



**BOARD OF MAYOR AND ALDERMEN
AGENDA for August 19, 2024**

1. Call to Order

2. Prayer and Pledge

3. Roll Call

4. Approval of Agenda

5. Presentation

- A.** Recognition ~ Veterans' Flag and Memorial Display

6. Public Hearing

- A.** Resolution No. 24-55 – A Resolution authorizing a Certificate of Compliance for Dhruv Patel of Hwy 52 Wine and Spirits located at 404 Highway 52E, Portland, TN, 37148.

7. Public Comment Period

In accordance with Tennessee Public Chapter No. 300 and City Resolution #24-21, public comments are allowed when those comments are germane to actionable agenda items, except where otherwise prohibited; and the number of individuals speaking may be limited to ensure opposing viewpoints are fairly represented. Comments are limited to 5 minutes per individual.

8. Communications from Council Members

9. Mayor's Report

10. Alcohol Beverage Board

- A.** Resolution No. 24-55 – A Resolution authorizing a Certificate of Compliance for Dhruv Patel of Hwy 52 Wine and Spirits located at 404 Highway 52E, Portland, TN, 37148.

11. Presentation & Discussion

- A.** Discussion - Wage Study

12. Consent Calendar

- A.** Approval of Minutes from August 5, 2024.
- B.** Department Reports
- C.** Ordinance No. 24-50 –Second Reading - An Ordinance to enter into an agreement with Perdue Trucking and Excavating for the 2024 2-inch service line replacement project at various locations within the Portland Water System.

13. Community Development – Alderwoman Megann Thompson

- A.** Resolution No. 24-63 – A Resolution authorizing the city to apply for a 50/50 Tourism Enhancement Grant and approve the needed match.

14. Finance – Alderwoman Penny Barnes

- A. Discussion - Property Tax

15. Fire Department – Vice Mayor Jody McDowell

- A. Resolution No. 54-58 - A Resolution to purchase a drone for the City of Portland Public Safety Departments not to exceed \$17,000.

16. Human Resources – Alderwoman Penny Barnes

- A. Ordinance No. 24-53 – First Reading An Ordinance to repeal and replace Ordinance Number 21-03 authorized positions for the City of Portland.
- B. Discussion - Hiring process for Grant Position and Assistant Public Works Director

17. Legislative – Mayor Mike Callis

18. Municipal Airport – Alderman Mike Hall

19. Parks & Recreation – Alderman Brian Woodall

20. Planning & Codes – Alderwoman Megann Thompson

21. Police Department – Alderman Drew Jennings

- A. Resolution No. 54-59- A Resolution to present Retired Police Chief Jason Williams with his service weapon.

22. Public Works – Alderwoman LaToya Holcomb

23. Utility Infrastructure – Alderman Brian Woodall

- A. Ordinance No. 24-54 – First Reading - An Ordinance to enter into an agreement with Perdue Trucking and Excavating for the 2024 Sandye Avenue Sewer Project at Sandye Avenue.
- B. Resolution No. 54-60 - A Resolution to rescind and replace Resolution No. 20-102 and to authorize the new guidelines for natural gas service lines.
- C. Resolution No. 54-61- A Resolution to rescind and replace Resolution No. 20-103 and to authorize the new guidelines for Sewer Services Lines.
- D. Resolution No. 54-64 – A Resolution to rescind and replace Resolution No. 24-62 and to authorize the new guidelines for Water service lines.

Adjournment

RESOLUTION

City of Portland, Tennessee

No. 24 – 55

A RESOLUTION AUTHORIZING A CERTIFICATE OF COMPLIANCE FOR DHRUV PATEL OF HWY 52 WINE AND SPIRITS LOCATED AT 404 HIGHWAY 52E, PORTLAND, TN, 37148.

WHEREAS, Dhruv Patel has applied to the City of Portland for a Certificate of Compliance; and

WHEREAS, the City Attorney has reviewed the application; and

WHEREAS, the City of Portland's Alcoholic Beverage Board has reviewed the application and recommended that Dhruv Patel of Hwy 52 Wine and Spirits located at 404 Highway 52E, Portland, TN 37148 receive a Certificate of Compliance; and

WHEREAS, this Certificate of Compliance cannot be traded, sold, or otherwise transferred and failure to comply with all city and state regulations may render this certificate void; and

WHEREAS, this Certificate of Compliance may expire one (1) year from date of passage if the business is not open and operational; and

NOW, THEREFORE BE IT RESOLVED by the Mayor and Board of Alderman of the City of Portland, Tennessee that the City of Portland issue Dhruv Patel of Hwy 52 Wine and Spirits located at 404 Highway 52E, Portland, TN 37148 a Certificate of Compliance; 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

RESOLUTION

City of Portland, Tennessee

No. 24 – 55

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WHEREAS, the City Attorney has reviewed the application; and

WHEREAS, the City of Portland's Alcoholic Beverage Board has reviewed the application and recommended that Dhruv Patel of Hwy 52 Wine and Spirits located at 404 Highway 52E, Portland, TN 37148 receive a Certificate of Compliance; and

WHEREAS, this Certificate of Compliance cannot be traded, sold, or otherwise transferred and failure to comply with all city and state regulations may render this certificate void; and

WHEREAS, this Certificate of Compliance may expire one (1) year from date of passage if the business is not open and operational; and

NOW, THEREFORE BE IT RESOLVED by the Mayor and Board of Alderman of the City of Portland, Tennessee that the City of Portland issue Dhruv Patel of Hwy 52 Wine and Spirits located at 404 Highway 52E, Portland, TN 37148 a Certificate of Compliance; 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



**BOARD OF MAYOR AND ALDERMEN
MINUTES**

August 5, 2024 at 5:00 PM

1. Call to Order

Mayor Mike Callis called the meeting to order at 05:10 PM.

2. Prayer and Pledge

Jamie White led the prayer and pledge.

3. Roll Call

Present: Alderwoman Barnes, Alderman Hall, Alderwoman Holcomb, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall

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

4. Approval of Agenda

Motion to: Amend by deferring the Liquor License to the August 19th meeting, removing from Finance - Item b. Ordinance 24-44 (add Grant Accountant to Position listing); and from Utilities - removing item b. Ordinance 24-51(CDJ Farms Developer's agreement with Jason McCoy).

By: Alderman Hall

Second: Alderman Woodall

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

Motion Passed (voice vote)

5. Public Presentation

- No Items

6. Public Comment Period

1. James Chaney - tax rate

2. Gary Story - Ordinance No. 24-42

Motion to: Suspend rules of order to have Gary Story speak about Ordinance No. 24-42

By: Alderman Hall; **Second:** Alderwoman Thompson

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

Motion Passed (voice vote)

3. Bret Snow - Owns property on TGT Rd - 172A TGT Rd

7. Public Hearing

A. Ordinance No. 24-43 - 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.

- No one spoke

B. Resolution No. 24-55 – A Resolution authorizing a Certificate of Compliance for Dhruv Patel of Hwy 52 Wine and Spirits located at 404 Highway 52E, Portland, TN, 37148.

Deferred to August 19, 2024, Council Meeting.

8. Communications from Council Members

Alderwoman Thompson congratulated Alderwoman Barnes for Sumner County School Board win.

Alderwoman Holcomb recognized Public Works Director, Carlton Cobb, for an article in the TN Public Works Magazine.

Alderman Woodall thanked the City departments and Chamber of Commerce for all the work in making the Back to School Bash a success.

9. Mayor's Report - Mayor Mike Callis discussed the following:

- Code Red Alert System - testing and what was learned from the testing.
- Public Safety departments will be requesting to purchase a drone.
- We will be discussing dangerous and dilapidated buildings in a future meeting.

Water Project updates:

- Temporary repair to the lake spillway.
- Waiting for FEMA to reply if land can be used for water storage.
- Uptick in new project proposals in the area.
- Participating in two grants and ARPA funding.

10. Alcohol Beverage Board - Vice-Mayor Jody McDowell, Chairman

Deferred to August 19th meeting.

- A.** Resolution No. 24-55 – A Resolution authorizing a Certificate of Compliance for Dhruv Patel of Hwy 52 Wine and Spirits located at 404 Highway 52E, Portland, TN, 37148.

Deferred to August 19, 2024 Council Meeting.

11. Consent Calendar

Motion to: Approve

By: Vice-Mayor McDowell

Second: Alderwoman Holcomb

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

Motion Passed(voice vote)

- A.** Approval of Minutes from July 15, 2024.

- B.** Ordinance No. 24-46 –Second Reading – An Ordinance approving a property purchase by the Portland Airport Authority from Amos Harper & Ruth Ann Harper for the purchase of the western portion of property, approximately 3.1 acres.

- C.** Ordinance No. 24-49 –Second 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.

12. Community Development – Alderwoman Megann Thompson

- No Items

13. Finance – Alderwoman Penny Barnes

- A.** Ordinance No. 24-43 - Second 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.

Motion to: Approve

By: Alderwoman Barnes

Second: Alderman Woodall

Discussion: Finance Director Slusser advised no changes.

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

Motion Passed(voice vote)

- B.** Ordinance No. 24-44 –Second Reading - An Ordinance to add the position of Grant Accountant to the authorized position list for the City of Portland.

Removed from Agenda.

- C. Resolution No. 24-56 - A Resolution to declare equipment owned by the City of Portland to be declared surplus and directing disposal of same.

Motion to: Approve

By: Alderwoman Barnes

Second: Alderman Jennings

Discussion: Mayor Callis requested to add two EV chargers that are no longer serviceable.

Motion to: Amend by adding two EV chargers

By: Alderwoman Barnes

Second: Alderman Woodall

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

Amendment Passed(voice vote)

Motion to: Approve Amended Resolution

By: Alderwoman Barnes

Second: Alderman Jennings

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

Motion Passed(voice vote)

- D. Resolution No. 24-57 - A Resolution to waive available non-user wastewater fees to serve as in-kind aid for a nonprofit whose property does not contain a sanitary wastewater connection.

Motion to: Approve

By: Alderwoman Barnes

Second: Alderwoman Holcomb

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

Motion Passed(voice vote)

- E. Discussion - Tax Rate Finance Director Slusser discussed the following:

- Certified tax rate that was received from Robertson and Sumner County.
- Nine cents will be needed to cover the shortfall.
- The board needs to give directions about the wage study inclusion.

Alderman Woodall responded that he voted for the 12 cents and the pay study needs to be dealt with after the information is received.

Mayor Callis advised tax payment cards will not be sent out until the tax rate is determined.

The Board discussed the rates and what to expect from the pay study.

The Board agreed to wait for the Wage Study information before the tax rate is set. This puts the tax rate to be set in September.

Mayor Callis requested a special call meeting for August 26th if needed.

It was determined to move the Tax Rate Resolution to September 16th and HR Director Hazel Johnson will reach out to Paypoint for presentation on August 19th.

14. Fire Department – Vice Mayor Jody McDowell

- No Items

15. Human Resources – Alderwoman Penny Barnes

- No Items

16. Legislative – Mayor Mike Callis

- No Items

17. Municipal Airport – Alderman Mike Hall

- No Items

18. Parks & Recreation – Alderman Brian Woodall

- No Items

19. Planning & Codes – Alderwoman Megann Thompson

- A.** Ordinance No. 24-52 – First Reading - An Ordinance to amend the city of Portland, Tennessee zoning map by rezoning unaddressed state Highway 52-W, from R-7.5 (Residential) to GCS (General Commercial Services).

Motion to: Approve

By: Alderwoman Thompson

Second: Alderman Woodall

Discussion: Planning Director Nate Heisler advised all the surrounding property is GCS and the lot is 1/10 of an acre.

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

Motion Passed(voice vote)

20. Police Department – Alderman Drew Jennings

- No Items

21. Public Works – Alderwoman LaToya Holcomb

- A.** Resolution No. 24-54 - A Resolution authorizing a change of speed limit on Tom Ferrell Road in the city limits of Portland.

Motion to: Approve

By: Alderwoman Holcomb

Second: Vice-Mayor McDowell

Discussion: Alderman Hall and Alderwoman Thompson discussed the importance of Police presence.

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

Motion Passed(voice vote)

22. Utility Infrastructure – Alderman Brian Woodall

- A.** Ordinance No. 24-50 – First Reading - An Ordinance to enter into an agreement with Perdue Trucking and Excavating for the 2024 2-inch service line replacement project at various locations within the Portland Water System.

