BOARD OF MAYOR AND ALDERMEN
AGENDA for November 4, 2024

1. **Call to Order**
2. **Prayer and Pledge**
3. **Roll Call**
4. **Approval of Agenda**
5. **Presentation**
6. **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 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.
7. **Communications from Council Members**
8. **Mayor's Report**
9. **Consent Calendar**
   - **A.** Approval of Minutes from October 21, 2024.
   - **B.** Ordinance No. 24-66 –Second Reading - An Ordinance to enter into an agreement with Eagle Golf and Athletics, Inc. for construction of the irrigation system at Dogwood Hills Golf Course.
   - **C.** Ordinance No. 24-67 – Second Reading - An Ordinance to enter into an agreement with Perdue Trucking and Excavating for the 2024 Sanitary Sewer Point Repairs Project at various locations near S Broadway.
10. **Community Development – Alderwoman Megann Thompson**
11. **Finance – Alderwoman Penny Barnes**
    - **A.** Ordinance No. 24-68 – 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.
12. **Fire Department – Vice Mayor Jody McDowell**
13. **Human Resources – Alderwoman Penny Barnes**
    - **A.** Resolution No. 24-80 – A Resolution authorizing a new Vacation Accrual Policy for all full-time employees.
    - **B.** Resolution No. 24-81 – A Resolution authorizing the City to implement a new Compensation and Classification Policy.
14. **Legislative – Mayor Mike Callis**

15. Municipal Airport – Alderman Mike Hall

A. Ordinance No. 24-69 – First Reading – An Ordinance approving a contract between the Portland Airport Authority and the state of Tennessee Department of Transportation Aeronautics for contract participation in the South Apron Expansion.

16. Parks & Recreation – Alderman Brian Woodall

A. Ordinance No. 24-70 – First Reading – An Ordinance to enter into an agreement with Southern Floor, Inc for construction of the new sports flooring for Richland Gym.

17. Planning & Codes – Alderwoman Megann Thompson

18. Police Department – Alderman Drew Jennings

A. Resolution No. 24-79 – A resolution authorizing the use of License Plate Reader (LPR) cameras for the City of Portland.

19. Public Works – Alderwoman LaToya Holcomb

20. Utility Infrastructure – Alderman Brian Woodall

A. Ordinance 24-71 - First Reading - An Ordinance to approve a pass-through fee to be applied to all water bills for all water purchased for the City of Portland Water Distribution System.

B. Ordinance No. 24-72 – First Reading – An Ordinance to rescind and replace in its entirety Ordinance 23-61 with the following requiring all existing fire lines within the City of Portland water distribution system to be metered by January 31, 2025.

C. Resolution No. 24-75 - A Resolution authorizing the City to supplement its water supply long-term through the purchase of treated drinking water and install the necessary infrastructure.

D. Resolution No. 24-76 – A Resolution to rescind in its entirety Resolution 22-121 and replace with the members listed below for the Drought Management Group.

E. Resolution No. 24-77 – A Resolution authorizing change order #4 extending the contract times sixty (60) additional days with Cumberland Pipeline, LLC for the Masons tank 12-inch connector American Rescue Plan (ARP) Project.

F. Resolution No. 24-78 - A Resolution defining the work to be completed as part of the $5,000,000 American Rescue Plan Act (ARPA) Water Resource Protection Grant awarded March 7, 2024.

G. Discussion - Lead Service Line Inventory

H. Discussion - Amend Municiple Code 18-407

I. Discussion - Definition of "Development" and development offsite improvement vs fees.

J. Discussion - Sewer Consent Order

Adjournment

BOARD OF MAYOR AND ALDERMEN
MINUTES
October 21, 2024 at 5:00 PM

1. Call to Order
Mayor Mike Callis called the meeting to order at 05:02 PM.

2. Prayer and Pledge
Michael Carter led the prayer and pledge.

3. Roll Call
Present: Alderwoman Barnes, Alderman Hall, 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
Absent: Alderwoman Holcomb

4. Approval of Agenda

Motion to:	**Amend by adding Discussion of Bids under Parks & Recreation.**
By:	Alderman Jennings
Second:	Vice-Mayor McDowell
Yes:	Alderwoman Barnes, Alderman Hall, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall
Absent:	Alderwoman Holcomb

Motion (voice vote)

5. Presentation
- No Items

6. Public Comment Period

1. Matt Taylor did not speak - item not on the agenda.
2. Tim Keen spoke about the ARPA grants.

7. Communications from Council Members
- No one spoke

8. Mayor's Report

- Trick or Treat will be October 31st at Richalnd Park from 5 - 7 pm and at City Hall from 2 - 4 pm.
- We will be exploring underground springs for possible water source.
- Discussed that when looking water reservoirs, it is important to calculate their refill time.

9. Consent Calendar

Motion to:	**Approve**
By:	Alderwoman Thompson
Second:	Alderwoman Barnes
Yes:	Alderwoman Barnes, Alderman Hall, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall
Absent:	Alderwoman Holcomb

Motion Passed(voice vote)

A. Department Reports

DRAFT

B. Approval of Minutes from October 7, 2024, Council Meeting

C. Ordinance No. 24-59 –Second Reading - An Ordinance to repeal and replace ordinance 23-66 with this ordinance authorizing a new rate for Sanitation Services within the City of Portland.

D. Ordinance No. 24-60 –Second Reading - An Ordinance to repeal and replace ordinance 23-65 with this ordinance authorizing a base Stormwater rate of $7.00 for residential properties and a tier amount, based upon the $7.00 base rate, for Commercial and Industrial properties effective January 1, 2025.

E. Ordinance No. 24-61 – Second Reading - An Ordinance to rescind Resolution 19-54 and replace with a new rate structure for Natural Gas.

F. Ordinance No. 24-62 - Second Reading - An Ordinance to lower the total gallons used for the minimum water and sewer billing.

G. Ordinance No. 24-64 – Second Reading - An Ordinance to rescind and replace in its entirety Ordinance 22-67, the Developer's Agreement with Portland Commerce Center LLC, for the Stateline Commerce North phase 1, with the new owners, Portland Commerce Land 1 LLC, Developer's Agreement for the Gateway 65 Development in Robertson County, Tennessee.

H. Ordinance No. 24-65 –Second Reading - An Ordinance to amend Ordinance 24-04 and authorize the Mayor to enter into a Developer's Agreement with Steve Kirby on the Twin Lakes Residential Subdivision, which will include the installation of water, sewer, and Public Works improvements, located at 925 North Broadway in Portland, Tennessee.

10. Community Development – Alderwoman Megann Thompson

Alderwomand Thompson reviewed the Atlanta conference and the good contacts, that she and Sherry Ferguson attended.

11. Finance – Alderwoman Penny Barnes

- No Items

12. Fire Department – Vice Mayor Jody McDowell

A. Discussion - Fire Codes

- Vice-Mayor McDowell started the discussion about Fire Codes and the business trying to open in the city.
- Alderwoman Thompson requested Fire Chief Thornton and Johnny Morris speak.
- City Attorney Bradley advised that he, Chief Thornton and Johnny Morris met with the property owners and are working on the situation.
- Chief Thornton spoke about the Building Code that the city follows.

Motion to: **Suspend the Rules**
By: Alderman Hall
Second: None
Motion Failed (voice vote)

- Chief Thornton advised that anyone looking at doing a project inside the City needs to contact the City to have a developer meeting to avoid this type of situation.
- Mayor Callis advised he spoke with Ms. Harper and will be scheduling a developers meeting.
- Discussion continued about developments in Portland in older buildings.
- If owners do not agree with the requirements, they can appeal to the Construction Board of Appeals.
- Mayor Callis questioned if the Board would like to have someone speak about fire codes.

