaders, back hoes, rollers, paving machines, packers, and a variety of ground maintenance equipment;
- Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work;
- Cuts and welds metal and performs body repair, touch up and related work;
- Changes and repairs tires and tubes;
- Maintains, stores and orders parts and supplies;
- Records maintenance and repair work done;
- Replaces transmission and motors with rebuilt equipment;
- Repairs electrical, cooling, hydraulic, suspension and braking systems;
- Operates or uses various tools and equipment such as hand tools, jacks, chains, hoists, air wrench, racks, arc welders, cutting torches, drill presses, hydraulic presses, lathes, grinders, and welding equipment;
- Provides emergency field assistance to disabled equipment as needed and appropriate;
- Schedule future maintenance sessions and advise motorists on good vehicle use;
- Keep logs on work and issues;
- Regularly cleans vehicles and equipment;
- Keep the shop in a clean and organized manner;
- Perform DOT inspections on City Owned Vehicles;
- Other related duties may be assigned;

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance;
- Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities;
- Ability to work and communicate with others clearly and concisely in both verbal and written communication;
- Ability to use a variety of tools and equipment required to perform the job;
- Ability to perform diagnostic tests on gas and diesel vehicle;
- Ability to perform repairs, overhauls and maintenance work of considerable difficulty;
- Ability to operate a variety of vehicles;
- good eye-hand coordination and manual dexterity.
- Must have strong work ethic and excellent work and attendance records;
- Must pass a post-offer, pre-employment physical examination, drug test and background check.

EDUCATION and/or EXPERIENCE:

- High School Diploma or GED; and
- Proven experience as auto mechanic
- Working experience with repairing hydraulic hoses and cylinders
- Working knowledge of vehicle diagnostic systems and methods for both gasoline and diesel engines
- Excellent knowledge of mechanical, electrical and electronic components of vehicles
- Experience with general shop equipment (tire machine, lifts, wheel alignment machine etc.)
- Additional mechanical/maintenance training from a vocational/technical school is preferred; and
- 3+ years of experience with gas and diesel vehicle repair and maintenance; OR
- A combination of education, training, and experience providing the necessary knowledge, skills, and abilities to perform the essential job functions.

LICENSES & CERTIFICATIONS:

- Valid driver's license;
- Automotive Certification (preferred)
- Specialization Certification (preferred)
- Automotive Service Excellence (ASE) Certifications (Preferred)
- Must maintain ASE Certification once obtained
- Commercial Driver's License (CDL) or ability to obtain within 6 months of assuming the position (Preferred)
- Proficient in Microsoft Office Suite (Word, Excel, and PowerPoint);

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee is regularly required to see, talk and hear and perform the physical activities marked below. Employee must have ability to regularly perform heavy manual labor and possess the dexterity and fitness sufficient to grasp, crouch, bend, stoop, climb, stretch, walk, and otherwise perform the marked physical functions of the job. The employee is regularly required to see, talk and hear. The employee must wear required Personal Protective Equipment (PPE).

Activity		Check 1 column for Frequency of Occurrence		
Check Applicable Activities		Occasionally < 1/3 of the time	Frequently 1/3–2/3 of the time	Regularly >2/3 of the time
X	Standing			X
X	Walking		X	
X	Climbing: Stairs &/or Ladders	X		
X	Sitting	X		
X	Balancing		X	
X	Bending/Stooping/Kneeling		X	
X	Twisting		X	
X	Squatting		X	
X	Grasping/Squeezing		X	
X	Repetitive movements w/hands		X	
X	Reaching/working overhead		X	
X	Lift &/or carry up to 75 lbs.		X	
X	Push &/or pull up to 75 lbs.		X	

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Majority of work is performed inside garage with some outside work where employee will be exposed to extreme weather conditions. The employee may be exposed to fumes, chemicals, toxic substances and high places. Will also work with sharp tools and hazardous machinery with moving parts, excessive noise, dirt and dust.