Motion to: Approve

By: Alderman Woodall

Second: Vice-Mayor McDowell

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

Abstain: Drew Jennings

Motion Passed(voice vote)

- B.** Ordinance No. 24-51 – First Reading - an Ordinance to authorize the Mayor to enter into a developer's agreement with Jason McCoy on CDJ Farms, sections II and III, located at Jim Courtney Road in Portland, Tennessee, which will include the installation of twelve (12) inch and eight (8) inch water mains and an eight (8) inch sewer main.

Removed from Agenda.

- C.** Discussion - 172A TGT Rd. Utilities Director Bryan Price brought information to the board about Resolution No. 19-27. Utility Department Staff denied because of the resolution. Director Price advised that if section two could be deleted, it would solve this issue and future similar issues.

After discussion, the Board agreed to address the issue tonight by voting on Resolution 24-57 62 (24-57 had been used, changed to 24-62) to make changes to Resolution No. 19-27 by removing section two.

Motion to: Approve Resolution No. 24-57 62 to Rescind and Replace Resolution No. 19-27.

By: Alderwoman Thompson

Second: Alderman Jennings

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

Motion Passed(voice vote)

Adjournment

Motion to Adjourn by Alderman Hall;

Motion passed by voice vote to **adjourn at 6:05 pm.**

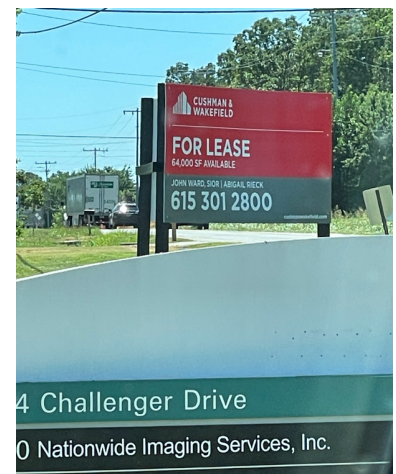
Portland Building Codes Department
July 2024 Monthly Report

<u>PERMIT TYPE</u>	<u>No. of Permits</u>	<u>Amount</u>
Use & Occupancy Permits	1	\$ 35.00
Swimming Pool	-NA-	\$ -NA-
Plumbing	1	\$ 27.25
Mechanical	2	\$ 137.50
Stand Alone Building	7	\$ 3,583.05
Residential Building	1	\$ 817.79
Fire Alarm / Fire Suppression	-NA-	\$ -NA-
Commercial/Industrial	1	\$ 380.00
Plan Review	3	\$ 223.35
Demolition	2	\$ 60.00
Fire Works	-NA-	\$ -NA-
Moving	-NA-	\$ -NA-
TOTAL ALL PERMIT FEES	18	\$ 5,263.94
PORTLAND IMPACT FEE – PARKS		\$ 597.00
PORTLAND IMPACT FEE – POLICE		\$ 316.00
PORTLAND IMPACT FEE – FIRE		\$ 722.00
TOTAL – PORTLAND IMPACT FEES		\$ 1,635.00
GRAND TOTAL		\$ 6,898.94

Economic Development

2024 JULY Report

COMMERCIAL	• Meeting with FireFly regarding Physician Clinic locating in Portland • Calls with other communities on commercial recruitment • Call with Developer regarding possible project – x2
INDUSTRIAL	• Robertson/Portland Gateway 65 – Industrial Meeting Prospect • Meeting Project Keylime x 4 • Meeting Bass Berry Sims for IDB • IDB meeting to approve PILOT for Project KEYLIME (executed by Robertson County)
COMMUNITY DEVELOPEMENT	• Stuff Back Packs for Back to School Bash • Volunteer Back to School Bash event • Ribbon Cutting Gyro King • Ribbon Cutting Gallatin Chamber • Ribbon Cutting All Seasons • Ribbon Cutting Story Book Trail Library and Richland Park • Music on Main • Touch a Truck City Park and Police Dept
MISC	• Complete recertification for Tennessee Certified Economic Developer • Developer meetings (4) • Joint Economic and Community Development Meeting Robertson • Research other community IDB processes • Researching documents from Denise • Drive viewing available sites





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

As of July 31, 2024
Fiscal Year has elapsed - 8%

	Amount	Unspent Committed Funds
GO Bond 2020	\$3,921,537	\$2,622,837
W/S Bond 2020	\$18,238,174	\$1,306,998

	7/31/2024	Board Passed Budget	% of Budget
GENERAL FUND			
Revenue			
Taxes & Licenses	21,212	10,213,000	0.2%
Planning & Codes	7,610	713,500	1.1%
Intergovernmental	0	2,422,000	0.0%
Miscellaneous	43,963	362,000	12.1%
Court	5,629	152,500	3.7%
Other Revenues	2,002	244,000	0.8%
Loan Proceeds - Other Fin Source	0	1,596,800	0.0%
Grants & Special Projects	20,796	1,772,800	1.2%
TOTAL	101,212	17,476,600	0.6%
Expense			
General Government	90,895	2,624,091	3.5%
Administrative & Mayor	42,019	382,095	11.0%
Human Resources	13,594	123,307	11.0%
Planning & Zoning	19,191	295,716	6.5%
Codes	14,102	158,353	8.9%
Court	7,041	88,810	7.9%
Police	282,598	4,439,278	6.4%
Fire	223,387	2,776,977	8.0%
Streets & Highways	66,264	1,346,088	4.9%
City Garage	7,894	171,915	4.6%
State Street Aid	0	480,000	0.0%
Animal Control	6,062	75,076	8.1%
Grants & Special Projects	8,750	5,121,600	0.2%
Golf Course	46,611	589,665	7.9%
Parks & Recreation	64,895	985,338	6.6%
Community Development	10,158	132,298	7.7%
TOTAL	903,462	19,790,607	4.6%

WATER & SEWER		7/31/2024	Board Passed Budget	% of Budget
Revenue				
	Revenue	121,735	13,727,000	0.9%
	TOTAL	121,735	13,727,000	0.9%
Expense				
	Water Plant	81,450	1,756,294	4.6%
	Water Distribution System	164,771	3,428,189	4.8%
	Grants & Projects	8,200	8,352,000	0.1%
	Sewer Collection	142,810	2,199,363	6.5%
	Sewer Plant	48,636	2,785,546	1.7%
	Business Office	43,242	548,960	7.9%
	Utility Administration	64,107	749,420	8.6%
	TOTAL w/ Bond	553,216	19,819,772	2.8%

		7/31/2024	Board Passed Budget	% of Budget
AIRPORT FUND				
Revenue		\$56,024	\$708,465	7.9%
Expense		\$13,612	\$708,302	1.9%

DRUG FUND				
Revenue		\$854	\$4,000	21.4%
Expense		\$0	\$13,000	0.0%

STORMWATER				
Revenue		\$3,300	\$880,000	0.4%
Expense		\$65,760	\$987,265	6.7%

SOLID WASTE				
Revenue		\$1,115	\$1,385,603	0.1%
Expense		\$41,270	\$1,225,494	3.4%

		Board Passed		
		7/31/2024	Budget	% of Budget
IMPACT FEES				
Revenue				
	Parks	597	20,000	3.0%
	Police	316	15,000	2.1%
	Fire	722	7,500	9.6%
	Interest		0	
	TOTAL	\$1,635	\$42,500	3.8%
Expense				
	Parks	0	8,500	0.0%
	Police	0	0	0.0%
	Fire	0	0	0.0%
	TOTAL	\$0	\$8,500	0.0%
DEBT SERVICE - GENERAL FUND				
Revenue	Transfer from General Fund	\$0	\$990,767	0.0%
Expense		\$0	\$990,767	0.0%
GAS				
Revenue		35,864	6,478,000	0.6%
Expense		206,348	6,845,004	3.0%

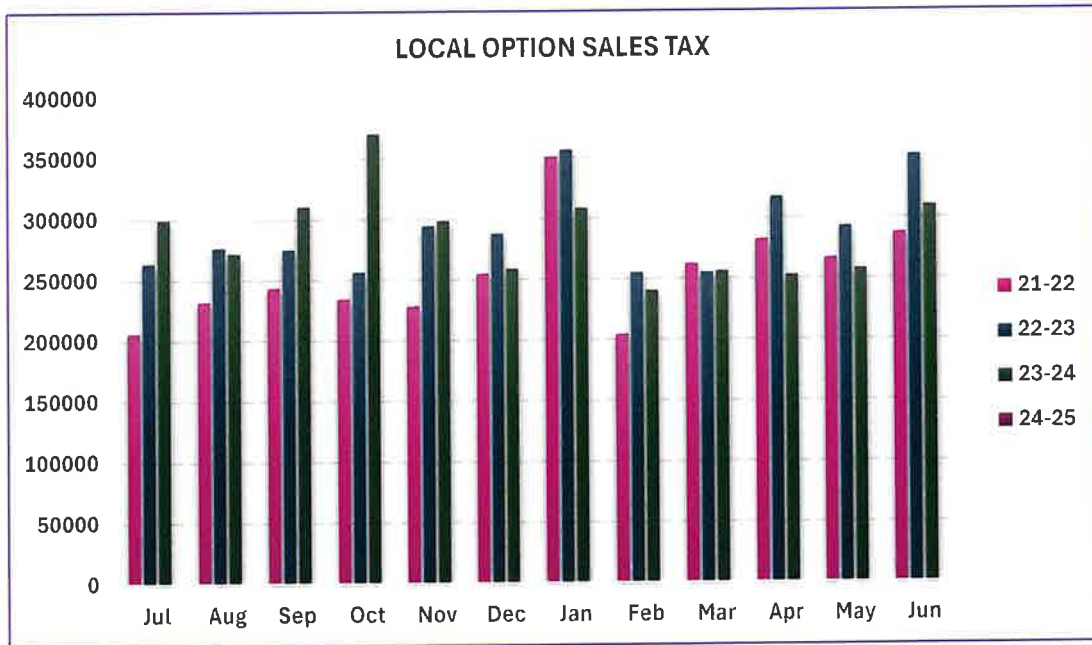
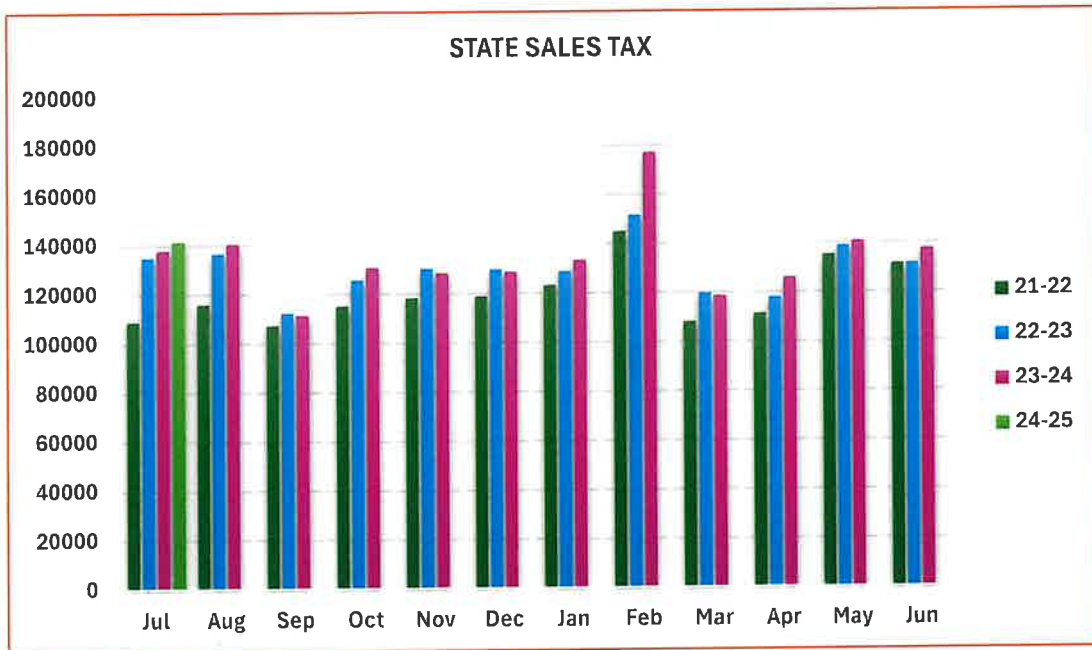
Rachel Slusser, CMFO

GRANTS

CMAQ - 109 to 52 to College St	
College Street Sidewalks	
Kirby Rd Paving	
AFG - Assistance to Firefighters Grant	
THSO - Police	
TLETA - Police	
VCIF - Police	
LPRF - Local Parks and Recreation	
Interstate Lighting I-65	
ARPA	
Water Resource Protection	
Diesel Grant - Medium Truck	
SIA Project Commodore	
Railroad Crossing	
Scatterville Rd Project	
Airport DGA	
Airport Land Acquisition Grant	
Airport Annual Maintenance Grant	
Airport Layout Plan	
TDOT - 109 Bypass North	
TDOT - 109 Bypass South	
Value of Grants (without 109 Bypass)	\$19,500,000.00

CAPITAL OUTLAY

Police	Police Cars X 4	
Public Works	Pickup Truck	
	Lawn Mower X 2	1 - ✓
	Mini Ex	
Animal Control	Pickup Truck	
	Outside Upgrades	
Parks	Golf Sign	
	Golf Mower	
	Heating unit at gym	
	Tables & Chairs	
	Camera System	
Stormwater	Pickup truck	
Water Dist	Truck X 2	
Sewer Collection	1 ton truck	
	Pickup truck	
Gas	Pickup truck X 2	



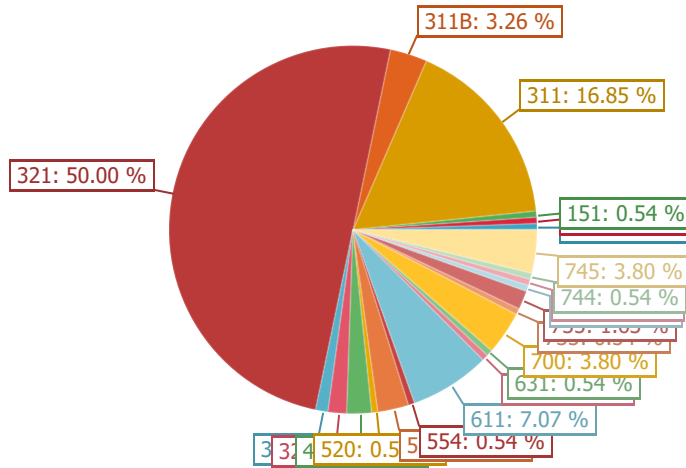


Portland Fire Department

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



Incident Reports By Incident Type, Summary



130: 0.54 %	554: 0.54 %
131: 0.54 %	611: 7.07 %
151: 0.54 %	622: 0.54 %
311: 16.85 %	631: 0.54 %
311B: 3.26 %	700: 3.80 %
321: 50.00 %	733: 0.54 %
322: 1.09 %	735: 1.63 %
324: 1.63 %	741: 0.54 %
444: 2.17 %	743: 0.54 %
520: 0.54 %	744: 0.54 %
553: 2.72 %	745: 3.80 %

Incident Type

130 - Mobile property (vehicle) fire, other
131 - Passenger vehicle fire
151 - Outside rubbish, trash or waste fire
311 - Medical assist, assist EMS crew
311B - Public Assist
321 - EMS call, excluding vehicle accident with injury
322 - Motor vehicle accident with injuries
324 - Motor vehicle accident with no injuries.
444 - Power line down
520 - Water problem, other
553 - Public service
554 - Assist invalid
611 - Dispatched & canceled en route
622 - No incident found on arrival at dispatch address
631 - Authorized controlled burning
700 - False alarm or false call, other
733 - Smoke detector activation due to malfunction

Total Incidents

Percent

1 0.54%
1 0.54%
1 0.54%
31 16.85%
6 3.26%
92 50.00%
2 1.09%
3 1.63%
4 2.17%
1 0.54%
5 2.72%
1 0.54%
13 7.07%
1 0.54%
1 0.54%
7 3.80%
1 0.54%

Incident Type	Total Incidents	Percent
735 - Alarm system sounded due to malfunction	3	1.63%
741 - Sprinkler activation, no fire - unintentional	1	0.54%
743 - Smoke detector activation, no fire - unintentional	1	0.54%
744 - Detector activation, no fire - unintentional	1	0.54%
745 - Alarm system activation, no fire - unintentional	7	3.80%

Total Number of Incidents: 184

Total Number of Incident Types: 22

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 '7/1/2024 12:00:00 AM' and '7/31/2024 11:59:59 PM'

Human Resources Monthly Report June 2024

New Hire Orientations	June	YTD
Full-Time	5	25
Re-Hires	0	0
Part-Time	1	9
Retirements	1	3
Severances		
• Voluntary	6	26
• Involuntary	1	1
Workers Comp Claims	1	7
Current open positions	16	



Monthly Report / July 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	Summer Camp
Portland Soccer Club	Summer Camp
Portland Baseball and Softball	Off Season

Parks and Recreation Programs and Events

Richland Gym: New cutters and led lighting have been installed. Next, work on the concession stand and storage room will begin.

We are still putting together the plans to fill in the RCCC property and turn it into a parking lot.

Staff will continue to fill the swimming pool.

The work on the War Memorial has paused, we will resume back in September. We want to wait for cooler weather before we plant new landscaping.

Portland Soccer Club and Youth Football hosted their annual summer camps the week of July 17th. Portland Middle School Soccer's first game is set for Friday August 9th.

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 parking lot will be painted Monday August 12th. Work has been completed to the parking lot and sidewalks to meet ADA guidelines. Also, in August the ramp entering the Club House will be made wider to meet ADA guidelines.

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

The Back to School Bash, Safety Fair, Touch a Truck and ribbon cutting for the Book Trail held on Saturday July 27th at Richland Park was a huge success. We were very pleased with the turn out for these events.

The splashpad and irrigation plans are 75% complete are being prepared to send out for bid.



July 2024

<u>Category</u>	<u>Items Sold</u>	<u>Total Sales</u>
Cart Rentals	168	\$840.00
Concessions	1,203	\$2,211.00
Daily Rounds	1,225	\$31,860.00
Pro Shop	250	\$4,595.00
Shed Rental	1	\$300.00
Total:		\$39,806.00

PORTLAND POLICE DEPARTMENT MONTHLY REPORT

7/1/2024 TO 7/31/2024

CID ACTIVITY					
Cases Assigned	17	Interviews Conducted	76	Asset Forfeitures	0
Cases Inactive	6	Monitored Interviews	0	DCS/AOA	17
Cases Cleared	15	Search Warrants	14	Knock and Talk	23
Call outs	0	Judicial Subpoenas	16	Assist Patrol Units	11
Grand Jury Cases	0	General Sessions Cases	0	Forensic Interviews	0
Grand Jury Hours	0	General Sessions Hours	0	Fire Investigations	0
Juv Court Cases	0	Criminal Court Cases	0		
Juv Court Hours	0	Criminal Court Hours	0		

Records Activity			
Copies Distributed		Background Checks	
Walk-ins	11	Government	3
E-mails	32	Public Housing	0
Grand Jury & DA Copies	8	Local	9
Arrest Reports	45	Incident Reports	85
Written Warnings	59	City Citations	69

ANIMAL CONTROL ACTIVITY					
CALLS ANSWERED	114	WILDLIFE	0	DECLARED VICIOUS	0
ANIMALS PICKED UP	26	RETURNED TO OWNER OR RESCUE	3	BARKING COMPLAINT	0
SENT TO S.C.S.C.	0	TRAPPED ANIMALS	0	CRUELTY & WELFARE COMPLAINTS	5
DOGS	5	ANIMAL BITE ON ANIMAL	0	WILDLIFE/LIVESTOCK COMPLAINTS	2
CATS	10	ANIMAL BITE ON HUMANS	2	TICKETS/WARRANTS/ARRESTS	6
LIVESTOCK	0	EUTHANASIA	0	WARNINGS	2
		ADOPTIONS	8	REPORTS	6
SPECIAL ASSIGNMENTS	0	INTAKE	12		

PROPERTY MAINTENANCE / CODES			
CASE NUMBERS	28	RESOLVED BY CONTACT/PHONE	3
NON-COMPLIANCE LETTERS	28	CITY COURTS DATES	0
NEW GRASS/RUBISH COMP	28	CITY HALL BANK ESCORTS	17
RE-INSPECTIONS	5	MAIL DELIVERY	17
PARKING COMPLAINTS	0	ASSIST ANIMAL CONTROL	7
FOLLOW-UP PARKING COMP	0	ARRESTS	CIVIL WARRANT
VEHICLES (NON-COMP)	2	REPORTS	0
WORK ORDERS	2	CITATIONS	0
PROPERTY LIENS	3	WRITTEN WARNINGS	0
RELEASE OF LIENS	0		

CALLS FOR SERVICE					
911 HANG UP	17	DRUG INVESTIGATION	7	RIOT	0
911 MISDIAL	35	ESCORT	10	ROBBERY	0
911 MISDIRECT	7	EVADING	1	RUNAWAY	0
911 OPEN LINE	27	EXPARTE SERVICE	0	SCAM	7
ABANDONED VEHICLE	3	EXTRA PATROL	163	SCHOOL CHECK	34
ABUSE INVESTIGATION	0	FIELD INTERVIEW	0	SCHOOL ZONE	0
ACCIDENT INJURY	6	FIGHT	0	SEX OFFENDER REGISTRATION/VIOLATION	14
ACCIDENT INJURY HIT/RUN	0	FIREARM DENIAL	0	SEXUAL ASSAULT	1
ACCIDENT PROPERTY	25	FIREWORKS	12	SHOOTING	1
ACCIDENT PROPERTY HIT/RUN	0	FOLLOW-UP	28	SHOPLIFTING	0
ACCIDENT SERIOUS INCIDENT	0	FORGERY	0	SHOTS FIRED OR HEARD	1
ACTIVE SHOOTER	0	FRAUD	8	SOLICITOR	3
ADMIN INVESTIGATION	0	HANGING	0	SPECIAL ASSIGNMENT	5
AIRCRAFT EMERGENCY	0	HARASSEMENT	4	SPECIAL ASSIGNMENT COMMUNITY	4
ALARM	29	HOSTAGE SITUATION	0	STABBING	0
ALARM HOLD UP/PANIC	4	HOTEL CHECK	0	STALKING	0
ALARM SCHOOL LOCKDOWN	0	ILLEGAL DUMPING	2	STOLEN VEHICLE	1
ALARM TEST	0	INDENCENT EXPOSURE	0	SUBDIVISION CHECK	7
ANIMAL CALL	81	INVESTIGATION	0	SUBJECT CHECK	32
APARTMENT CHECK	13	JUVENILE	7	SUICIDAL SUBJECT	3
ARMED SUBJECT	0	JUVENILE TRANSPORT	0	SUSPICIOUS INCIDENT	28
ARSON	0	KIDNAPPING	0	SUSPICIOUS PERSON	17
ASSUALT	0	KNOCK AND TALK	0	SUSPICIOUS VEHICLE	16
ASSIST CITIZEN	33	LAKE CHECK	1	TALK TO OFFICER	163
ASSIST EMS	23	LOCKOUT	1	TEST CALL	2
ASSIST FIRE	9	LOCKOUT URGENT	0	TEST CALL ALL AGENCIES	0
ASSIST OTHER AGENCY	26	LOST/FOUND PROPERTY	19	THEFT	5
ATTEMPT TO LOCATE	6	LPR HIT	9	THREATS	5
BARRICADED SUBJECT	0	MENTAL TRANSPORT	1	TRAFFIC COMPLAINT	1
BLUE TEAM REPORT	0	MISC. MATTER OF RECORD	19	TRAFFIC ENFORCEMENT	4
BOLO	7	MISSING ADULT	1	TRAFFIC HAZARD	18
BOMB THREAT	0	MISSING JUVENILE	1	TRAFFIC STOP	335
BURGLARY	3	NOISE COMPLAINT	8	TRAIN DERAILMENT	0
BUSINESS CHECK	206	OPEN DOOR	3	TRESPASS	3
CAR SEAT CHECK	1	OVERDOSE	1	TROUBLE @ PD	0
CHECKPOINT	0	PARK CHECK	64	UNAUTHORIZED USE OF VEHICLE	0
CITY CALL OUT	0	PARKING COMPLAINT	6	UNKNOWN SITUATION	1
CIVIL MATTER	12	PHONE MESSAGE	0	VANDALISM	2
CODE 99-OFFICER IN TROUBLE	0	PRISONER ESCAPE	0	VEHICLE BURGLARY	2
CODES	30	PRISONER TRANSPORT	0	VEHICLE CHECK	54
DAMAGE TO PROPERTY	4	PRIVATE PROPERTY TOW	1	VIOLATION CORRECTION VERIFY	2
DEATH INVESTIGATION	1	PROSTITUTION	0	VIO OF ORDER OF PROTECTION	0
DELIVER MESSAGE	1	PROWLER	0	WARRANT CIVIL	0
DISORDERLY CONDUCT	0	P.I.	0	WARRANT CRIMINAL	5
DISTURBANCE	17	RADIO COMMUNICATION	31	WEATHER RELATED ISSUE	0
DOMESTIC	13	RECKLESS DRIVER	34	WELFARE CHECK	19
DRILL	0	REFERRAL	1	GANG ACTIVITY	0
DUI	2	REPO	7	GAS DRIVE OFF	0

Total Calls for Service	1886
Total Written Warnings	59
Total Speeding Citations	17
Total all other city citations	52
Commercial vehicle enforcements	2
Total Arrest	45

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	



Date: 8/8/2024

Stormwater Management Monthly Report- July 2024

Illicit Discharge Detection and Elimination

There was one illicit discharge complaint this month reported by another City department. The complaint involved septic tank effluent spilling onto the ground. The stormwater department met with the homeowner to explain the dangers to water quality of this type of runoff and helped them with a solution to fix the issue. Steps were taken to ensure the runoff did not go onto neighboring properties. The site will continue to be closely monitored for future issues.

Construction Site Runoff Control

Pre-Con/Pre-App Meetings: 8

LDPs issued: 0

CGP Inspections: 17

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 LTMAAs received: 0

LTMA Inspections Received: 0

Good Housekeeping

After the recent storms and localized flooding, the Department met with numerous property owners to discuss drainage issues and solutions.

The stormwater department also met with CEC to restart the drainage improvements in the Cora/Hertiage subdivision. A meeting will be scheduled with TDOT to discuss the future 109 bypass and how it may affect plans in this area moving forward.



CITY OF PORTLAND

Public Works

Stormwater Field Crew

Council Report Submitted by
David Harris

Brush Cut and Clean up

Collins, Rock bin, Richland Parks(Gym Ditch), Little League, Lyon Crest, Cleans out Citizen's Brush and various job sites.

Lawn care

Mowed, Weed eat, Harley rake and Spray - Rock Bin, Richland parks(Court ditch) and Wheeler Street
Seed & Straw - Drakewood, Wheeler and citywide job sites.
Tree cuts and Removal - Lyon Crest, William Mack and citywide job sites.

Convenience Center

Clear, clean up and Burn Brush, Push up, burn to clear all of the brush brought in by claw truck (city wide)
Fix pad for Burn box
Clean up the site.

Drainage

Check Drainage before Storm
Checked and cleaned tiles and storm drains throughout the city and residential area
Clean up Drakewood, Pakers Chapel, CEMC, Nikita and Citywide sites.

Assisted & Other Tasks

Called in Tn One Call tickets
Attend meetings at City Hall
Cleared grates and Driveway tile at various locations.
Met with homeowners about drainage issues or upcoming jobs
Placed order for supplies needed for upcoming jobs. Unload deliveries.
Equipment – Maintenance, clean up, and haul to various job sites
Prep and move supplies, trucks and equipment for upcoming jobs.
Clean up - Trucks, Kubota Skid, other Equipments, job sites, Maintenance bay and shop.
Pick up and Dropped off various location for equipments and parts for repair.
Repair - Work on Brushcutter and Fixed Stump Grinder
Emergency Dig Heritage Dr. area
Road Cut 15' and Install Drakewood area.
Pickup back 2 school supplies
Clean machine for Touch a Truck



CITY OF PORTLAND

Public Works

Street Dept.

Council Report Submitted by
Martin Weekley

Maintenance and Management (Citywide Various Locations)

Downtown area - Pick up trash, empty cans, water flowers and water systems, etc....

Lawn care (Mow , weed eat, spray) - Right of ways, canals, city property lots, codes lots, golf course, dump entrance, overpass, guard rails, bridg, Dan Jenkins Bldg, CEMC Fence area, Strawberry station, Market St., downtown area, sidewalks and roadway, all the intersection islands and curbs.

Potholes - Check & Repairs, graveled or patched with hot mix and Cold patch as needed.

Road Cuts - Check & Repairs, Prep equipment, Compact road cut, Asphalt area

Roadway - Check & Repairs, crack sealing, repaired edges, Trim & remove branches, trees, debris and Roadkill animals.

Signage - Replaced, Repair and install stop signs, brackets, post, Paint sign , Adding new signage & post.

Message Board - Setup, Picup and dropped off and Repairs

Brush & Bulk items pickup

Pickup and Dropped off for Equipments(Vehicle,Truck, etc.), Parts and Supllies - San, Street and other Dept.

Other tasks (Citywide Various Locations)

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

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

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

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

Clean, Check and Maintain maintenance trucks and equipment (Mower blades sharpened)

Switch out and replacing attachments on equipment (Mowers and tractors)

Graveled around mailboxes (USPS request)

Clean up Spills hydrochloric leak and pull rope

Work Claw Truck- clean out cab/ grease boom & claw

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

Picked up brush and put through the chipper machine.

Repairs

Message Board, Traffic Signals and control, School zone lighting and Decorative street lights.

Edge of Road ways, dumpster,water system for downtown flowers and Roof at Dan J. Bldg

Check and Maintenance Truck, equipments and City Vehicles

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.



CITY OF PORTLAND

Public Works

Street Dept.

Council Report Submitted by
Martin Weekley

Assistance Work (Portland Chamber, Hands of Hope, Portland Cares, other Dept. and other City)

Check storm drains(Citywide)

Leaned up and weed eat around the property (Codes enforcement lot)

Cleared roadway of random items that fell off vehicles.

Drove claw truck, chip brush, trash route, etc..(Sanitation Dept)

Clean up - after Dept. of Utility's Work, Hydrochloric leaks.

Golf course - Removed dead tree

Assist paving crew - Riser, hotmix,

Convenience Center - Attendant on site on Wed. & Sat., Smash down the dumpsters, Schedule Dumpster hauls and clean out Hot box.

Move, Remove, Haul and Disposal - Scrap metal, asphalt, furniture and bulk Items.

City Event (Music on Main, Car shows, Touch a Truck and other Chamber & City Events)

Put up barricades, cones, stage / Removed after event

Setup and Clean up signage and message boards (road closure etc.)

Picked up picnic tables, stage.

Pick up Back 2 school Supplies and drop off to Chamber of Commerce office.



CITY OF PORTLAND

Public Works

Sanitation Dept

Council Report Submitted by
Martin Weekley

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

July-2024				
	Sumner Co. Resource Authority (Dump)		Volunteer Recycling Center (Haul)	
	City of Portland	Volunteer Recycling	City of Portland	Portland Cares
# of Loads	55	27	26	1
Tonnage	535.03	95.90		
Per cost	\$55.00	\$55.00	\$275.00	\$137.50
Amount	\$29,426.65	\$5,274.50	\$7,150.00	\$137.50
Total	\$34,701.15		\$7,287.50	
Grand Total	\$41,988.65			



CITY OF PORTLAND

Public Works

Grant Program

Council Report Submitted by
Sue Kim - Admin. Cleark II

Project Status

Scattersville Road	Closing phase/ Waiting on final letter from TDOT.
Railroad Crossing	Received part of reimbursement FY21-24 \$ 20,150.00./ Contacted KCI to provided mileage logs for other reimb.
CMAQ	Received Signed Supperment request from Volkert/ Working on the reimbursement and contacting the GNRC for updates.
Kirby&S. Russell Resurfacing	Design Phase/ Waiting NTP for ROW from TDOT/ Working on the next reimbursement.
College St. sidewalks	NEPA phase/ Updated E-Grant site and notified GNRC and waiting for updates from TIP/ Waiting on NTP from TDOT.

Reimbursement Status

Name	Funding Type	Funding %	Project Type	Phase	Contract amount	Total City paid	Current FY 24-25 Reimb.	Current Reimb. Request	Total Riemb. Received
CMAQ	ITS	100%	Traffic Signals	DESIGN	\$762,662.50	\$57,206.00	\$1,446.15	\$0.00	\$40,925.00
COLLEGE	STBG	80% / 20%	Sidewalks	NEPA	\$1,139,215.00	\$122,735.10	\$0.00	\$0.00	\$92,582.49
CSX	TDOT	90% / 10%	Railroad Crossing	CONSTRUCTION	\$1,386,663.00	\$162,012.23	\$20,150.00	\$66,516.18	\$20,150.00
KIRBY & S. RUSSELL	STBG	80% / 20%	Resurfacing	DESIGN	\$446,295.00	\$74,407.25	\$0.00	\$0.00	\$29,937.00
Interchange Lighting	STBG-U	40%50% 10%	Interchange Lighting		\$1,826,700.00	\$275,341.75	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$0.00	\$0.00
VOLKSWAGEN DIESEL	TDEC	75% / 25%	Medium Trucks		\$70,574.32	\$0.00	\$0.00	\$0.00	\$0.00
VOLKSWAGEN DIESEL	TDEC	75% / 25%	Medium Trucks	CLOSED	\$151,105.00	\$157,900.00	\$0.00		\$118,425.00
VOLKSWAGEN DIESEL	TDEC	75% / 25%	Large Truck	CLOSED	\$101,644.64	\$91,808.00	\$0.00		\$68,863.50
VOLKSWAGEN DIESEL	TDEC	75% / 25%	Medium Trucks	CLOSED	\$131,250.00	\$148,950.00	\$0.00		\$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.

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

Phone 615/325-6776 Ext. 245

July 2024 Monthly Report

1 Council Meeting	July 15 th	6 - Council Members present 1 - Council Members absent 1 - Public Hearings 3 - Resolutions 6 - Ordinances
Work Study Meetings	0	
Ad-Hoc Meetings	1	
Liability Claims	0	
Property Claims	0	
Records Requested	see attached	

Number	Person Requesting	Information Requested	Hours spent	Cost of time	Total Billed
24-070101	Taylor Payne	Police Case File	>1 hour	No estimate	\$0.00
24-070201	Aaron Porter	Zoning, violations, permits at Gateview Dr.	>1 hour	No estimate	\$0.00
24-070301	James Chaney	CAD traffic stops for section of South Russell	8 hours	215.64	\$0.00
24-070301	James Chaney	Accessory Bldg. paperwork - Collins Lane	>1 hour	No estimate	\$0.00
24-070501	Sami Haas	Zoning, violations, permits at Gateview Dr.	>1 hour	No estimate	\$0.00
24-071001	Anthony Gregory	Dashcam or Bodycam video	>1 hour	No estimate	\$0.00
24-071501	Troy Gardner	Regulatory Pattern book for PUD	>1 hour	No estimate	\$0.00
24-071502	Eric Thompson	633 S. Broadway codes, taxes information	>1 hour	No estimate	\$0.00
24-071503	April Simington	1077 Gateview Dr.	>1 hour		\$0.00
24-072201	Christopher Shoemaker	Test results for Fire Captain positions	>1 hour	No estimate	\$0.00
24-072202	Christopher Shoemaker	Audio recordings of Fire Captain interviews	>1 hour	No estimate	\$0.00
24-072203	Christopher Shoemaker	Current hourly rates for fire dept employees	>1 hour	No estimate	\$0.00
24-072204	Christopher Shoemaker	Fire Chief job description	>1 hour	No estimate	\$0.00
24-072205	Logan E Porter	Dashcam or Bodycam video	>1 hour	No estimate	\$0.00
24-072301	Kip Sweda	Building plans - 0 Kirby Drive	>1 hour	No estimate	\$7.80
24-072401	Kenneth McGuffie	Traffic Pattern North Leath Rd	>1 hour	No estimate	\$0.00
24-072501	Lindsey G Douglas	Rain fall totals	>1 hour	No estimate	\$0.00
24-072502	Lindsey G Douglas	Stormwater on Lindsey Kayla Ct	>1 hour	No estimate	\$0.00
24-072503	Lindsey G Douglas	Complaints/request 112 Lindsey Kayla Ct.	>1 hour	No estimate	\$0.00
24-072901	Lindsey G Douglas	Photos of 112 Lindsey Kayla Ct.	>1 hour	No estimate	\$0.00
24-073001	Sheena Shelton	Dashcam or Bodycam video	>1 hour	No estimate	\$0.00



PORTLAND

Department of Utilities

Call 811 Before You Dig!
Portland, Tennessee

CITY OF PORTLAND

TIM SUDDARTH – WTP CHIEF OPERATOR

298 PORTLAND LAKE RD.

PORTLAND, TENNESSEE 37148

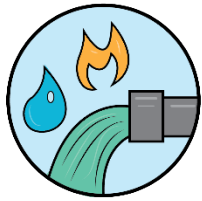
Telephone 615-325-6776 ext.192

Telephone 615-566-7074

Email TSuddarth@cityofportlandtn.gov

Portland WTP Report for Month of July 2024

- Submitted June 2024 DMR via the EPA CDX online portal.
- Submitted June 2024 MOR's and quarterly submittals via certified mail.
- Cleaned creek intake.
- Performed clearwell drop test to check WTP effluent flow meter accuracy.
- SCSO addressed issue with homeless people camping at city lake.
- City Lake spillway emergency repair started on 7/29/24, ended on 8/1/24.
- Processed bac-t samples for CSBUD and the City of Westmoreland water system.
- Verified genset weekly exercises @ WTP and both booster sites.
- Checked monitoring wells at City Lake.
- Collected and processed 25 bac-t compliance samples.
- Routine maintenance was performed on schedule.
- Produced 68,168,000 gallons of potable water for distribution to customers.



PORTLAND

Department of Utilities

Call 811 Before You Dig!
Portland, Tennessee

CITY OF PORTLAND

PORTLAND NATURAL GAS

LUCAS BAKER – GAS SUPERVISOR

100 S RUSSELL ST

PORTLAND, TENNESSEE 37148

Office: (615) 325-6776, ext. 187

Email Address: lbaker@cityofportlandtn.gov

Gas Dept Monthly Report –June 2024

- June Gas Usage at each Gate Station:
 - Leath- 8836.37 MCF
 - TGT- 19148 MCF
 - Robertson Co- 2631.31 MCF
- 5 Gas Services installed consisting of ft of 2,140ft ¾" service line pipe
- 1 Gas Services Abandoned
- 1 Valve Replaced at Jackson Rd and Hwy 76
- 1 Service Line Replacement due to leak – 1002 W Main St
- 11 Yard Repairs
- Relocated Odorant Pump/System at TGT Gate Station
- Replaced meter at 154 W Knight St
- Pressure Tested new ¾" and 2" HDPE Gas Pipe
- Patrolling and Creek Crossing Inspection – TPUC Requirement
- System Valve Maintenance -TPUC Requirement
- Gathered GIS data on services installed 2022 and 2023 to assist in updating the Natural Gas System
- Gas Leak Investigations
- Various gas pressure checks
- Air Test Inspections
- Daily monitoring of Gate Stations and odorant injection
- Daily work orders and Tennessee One Calls
- Monthly Odorant Sniff Test – TPUC requirement



PORTLAND

Department of Utilities

Call 811 Before You Dig!
Portland, Tennessee

CITY OF PORTLAND

126B MORNINGSIDES DRIVE
PORTLAND, TENNESSEE 37148
Telephone (615) 323-1437

Portland Department of Utilities Work Report July 2024

Service Taps Issued

The WTP has a capacity of approximately 3.0 MGD and a water source reliable yield of 2.02 MGD. Existing peak demand plus all proposed development results in a projected peak demand of 3.717 MGD.

Single Taps

- Water: 8 taps
- Sewer: 2 taps
- Gas: 6 taps

Development Taps

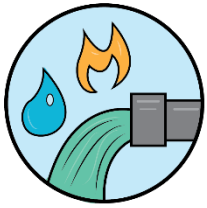
Utility	Original Letter	First Renewal	Second Renewal
Water	0	0	44
Sewer	0	0	44
Gas	0	1	0

City Projects

- Non-Competitive ARPA Grant Projects
 - a. Masons 12" Connector Line – Water is 85% complete.
 - b. Oak Hill Water Line – Water is 70% complete.
 - c. Oak Hill Tank – Tank is 10% complete.
- Competitive ARPA Grant Projects
 - a. Regionalization Project – Partnership with Gallatin, Westmoreland, & CSBWUD – Design is complete, submitted to TDEC for approval.
 - b. Water Resource Protection Grant – WTP and City Lake Improvements – Design is 30%
- Hwy 52 12" Waterline – Water is 80% complete.
- WWTP Phase II Improvements – Construction is 74% complete.

Private Development

- Parkside Estates – Phase 1 is 100% complete .
- Sumner Point Apartments – Magnolia Springs Blvd – Water is 60% complete. Sewer is 95% complete.
- 1001 & 1005 W Main St – 6" WL – Water is 80% Complete.
- Bakers Acres WL – Phase 1 is 100% installed and tested. Offsite approval is needed for meters.
- Parkside Pointe – Gravity Sewer is 5% Complete, Force Main is 0% complete, and Water is 0% complete.



PORTLAND

Department of Utilities

Call 811 Before You Dig!

Portland, Tennessee

City of Portland

Jonathan Harrison: Collections Supervisor.

100 S Russell Street.

Portland, Tennessee 37148

Telephone 615-456-5102

Email Address: jharrison@cityofportlandtn.gov

Monthly Report for July 2024.

During the Month of July, the department checks daily the 87 pump stations that are in the Collection System, this is required by TEDEC and takes up a good portion of each day. We also locate TN 1 Calls that come in daily, and their number can vary from 0 to any number per day. CEMC has been calling in hundreds of poles for replacement over the past month. Some TN 1 calls are Emergency Locates that require a 2hr response time, we had 5 of these this month and 1 short notice locates.

We had some "Service Calls" which resulted in rodding a service line, and other calls were not related to sewer. 5 calls this month were issues, the homeowner had with their plumbing or odors in the house. Other calls were questions about slow drains or vents. We had 9 new sewer inspections this month, 2 were replacing old existing services. We had 2 telemetry calls out 1 due to a fallen alarm float. We had 1 other after hours Call Outs not telemetry in July.

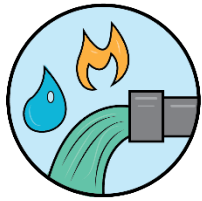
While checking the pump stations this month we found several problems. We pulled 3 clogged pumps, unstopped 1 Air release valve. We changed 2 Start capacitor and 3 float switches, replaced thermal overloads in a contactor, we replaced a run time meter. We replaced a 2hp grinder pump, and a rotating assembly at Scattersville L/S. We replaced the control panel at HWY 52e #2 due to sewer gases and corrosion. We weed eating pumpstations bi-weekly and continue to remove grease from them monthly.

We had other non-pumpstation related work such as, capping off 2 taps, we replaced 3 cleanout assemblies and installed boxes. We measured more manholes for pavement rings for the paving that Public Works is having done in the Fall, and replaced a broken manhole riser ring that was rocking. We did 2 Dye Tests, 1 Yard repair and we made a tap for the Storm Water Building.

We Jetted and CCTV 3 main lines, and CCTV 2 others to locate taps for repairs. We used the Vac truck to pump out and prevent an overflow due to the power being off while CEMC changed out the pole at S Russell. We used the Hydro Excavator to repair a broken service line that had a water service bored through it and hydro excavated the water meter and main so they could pull a new service while we waited on them. We cleaned out 13 pumpstations and worked at the WWTP 4 days cleaning out various basins.

This month I finished placing tags for elements inventory around the shop and on the shelves. We started a Daily Task Sheet for the Dept and I finished the missing Job Surveys. We had 3 interviews this month resulting in 1 new hire. We had 3 DWO Overflows and 1 DWR release this month both were due to pumpstation failures and once the overflows stopped, we cleaned up the debris and spread lime to the area. We went over "Hazardous Communication or HAZ COM" for our safety training for the month.

Jon Harrison
Supervisor of Collections.



PORTLAND

Department of Utilities

Call 811 Before You Dig!
Portland, Tennessee

CITY OF PORTLAND

PORTLAND NATURAL GAS

LUCAS BAKER – GAS SUPERVISOR

100 S RUSSELL ST

PORTLAND, TENNESSEE 37148

Office: (615) 325-6776, ext. 187

Email Address: lbaker@cityofportlandtn.gov

Gas Dept Monthly Report –July 2024

- July Gas Usage at each Gate Station:
 - Leath- 8,473 MCF
 - TGT- 18,216 MCF
 - Robertson Co- 4,223 MCF
- 5 Gas Services installed consisting of ft of 1,634ft ¾" service line pipe
- 2 Gas Services Abandoned
- 1 Service Line Relocation – 424 Halltown Rd
- 3 Yard Repairs
- 1- 2" main repaired from excavation damage (afterhours)
- 1 service line riser replaced
- 2 service line leak repairs
- 331 meters inspected for Atmospheric Corrosion. Completed Southwest Quadrant – TPUC Requirement
- Patrolling and Creek Crossing Inspection – TPUC Requirement
- System Valve Maintenance -TPUC Requirement
- Gathered GIS data on services installed 2022 and 2023 to assist in updating the Natural Gas System
- Gas Leak Investigations
- Various gas pressure checks
- Air Test Inspections
- Daily monitoring of Gate Stations and odorant injection
- Daily work orders and Tennessee One Calls
- Monthly Odorant Sniff Test – TPUC requirement

July

Monthly Single Taps Approved

Water	8
-------	---

Sewer 2

Gas	6
-----	---

Development Taps

Water			
Development Name	Original Letter	First Renewal	Second Renewal
Bakers Acres			44
Totals	0	0	44
Sewer			
Development Name	Original Letter	First Renewal	Second Renewal
Bakers Acres			44
Totals	0	0	44
Gas			
Development Name	Original Letter	First Renewal	Second Renewal
Kirby - Guardhouse		1	
Totals	0	1	0

AV618

AV1243



PORTLAND

Department of Utilities

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Portland, Tennessee

CITY OF PORTLAND

JENNIFER YOUNG – WW CHIEF PLANT OPERATOR

100 SOUTH RUSSELL STREET

PORTLAND, TENNESSEE 37148

Telephone 615-323-1437

Email Jyoung@cityofportlandtn.gov

Date: 8/1/2024

JULY MONTHLY REPORT

Construction continues at the Water Reclamation Facility things are moving right along. We have had a couple shutdowns for tie-ins that have gone smoothly. We continue to clean tanks weekly to stay in compliance. We lost our program in our SBR panel twice this month and are getting things for backup power on that panel. We replaced SBR 1 decanter, and it was still not working correctly due to being stored outside in the weather. (extreme heat, cold, rain) for a few years.

As of July 31- Aug 2 we are replacing new rebuilt decanters in SBR 1&2 which is going to make a major difference in how our plant will operate and help even more with compliance issues from the past.

We are working with Byron Ross to get our Pretreatment and Fog Program back into a good working order. We are going over all Industry permits to reevaluate their sampling requirements and if they may need to sample more often to ensure we don't get contaminants in our plant.

Regards,

Jennifer Young

Portland TN WRF Chief Operator



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

JULY 2024 MONTHLY REPORT
WATER DISTRIBUTION DEPARTMENT

(14) Service Leaks
(6) Main Leak
(12) New services installed
(4) Service Line Renewal
(4) Meters replaced
(5) Test Hole
(1) Blow off Replacement
(2) Permanent Auto Flusher Installed
Traffic
(4) Cut Off Lists
Locates
Caselle W/O's



PORTLAND

Department of Utilities

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Portland, Tennessee

CITY OF PORTLAND

126B MORNINGSIDES DRIVE
PORTLAND, TENNESSEE 37148
Telephone (615) 323-1437

Portland Department of Utilities Work Report June 2024

Service Taps Issued

The WTP has a capacity of approximately 3.0 MGD. Existing peak demand plus all proposed development results in a projected peak demand of 3.714 MGD.

Single Taps

- Water: 7 taps
- Sewer: 0 taps
- Gas: 10 taps

Development Taps

Utility	Original Letter	First Renewal	Second Renewal
Water	50	0	0
Sewer	0	0	0
Gas	0	0	0

City Projects

- Non-Competitive ARPA Grant Projects:
 - a. Masons 12" Connector Line – Water is 83% complete.
 - b. Oak Hill Water Line – Water is 60% complete.
 - c. Oak Hill Tank – Tank is 8% complete.
- Competitive ARPA Grant Projects
 - a. Regionalization Project – Partnership with Gallatin, Westmoreland, & CSBWUD – Design is 95% complete.
 - b. Water Resource Protection Grant – WTP and City Lake Improvements – Design is 25%
- Hwy 52 12" Waterline – Water is 60% complete.
- WWTP Phase II Improvements – Construction is 70% complete.

Private Development

- Parkside Estates – Phase 1 houses are 50% complete (Total units for Phase 1 = 20)
- Sumner Pointe Apartments Magnolia Springs Blvd – Water is 45% complete. Sewer is 95% complete. (Total units = 64)
- Eade Waterline – 6" WL on Hwy 259 & Fleming Rd – Water is 100% complete. (Total units = 13)
- N Harris Ln Sewer Extension – 100 % complete. (Total units = 5)
- 1001 & 1005 W Main St – 6" WL – Water is 50% Complete.
- Bakers Acres – Phase 1 is 50% complete.

June

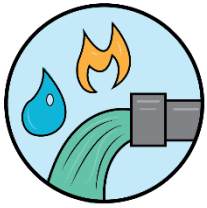
Monthly Single Taps Approved

Water	7
Sewer	0
Gas	10

Development Taps

Water			
Development Name	Original Letter	First Renewal	Second Renewal
1107 N Church St	50		
Totals	50	0	0
Sewer			
Development Name	Original Letter	First Renewal	Second Renewal
Totals	0	0	0

sewer taps have to be available from Mitchville before we award sewer ta



PORTLAND

Department of Utilities

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Portland, Tennessee

City of Portland

Jonathan Harrison: Collections Supervisor.

100 S Russell Street.

Portland, Tennessee 37148

Telephone 615-456-5102

Email Address: jharrison@cityofportlandtn.gov

Monthly Report for June 2024.

During the Month of June, the department checks daily the 84 pump stations that are in the Collection System, this is required by TEDEC and takes up a good portion of each day. We also locate TN 1 Calls that come in daily, and their number can vary from 0 to any number per day. CEMC has been calling in hundreds of poles for replacement over the past month. Some TN 1 calls are Emergency Locates that require a 2hr response time, we had 4 of these this month and 6 short notice locates.

We had some "Service Calls" which resulted in rodding a service line, and other calls were not related to sewer. Some calls were issues, the homeowner had with their plumbing or odors in the house. Other calls were questions about slow drains. We had 9 new sewer inspections this month and 2 other types of inspections. We had 1 telemetry call out due to a bad alarm float. We had 2 after hours Call Outs not telemetry in June.

While checking the pump stations this month we found several problems. We pulled 5 clogged pumps, unstopped 2 Air release valves. We changed 2 Start capacitor and a float switch, reset a transducer, replaced an Air pump. We replaced a 25hp electric pump motor which involved disassembling the enclosure. We also had to tighten and replace bolts in the suction line at Scattersville L/S. This month we rehabbed 2 wet wells, replacing the discharge bases and piping with stands and flex hoses, due to their age. We weed eating pumpstations bi-weekly and continue to remove grease from them monthly. We did some INI repair in the wet wells at Lynn Wood and Richland Park. Both were leaking around the inlets.

We had other non-pumpstation related work such as, we replaced a cleanout assembly and installed a box. We measured manholes for pavement rings for the paving that Public Works had done, and replaced a broken manhole casting that was hit by a bush hog. We did 1 Dye Test, 1 Yard repair and installed an air release valve on the force main at the WWTP and set the enclosure boxes, we also pulled pumps for the WWTP. We made a tap for a pump at Lyons Dr.

We Jetted and CCTV 2 several main lines, and CCTV 3 others to locate taps. We used the Vac truck on 2 separate occasions to pump out and prevent overflows due to the power being off while CEMC changed out the poles. While we rehabbed the 2 wet wells, we used the vac truck to keep the incoming flow out of the wet wells. We spotted the lines for the sewer tap and cleaned out the outfall at the WWTP. We Cleaned out and CCTV 2 storm drains this month for storm water.

This month I filled out Damage reports from the storms we had in May. I had to complete the annual employee Evaluations. I recounted inventory and cross checked the numbers to make sure they match with Elements. We had 3 Overflows and 1 release this month and once the overflows stopped, we cleaned up the debris and spread lime to the area. We finished the overflow clean up from May as well. We went over "Heat Stress Prevention" for our safety meeting for the month. I filled out 2 of the 4 vacant surveys for the Job Study in June.

Jon Harrison
Supervisor of Collections.



PORTLAND

Department of Utilities

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CITY OF PORTLAND

CHRIS GREER – WATER DEPT SUPERVISOR

100 SOUTH RUSSELL STREET

PORTLAND, TENNESSEE 37148

Telephone 615-670-3977

Email Address: cgreer@cityofportlandtn.gov

JUNE 2024 MONTHLY REPORT

WATER DISTRIBUTION DEPARTMENT

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

(1) Main Leak

(31) New services installed

(2) Service Line Retirement

(34) Meters replaced

Traffic

(4) Cut Off Lists

Locates

Caselle W/O's

Insertion Valve

Mow Tanks

Yard Repair



PORTLAND

Department of Utilities

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Portland, Tennessee

CITY OF PORTLAND

TIM SUDDARTH – WTP CHIEF OPERATOR
298 PORTLAND LAKE RD.
PORTLAND, TENNESSEE 37148
Telephone 615-325-6776 ext.192
Telephone 615-566-7074
Email TSuddarth@cityofportlandtn.gov

Portland WTP Report for Month of June 2024

- Submitted April 2024 DMR via the EPA CDX online portal.
- Submitted April 2024 MOR's and quarterly submittals via certified mail.
- Collected quarterly TOC and annual VOC samples. Delivered to Pace Analytical in Mt. Juliet TN.
- BAR Environmental installed Blue-White peristaltic pump for disinfection application.
- Calibrated filter and combined filter effluent turbidimeters.
- Operated WTP on backup generator power for 21 hours while CEMC contractors replaced the power pole at the base of the dam.
- CEMC replaced a transformer on the raw water station power bank on 6/30/24.
- Processed bac-t samples for CSBUD and the City of Westmoreland water system.
- Verified genset weekly exercises @ WTP and both booster sites.
- Checked monitoring wells at City Lake.
- Collected and processed 25 bac-t compliance samples.
- Routine maintenance was performed on schedule.
- Produced 65,372,000 gallons of potable water for distribution to customers.



PORTLAND

Department of Utilities

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Portland, Tennessee

CITY OF PORTLAND

JENNIFER YOUNG – WW CHIEF PLANT OPERATOR

100 SOUTH RUSSELL STREET

PORTLAND, TENNESSEE 37148

Telephone 615-323-1437

Email Jyoung@cityofportlandtn.gov

Date: 6/30/2024

JUNE MONTHLY REPORT

Construction continues at the Water Reclamation Facility things are moving right along. We have had a couple shutdowns for tie-ins that have gone smoothly. We have also been able to get the ammonia under control and are not getting violations on that. After the state came for an inspection, we have quite a bit to fix and get into compliance that was issues that were on the last inspection that were never completed per the state inspector. I am working very hard and take this very seriously to get us in compliance 100% and stay there.

We are building a good team atmosphere here and everyone is picking up on how the plant runs and should be run. There is still a lot to learn but everyone is giving their best efforts and I look forward to soon being able to delegate more things to the team.

Regards,

Jennifer Young

Portland TN WRF Chief Operator

ORDINANCE

City of Portland, Tennessee

No. 24 - 50

Second Reading

AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH PERDUE TRUCKING AND EXCAVATING FOR THE 2024 2-INCH SERVICE LINE REPLACEMENT PROJECT AT VARIOUS LOCATIONS WITHIN THE PORTLAND WATER SYSTEM.

WHEREAS, the City of Portland deems it necessary to replace 2-inch water meters that are not currently reading accurately; and

WHEREAS, the City of Portland received and opened bids on July 10, 2024, from the following contractors; and

- | | |
|--------------------------------|---------------|
| • Perdue Trucking & Excavating | \$ 264,280.01 |
| • Turnin' Trax Group, Inc. | \$ 277,880.00 |
| • Cumberland Pipeline, LLC | \$ 281,856.00 |

WHEREAS, after careful consideration, the bid from Perdue Trucking and Excavating has been recommended as the best bid for the 2-Inch Service Line Replacement project; and

NOW, THEREFORE BE IT ORDAINED, by the Mayor and Board of Aldermen of the City of Portland to enter into an agreement with **Perdue Trucking and Excavating** in the amount of **\$264,280.01** as the best bid for the 2-Inch Service Line Replacement project; and

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

Mike Callis, Mayor

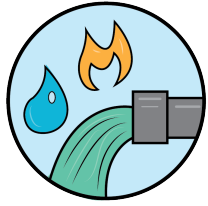
Attest: Rachel Slusser, City Recorder

Passed First Reading:

Passed Second Reading:

BID TABULATION				Cumberland Pipeline, LLC				Perdue Trucking and Excavating				Turnin' Trax Group, Inc.			
City of Portland 2-Inch Meter Replacement				2909 Cane Valley Mill Road				130 Morningside Drive				974 Fowler Ford Road			
PDU No: 0101-225				Columbia, KY 42728				Portland, TN 37148				Portland, TN 37148			
Item Number	Description	Est Qty	Unit	INSTALLATION 85% UNIT COST	CLEAN-UP 15% UNIT COST	TOTAL UNIT COST	TOTAL COST	INSTALLATION 85% UNIT COST	CLEAN-UP 15% UNIT COST	TOTAL UNIT COST	TOTAL COST	INSTALLATION 85% UNIT COST	CLEAN-UP 15% UNIT COST	TOTAL UNIT COST	TOTAL COST
	SHORT SIDE SERVICE REPAIRS														
1	0-20 ft 2" Repair	8	Each	\$ 10,342.80	\$ 1,825.20	\$ 12,168.00	\$ 97,344.00	\$ 6,162.50	\$ 1,087.50	\$ 7,250.00	\$ 58,000.00	\$ 9,673.00	\$ 1,707.00	\$ 11,380.00	\$ 91,040.00
2	21-40 ft 2" Repair	3	Each	\$ 10,546.80	\$ 1,861.20	\$ 12,408.00	\$ 37,224.00	\$ 8,585.00	\$ 1,515.00	\$ 10,100.00	\$ 30,300.00	\$ 10,565.50	\$ 1,864.50	\$ 12,430.00	\$ 37,290.00
3	41-60 ft 2" Repair		Each	\$ 10,801.80	\$ 1,906.20	\$ 12,708.00	\$ -	\$ 9,775.00	\$ 1,725.00	\$ 11,500.00	\$ -	\$ 11,288.00	\$ 1,992.00	\$ 13,280.00	\$ -
4	190 - 210 ft 2" Repair	2	Each	\$ 12,433.80	\$ 2,194.20	\$ 14,628.00	\$ 29,256.00	\$ 13,859.25	\$ 2,445.75	\$ 16,305.00	\$ 32,610.00	\$ 14,067.50	\$ 2,482.50	\$ 16,550.00	\$ 33,100.00
	LONG SIDE REPAIR														
5	0-60 ft 2" Repair		Each	\$ 10,393.80	\$ 1,834.20	\$ 12,228.00	\$ -	\$ 7,862.50	\$ 1,387.50	\$ 9,250.00	\$ -	\$ 10,540.00	\$ 1,860.00	\$ 12,400.00	\$ -
6	61-90 ft 2" Repair		Each	\$ 10,699.80	\$ 1,888.20	\$ 12,588.00	\$ -	\$ 8,372.50	\$ 1,477.50	\$ 9,850.00	\$ -	\$ 12,155.00	\$ 2,145.00	\$ 14,300.00	\$ -
7	91-120 ft 2" Repair	3	Each	\$ 13,810.80	\$ 2,437.20	\$ 16,248.00	\$ 48,744.00	\$ 8,854.17	\$ 1,562.50	\$ 10,416.67	\$ 31,250.01	\$ 12,580.00	\$ 2,220.00	\$ 14,800.00	\$ 44,400.00
8	131-160 ft 2" Repair	1	Each	\$ 14,116.80	\$ 2,491.20	\$ 16,608.00	\$ 16,608.00	\$ 11,832.00	\$ 2,088.00	\$ 13,920.00	\$ 13,920.00	\$ 13,302.50	\$ 2,347.50	\$ 15,650.00	\$ 15,650.00
9	161-190 ft 2" Repair		Each	\$ 14,422.80	\$ 2,545.20	\$ 16,968.00	\$ -	\$ 15,657.00	\$ 2,763.00	\$ 18,420.00	\$ -	\$ 13,515.00	\$ 2,385.00	\$ 15,900.00	\$ -
10	191 - 220 ft 2" Repair		Each	\$ 14,728.80	\$ 2,599.20	\$ 17,328.00	\$ -	\$ 19,907.00	\$ 3,513.00	\$ 23,420.00	\$ -	\$ 14,237.50	\$ 2,512.50	\$ 16,750.00	\$ -
11	310 - 340 ft 2" Repair		Each	\$ 15,952.80	\$ 2,815.20	\$ 18,768.00	\$ -	\$ 28,730.00	\$ 5,070.00	\$ 33,800.00	\$ -	\$ 19,337.50	\$ 3,412.50	\$ 22,750.00	\$ -
	RECONNECT TO EXISTING SERVICE														
12	Reconnect to Existing 2" Service	17	Each	\$ 1,122.00	\$ 198.00	\$ 1,320.00	\$ 22,440.00	\$ 4,250.00	\$ 750.00	\$ 5,000.00	\$ 85,000.00	\$ 1,020.00	\$ 180.00	\$ 1,200.00	\$ 20,400.00
	HORIZONTAL DIRECTIONAL DRILLING														
13	2" Sch 40 White PVC Casing Pipe		FT	\$ 73.44	\$ 12.96	\$ 86.40	\$ -	\$ 42.50	\$ 7.50	\$ 50.00	\$ -	\$ 127.50	\$ 22.50	\$ 150.00	\$ -
14	4" Sch 40 White PVC Casing Pipe	240	FT	\$ 107.10	\$ 18.90	\$ 126.00	\$ 30,240.00	\$ 46.75	\$ 8.25	\$ 55.00	\$ 13,200.00	\$ 127.50	\$ 22.50	\$ 150.00	\$ 36,000.00
TOTAL PROJECT PRICE				\$ 281,856.00				\$ 264,280.01				\$ 277,880.00			





PORTLAND

Department of Utilities

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Portland, Tennessee

CITY OF PORTLAND

MEGAN HEISLER, P.E. – UTILITIES ENGINEER

100 SOUTH RUSSELL STREET

PORTLAND, TENNESSEE 37148

Telephone 615-323-1437

Email Address: mheisler@cityofportlandtn.gov

July 23, 2024

Mr. Bryan Price, Director of Utilities
City of Portland
100 S Russell Street
Portland, TN 37148

**RE: RECOMMENDATION OF AWARD
CITY OF PORTLAND, TENNESSEE
2-INCH SERVICE LINE REPLACEMENT PROJECT**

Mr. Price:

On Wednesday, July 10, 2024, at 2:00 p.m. CST, three (3) separate sealed bids were received for the subject project referenced above. Perdue Trucking and Excavating was the apparent low bidder with a total bid amount of \$264,280.01.

The certified bid tabulation is attached for your use and a summary of the three (3) bids are shown below for your reference. The Contractor has met and delivered all required documentation as prescribed in the approved bid documents. Based on our findings, it is recommended that the Board of Mayor and Aldermen (BOMA) consider awarding this contract in the amount of \$264,280.01 to Perdue Trucking and Excavating, as the successful, responsive, low bidder.

Bidder	Bid Amount
Perdue Trucking and Excavating	\$264,280.01
Turnin' Trax Group, Inc.	\$277,880.00
Cumberland Pipeline, LLC	\$281,856.00

If you have any questions or require additional information, please, feel free to contact me.

Sincerely,

Megan Heisler, P.E.
Utilities Engineer



RESOLUTION

City of Portland, Tennessee

No. 24 - 63

A RESOLUTION AUTHORIZING THE CITY TO APPLY FOR A 50/50 TOURISM ENHANCEMENT GRANT AND APPROVE THE NEEDED MATCH

WHEREAS, the City desires to apply for Round-7 of a 50/50 Tourism Enhancement Grant to upgrade parking in the downtown area; and

WHEREAS, this proposed \$150,000 project would provide paving, lighting, and electrical infrastructure to create opportunities to host more community events, draw new visitors, and support local businesses; and

WHEREAS, the City currently has \$56,000 of the required \$75,000 match approved in the Assigned Fund Balance for parking lot improvements and is requesting \$19,000 more to be added to the grant match; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen that the City of Portland, Tennessee, will apply for a 50/50 Tourism Enhancement Grant and supply the needed \$75,000 as the matching portion

.

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Approved this

RESOLUTION

City of Portland, Tennessee

No. 24 – 58

A RESOLUTION TO PURCHASE A DRONE FOR THE CITY OF PORTLAND PUBLIC SAFETY DEPARTMENTS NOT TO EXCEED \$17,000.

WHEREAS, the City of Portland Police and Fire Departments have identified the need for a drone for public safety use, and;

WHEREAS, the City of Portland is grateful to the other public safety agencies that have supplied this service to the city in the past but recent events have brought forth the need to have this equipment and trained personnel readily available during an emergency, and;

WHEREAS, the City of Portland will follow all applicable laws, FAA rules and regulations, and insurance guidelines in the operation of the drone, and;

WHEREAS, the City of Portland Police and Fire departments shall use funds that have been collected through impact fees and allocated to each respective department to purchase the drone.

NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the City of Portland to allow the purchase of a drone for public safety use.

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

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Approved this day of

ORDINANCE

City of Portland, Tennessee

No. 24 – 53

First Reading

**AN ORDINANCE TO REPEAL AND REPLACE ORDINANCE NUMBER 21-03
AUTHORIZED POSITIONS FOR THE CITY OF PORTLAND.**

WHEREAS, the City of Portland has identified a need to update job position titles based on industry standards; and

WHEREAS, The following positions will be added:

- Finance Department: Grant Accountant
- Fire Department: Deputy Fire Marshall
- Business Office: Billing Supervisor, Collections Supervisor
- Public Works: City Mechanic I and City Mechanic Lead

NOW THEREFORE BE IT ORDAINED, by the Mayor and Board of Alderman of the City of Portland, Tennessee that The City of Portland Authorized Positions list adopted by Ordinance 24-13 is hereby repealed and replaced to include the updated positions within the fire department, business office and public works as mentioned above and is reflected in the attached be adopted with passage of this Ordinance; an

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:

CITY OF PORTLAND AUTHORIZED POSITIONS SCHEDULE
Summary of Positions by Division and Department
For Staffing & Planning Purposes

****General Operations****

Office of the Mayor

Mayor
Executive Assistant

Municipal Airport

Director
Lineman 2
Lineman 1

Business Office

Director
Collections Supervisor
Office Clerk Lead
Office Clerk 2
Office Clerk 1
Billing Supervisor
Billing Coordinator 2
Billing Coordinator 1
Meter Technician 2
Meter Technician 1
Court Clerk 2
Court Clerk 1

Legal

City Attorney
City Judge

Building Codes Dept

Building Official
Inspector 3
Inspector 2
Inspector 1
Permit Technician – Admin I
Property Maintenance/Codes Enforcement
Officer *

Community Development

Community Development Director
Business Development Manager

Fire

Chief
Assistant Chief /Fire Marshall
Admin 1
Captain
Battalion Chief
Firefighter with Medical
Engineer
Firefighter 2
Firefighter 1
Firefighter 2 w/Medical
Firefighter 1 w/Medical
Firefighter Basic
Deputy Fire Marshall

Finance Dept

Finance Director
Assistant Finance Director
Financial Analyst
Payroll/Accounts Payable Specialist
Accounting Assistant
Purchasing Administrator
Grant Accountant
City Recorder

Human Resources

Director
HR Assistant II
HR Assistant I

Parks

Director
Assistant Director
Admin 2
Admin 1
Maintenance Supervisor
Maintenance Crew Lead
Maintenance Crew Worker 1 (*Maint Worker*)
Golf Course Manager
Golf Crew Lead
Golf Crew Worker I
Security
Seasonal, Temp, & Part-time Staff
(*Lifeguards, Sports Officials, Sales, Support
Personnel, Maintenance Workers, Concessions*)

Planning Dept

City Planner
Planner 2
Planner 1
Admin 1
Administrative Assistant

Police

Chief
Assistant Chief
Admin Assistant - Accreditation Manager /
Evidence Custodian
Records Clerk 2 - Agency Coordinator
Records Clerk 1
Patrol Lt.
Patrol Sgt.
Patrol Officer
Non-Certified Officer
Administrative Lt
Community Affairs Lt.
Detective Lt.
Detective Sgt.
Detective
CID Records/Clerk
Police Sgt. -Animal Control/Codes
Enforcement Ofr.

Animal Control Officer 2
Animal Control Officer 1

Public Works

Director
Assistant Director
Admin Assistant
Admin 1
Engineering Technician
City Mechanic I
City Mechanic Lead
Custodian

Stormwater - PW

Program Manager
Technician – Passed Ord# 21-28 (7/12/21)
Supervisor
Crew Lead
Crew Worker 3
Crew Worker 2
Crew Worker 1

Streets - PW

Supervisor
Crew Lead
Streets Crew Worker I
Streets Crew Worker II
Streets Crew Worker III
Maintenance Worker

Solid Waste - PW

Supervisor
Driver-Collector 3
Driver-Collector 2
Driver-Collector 1
Collector
Convenience Center Operator 1
Convenience Center Attendant
Crew Lead – Passed Ord# 21-27 (7/12/21)

Technology

IT Administrator

Media Manager

****Utilities******Department of Utilities**

Director

Assistant Director

Admin Assistant

Admin 2 (*Secretary 2*)

Admin 1 (*Secretary 1*)

Engineer

Engineering Assistant

GIS Administrator

GIS Technician

Utility Inspector I

Head Utility Inspector

Site Maintenance (Per WG)

Crew Lead (Eliminate)

Crew Worker

Crew Worker 1 (Eliminate)

Natural Gas - Utilities

Supervisor

Crew Lead

Crew Worker 3

Crew Worker 2

Crew Worker 1

Customer Service Tech

Locator

Sewer Collection - Utilities

Supervisor

Crew Lead

Crew Worker 3 (*Maintenance 3*)

Crew Worker 2 (*Maintenance 2*)

Crew Worker 1 (*Maintenance 1*)

Customer Service Tech

Locator

Jet/Vac Crew Leader

JetVac 2

JetVac 1

RESOLUTION

City of Portland, Tennessee

No. 24 – 59

A RESOLUTION TO PRESENT RETIRED POLICE CHIEF JASON WILLIAMS WITH HIS SERVICE WEAPON.

WHEREAS, Retired Police Chief Jason Williams served as a Police Officer for the City of Portland with dedication and loyalty for more than twenty years; and

WHEREAS, Interim Police Chief Jason Arnold has requested that the service weapon used while on duty for the City of Portland,

Glock Model 47, 9 mm, Serial # BZXK735 with Aimpoint ACRO P2 Serial # W5421043

be regarded as surplus property and presented to retired Police Chief Jason Williams as a gift; and

NOW, THEREFORE BE IT RESOLVED By the Mayor and Board of Aldermen of the City of Portland, that retired Police Chief Jason Williams shall be presented with his service weapon as a gift from the City; and

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

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Approved this day of

ORDINANCE

City of Portland, Tennessee

No. 24 - 54

First Reading

AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH PERDUE TRUCKING AND EXCAVATING FOR THE 2024 SANDYE AVENUE SEWER PROJECT AT SANDYE AVENUE.