Motion to:	Suspend the Rules for Jane Harper to speak
By:	Alderman Jennings
Second:	Vice-Mayor McDowell
Yes:	Alderwoman Barnes, Alderman Hall, Alderman Jennings, Vice-Mayor McDowell, Ald Thompson, Alderman Woodall
Absent:	Alderwoman Holcomb

- Ms. Harper had questions about the water pressure required for fire lines.
- Director Bryan Price answered questions from Ms. Harper.

DRAFT

13. Human Resources – Alderwoman Penny Barnes

A. Discussion - Classification and Compensation Policy

- Director Hazel Johnson started the discussion about the draft that was sent to the Board.
- Discussion was held about salary employees inclusion in the draft.
- Mayor Callis reminded everyone the step-plan is new for the city and there may be instances needing adjustments as it is worked through.
- Mayor Callis requested the Board to review, contact Director Johnson if you have questions or suggest adjustments and be ready for Resolution at the next Council Meeting.
- Alderwoman Thompson felt that the first step needs to be reflected across the board.
- Alderwoman Barnes advised that typically exempt staff are not on a step-plan and would feel more comfortable having them based on performance.

B. Discussion - Vacation Benefit

- Director Johnson discussed the vacation benefit and where it fell on the wage study.
- A suggestion was made to start with 60 hours of vacation.
- The current vacation accrue schedule is not competitive.
- Suggest making it richer on the front end.
- The current personnel policy is being worked on and will be brought to the board for approval when completed.

14. Legislative – Mayor Mike Callis

- No Items

15. Municipal Airport – Alderman Mike Hall

- No Items

16. Parks & Recreation – Alderman Brian Woodall

A. Ordinance No. 24-66 – First Reading - An Ordinance to enter into an agreement with Eagle Golf and Athletics, Inc. for construction of the irrigation system at Dogwood Hills Golf Course.

Motion to:	**Approve**
By:	Alderman Woodall
Second:	Alderwoman Thompson
Discussion:	None
Yes:	Alderwoman Barnes, Alderman Hall, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall
Absent:	Alderwoman HolcombNone

Motion Passed(voice vote)

B. Discussion - Park Bid - add during Agenda Approval

- Director Jamie White discussed the two bid openings from Friday.
- The Splash Pad budget was around 2.3 million and lowest bid came in at 4.1.
- Director White wants to speak with grant coordinator to discussion possible solutions.
- Director Slusser is also asking about requesting extra funding from the grant.

17. Planning & Codes – Alderwoman Megann Thompson

- No Items

18. Police Department – Alderman Drew Jennings

- No Items

19. Public Works – Alderwoman LaToya Holcomb

- No Items

DRAFT

20. Utility Infrastructure – Alderman Brian Woodall

A. Ordinance No. 24-67 – First Reading - An Ordinance to enter into an agreement with Perdue Trucking and Excavating for the 2024 Sanitary Sewer Point Repairs Project at various locations near S Broadway.

Motion to:	**Approve**
By:	Alderman Woodall
Second:	Vice-Mayor McDowell
Yes:	Alderwoman Barnes, Alderman Hall, Alderman Jennings, Vice-Mayor McDowell, Alderwoman Thompson, Alderman Woodall
Absent:	Alderwoman Holcomb

Motion Passed(voice vote)

B. Discussion - ARPA Grants

- Director Price presented to the Board the option for the 5 million grant project.
- Director Price advised that if we don't use the grant, it will force a permit of the water plant sooner. He advised that eventually we will have to permit the plant.
- Greg of OHM advised to think about the long term and the more water you can produce, the less cost it would be. He advised the cost of purchasing water is double of what it is to produce.
- Director Price advised he has a letter from Army Corp of Engineers in 1981, stating the dam is insufficient, and the new engineer states the same.
- Mayor Callis advised the current dam structure needs to be repaired, even if the height is not raised.
- Mayor Callis advised the Collaborative Grant bid dates are; Gallatin - December 9th; Castalian Springs and Westmoreland - December 16th; Portland January 6th.

Adjournment

Motion to Adjourn by Alderman Hall; Second by Alderman Jennings;
Motion passed by voice vote to **adjourn at 6:50 pm.**

DRAFT

ORDINANCE

City of Portland, Tennessee

No. 24 - 66

Second Reading

AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH EAGLE GOLF AND ATHLETICS, INC. FOR CONSTRUCTION OF THE IRRIGATION SYSTEM AT DOGWOOD HILLS GOLF COURSE.

WHEREAS, the City of Portland deems it necessary to make improvements by constructing a irrigation system; and

WHEREAS, the City of Portland received and opened bids on October 4, 2024, are as follows:

1. Eagle Golf and Athletics, Inc. $937,404.00

WHEREAS, after careful consideration the bid from Eagle Golf and Athletics, Inc. has been recommended as best bid for the Irrigation System project; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland to enter in an agreement with as best bid for the Irrigation System, 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: October 21, 2024

Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 24 - 67

Second Reading

AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH PERDUE TRUCKING AND EXCAVATING FOR THE 2024 SANITARY SEWER POINT REPAIRS PROJECT AT VARIOUS LOCATIONS NEAR S BROADWAY.

WHEREAS, the City of Portland deems it necessary to complete point repair projects to reduce inflow and infiltration (I/I) and to be compliant with the Consent Order WPC16-0079 issued by Tennessee Department of Environment and Conservation (TDEC); and

WHEREAS, the City of Portland received and opened bids on October 2, 2024, from the following contractors; and

- Perdue Trucking & Excavating $ 194,150.00
- Long Branch Construction, LLC $ 254,346.00

WHEREAS, after careful consideration, the bid from Perdue Trucking and Excavating has been recommended as the best bid for the 2024 Sanitary Sewer Point Repairs 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 **$194,150.00** as the best bid for the 2024 Sanitary Sewer Point Repairs 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: October 21, 2024
Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 24 - 68

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	Streets	$ 100,000 (Parking lot and lighting)
	Police	$1,435,500 (Police building remodel)
	Police	$ 6,250 (LPR camera x 1)
	Golf	$ 238,000 (Irrigation)
IMPACT FUND		
Expenditures	Police	$ 7,900 (LPR cameras x 2)
	Police	$ 8,000 (Drone)
	Fire	$ 8,000 (Drone)

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

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

_____ _____

Mike Callis, Mayor Attest: Rachel Slusser, City Recorder

Passed First Reading:
Passed Second Reading:

RESOLUTION

City of Portland, Tennessee

No. 24 - 80

A RESOLUTION AUTHORIZING A NEW VACATION ACCRUAL POLICY FOR ALL FULL-TIME EMPLOYEES

WHEREAS full-time city employees will receive additional vacation accrual per the schedule below and new vacation accrual calculations will begin with each January 1 and are no longer based on the employee's anniversary hire date; and

New Hires Up To 1 Year

- Vacation hours will be pre-credited to the employee at hire using a pro-rated amount based on the month that the employee is hired in.
- Non-Public Safety and Exempt employees are calculated at 5 hours per month, Police are calculated at 5.375 hours per month, and Fire are calculated at 7 hours per month. These calculations are based on the standard work week hours for each category.
- Regardless of the hiring date in the employee's first calendar year, a new employee is considered to have completed a year on December 31st for the purposes of calculating vacation.
- No vacation time can be "cashed out" within the first 90 days of employment.