Job Description Acknowledgment: I understand that ***this job description is not a contract of employment*** between the City of Portland and me. Also, I understand that my duties may not be limited to those duties written in the job description, and that the City of Portland may assign other duties as needed. I have received a copy of the City Mechanic job description, have read it, and understand the essential functions of the role. By signing below, I acknowledge that I can perform the essential functions of the City Mechanic job as it is described in the job description above.

Employee Name (Please Print): _____ **Date:** _____

Employee Signature: _____

Date (Employment, Transfer, Revised Job Description): _____

Sign and date job description. Make a copy for your records. Email to:

hjohnson@cityofportlandtn.gov

ORDINANCE

City of Portland, Tennessee

No. 24 – 48

First Reading

AN ORDINANCE AUTHORIZING ADOPTION OF A JOB DESCRIPTION FOR THE POSITION OF A LEAD CITY MECHANIC UNDER THE SUPERVISION OF THE PUBLIC WORKS DIRECTOR FOR THE CITY OF PORTLAND, TENNESSEE

WHEREAS, the City of Portland has identified a need to add a job position based on job-relatedness and business necessity; and

WHEREAS, a schedule of authorized positions was adopted and revised by the City Council; and

WHEREAS, the City Council authorized funding for the position of Lead City Mechanic during the fiscal 24/25 budget; and

WHEREAS, the Lead City Mechanic would be a position in the Public Works Department and answer directly to the Public Works Director; and

WHEREAS, in order to fill the position of Lead City Mechanic, it must be added to the authorized position list.

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland, Tennessee that a job description for a Lead City Mechanic is hereby adopted as presented; 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:

LEAD CITY MECHANIC
JOB DESCRIPTION CITY OF PORTLAND

Position Title:	Lead City Mechanic	Reports To:	Public Works Director
FLSA Status	Non-Exempt	Department:	Public Works
Revision Date(s)	July 3, 2024	EEO Class:	Skilled Craft Workers
Pay Grade:			

Sign, Date and Return to HR: *Please sign the Job Description Acknowledgement at the end of the job description & return the*

signed Job Description to Human Resources with the balance of your new-hire packet sign-off sheets.

JOB SUMMARY: This employee reports to the Public Works Director and is responsible for skilled maintenance and repair of gas and diesel equipment. The employee will perform work in a garage with an open bend type door for vehicles to enter the garage. Working conditions are agreeable but can be slightly dirty with some exposure to exhausts, chemicals and odors. A variety of tools and equipment such as hand tools, jacks, chain hoists, wrenches, racks, arc welders, cutting torches, drill presses, lathes, grinders and welding equipment are used. This job requires the ability to operate a variety of vehicles. The Lead City Mechanic is essential to conducting routine maintenance work to provide vehicle functionality and longevity.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. *Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

- Plans, carries out and evaluates preventive maintenance schedules for all city vehicles and mechanical equipment, either personally, or through outside vendors;
- Inspecting vehicle engine and mechanical/electrical components to diagnose issues accurately;
- Inspecting vehicle computer and electronic systems to repair, maintain and upgrade
- Maintains and repairs gas and diesel vehicles and equipment such as cars, pickups, dump trucks, heavy tractors, motor graders, dozers, front end loaders, back hoes, rollers, paving machines, packers, and a variety of ground maintenance equipment;
- Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work;
- Cuts and welds metal and performs body repair, touch up and related work;
- Changes and repairs tires and tubes;
- Maintains, stores and orders parts and supplies;
- Records maintenance and repair work done;
- Replaces transmission and motors with rebuilt equipment;
- Repairs electrical, cooling, hydraulic, suspension and braking systems;
- Operates or uses various tools and equipment such as hand tools, jacks, chains, hoists, air wrench, racks, arc welders, cutting torches, drill presses, hydraulic presses, lathes, grinders, and welding equipment;
- Provides emergency field assistance to disabled equipment as needed and appropriate;
- Schedule future maintenance sessions and advise motorists on good vehicle use;
- Keep logs on work and issues;
- Regularly cleans vehicles and equipment;
- Keep the shop in a clean and organized manner;
- Perform DOT inspections on City Owned Vehicles;
- Manage the scheduling software system;
- Maintain shop inventory;
- Create purchasing requisitions;
- Utilize competitive purchasing skills to source parts / components;
- Other related duties may be assigned;