WHEREAS, the City of Portland deems it necessary to install 440 linear feet of eight (8) inch gravity sewer and three new manholes; and

WHEREAS, the City of Portland received and opened bids on August 7, 2024, from the following contractors; and

• Perdue Trucking & Excavating	\$ 97,705.60
• Infinity Pipeline, Inc.	\$ 132,330.00
• Stewart Richey Construction, Inc.	\$ 145,310.95
• Scott & Ritter, Inc.	\$ 155,170.00
• Cumberland Pipeline, LLC	\$ 161,007.00
• Turnin' Trax Group, Inc.	\$ 187,800.00

WHEREAS, after careful consideration, the bid from Perdue Trucking and Excavating has been recommended as the best bid for the Sandye Avenue Sewer project; and

NOW, THEREFORE BE IT ORDAINED, by the Mayor and Board of Aldermen of the City of Portland to enter into an agreement with **Perdue Trucking and Excavating** in the amount of **\$97,705.60** as the best bid for the 2024 Sandye Avenue Sewer project; and

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

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Passed First Reading:

Passed Second Reading:

BID TABULATION

City of Portland Eubanks Road Water Line

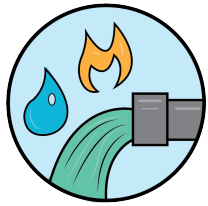
PDU No: 0201-174

Bid Date/Time: Wednesday, August 7, 2024 at 2:00pm (CST)

				Perdue Trucking & Excavating 130 Morningside Dr Portland, TN 37148		Infinity Pipeline, Inc. 181 Dillard Road Bowling Green, KY 42104		Stewart Richey Construction, Inc. 2137 Glen Lily Road Bowling Green, KY 42101		Scott &Ritter, Inc. 2385 Barren River Rd Bowling Green, KY 42101		Cumberland Pipeline, LLC 2909 Cane Valley Mill Road Columbia, KY 42728		Turnin' Trax Group, Inc. 974 Fowler Ford Portland, TN 37148	
Item	Description	EST QTY	UNIT	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization	1	LS	\$ 3,700.00	\$ 3,700.00	\$ 8,500.00	\$ 8,500.00	\$ 5,644.00	\$ 5,644.00	\$ 7,500.00	\$ 7,500.00	\$ 8,300.00	\$ 8,300.00	\$ 10,000.00	\$ 10,000.00
2	8" Dia. CL 350 Ductile Iron Sewer Main w/ Protecto 401 Coating	440	LF	\$ 126.74	\$ 55,765.60	\$ 155.00	\$ 68,200.00	\$ 200.60	\$ 88,264.00	\$ 180.00	\$ 79,200.00	\$ 218.00	\$ 95,920.00	\$ 220.00	\$ 96,800.00
3	4' Dia. Pre-Cast Manhole w/ Frame & Cover														
a	2'-3' Deep	1	EA	\$ 4,580.00	\$ 4,580.00	\$ 6,100.00	\$ 6,100.00	\$ 5,503.00	\$ 5,503.00	\$ 6,000.00	\$ 6,000.00	\$ 5,099.00	\$ 5,099.00	\$ 10,000.00	\$ 10,000.00
b	6'-8' Deep	2	EA	\$ 4,965.00	\$ 9,930.00	\$ 6,000.00	\$ 12,000.00	\$ 6,518.50	\$ 13,037.00	\$ 6,500.00	\$ 13,000.00	\$ 5,099.00	\$ 10,198.00	\$ 12,000.00	\$ 24,000.00
4	Concrete Collars	2	EA	\$ 1,000.00	\$ 2,000.00	\$ 630.00	\$ 1,260.00	\$ 703.00	\$ 1,406.00	\$ 1,400.00	\$ 2,800.00	\$ 1,650.00	\$ 3,300.00	\$ 3,000.00	\$ 6,000.00
5	8"x 6" Ductile Iron CL 350 Service Wye Tee w/ Protecto 401 Coating	4	EA	\$ 2,407.50	\$ 9,630.00	\$ 2,200.00	\$ 8,800.00	\$ 2,751.00	\$ 11,004.00	\$ 2,700.00	\$ 10,800.00	\$ 4,455.00	\$ 17,820.00	\$ 3,000.00	\$ 12,000.00
6	6" SDR 26 PVC Service Line	60	LF	\$ 20.00	\$ 1,200.00	\$ 82.00	\$ 4,920.00	\$ 111.25	\$ 6,675.00	\$ 177.00	\$ 10,620.00	\$ 31.00	\$ 1,860.00	\$ 100.00	\$ 6,000.00
7	Connect to Existing Sewer	1	LS	\$ 900.00	\$ 900.00	\$ 5,950.00	\$ 5,950.00	\$ 2,216.00	\$ 2,216.00	\$ 5,500.00	\$ 5,500.00	\$ 6,050.00	\$ 6,050.00	\$ 10,000.00	\$ 10,000.00
8	Pavement Replacement	15	SY	\$ 100.00	\$ 1,500.00	\$ 540.00	\$ 8,100.00	\$ 204.13	\$ 3,061.95	\$ 750.00	\$ 11,250.00	\$ 264.00	\$ 3,960.00	\$ 300.00	\$ 4,500.00
9	Project Allowance	1	LS	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00	\$ 8,500.00
TOTAL BASE BID				\$ 97,705.60		\$ 132,330.00		\$ 145,310.95		\$ 155,170.00		\$ 161,007.00		\$ 187,800.00	

*Highlighted amounts depict the corrected cost, different from the Contractor's Original Bid Form (due to miscalculation)





PORTLAND

Department of Utilities

Call 811 Before You Dig!
Portland, Tennessee

CITY OF PORTLAND

MEGAN HEISLER, P.E. – UTILITIES ENGINEER

100 SOUTH RUSSELL STREET

PORTLAND, TENNESSEE 37148

Telephone 615-323-1437

Email Address: mheisler@cityofportlandtn.gov

August 8, 2024

Mr. Bryan Price, Director of Utilities
City of Portland
100 S Russell Street
Portland, TN 37148

**RE: RECOMMENDATION OF AWARD
CITY OF PORTLAND, TENNESSEE
2024 SANDYE AVENUE SEWER PROJECT**

Mr. Price:

On Wednesday, August 7, 2024, at 2:00 p.m. CST, six (6) separate sealed bids were received for the subject project referenced above. Perdue Trucking and Excavating was the apparent low bidder with a total bid amount of \$97,705.60.

The certified bid tabulation is attached for your use and a summary of the six (6) bids are shown below for your reference. The Contractor has met and delivered all required documentation as prescribed in the approved bid documents. Based on our findings, it is recommended that the Board of Mayor and Aldermen (BOMA) consider awarding this contract in the amount of \$97,705.60 to Perdue Trucking and Excavating, as the successful, responsive, low bidder.

Bidder	Bid Amount
Perdue Trucking and Excavating	\$97,705.60
Infinity Pipeline, Inc.	\$132,330.00
Stewart Richey Construction, Inc.	\$145,310.95
Scott & Ritter, Inc.	\$155,170.00
Cumberland Pipeline, LLC	\$161,007.00
Turnin' Trax Group, Inc.	\$187,800.00

If you have any questions or require additional information, please, feel free to contact me.

Sincerely,

Megan Heisler, P.E.
Utilities Engineer



RESOLUTION

City of Portland, Tennessee

No. 24 - 60

A RESOLUTION TO RESCIND AND REPLACE RESOLUTION NO. 20-102 AND TO AUTHORIZE THE NEW GUIDELINES FOR NATURAL GAS SERVICE LINES

WHEREAS, The City of Portland deems it necessary to rescind and replace Resolution No. 20-102, approved on August 17, 2020, and to authorize the following new guidelines for natural gas service lines:

- Section 1. The Gas Meter shall be located on the property to be serviced.
- Section 2. The service line must be located on the property to be serviced or in a dedicated private easement for the property to be served.
- Section 3. There shall be only one service line per trench excavated for the installation.
- Section 4. No private service lines shall be installed on public Rights-of-Ways.
- Section 5. The customer shall be responsible for all aspects of the installation of the service line, including compliance with all appropriate codes and regulations, proper line size for the project, proper materials, and proper installation of said service line.

WHEREAS, after careful consideration, this resolution has been approved by the Department of Utilities; and

NOW, THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen to rescind and replace Resolution 20-102 and to authorize new guidelines for natural gas service lines be approved; and

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

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Approved this day of

Resolution

City of Portland, Tennessee

No. 24 -

A RESOLUTION TO ~~AUTHORIZE NEW GUIDELINES FOR NATURAL GAS SERVICE LINES~~ RESCIND AND REPLACE RESOLUTION NO. 20-102 AND TO AUTHORIZE THE NEW GUIDELINES FOR NATURAL GAS SERVICE LINES

WHEREAS, The City of Portland deems it necessary to ~~authorize the new guidelines for natural gas service lines~~ to rescind and replace Resolution No. 20-102, approved on August 17, 2020, and to authorize the following new guidelines for natural gas service lines:

- Section 1. The Gas Meter shall be located on the property to be serviced.
- Section 2. The service line must be located on the property being served; ~~no extension of service lines on private easements are allowed~~ or in a dedicated private easement for the property to be served.
- Section 3. There shall be only one service line per trench excavated for the installation.
- Section 4. No private service lines shall be installed on public Rights-of-Ways.
- Section 5. The customer shall be responsible for all aspects of the installation of the service line, including compliance with all appropriate codes and regulations, proper line size for the project, proper materials, and proper installation of said service line.

WHEREAS, after careful consideration, this resolution has been approved by the Department of Utilities; and

NOW, THEREFORE BE IT RESOLVED by the Mayor and Board of the City of Portland that these guidelines for natural gas service lines be approved; and

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

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Approved this day of

RESOLUTION

City of Portland, Tennessee

No. 24 - 61

A RESOLUTION TO RESCIND AND REPLACE RESOLUTION NO. 20-103 AND TO AUTHORIZE THE NEW GUIDELINES FOR SEWER SERVICES LINES

WHEREAS, The City of Portland deems it necessary to rescind and replace Resolution No. 20-103, approved on August 17, 2020, and to authorize the following new guidelines for sewer service lines:

- Section 1. The first sewer cleanout must be installed at city right-of-way, but no more than 20 feet from said Right-of-Way for all new construction.
- Section 2. The city shall be responsible from the first sewer cleanout to sewer main.
- Section 3. There shall be only one service line per trench excavated for the installation.
- Section 4. No private service lines shall be installed on public Rights-of-Ways.
- Section 5. The customer shall be responsible for all aspects of the installation of the service line, including compliance with all appropriate codes and regulations, proper line size for the project, proper material, and proper installation of said service line.

WHEREAS, after careful consideration, this resolution has been approved by the Department of Utilities; and

NOW, THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen to rescind and replace Resolution 20-103 and to authorize new guidelines for sewer service lines be approved; and

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

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Approved this day of

Resolution

City of Portland, Tennessee

No. 24 -

A RESOLUTION TO ~~AUTHORIZE NEW GUIDELINES FOR SEWER SERVICE LINES~~ RESCIND AND REPLACE RESOLUTION NO. 20-103 AND TO AUTHORIZE THE NEW GUIDELINES FOR SEWER SERVICES LINES

WHEREAS, The City of Portland deems it necessary to ~~authorize the new guidelines for sewer service lines;~~ rescind and replace Resolution No. 20-103, approved on August 17, 2020, and to authorize the following new guidelines for sewer service lines:

- Section 1. The first sewer cleanout must be installed at city right-of-way, but no more than 20 feet from said Right-of-Way for all new construction.
- Section 2. The city shall be responsible from the first sewer cleanout to sewer main.
- ~~Section 3. The service line must be located on the property being served; no extension of service lines on private easements are allowed.~~
- Section 4. There shall be only one service line per trench excavated for the installation.
- Section 5. No private service lines shall be installed on public Rights-of-Ways.
- Section 6. The customer shall be responsible for all aspects of the installation of the service line, including compliance with all appropriate codes and regulations, proper line size for the project, proper material, and proper installation of said service line.

WHEREAS, after careful consideration, this resolution has been approved by the Department of Utilities; and

NOW, THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen to rescind and replace Resolution 20-103 and to authorize new guidelines for sewer service lines be approved; and

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

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Approved this day of

RESOLUTION

City of Portland, Tennessee

No. 24 – 64

A RESOLUTION TO RESCIND AND REPLACE RESOLUTION NO. 24-62 AND TO AUTHORIZE THE NEW GUIDELINES FOR WATER SERVICE LINES

WHEREAS, the City of Portland deems it necessary to rescind and replace Resolution No. 24-62, approved on August 5, 2024 and to authorize the following new guidelines for water service lines:

- Section 1.** The water meter shall be located on the property to be serviced, or in a dedicated private easement for the property to be served, not more than twenty (20) feet from the Public Right-of-Way.
- Section 2.** There shall be only one service line per trench excavated for the installation.
- Section 3.** No private service lines shall be installed on public Rights-of-Way.
- Section 4.** The customer shall be responsible for all aspects of the installation of the service line, including compliance with all appropriate codes and regulations, proper line size for the project, proper material, and proper installation of said service line.

WHEREAS, the City of Portland Department of Utilities has made recommendation; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the City of Portland that these guidelines for water service lines be approved; 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