Vacation Hours Credit Examples:

- January Hire – non-public safety & exempt 60hrs / police 64.5hrs / fire 84hrs
- May Hire – non-public safety & exempt 40hrs / police 43hrs / fire 56hrs
- October Hire – non-public safety & exempt 15hrs / police 16.125hrs / fire 21hrs
- A "Non-Public Safety and Exempt" employee hired in January would be credited 60 hours of vacation and would be credited another 60 hours on January 1 of the following year.
- A Police & Fire Non-Exempt hired in November would be credited 10.75 hours (Police) and 14 hours (Fire), then on January 1 of the following year they would be credited another 64.5 Hours (Police) and another 84 hours (Fire).
- On completion of over a year of employment, employees will be credited with either 80hrs/86hrs/112hrs of vacation on the following January 1 using the schedule below based on their category as they begin their third calendar year *(2 year service credit time).*

Credited Service Time	Non-Public Safety and Exempt	Police Non-Exempt	Fire Non-Exempt
1 Year	60 Hours	64.5 Hours	84 Hours
2 Years	2 Weeks = 80 Hours	2 Weeks = 86 Hours	2 Weeks = 112 Hours
4 Years	3 Weeks = 120 Hours	3 Weeks = 129 Hours	3 Weeks = 168 Hours
8 Years	4 Weeks = 160 Hours	4 Weeks = 172 Hours	4 Weeks = 224 Hours
16 Years	5 Weeks = 200 Hours	5 Weeks = 215 Hours	5 Weeks = 280 Hours
28 Years	6 Weeks = 240 Hours	6 Weeks = 258 Hours	6 Weeks = 336 Hours

NOW THEREFORE, BE IT RESOLVED that the Mayor and Board of Aldermen of the City of Portland do hereby authorize a new vacation accrual schedule for full-time City employees; and

BE IT FURTHER RESOLVED that the Resolution shall become effective January 1, 2025, 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 – 81

A RESOLUTION AUTHORIZING THE CITY TO IMPLEMENT A NEW COMPENSATION AND CLASSIFICATION POLICY

WHEREAS, the City Council requested and received a compensation and classification study; and

WHEREAS, the Human Resource Department will administer a new policy based on the study as outlined in Appendix A to begin January 1, 2025; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen that the City of Portland, Tennessee, adopts a new compensation and classification policy.

_____ _____

Mike Callis, Mayor Attest: Rachel Slusser, City Recorder

Approved this day of

Appendix A – Resolution 24-81

City of Portland
Compensation and Classification Policy

1. Purpose

This policy provides guidelines for the administration of employee wages and salaries, including starting pay rates, pay increases, promotional increases and other salary adjustments.

2. Policy Objectives

This policy is intended to promote the following:

- Ensure competitive pay practices to allow the City of Portland to effectively compete in the
  labor market for the talent needed to serve the needs of citizens.
- Ensure fair, consistent and unbiased treatment of employees relative to pay administration.
- Ensure City pay practices support career paths and employee development.
- Ensure City payroll expense complies with City budgetary constraints.

3. Compensation Strategy

To ensure the City of Portland is able to attract and retain employees with the desired knowledge, skills and abilities needed to serve the citizens and customers of the City of Portland. This pay plan is designed to provide employee compensation according to the average of the labor market.

4. Responsibility for Policy Administration

The Human Resources Director, the Finance Director and all other Department Heads are responsible for consistent application of the policy.

5. Job Descriptions

A written job description will be maintained for each authorized position. Job descriptions will follow a prescribed format. Job descriptions will be updated annually (or as needed) when performance evaluations are conducted. Department Heads are responsible for maintaining and submitting accurate job descriptions to the Human Resources Department.

6. Market Rates and Pay Grades

A. Market Rates: The City's pay plan reflects a market driven approach to establishing pay rates for City employees. Accordingly, a Market Rate is defined for each job. The Market Rate is a guideline for the administration of compensation for each job.

- The Market Rate is determined from labor market data, from local government, and general business and industry. For most jobs, the Market Rate is the average of two numbers:
  - The pay rate representing the median of the local government labor market data for the job, and
  - The pay rate representing the median of the labor market data from general business and industry for the job.
- For jobs found only in other municipalities (such as Police and Fire), the "Market Rate" that the City uses in the Pay Plan is the median of the local government data.

B. Pay Structure: The City of Portland Pay Structure is comprised of 30 Pay Grades, each with a corresponding set of 19 pay steps for hourly; and pay ranges for salary exempt. The pay steps are designed to be annual pay adjustments based on satisfactory performance of job duties and funding.

7. Assignment of Jobs to Pay Grades

Each job is to be assigned to the Pay Grade for which the pay range midpoint best matches the Market Rate for the job. Exceptions may be made if strategic business considerations dictate that certain positions (not employees) should be valued differently than their market value. Such exceptions must be approved by the Human Resources Director and the Finance Director, based on the recommendation of the corresponding Department Head.

8. Adjustment of Pay Structure

The entire Pay Structure is subject to review on a periodic basis by the Human Resources Director and the Finance Director. The entire pay structure may be adjusted periodically as necessary to ensure that the City's pay practices remain competitive with changes in labor market conditions. If a review is proposed and deemed to be appropriate by the Board of Mayor and Aldermen, the following steps will be analyzed:

1. Gathering comparative salary data for approximately 20 to 30 selected benchmark jobs from, when possible, the same sources representing the same benchmark employers used for the pay study conducted to develop the pay plan.
2. Comparing market salary data obtained for each benchmark job with the corresponding City of Portland Pay Grades, Pay Steps, and Pay Ranges.
3. Determining the required adjustment to the City Pay Steps/Ranges to ensure that each Pay Grade will more accurately approximate the Market Rates of jobs in each Pay Grade. Normally, if an adjustment is needed, this is accomplished by increasing all Pay Steps/Ranges by some common percentage.
4. Evaluating the City's ability to pay and, if necessary, adjusting the percentage determined in step 3 above as appropriate.

5. Alternatively, or in combination with 3 and 4 above, if the Pay Structure needs to be adjusted it can be adjusted by eliminating step 1 and adding a new step above the old top step, and expanding ranges.
6. In lieu of steps 1 and 2, the Human Resources Director and Finance Director may review available published data from MTAS or local employers to make a recommendation that maintains competitiveness of the City's pay structure.

Based on the above analysis, the Human Resources Director will recommend to the Finance Director and the City Council the type of adjustment needed.

Note: Normally changes in the cost-of-living are not the basis for an adjustment to the entire pay structure. To be competitive in the labor market, the City must track the actual cost of labor (i.e., prevailing wage and salary levels).

9. New Hire Rates of Pay

- Pay Step 1 or minimum Pay Range for a job classification is the normal hiring rate, except when the new hire has significantly more training or experience than specified in the position job description, or when unusual circumstances (such as inability to fill the position at the hiring rate or regulatory requirements) warrant employment of an individual at a higher Step, or higher placement in a range, for that classification. Such an exception must be approved by the Human Resource Director, Finance Director, and the Mayor.
- The hire rate for a new employee with no equivalent and/or relevant level experience is typically the minimum of the pay plan to which the job classification is assigned. However, if the new employee has relevant experience, the new employee may start at no more than 85% of market value for the salary range of the job position. Any rate above the 85% will need documentation from the hiring director with approval from Human Resources and final approval of the Mayor.
- New hiring rates (or re-hires) for employees that have directly relevant experience and/or experience may have a beginning pay at no more than 85% of the market point for the salary range of the job position. Any rate above the 85% will need documentation from the hiring director with approval from Human Resources and final approval of the Mayor. Employees who have left the City and have been officially terminated will be re-hired using this formula and will not be rehired at the previous salary. Re-hires who have left the City's employ will be considered using the same formula as new hires.
- Internal equity is an important consideration in filling a vacant position. Before a salary offer is made, Human Resources will also consider the current salaries, level of education, relevant licenses/certifications, and length of service in the same/similar job class or classes of current incumbents.
- It is the policy of the City to make every effort to avoid inverted salary relationships by bringing in newly hired employees at a salary that does not exceed the current salaries of comparably placed existing employees in the same/similar job class. The hiring director (Department Head) may additionally consider a higher salary offer if the open position is determined to be a "hard to fill" position. "Hard to fill" positions will be determined by the Human Resources Department and will be based on the length of time the position has

remained unfilled, the difficulty to recruit, the "mission critical" nature of the work and the market conditions of the position, at the time of a vacancy.

- For Directors or Assistant Director level positions, the qualifications of the applicant and/or the needs of the City should include the discretion to hire anywhere within the range. However, consideration should still be given to existing salaries of other employees who are in directly comparable leadership positions.
- A department head desiring to employ an applicant to start at a pay rate above the currently budgeted payroll amount for that position must submit a written justification to the Human Resources Director for consideration. The Human Resources Director will then submit a recommendation to the Finance Director for approval.
- The current pay rates, qualifications, and skill levels of existing job incumbents should be carefully considered before a new employee is hired above the initial step/range to avoid wage compression.

10. Pay Adjustments

A. Annual Increases: Annual increases reward employees for continued service and reflect employees' increasing job knowledge and skills.

B. Eligibility: All regular full-time and regular part-time non introductory period employees employed before May 1st of the current calendar year, provided their performance evaluation is in the "acceptable" range or higher, are eligible for Council approved pay increases; and will be effective with the first payroll period beginning after July 1st each year. Employees in their 90-day introductory period will not be eligible for an increase until the end of their introductory period. Employees hired after May 1st will not be eligible for increase until the following year's annual increase period.

C. Annual Step Increase Budget: Each year, the City of Portland's City Council will consider authorizing the funding of step increases for all eligible employees. The cost of funding step increases will be included in the various fund budget proposals. Approval of the funding of step increases will depend on availability of funds to do so. If funding is unavailable, or if funding is less than a normal step increase, then employees would remain at their current step plus any approved increase that was less than a full step increase. Example: If budget approved funding only allows for a 1% increase, then the entire pay structure would be adjusted, and employees would remain at the previous step.

D. Exempt Salaried Employees: Under the previous police and fire step plans, exempt salaried public safety personnel were not placed on the step plan, but were placed within ranges according to classification. The new pay structure will assign pay ranges for all exempt salaried employees according to classification instead of the steps. The new ranges will begin with the previous minimum for that position based on the 2022 wage study, and end with a new maximum based the 2024 wage study.

a. Example: Current minimum salary for Airport Director is $50,138 and the maximum salary under the new study is $89,398. Therefore, the new range for the Airport Director would be Min: $50,138 Mid: $69,768 Max: $89,398

Ranges will be reviewed for market relevance and changes to the pay structure that applies to the pay plan as a whole. Direct supervisors will evaluate performance, current salary, length of service, increased level of duties, and previous hiring conditions when considering possible wage increases. The HR Director and the Finance Director will be consulted on any possible increases to ensure proposed increases are merited, and that funding is available. Salaried employees are eligible for across-the-board increases that may be approved by the Council for all employees.

E. Certifications and Degrees: Add-on certifications and degrees not required for a specific pay grade, such as obtaining an add-on CDL certification, would receive a one (1) step increase. Non-required certifications and degrees would need prior approval through the HR Director before being considered for training-based increases.

11. Performance Evaluations

- All employees eligible for an increase at the beginning of each fiscal year (around July 1) must have received a written performance evaluation. Performance evaluations are to be completed by May 1st and are to be submitted to the Human Resources Department.
- This annual evaluation is to be completed by the supervisor using prescribed forms and is to be discussed with the employee after approval of the Department Head. (Note: New hires are to receive a performance evaluation after completion of their introductory period.)
- Employees receiving an overall "Does Not Meet Standards" rating are not eligible to receive an increase on July 1st. Such employees will be re-evaluated after 60 days but will not be eligible for an increase until the next fiscal year (the following July 1st), provided their performance has improved to "Meets Standards".

12. Pay Increases

A. Positive Recommendation: All eligible employees who receive a "Meets Standards" rating or better will be eligible to receive the Pay Increase effective around July 1 each year, subject to available funds.

B. Pay Increases - Employees on Leave of Absence: Employees on approved medical, FMLA, or disability leave of absence on July 1 will be eligible to receive the approved pay increase, provided their recent performance evaluation was in the "Meets Standards" range or higher. For employees on approved medical, FMLA, or disability leave of absence for whom a performance evaluation was not completed, completion of the performance evaluation and eligibility for an approved pay increase will be postponed until their return to active employment (pay increases, if any, will be made retroactive to the effective date of the increase).For approved non-FMLA personal leave, appraisals and eligibility for pay increases will be postponed until return to active employment.

C. Topped Out Employees: Each year around July 1st, each employee whose pay rate equals the top pay step for the employee's job will be eligible for a lump sum payment equal to the last effective step increase; and will be eligible for other pay structure increases that may be approved by the Council, provided that job performance standards are met.

D. Promotional Increases: Placement of an individual in a job which is in a Pay Grade that is higher than the individual's current Pay Grade will be considered a promotion. (Temporary job reassignments will not be considered a promotion.) All promotions must be approved by HR and the Mayor.

- At the time of the promotion, the individual's salary is to be adjusted to reflect the increased demands and responsibility of the new position per the pay plan.
- Salaries of other incumbents (if any) already in the new position and the promoted individual's credentials will be considered in determining the amount of the promotional adjustment.
- Promotional increases may consider several factors such as market rates for hiring outside candidates, equitable pay for internal candidates with equivalent experience, or other relevant factors.
- Promotional increases shall not be less than the Pay Step representing at least a 5% pay adjustment; and should follow a consistent pattern to avoid wage compression. Example: An employee currently in Grade 8 on Step 6 being promoting to Grade 9 should be placed on Step 5, so if the position is moving up one paygrade, it will simultaneously move back one step per grade increase, etc.

E. Temporary Promotions: An employee assigned to perform work of a position in a higher Pay Grade is eligible for out of class pay. The following conditions must be met for the employee to receive out-of-class pay:

1. The employee must perform substantially all the essential duties of the higher-level position, and
2. The employee must have the skills and abilities to perform the job duties of the higher-level position as specified above, whether obtained through training or prior experience or both, and
3. The higher-level work is required due to an unanticipated significant temporary increase in workload or illness/injury incurred by an incumbent in the higher-level job.

Note: The pay rate at which the employee will be compensated will be determined as in Section 12(D) "Promotional Increases" above.

13. Reassignments, Reclassifications and Equity Adjustments

A: Lateral Job Reassignments: Reassignment from one job to another in the same Pay Grade will be considered a lateral move. No immediate adjustment to pay will be made.

B: Reassignment to a Lower Pay Grade: There may be instances in which an employee is reassigned to a position in a lower Pay Grade. Additionally, employees may voluntarily ask to move to a job in a lower Pay Grade, perhaps through the job posting/bidding process. Whether or not a reduction in pay should occur in these situations depends on consideration of all of the following:

- How will the employee's pay rate compare with pay rates of other incumbents in the lower graded job or similar jobs?
- How long has the employee been in the former job?
- Are there transferrable skills?
- Where will the employee's pay rate fall in the new (lower) Pay Range?
- Was the reassignment related to the employee's performance or to a reduction in force or organizational change?

Note: Normally, the employee's pay rate will be reduced to be consistent with rates of pay of other incumbents in the new job who possess similar skills and tenure. Pay adjustments must be approved by the Human Resources Director, Finance Director, and the Mayor.

C. Re-Classification of Position: A job may be re-classified if warranted by significant changes in job responsibilities. To request a re-classification, department heads must submit a revised job description and completed request for re-classification to the Human Resources Director. The Market Rate of the job will be determined based on comparison of the job to available salary survey data. The job will be reassigned to a different Pay Grade if indicated by the new Market Rate for the job. Reclassification of a job to a higher Pay Grade normally would be treated as a promotion which must be approved by the Human Resources Director, Finance Director and the Mayor. Section B above would apply to re-classification of a job to a lower Pay Grade.

14. Budgetary Constraints

Nothing in this policy shall be construed as any guarantee of future pay increases. City management and the City Council will make every effort to ensure administration of wages and salaries are in a manner consistent with the intent of this policy, but any employee pay adjustments will be subject to availability of funds as determined in the budgeting process.

15. Policy Changes

In the event that discrepancies in the application of this policy are found, the HR Director will notify the Finance Director and the Mayor of the issues and whether or not the issues are minor or major. If minor adjustments are needed, the HR Director will present a possible solution to the Finance Director and Mayor that can be implemented on a staff level. If in the opinion of the HR Director that a known discrepancy requires a major change, the solution will be presented to the Council for appropriate changes. The HR Director will regularly monitor the application of this policy, and document any needed revisions.

ORDINANCE

City of Portland, Tennessee

No. 24 - 69

First Reading

AN ORDINANCE APPROVING A CONTRACT BETWEEN THE PORTLAND AIRPORT AUTHORITY AND THE STATE OF TENNESSEE DEPARTMENT OF TRANSPORTATION AERONAUTICS FOR CONTRACT PARTICIPATION IN THE SOUTH APRON EXPANSION.

WHEREAS the State of Tennessee Department of Transportation Aeronautics Division provides a contract for participation in the South Apron Expansion.

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland, that the participation in the project sponsored by the State of Tennessee Aeronautics Division is hereby approved so as to be an obligation of the Portland Airport Authority and the State of Tennessee, and

BE FURTHER ORDAINED by the Mayor and Board of Alderman of the City of Portland 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 - 70

First Reading

AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH SOUTHERN FLOOR, INC FOR CONSTRUCTION OF THE NEW SPORTS FLOORING FOR RICHLAND GYM

WHEREAS, the City of Portland deems it necessary to make improvements by constructing a new sports floor for Richland Gym; and

WHEREAS, the City of Portland received and opened bids on October 18, 2024, the bids are as follows:

1. Southern Flooring, Inc	$86,000.00
2. Sports Flooring, Inc	$121,878.51

WHEREAS, after careful consideration the bid from Southern Flooring, Inc is the recommended best bid for the Sports Flooring for Richland Gym 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 Southern Flooring, Inc in the amount of $86,000 as best bid for the Sports Flooring for Richland Gym, project; and

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

_____ _____

Mike Callis, Mayor Attest: Rachel Slusser, City Recorder

Passed First Reading:

Passed Second Reading:

RESOLUTION

City of Portland, Tennessee

No. 24 – 79

A RESOLUTION AUTHORIZING THE USE OF LICENSE PLATE READER (LPR) CAMERAS FOR THE CITY OF PORTLAND

WHEREAS, the Board of Mayor and Aldermen would like to utilize LPR cameras in the City of Portland; and

WHEREAS, LPR cameras shall be placed on various roadways in the City of Portland; and

WHEREAS, LPR camera placement will be determined by the Chief of Police.

NOW THEREFORE BE IT RESOLVED By the Mayor and Board of Aldermen of the City of Portland that the use of License Plate Reader (LPR) cameras in the City of Portland is approved.

BE IT FURTHER RESOLVED By the Mayor and Board of Aldermen 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 - 71

First Reading

AN ORDINANCE TO APPROVE A PASS-THROUGH FEE TO BE APPLIED TO ALL WATER BILLS FOR ALL WATER PURCHASED FOR THE CITY OF PORTLAND WATER DISTRIBUTION SYSTEM

WHEREAS, the City of Portland no longer has the capacity to support the water demand during peak times; and

WHEREAS, the City deems it necessary to purchase finished water to continue to provide service to all rate payers; and

WHEREAS, the City will implement a monthly pass-through fee that will be applied to every water bill across all rate structures. The pass-through fee shall be the total bill per month for all purchased water, plus any fixed monthly fees, divided by the number of active meters in the City of Portland's water system. The total gallons shall be collected at the end of every month and the pass-through fee shall be calculated monthly on the last business day of each month to be applied to the first billing that follows; and

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

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

_____ _____

Mike Callis, Mayor Attest: Rachel Slusser, City Recorder

Passed First Reading:
Passed Second Reading:

Pass Through Fee Calculation
PDU No. 0101-233
9/30/2024

Number of Active Meters* 8,100

White House Utility District

Month	Monthly Fixed Fee	Gallon Purchased	Rate per 1,000 gal	Pass-Through
January	$3,168	0	$4.160	$0.39
February	$3,168	0	$4.160	$0.39
March	$3,168	0	$4.160	$0.39
April	$3,168	0	$4.160	$0.39
May	$3,168	0	$4.160	$0.39
June	$3,168	0	$4.160	$0.39
July	$3,168	0	$4.160	$0.39
August	$3,168	216,407	$4.160	$0.50
September	$3,168	3,475,569	$4.160	$2.18
October	$3,168		$4.160	
November	$3,168		$4.160	
December	$3,168		$4.160	

Westmoreland

Month	Gallon Purchased	Rate per 1,000 gal	Pass-Through
January	0	$5.550	$0.00
February	1,590,817	$5.550	$1.09
March	0	$5.550	$0.00
April	0	$5.550	$0.00
May	370,337	$5.550	$0.25
June	2,446,539	$5.550	$1.68
July	413,248	$5.550	$0.28
August	396,852	$5.550	$0.27
September	3,479,285	$5.550	$2.38
October		$5.550	
November		$5.550	
December		$5.550	

Total Added per Month

Month	Total Monthly Fee
January	$0.39
February	$1.48
March	$0.39
April	$0.39
May	$0.64
June	$2.07
July	$0.67
August	$0.77
September	$4.56
October	$0.00
November	$0.00
December	$0.00

*Assumed will vary

Chemical Cost per 1,000 gal
PDU No. 0101-233
10/10/2024

Month	Cost/ 1,000 gallons	Finished production (per 1,000 gal)
Jan	$0.22	68,122
Feb	$0.20	59,888
March	$0.19	61,203
April	$0.20	62,014
May	$0.26	66,363
June	$0.19	65,372
July	$0.19	68,168
August	$0.17	70,033
Sept	$0.23	55,873

ORDINANCE

City of Portland, Tennessee

No. 24 - 72

First Reading

AN ORDINANCE TO RESCIND AND REPLACE IN ITS ENTIRETY ORDINANCE 23-61 WITH THE FOLLOWING REQUIRING ALL EXISTING FIRE LINES WITHIN THE CITY OF PORTLAND WATER DISTRIBUTION SYSTEM TO BE METERED BY JANUARY 31, 2025

WHEREAS, on April 17, 2023, the City of Portland received an Order from the Tennessee Water and Wastewater Financing Board ("the Board") for excessive water loss in Fiscal Year 2021 and on October 9, 2023 received notification from the Board of another Order for excessive water loss in Fiscal Year 2022; and

WHEREAS, the Board defines water loss as non-revenue water must be less than 40% and water loss is calculated by the total produced and/or purchased minus water sold; and

WHEREAS, the City's water loss was 41.5% for Fiscal Year 2021 and 42.7% for Fiscal Year 2022; and

WHEREAS it the City is required to lower water loss by TCA §§ 68-221-1009(a)(8)

> *In the case of public water systems, to investigate public water systems whose water loss as reported in the public water system's audit is excessive as established by rules promulgated by the Board and to require those public water systems to take appropriate actions to reduce water loss to an acceptable level as determined by the Board*; and

WHEREAS, all existing fire lines shall be required to install a meter as per the Department of Utilities Standard Detail W-20, except for the exemptions stated below; and

WHEREAS, a fire line meter will be exempt for existing non-profits and government/educational institutions; and

WHEREAS, the existing non-profits and government/educational institutions will not be required to install a fire line meter, but will be required to pay a percentage of the flat rate specified in Ordinance 23-72, as described below:

- Existing non-profits – 5% of the proposed flat fee, based on the fire line size
- Existing government/educational institutions – 15% of the proposed flat fee, based on the fire line size

WHEREAS, no connections or taps are allowed on fire lines for any other purpose than fire protection. If it is determined that taps are upon the existing fire line for purposes other than fire protection, the full flat monthly fee as per Ordinance 23-72 will be charged; and

WHEREAS, known customer-side leaks must be fixed within sixty (60) days; and

WHEREAS, fire lines will require regular inspections by City personnel to look for leaks; and

WHEREAS, Sprinkler testing/flushing company must supply number of gallons used during flushing for purpose of water loss report. If it is determined that the number of gallons for sprinkler testing/flushing are not reported, the full flat monthly fee as per Ordinance 23-72 will be charged; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland to require all existing fire lines within the City of Portland water distribution system to be metered by January 31, 2025, excluding existing non-profits and government/educational institutions; 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:

RESOLUTION

City of Portland, Tennessee

No. 24 – 75

A RESOLUTION AUTHORIZING THE CITY TO SUPPLEMENT ITS WATER SUPPLY LONG-TERM THROUGH THE PURCHASE OF TREATED DRINKING WATER AND INSTALL THE NECESSARY INFRASTRUCTURE

WHEREAS, the City has sought multiple options over multiple decades to supplement its drinking water needs and it has now been determined that the best option to begin receiving supplemental drinking water within 2-years is to install the necessary infrastructure to purchase treated drinking water long-term. The following are possible options, noting that project bids and rate studies would determine final customer cost:

Option A: The City in a collaborative effort with other utilities was successful in obtaining $28-million in federal funding to go towards a 23-mile treated water transmission line from Gallatin to Portland that would supply up to 2mgd to Portland. Current engineering estimates are showing a project funding shortfall of over $15-million (could be higher depending on project bids). Water obtained through this option would be purchased from the Castalian Springs-Bethpage Utility District (CSBUD), which indicated that cost per 1000gallons could possibly range from $24.03 (purchase 100,000g daily) to $6.93 (purchase 2mg daily) based on the amount of water purchased daily from CSBUD, and that there is the possibility of surcharges being added. This cost would be addition to a $15-million loan and depreciation cost that are needed to complete the grant, and it is unclear what final annual cost CSBUD would require Portland to pay until project bid cost and a rate study is completed. Portland would still be responsible for the cost, operation, and maintenance of all parts of the water distribution system that it controls.

Example: $15-million 30-year note @ 4.5% would require $912,000 of yearly debt service and possibly $375,000 of yearly depreciation over 40 years. In addition to water purchase, CSBUD would potentially bill the City annually for operation and maintenance, as well as capital improvement cost.

Note: This project would upgrade the water main along Hwy 52E. Any work done within this grant must be completed by September 30, 2026, and the project must start early 2025 to be constructed in time. It may be possible to use the ARPA grant to construct the water transmission line from Gallatin to furthest distance possible using only the existing $28-million, then allow Portland to complete the project outside of the grant.

Option B: The City received engineering cost estimates from Gallatin for a possible transmission line along Hwy109 that would deliver 3mgd at a cost of $30-million or 7mgd at a cost of $34-million. Since CSBUD stated that they purchase from Gallatin at approximately $5 per 1000gallons at a wholesale rate, the City would hope to have a similar price.

Example: $30-million 30-year note @ 4.5% would require $1,824,000 of yearly debt service plus depreciation of $750,000 yearly over 40 years. Unsure if other annual capital or

operation and maintenance cost would be billed to the City. Portland would still be responsible for the cost, operation, and maintenance of any parts of the water distribution system that it controls. Under Option 2 alternatives, the existing Hwy 52E water main would still need to be replaced, and final cost and depreciation liability would be determined by project bid and a new rate study.

Note: The Hwy 52E water main upgrade project could be built in phases, but the estimated cost for the approximate 9-mile water line could be around $10-million.

WHEREAS, at the direction of the City Council, the Utility Director and Finance Director will begin moving quickly to determine long-term cost, provide funding options, and if needed, the process for withdrawing from the ARPA grant depending on the direction taken by the Council; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Mayor and Aldermen that the City of Portland, Tennessee, has decided to supplement its water supply long-term through the purchase of treated drinking water and install the necessary infrastructure.

_____ _____

Mike Callis, Mayor Attest: Rachel Slusser, City Recorder

Approved this day of

RESOLUTION

City of Portland, Tennessee

No. 24 – 76

A RESOLUTION TO RESCIND IN ITS ENTIRETY RESOLUTION 22-121 AND REPLACE WITH THE MEMBERS LISTED BELOW FOR THE DROUGHT MANAGEMENT GROUP.

WHEREAS, the most current Drought Management Plan states for the Drought Management Group will be representative of the City's customer base and structured as follows:

1. A Member of the Board of Alderman
2. Director of Utilities
3. Utilities Engineer
4. Chief Water Treatment Plant Operator
5. Two (2) commercial account representatives
6. Two (2) residential account representatives

WHEREAS, terms of service shall generally be 3 years and staggered after initial DMG is established. However, individual members of the DMG may be reappointed at the end of their term, if they are willing to continue serving in such capacity; and

WHEREAS, the members of the Drought Management Group are as follows:

Name and Address	**Term of Appointment**
Alderman/Alderwoman _____	Expires November 8, 2027
Director of Utilities Bryan Price	Expires November 7, 2025
Utilities Engineer Megan Heisler	Expires November 8, 2027
Chief WTP Operator Tim Suddarth	Expires November 7, 2025
Commercial Account Kim Trupiano	Expires November 8, 2027
Commercial Account	Expires

Jim Donoho	November 7, 2025
Residential Account Pat Harrell	Expires November 8, 2027
Residential Account Joe Rewa	Expires November 7, 2025

NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the City of Portland to rescind and replace Resolutions 22-121, with the Drought Management Group listed above; 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 – 77

A RESOLUTION AUTHORIZING CHANGE ORDER #4 EXTENDING THE CONTRACT TIMES SIXTY (60) ADDITIONAL DAYS WITH CUMBERLAND PIPELINE, LLC FOR THE MASONS TANK 12-INCH CONNECTOR AMERICAN RESCUE PLAN (ARP) PROJECT

WHEREAS, the City of Portland is currently contracted with Cumberland Pipeline, LLC for the Masons Tank 12-inch Connector Project and final completion is four hundred twelve (412) consecutive calendar days, making the date for final completion October 27, 2024; and

WHEREAS, additional time is needed for the final completion due to unforeseen delays in the tie-in points of the project; and

WHEREAS, the City of Portland, Tennessee, is hereby approving Change Order #4 extending the contract time for an additional sixty (60) consecutive calendar days for final completion to the current contract. The revised contract time for final completion shall be four hundred seventy-two (472) consecutive calendar days, making the date for final completion December 26, 2024; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the City of Portland to approve Change Order #4 for the additional sixty (60) consecutive calendar days to the current contract time for the final completion with Cumberland Pipeline, LLC for the Masons Tank 12-inch Connector Project; 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

CHANGE ORDER NO. 4

Owner:	**City of Portland**	Owner's Project No.:	101-130
Engineer:	OHM Advisors	Engineer's Project No.:	0585-21-0070
Contractor:	**Cumberland Pipeline, LLC**	Contractor's Project No.:	23-07
Project:			
Contract Name:	**City of Portland Masons Tank 12-Inch Connector**		
Date Issued:	October 22, 2024	Effective Date of Change Order:	,2024

The Contract is modified as follows upon execution of this Change Order:

Description: This change order reflects the Owner's desire to increase the contract time by 60 days for the Final Completion Date. No change is being made to the substantial completion date.

Attachments: n/a

Change in Contract Price	**Change in Contract Times** [State Contract Times as either a specific date or a number of days]	
Original Contract Price:	Original Contract Times:	
	Substantial Completion:	270 days
$ $3,086,221.00	Ready for final payment:	300 days
[~~Increase~~] [Decrease] from previously approved Change Orders No. 1 to No. 3:	[Increase] [~~Decrease~~] from previously approved Change Orders No. 1 to No. 3:	
	Substantial Completion:	52 days
$ $610,877.00	Ready for final payment:	112 days
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:	
	Substantial Completion:	322 days
$ $2,475,344.00	Ready for final payment:	412 days
[Increase] [Decrease] this Change Order:	[**Increase**] [~~Decrease~~] this Change Order:	
	Substantial Completion:	0 days
$ n/a	Ready for final payment:	**60 days**
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:	
	Substantial Completion:	322 days 7/29/24
$ **$2,475,344.00**	Ready for final payment:	472 days 12/26/24

Recommended by Engineer:

By: Harrison Hilt

Name/Title: Harrison Hilt, Project Manager

Date: October 23, 2024

Accepted by Contractor:

By: Michael Ellison

Name/Title: Michael Ellison, President

Date: 10/23, 2024

Authorized by Owner/City of Portland:

By: _____

Name/Title: Mike Callis, Mayor

Date: _____, 2024

Approved by Owner/Sumner County, TN:

By: _____

Name/Title: John C. Isbell, Mayor

Date: _____, 2024

EJCDC® C-941, Change Order EJCDC® C-941, Change Order, Rev.1.
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RESOLUTION

City of Portland, Tennessee

No. 24 – 78

A RESOLUTION DEFINING THE WORK TO BE COMPLETED AS PART OF THE $5,000,000 AMERICAN RESCUE PLAN ACT (ARPA) WATER RESOURCE PROTECTION GRANT AWARDED MARCH 7, 2024

WHEREAS, the following items shall be included as part of the project:

- Improving the creek intake to 12 MGD
- New intake access road
- New air burst system to clean intake screen
- Upgrade existing raw water station to 12 MGD
- Three new 4.0 MGD raw water pumps
- New electrical and variable frequency drives (VFDs) for the raw water station
- New 400 KW generator for raw water pump station
- Improvements to the low head dam in West Fork Drakes Creek
- Improvements to the City Lake's intake structure

NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the City of Portland to approve the definition of the work to be completed as a part of the $5,000,000 ARPA Water Resource Protection Grant; 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

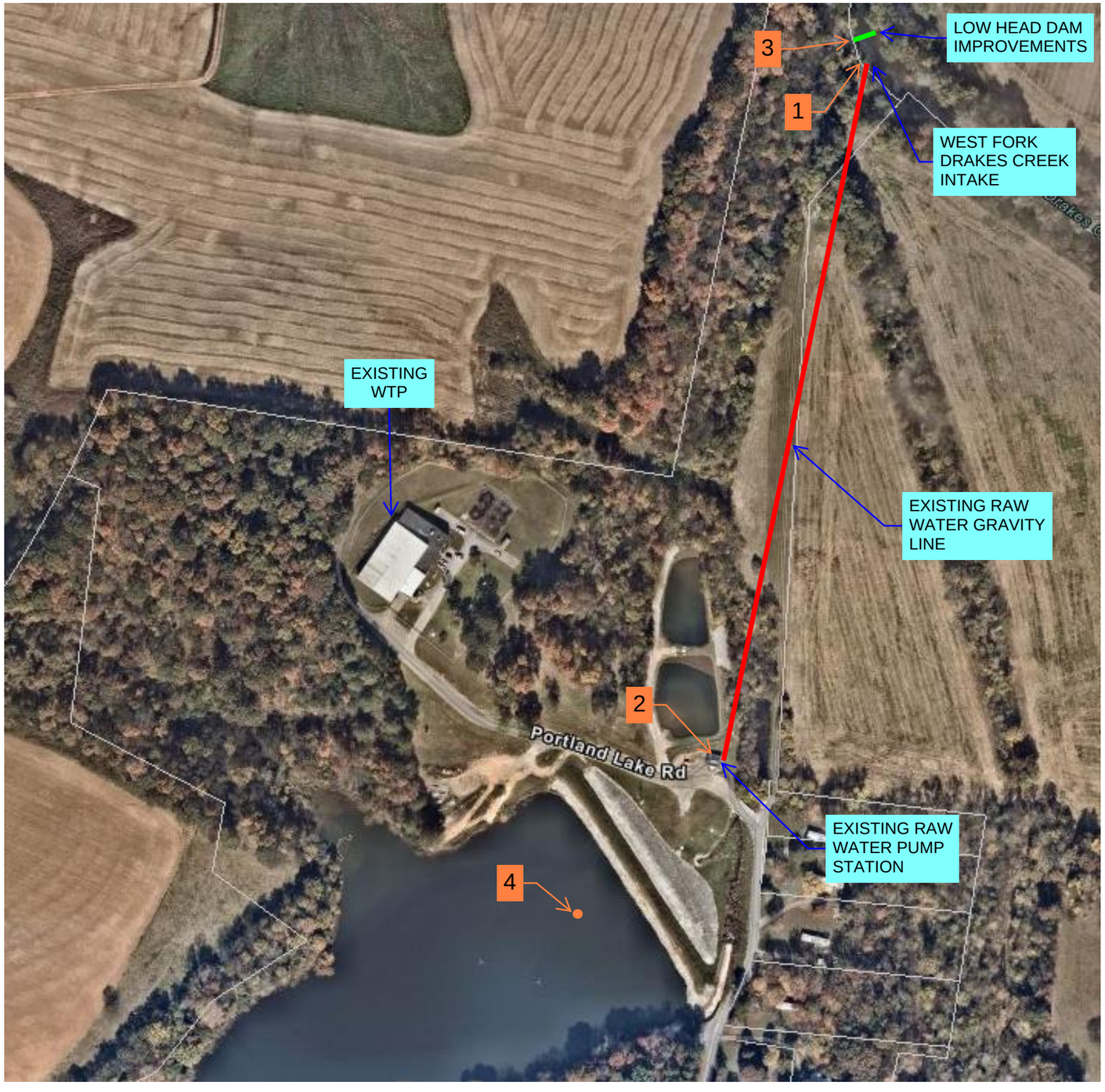
WATER RESOURCE PROTECTION GRANT
WTP IMPROVEMENTS
PDU NO. 0101-215
OCTOBER 17, 2024

OPTION 1 - TOTAL BUDGET $5,000,000
$5 MIL GRANT

1. IMPROVE INTAKE IN CREEK TO 12 MGD
   - A. INSTALL NEW SCREENS
   - B. NEW INTAKE ROAD
   - C. AIR BURST SYSTEM TO CLEAN INTAKE SCREEN
2. UPGRADE EXISTING RAW WATER STATION TO 12 MGD
   - A. 3 NEW 4.0 MGD PUMPS
   - B. NEW ELECTRICAL AND VFD DRIVES
3. LOW HEAD DAM IMPROVEMENTS TO MEASURE CREEK FLOW
4. IMPROVE CITY LAKE INTAKE STRUCTURE

THIS IS THE PLAN SUBMITTED IN THE ORIGINAL GRANT APPLICATION FOR A $5,000,000 BUDGET

$5 MILL BUDGET



PORTLAND
Department of Utilities
Call 811 Before You Dig!
Portland, Tennessee

CITY OF PORTLAND
DEPARTMENT OF UTILITIES
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone 615-323-1437

Potential Lead Exposure Risk Notice

Drinking Water System is required to notify customers, non-paying consumers, and any off-site owner of a property (e.g., landlord) when a service line that may cause elevated lead exposure is identified. The most recent service line inventory indicates that this property has been identified as having a drinking water service line made of:

- ☐ Lead
- ☐ Galvanized metal that may have been downstream of lead containing materials
- ☐ Unknown material

A service line is a portion of pipe that connects the water main to the building inlet. Ownership of the service line varies by water system, but the Water System service line is owned partially by the Water System (main distribution line to the meter) and partially by the property owner (from the meter to the building). This service line material has been identified in the Water System owned portion and in the property owner's portion.

Water System has developed a lead service line verification and replacement program. Information on this program is available at include website/upon request (include details) and in our annual Consumer Confidence Report. If you are planning to replace your service line, contact us at (123) 456-7890 prior to replacement so that we can coordinate our efforts. If your location has been identified as "unknown material," please contact us to learn how to verify the service line materials.

The most recent service line inventory is available to the public at our website and upon request at the Water System office located at 123 Street Road Circle Lane, City, TN 3####.

Sources of Lead Exposure

Lead is a common metal found in the environment. Although most lead exposure occurs when people eat paint chips and inhale dust, or from contaminated soil, the EPA estimates that 10 to 20 percent of human exposure to lead may come from lead in drinking water. Lead is rarely found in source water but enters tap water through corrosion of plumbing materials. Homes built before 1988 are more likely to have lead pipes, fixtures, and solder. However, new homes are also at risk: even legally designated "Lead-Free" plumbing may contain up to 8 percent lead. The most common source is brass and chrome-plated brass faucets and fixtures, which can leach significant amount of lead into water, especially hot water.

Health Effects of Lead Exposure

Exposure to lead in drinking water can cause serious health effects in all age groups. Infants and children can have decreases in IQ and attention span. Lead exposure can lead to new learning and behavior problems or exacerbate existing learning and behavior problems. The children of women

who are exposed to lead before or during pregnancy can have increased risk of these adverse health effects. Adults can have increased risks of heart disease, high blood pressure, kidney, or nervous system problems.

Ways to reduce exposure to lead with drinking water:

1) **Run your water to flush out lead.** Flushing the tap means running the cold-water faucet. It usually uses less than one gallon of water. If the water has not been used for several hours, run water for 15-30 seconds, or until it becomes cold, or until it reaches a steady temperature before using it for drinking or cooking. Flushing removes water that may contain lead from the plumbing lines.
2) **Use cold, flushed water for cooking and preparing baby formula.** Because lead from lead-containing plumbing materials and pipes can dissolve into hot water more easily than cold water, never drink, cook, or prepare beverages including baby formula using hot water from the tap. If you have not had your water tested or if you know that lead-containing materials and pipes exist within your home, it is recommended that bottled or filtered water be used for drinking and preparing baby formula. If you need hot water, draw water from the cold tap and then heat it.
3) **Do not boil water to remove lead.** Boiling water will not reduce lead; however, it is still safe to wash hands, dishes, shower, water plants, do laundry, etc..
4) **Look for alternative sources or treatment of water** if you are concerned about contaminants. You may want to consider purchasing a water filter or bottled water. Read the packaging to ensure the filter is approved to reduce lead or contact NSF International at 800-NSF-2010 or www.nsf.org for more information on performance standards for water filters.
5) **Options to get your child tested if lead or lead/galvanized lines are present.** Visit the Tennessee Department of Health to learn more about children and lead or contact your healthcare provider to find out how you could get your child tested for lead if you concerned about lead exposure. https://www.tn.gov/health/health-program-areas/fhw/tn-clpp.html
6) **Get your water tested.** The following is a list of some Department approved laboratories in your area that will test your water samples for a fee (Insert names and phones numbers of at least **two** laboratories).
7) **Identify plumbing fixtures containing lead.** Although Tennessee law currently restricts the sale of plumbing fixtures not considered "Lead-Free," new brass faucets, fittings, and valves, even those advertised as "Lead-Free" may still contribute lead to drinking water.
8) **Replace plumbing or fixtures containing lead.** Physical modifications or disturbances may cause lead release. **If you are planning to replace your lead**

service line, contacts us at (123) 456-7890.

9) **Remove and clean aerators/screens on plumbing fixtures**. Over time, particles and sediment can collect in the aerator screen. Regularly remove and clean aerators screens located at the tip of faucets and remove any particles.

10) **Volunteer for Triennial Lead & Copper Tap Monitoring.** Water System periodically tests a portion of the residences as required by TDEC for lead and copper levels and other water quality parameters throughout the distribution system. **Participation in the sampling program is voluntary and free, but certain criteria must be met.** If you are interested in participating in this program, please call us (123) 456-7891.

11) **Water softeners and reverse osmosis units** will remove lead from water but can also make the water more corrosive to lead solder and plumbing by removing certain minerals; therefore, the installation of these treatment units at the point of entry into homes with lead plumbing should only be done under supervision of a qualified water treatment professional.

For more information on reducing lead exposure around your home/building and the health effects of lead, visit EPA's Web site at www.epa.gov/lead, call the EPA Safe Drinking Water Hotline at 800-426-4791, contact your health care provider, or reach out to the State of Tennessee Department of Environment and Conservation by mailing:

Lead and Copper in Drinking Water
Davy Crockett Tower, 9th Floor
500 James Robertson Parkway
Nashville, TN 37243-1204

This notice is sent to you by Water System
State Water System ID Number: TN000####

Phone: (123) 456-7890
Email: GeneralEmail@WaterSystem.org
Website: WaterSystemWebsite.org

18-407. Time for compliance. Any person who now has cross connections, auxiliary intakes, by-passes, or interconnections in violation of the provisions of this chapter, or it is determined that a cross-connection device is needed, shall be allowed a reasonable time within which to comply with the provisions of this chapter. After a thorough investigation of existing conditions and an appraisal of the time required to complete the work, the amount of time shall be designated by the ~~Superintendent~~ Director of the Portland Public Water System or the designated agent, depending on the degree of hazard, but in no case shall the time for correction exceed ~~thirty (30) days~~ ninety (90) days. (90 days maximum for low hazard, 14 days maximum for high-risk high hazards) The failure to correct conditions threatening the safety of the public water system as prohibited by this chapter and the Tennessee Code Annotated, § 68-221-711, within a reasonable time and within the time limits set by the Portland Public Water System shall be grounds for denial of water service. If proper protection has not been provided no more than ~~thirty (30)~~ ninety (90) days, the utility shall give the customer legal notification that water service is to be discontinued and shall physically separate the public water system from the customer's on-site piping system in such a manner that the two systems cannot again be connected by an unauthorized person subject to the right of a due process hearing upon timely request. The due process hearing may follow disconnection when the risk to public health and safety in the opinion of the ~~public works superintendent~~ Utilities Director, ~~or the water distribution supervisor~~ or the designated agent, warrant disconnection prior to a due process hearing. ~~Where cross connections, interconnections, auxiliary intakes, or by-passes are found that constitute an extreme hazard of immediate concern of contaminating the public water system, the management of the water supply shall require that immediate corrective action be taken to eliminate the threat to the public water system. Immediate steps shall be taken to disconnect the public water supply from the on-site piping system unless the imminent hazard(s) is (are) corrected immediately. (1980 Code, § 8-307, as amended by Ord. #04-05, Feb. 2004)~~

Based on the seriousness of the hazard and risk of contamination, the maximum allowable time for correction will no more than 90 days. Those sites deemed high risk high hazard are corrected within a maximum limit of 14 business days, preferably immediate correction. If the conditions do not satisfy the ordinance within (90), (14) days, water service will be discontinued.

In the case of backflow prevention devices on fire systems, the fire marshal shall be contacted before water service is discontinued, to prevent harm to anyone in case a fire occurred in a public building. The fire marshal can condemn the building, thus not allowing anyone to enter. Water service will not be allowed to the establishment until all corrections have been made and all conditions of the policy/ordinance have been satisfied.