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.
- Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities;
- Ability to work and communicate with others clearly and concisely in both verbal and written communication;
- Ability to use a variety of tools and equipment required to perform the job;
- Ability to perform diagnostic tests on gas and diesel vehicle;
- Ability to perform repairs, overhauls and maintenance work of considerable difficulty;
- Ability to operate a variety of vehicles;
- good eye-hand coordination and manual dexterity.
- Must have strong work ethic and excellent work and attendance records;
- Must pass a post-offer, pre-employment physical examination, drug test and background check.

EDUCATION and/or EXPERIENCE:

- High School Diploma or GED; and
- Proven experience as auto mechanic
- Working experience with repairing hydraulic hoses and cylinders
- Working knowledge of vehicle diagnostic systems and methods for both gasoline and diesel engines
- Excellent knowledge of mechanical, electrical and electronic components of vehicles
- Experience with general shop equipment (tire machine, lifts, wheel alignment machine etc.)
- Additional mechanical/maintenance training from a vocational/technical school is preferred; and
- 3+ years of experience with gas and diesel vehicle repair and maintenance; OR
- A combination of education, training, and experience providing the necessary knowledge, skills, and abilities to perform the essential job functions.

LICENSES & CERTIFICATIONS:

- Valid driver's license;
- Automotive Certification (preferred)
- Specialization Certification (preferred)
- Automotive Service Excellence (ASE) Certifications (Preferred)
- Must maintain ASE Certification once obtained
- Commercial Driver's License (CDL) or ability to obtain within 6 months of assuming the position (Preferred)

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee is regularly required to see, talk and hear and perform the physical activities marked below.

Employee must have ability to regularly perform heavy manual labor and possess the dexterity and fitness sufficient to grasp, crouch, bend, stoop, climb, stretch, walk, and otherwise perform the marked physical functions of the job.

The employee is regularly required to see, talk and hear. The employee must wear required Personal Protective Equipment (PPE).

Activity		Check 1 column for Frequency of Occurrence		
Check Applicable Activities		Occasionally < 1/3 of the time	Frequently 1/3–2/3 of the time	Regularly >2/3 of the time
X	Standing			X
X	Walking		X	
X	Climbing: Stairs &/or Ladders	X		
X	Sitting	X		
X	Balancing		X	
X	Bending/Stooping/Kneeling		X	
X	Twisting		X	
X	Squatting		X	
X	Grasping/Squeezing		X	
X	Repetitive movements w/hands		X	
X	Reaching/working overhead		X	
X	Lift &/or carry up to 75 lbs.		X	
X	Push &/or pull up to 75 lbs.		X	

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Majority of work is performed inside garage with some outside work where employee will be exposed to extreme weather conditions. The employee may be exposed to fumes, chemicals, toxic substances and high places. Will also work with sharp tools and hazardous machinery with moving parts, excessive noise, dirt and dust.

Job Description Acknowledgment: I understand that ***this job description is not a contract of employment*** between the City of Portland and me. Also, I understand that my duties may not be limited to those duties written in the job description, and that the City of Portland may assign other duties as needed. I have received a copy of the City Mechanic job description, have read it, and understand the essential functions of the role. By signing below, I acknowledge that I can perform the essential functions of the City Mechanic job as it is described in the job description above.

Employee Name (Please Print): _____ **Date:** _____

Employee Signature: _____

Date (Employment, Transfer, Revised Job Description): _____

Sign and date job description. Make a copy for your records. Email to
hjohnson@cityofportlandtn.gov

RESOLUTION

City of Portland, Tennessee

No. 24 – 53

A RESOLUTION AUTHORIZING A CHANGE ORDER IN THE PROFESSIONAL SERVICES CONTRACT BETWEEN THE CITY OF PORTLAND, TENNESSEE AND CIVIL AND ENVIRONMENTAL CONSULTANTS, INC. (CEC) FOR STORMWATER ENGINEERING ANALYSIS OF CORA STREET AND HERITAGE DRIVE DRAINAGE IMPROVEMENTS

WHEREAS, The City of Portland has determined the need for various improvements in the City of Portland's stormwater drainage system; and

WHEREAS, The City of Portland entered into an agreement with CEC on January 24, 2019 per Ordinance 18-80 for the initial design of drainage improvements in the Cora St/Heritage Dr subdivision; and

WHEREAS, The remaining tasks in the contract include updated topographic surveying, multi-agency coordination meetings with TDOT, permitting, right-of-way plans preparation, and complete construction plans preparation; and

WHEREAS, Civil and Environmental Consultants, Inc. has proposed to provide the remaining professional engineering services for this work in the amount of \$90,000.00, which would bring the total project cost for design to \$131,377.71; and

NOW THEREFORE BE IT RESOLVED By the Mayor and Board of Aldermen of the City of Portland that a change order to the engineering agreement with Civil and Environmental Consultants, Inc. be approved for design services for drainage improvements for Cora Street and Heritage Drive; and

BE IT FURTHER RESOLVED By the City Council of the City of Portland, Tennessee that this Resolution shall take effect after 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 - 42

Second Reading

AN ORDINANCE TO RESCIND IN ITS ENTIRETY ORDINANCE 24-26 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

Review Fees will only be charged one time per project. If the project is within the Portland City Limits, the review fees will be charged with preliminary plat. If the project is outside of the Portland City Limits, it will be charged with the review of the plat.

Plan Review Fee

(Due when plans are submitted for review. Must be paid prior to Portland Department of Utilities (PDU) approval.)

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

WATER METER BASE FEES

Rate Class	Monthly Meter Base Fee for Fiscal Years (FY)		
	FY 2024	FY 2025	FY 2026*
Residential	\$4	\$5	\$6
Commercial/Industrial	\$17	\$18	\$19
Fire Meters	\$76	\$77	\$78

*After Fiscal Year 2026, Meter Base Fees shall remain at the fee detailed under FY 2026

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**	\$120
Commercial	\$180
Industrial	\$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.

** In the event of a customer's death, service will need to be set up in a new name within 30 days to avoid disconnection and final billing. Residential water connection fees may be waived on active accounts with two or more of the following: death certificate, two proofs of residency showing name and service address and/or Will/ Trust documents. A Letter of Testamentary will be required to change the name to an Estate.

WATER TAP FEES

TAP SIZE	INSIDE CITY LIMITS	OUTSIDE CITY LIMITS
¾"	\$1,500	\$2,400
1"	\$2,100	\$3,120
2"	\$4,500	\$6,000
*3"	\$5,200	\$6,840
*4"	\$6,200	\$8,040
*6"	\$9,200	\$11,640
*8"	\$11,200	\$14,040
*10"	\$15,000	\$19,200
*12"	\$18,000	\$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. The above fees are privilege fees only and will be charged on a per unit basis and are due at the time of setting up service.

WATER IMPROVEMENT FEE

\$1,800 per equivalent residential unit (ERU) on all new development. See" Water Equivalent Residential Units (ERUs)" for ERU calculations.

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: Restaurant with 100 seats
*Estimated Flow: 100 seats * 40 gal per seat = 4,000 gpd*
*4,000 gpd/350 gpd = 11.42 units = 12 units * \$1,800 = \$21,600*

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.

Water Equivalent Residential Units (ERUs) are calculated by below:

Self-Storage – Calculated as general commercial services but only for the area with a water demand. If the facility is sprinkled, it will be for the full footprint of the facility.

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 Water Improvement Fee schedule below:

Multi-Family Unit Water Improvement Fees

Number of Units	Fee per unit
1-50	\$1,800
51-100	\$1,550
101-150	\$1,300
Greater than 150	\$1,000

PAYING-IN-LIEU OF UPSIZING

When creating or altering a subdivision or new development, 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. The payment shall be calculated using the City's Pay-In-Lieu of Calculator

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)

DEVELOPER'S CONTRIBUTION

The City may also require payment if the utility has been designed and/or constructed that the new Development will be utilizing. This will be calculated as shown below:

Residential & Commercial

\$750 per ERU

Industrial

\$1,000 per 5,000 SF of building footprint

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.

HYDRANT FLOW TEST FEE

The Hydrant Flow Test Fee shall be \$125 per request.

SEWER FEE STRUCTURE

SEWER TAP FEES AND CAPACITY FEES

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

- The above fees are privilege fees only and will be charged on a per unit basis.
- They are due at the time of setting up service.
- 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

<u>Inside Portland City Limits Capacity Fee</u>	<u>Outside Portland City Limits Capacity Fee (Inside Mitchellville and Orlinda Only)</u>
\$1,750	\$2,600

SEWER EQUIVALENT RESIDENTIAL UNITS (ERUs)

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

Self-Storage – Calculated as general commercial services but only for the area with a sewer demand.

ERUs are calculated by below:

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:

<i>Multi-Family Unit Sewer Capacity Fees (Fee per Unit)</i>		
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

\$1,200 per equivalent residential unit (ERU) on all new development. See "Sewer Equivalent Residential Units (ERUs)" for ERU calculations.

Example: Restaurant with 100 seats
*Estimated Flow: 100 seats * 40 gal per seat = 4,000 gpd*
*4,000 gpd/250 gpd = 16 units = 16 units * \$1,200 = \$19,200*

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:

<i>Multi-Family Unit Sewer Improvement Fees</i>	
Number of Units	Fee per unit
1-50	\$1,200
51-100	\$1,020
101-150	\$900
Greater than 150	\$750

PAYING-IN-LIEU OF UPSIZING

When creating or altering a subdivision or new development, 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. The payment shall be calculated using the City's Pay-In-Lieu of Calculator.

Minimum Gravity Sewer Main Pipe Diameter: 8"

DEVELOPER'S CONTRIBUTION

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

Residential & Commercial

\$1,000 per ERU

Industrial

\$750 per 5,000 SF of building footprint

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.

PRETREATMENT

The City is required by the EPA and TDEC to maintain a Pretreatment Program. The TDEC approved Portland Sewer Use Ordinance governs and set all requirements of the Pretreatment Program.

INDUSTRIAL PRETREATMENT PERMITS

Section 18-206A of the Sewer Use Ordinance gives the City the authority to charge a fee for all permitted users.

Industrial Pretreatment Permit shall have an annual fee of **\$7,500**

The annual fee will be billed at the beginning of every year and the permittee shall remit payment within thirty (30) days of the date of the invoice or the City may disconnect sewer service. Industrial Pretreatment Permit Fee shall become effective January 1, 2025.

FATS, OILS, AND GREASE (FOG) PROGRAM

Section 18-206A of the Sewer Use Ordinance gives the City the authority to charge a fee for the inspection and monitoring of the Grease Management Plan.

FOG Inspection Fee shall be **\$400** annually per device. An establishment having multiple devices shall be charged per Grease Trap/Interceptor.

The annual fee will be billed at the beginning of every year and the permittee shall remit payment within thirty (30) days of the date of the invoice or the City may disconnect sewer service. Grease Trap/Interceptor Fee shall become effective January 1, 2025.

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.

** In the event of a customer's death, service will need to be set up in a new name within 30 days to avoid disconnection and final billing. Residential gas connection fees may be waived on active accounts with two or more of the following: death certificate, two proofs of residency showing name and service address and/or Will/ Trust documents. A Letter of Testamentary will be required to change the name to an Estate.

GAS TAP FEES

TAP SIZE	TAP FEES
3/4"	\$400
1"	\$475
2"	\$550

INDUSTRIAL AND COMMERCIAL 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 FEE 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: June 17, 2024

Passed Second Reading: