



**BOARD OF MAYOR AND ALDERMEN
AGENDA for February 3, 2025**

1. Call to Order

2. Prayer and Pledge

3. Roll Call

4. Approval of Agenda

5. Public Hearing

- A.** Ordinance No. 24-63 – An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 817 South Broadway, (tax map 039b, Group A, Parcel 16.00) from RS-20 (Residential) to OPS (Office Professional Services).
- B.** Resolution No. 25-08 – A Resolution to annex property at 243 and 245 TGT Road, also identified as (Sumner County map 16 parcel 34.02 and 34.01) containing 2.15 +/- acres upon written consent of the owner and to adopt a plan of services.

6. Public Comment Period

In accordance with Tennessee Public Chapter No. 300 and City Resolution 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.** Department Reports
- B.** Approval of City Council Minutes from January 6, 2025
- C.** Resolution No. 25-04 – A Resolution to re-appoint three members to the City of Portland's Audit Committee.

10. Community Development – Vice-Mayor Megann Thompson

- A.** Resolution No. 25-13 - A Resolution authorizing a contract between the City of Portland, Tennessee and ____ as the City of Portland Retail Recruiter.

11. Finance – Alderman Vince Ellis

12. Fire Department – Alderman Jody McDowell

- A.** Discussion - Possible major fire scenarios
- B.** Discussion - Fire flow Clayton Homes Project

13. Human Resources – Alderman Vince Ellis

14. Legislative – Mayor Mike Callis

- A. Resolution No. 25-05 – A Resolution to confirm Tracy Kizer as City Recorder for the City of Portland.
- B. Resolution No. 25-06 – A Resolution requesting the General Assembly to amend the Private Act Charter of the City of Portland, Tennessee.
- C. Discussion - Resolution No. 24-21 - Public Recognition

15. Municipal Airport – Alderman Mike Hall

16. Parks & Recreation – Alderman Brian Woodall

- A. Resolution No. 25-07 - A Resolution authorizing change order #1 with OHM Advisors in the amount of \$69,750 for the Splashpad at Richland Park construction and bid documents revision and bidding phase services.

17. Planning & Codes – Vice-Mayor Megann Thompson

- A. Ordinance No. 24-63 – Second Reading - An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 817 South Broadway, from RS-20 (Residential) to OPS (Office Professional Services).
- B. Resolution No. 25-08 – A Resolution to annex property at 243 and 245 TGT Road, Sumner County Tennessee, containing 2.15 +/- acres upon written consent of the owner and to adopt a plan of services.
- C. Ordinance No. 25-02 – First Reading - An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 243 and 245 TGT Road, from County RA (Rural Residential) and RS-40 (Low Density Residential) to GCS (General Commercial Services).
- D. Discussion - Use and Occupancy Inspections

18. Police Department – Alderman Drew Jennings

19. Public Works – Alderman Brian Woodall

- A. Ordinance No. 25-05 – First Reading – An Ordinance authorizing the acceptance of the best bid for demolition, asbestos removal, disposal of building and parking lot prep located at 205 South Broadway Portland, TN 37148 (aka-Jenkins Building).
- B. Discussion - Stormwater Control Measure (SCM) maintenance

20. Utility Infrastructure – Alderman Charles Cole

- A. Ordinance No. 25-03 – First Reading – An Ordinance to amend Ordinance 22-14 (Portland sewer use Ordinance) to add a new fats, oils, and grease (FOG) Management Policy and Enforcement Response Guide (ERG) for food service establishments and grease waste haulers and rescind and replace the existing fog management program.
- B. Ordinance No. 25-04 – First Reading - An Ordinance to amend Section 205 of Title 18 of the City of Portland’s Municipal Code with the following language referencing the Grease Interceptor Requirements.

- C.** Resolution No. 25-09 – A Resolution authorizing waiving of the plans review fee for the Oak Grove Volunteer Fire Department located at 168 Blackey Bandy Road.
- D.** Resolution No. 25-10 – A Resolution authorizing change order #5 extending the contract time one hundred and twenty (120) additional days with Cumberland Pipeline, LLC for the Masons Tank 12-inch connector American Rescue Plan (ARP) Project.
- E.** Resolution No. 25-11 – A Resolution authorizing change order #5 extending the contract time ninety (90) additional days with Cumberland Pipeline, LLC for the Oak Hill Water System Improvements American Rescue Plan (ARP) Project.
- F.** Resolution No. 25-12 - A Resolution to approve change order #1 in the increased amount of \$9,000 and an addition of forty-four (44) days for contract times with Perdue Trucking & Excavating for the 2” service line replacement project.
- G.** Discussion - Sewer Consent Order Extension Request
- H.** Discussion - Natural Gas System - Possible incentives for expanding our natural gas customer base and which areas could we effectively do developer agreements for natural gas service.
- I.** Discussion - Resolution No. 23-83

Adjournment

ORDINANCE

City of Portland, Tennessee

No. 24 – 63

Second Reading

AN ORDINANCE TO AMEND THE CITY OF PORTLAND, TENNESSEE ZONING MAP BY REZONING 817 SOUTH BROADWAY, (TAX MAP 039B, GROUP A, PARCEL 16.00) FROM RS-20 (RESIDENTIAL) TO OPS (OFFICE PROFESSIONAL SERVICES)

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

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

WHEREAS, the Portland Municipal Planning Commission recommended approval of rezoning 817 South Broadway RS-20 (Low Density Single Family Residential) to OPS (Office Professional Services), by a vote of 8-0 at their September 10, 2024, meeting.

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

Section 1. That the property described herein be, and the same is hereby, rezoned from RS-20 (Low Density Single Family Residential) to OPS (Office Professional Services).

Approximately 0.67 +/- acres more or less, located at 817 South Broadway as shown on the attached map. *See exhibited A*

For reference, see in the Registers of Deeds Office of Sumner County, Tennessee, and being shown as: Record Book 6402, Page 381-383 in the Register's Office of Sumner County, Tennessee, and being shown as Map 039B, Group A, Parcel 016.00, for Sumner County, Tennessee.

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

Mike Callis, Mayor

Attest: City Recorder

Passed First Reading: October 7, 2024

Notice Published: Portland Sun- 12/17/2024; Portland Leader:12/18/2024

Public Hearing; February 2, 2025

Passed Second Reading:

EXHIBIT A:



RESOLUTION

City of Portland, Tennessee

No. 25 – 08

A RESOLUTION TO ANNEX PROPERTY AT 243 AND 245 TGT ROAD, ALSO IDENTIFIED AS (SUMNER COUNTY MAP 16 PARCEL 34.02 AND 34.01) CONTAINING 2.15 +/- ACRES UPON WRITTEN CONSENT OF THE OWNER AND TO ADOPT A PLAN OF SERVICES

WHEREAS, the owner has requested annexation of this property into the City of Portland corporate limits and said property is within the Urban Growth Boundary; and

WHEREAS, the owner will be responsible for the extension of any utilities; and

WHEREAS, the annexation will add no right-of-way to the city; and

WHEREAS, the Portland Municipal Planning Commission recommended approval of this Annexation and Plan of Services to the Mayor and Board of Aldermen by a vote of 9-0 at the January 14th, 2025 meeting.

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

Section 1. That Tennessee Code Annotated 6-51-102 authorizes the City of Portland to annex land at the request of the landowner when it appears that the prosperity of the municipality and the territory will be materially underachieving, and the welfare of the inhabitants and property endangered if the property is not annexed. The City of Portland hereby determined that the prosperity of the municipality and territory described herein will be materially underachieving and the welfare of the inhabitants and property endangered if the property is not annexed.

Section 2. That pursuant to Section 6-51-101 through 6-51-114, Tennessee Code Annotated, the property described herein be, and the same is hereby annexed into the City of Portland, Sumner County, Tennessee, and incorporated within the corporate boundaries thereof.

PROPERTY DESCRIPTION: Approximately 2.15 +/- acres more or less, located at 243 and 245 TGT Road, as shown on the attached map.

For reference, see Record Book 2169, Pages 580-581 in the Register's Office of Sumner County, Tennessee, and being shown as Map 16, Parcel 34.02 and 34.01 for Sumner County, Tennessee.

Section 3. This annexation is contingent upon City Council passing the 2nd reading rezoning for 243 and 245 TGT Road. That this ordinance takes effect 30 days from and after its final passage, the public welfare requiring it.

Plan for Serving the Annexation Area

1. **Police Protection**
Patrolling, radio response to calls, and other routine police services using the City's personnel and equipment will be provided on the effective date of the annexation.
2. **Fire Protection**
Fire protection by the present personnel and the equipment of the fire fighting force, within the limitations of available water and distances from fire stations, will be provided on the effective date of annexation.
3. **Gas, Water, and Sewer**
 - a. Gas - The City may require improvements by the owner as the property develops to ensure needed capacity is available.
 - b. Water - The City may require improvements by the owner as the property develops to ensure needed capacity is available.
 - c. Sewer - The City may require improvements by the owner as the property develops to ensure needed capacity is available.
 - d. Fire Hydrants - The City may require improvements by the owner as the property develops to ensure the needed capacity is available.
4. **Electric Service**
There are existing Cumberland Electric Membership Corporation power lines on this lot.
5. **Public Works**
 - a. Stormwater – Stormwater services will be available to this property in the same manner they are available to the rest of the City. Any improvements that must be completed as a result of development are the responsibility of the developer.
 - b. Sanitation – City sanitation services will be available at the time of annexation in accordance with existing City Ordinances.
 - c. Street and Right-of-Way Repair and Maintenance
 - i. This annexation adds no additional right-of-way to the City.
 - ii. The City and/or the County may require road improvements by the owner as the property develops.
6. **Schools**
This property is currently served by Sumner County School System.
7. **Inspection and Codes Enforcement**
All inspection and building/code enforcement programs existing within the City will be extended to the annexation areas on the effective date of the annexation.

8. Planning and Zoning
The zoning jurisdiction of the City will extend to the annexation areas upon the effective date of the annexation and all municipal planning activities will encompass the needs of the annexed areas.
 - a. The requested zoning for the annexation is GCS (General Commercial Services).
9. Animal Control
Services include pick-up of stray and/or dangerous animals. These services will be available to the annexation areas on the effective date of the annexation.
10. Voting Rights and City Elections
 - a. If an eligible voter's permanent place of residence is located in an annexed area, that voter is automatically eligible to vote in City elections.
 - b. If an eligible voter is in the category of a property rights voter, then that voter must register at the Election Commission Office prior to voting in a City election.

Notice of the Public Hearing was published in the Portland Sun on December 24,2024.

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

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

Mike Callis, Mayor

Attest: City Recorder

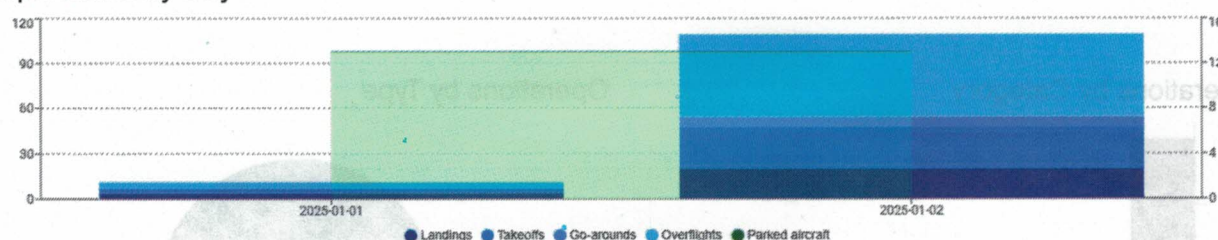
Approved this day of

1M5 - Douglas Hunter Field

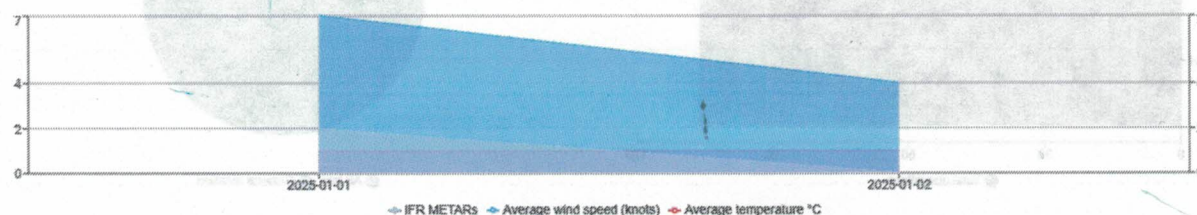
Operations Report for December 2024

Operations 120	Landings 24	Takeoffs 30	Go-arounds 7	Overflights 59
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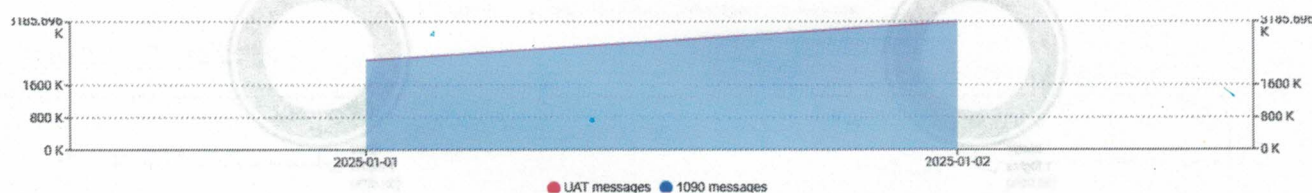
Operations by Day



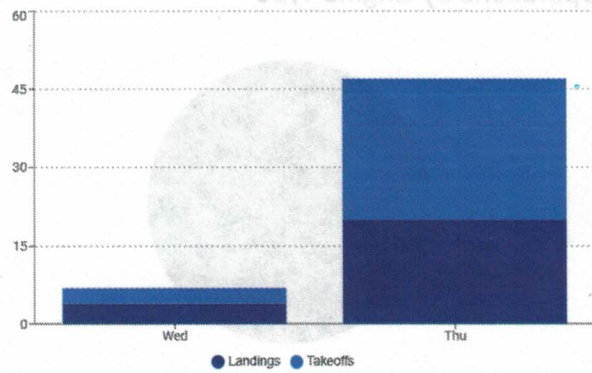
Weather Conditions



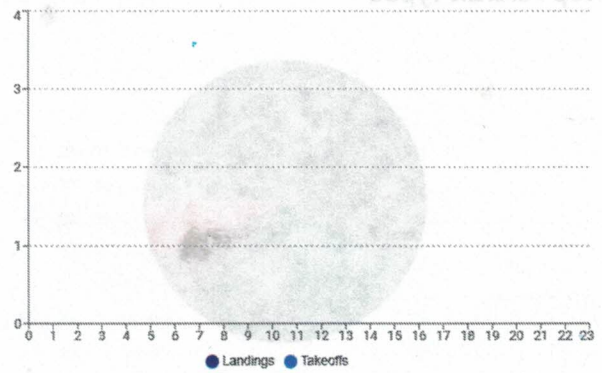
Receiver health



Operations by Day of Week

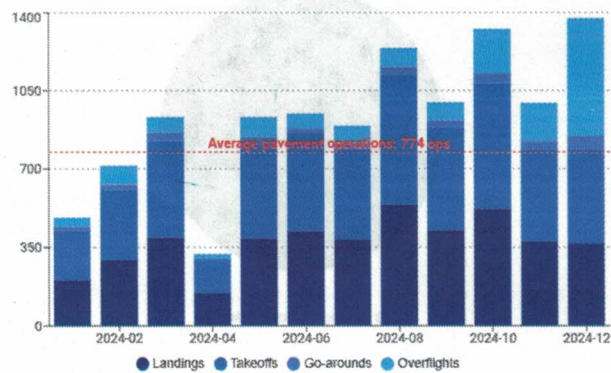


Operations by Hour



Historical Data

Landings and Takeoffs by Month



Busiest Days on Record

Rank	Date	Pavement ops	Aircraft
1	2024-11-16 (Sat)	123	18
2	2023-04-11 (Tue)	105	13
3	2023-09-13 (Wed)	103	15
4	2024-09-11 (Wed)	101	18
5	2024-10-10 (Thu)	98	16
6	2024-08-28 (Wed)	92	16
7	2024-10-19 (Sat)	89	14
7	2024-07-16 (Tue)	89	8
7	2023-03-29 (Wed)	89	15
7	2023-10-22 (Sun)	89	9

Fuel Sales for December

100 LL - \$10,495.58

Jet-A - \$8,181.00

Hangar Rent

Community 5 total \$125.00 each
\$625.00 for month of December

Old T-Hangars 10 total \$175.00 each
\$1,750.00 for month of December

New T-Hangars 20 total \$250.00 each
\$2,500.00 for month of December

BUSINESS OFFICE MONTHLY REPORT

DECEMBER 2024

Total Payments Received	9227	\$4,287,713
Utility Bills Processed	10,250	\$1,542,107
Total Service Orders Processed	559	

Total Customers by Service	
Water	8378
Sewer	4697
Gas	5354
Sanitation	4890
Stormwater	5133

New Service Connect/Disconnect	
Water Disconnected	105
Water Connected	80
Gas Disconnected	61
Gas Connected	51

Taps Sold Dec 2024		Taps Sold YTD 2024	
Gas	6	Gas	39
Water	4	Water	94
Sewer	1	Sewer	31

Leak Adjustments Processed	32
Pool Adjustments Processed	1

Municipal Court Findings	
Citations Suspended	12
Citations Dismissed	6
Defendants Found Guilty	58
Defendants Given Traffic Class	8

Business Licenses	
Active Licenses	574
New Licenses	3
Renewed Licenses	9
Active Mobile Food Vendors	18

Property Taxes Processed	
Bills Processed	3052
Amount Received	\$2,397,721
Property Taxes Collected YTD	
2022	99.50%
2023	97.80%
2024	49.70%
Tax Relief	
New & Existing Applicants YTD	222
Submitted to State Dec 2024	23
Payment Approved Dec 2024	21

Portland Building Codes Department
December 2024 Monthly Report

<u>PERMIT TYPE</u>	<u>No. of Permits</u>	<u>Amount</u>
Use & Occupancy Permits	3	\$ 105.00
Swimming Pool	-NA-	\$ -NA-
Plumbing	1	\$ 1,200.00
Mechanical	29	\$ 2,924.30
Stand Alone Building	3	\$ 1,050.42
Residential Building	-NA-	\$ -NA-
Fire Alarm / Fire Suppression	1	\$ 158.50
Commercial/Industrial	3	\$ 40,952.19
Plan Review	6	\$ 21,057.85
Demolition	1	\$ -NA-
Fire Works	-NA-	\$ -NA-
Moving	-NA-	\$ -NA-
TOTAL ALL PERMIT FEES	47	\$ 67,448.26
PORTLAND IMPACT FEE – PARKS		\$ -NA-
PORTLAND IMPACT FEE – POLICE		\$ 7,754.61
PORTLAND IMPACT FEE – FIRE		\$ 22,329.53
TOTAL – PORTLAND IMPACT FEES		\$ 30,084.14
GRAND TOTAL		\$ 97,532.40

Economic Development

2024 December Report

COMMERCIAL	• Developer Meetings 4 • Completed and posted RFP for Retail Recruitment Firm • Retail Recruitment Firm discussion
INDUSTRIAL	• Reviewed PILOT from Robertson County • Nashville Chamber lunch and tour in Portland • Toured Industrial Park with State and TVA
IDB	• Received 4 RFI's Returned 1 • Meeting with IDB attorney • Meeting with Robertson County IDB Chair and attorney • Robertson County IDB meeting
MISC	• Monthly meeting with State ECD & TVA – Tour Portland • Staff Meetings 2 one Goal Setting Session • Council Meeting 1 • TVA Rural Leadership Training 2 Days – Received Certification • Meeting with GNRC regarding BRC Grant • Sumner County EMA breakfast • Fire Extinguisher training • Filled board positions for Health and Facilities Board
COMMUNITY	• Volunteered Christmas Parade • Stopped by State Farm after ribbon cutting • Forward Sumner Community Discussion Meeting Temple Theater • Attended The Farmers Bank state presentation 100 years in TN



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

*As of December 31, 2024
Fiscal Year has elapsed - 50%*

	Amount	Unspent Committed Funds
GO Bond 2020	\$3,921,537	\$2,622,837
W/S Bond 2020	\$18,238,174	\$0

	12/31/2024	Board Passed Budget	% of Budget
GENERAL FUND			
Revenue			
Taxes & Licenses	4,765,974	10,213,000	46.7%
Planning & Codes	214,746	713,500	30.1%
Intergovernmental	947,219	2,422,000	39.1%
Miscellaneous	172,365	362,000	47.6%
Court	55,837	152,500	36.6%
Other Revenues	890,719	244,000	365.0%
Loan Proceeds - Other Fin Source	1,399,685	1,596,800	87.7%
Grants & Special Projects	17,883	1,772,800	1.0%
TOTAL	8,464,428	17,476,600	48.4%
Expense			
General Government	786,250	2,624,091	30.0%
Administrative & Mayor	217,487	382,095	56.9%
Human Resources	85,751	123,307	69.5%
Planning & Zoning	133,782	295,716	45.2%
Codes	99,601	158,353	62.9%
Court	41,948	88,810	47.2%
Police	2,282,889	4,439,278	51.4%
Fire	1,528,236	2,776,977	55.0%
Streets & Highways	576,837	1,446,088	39.9%
City Garage	95,137	171,915	55.3%
State Street Aid	110,738	480,000	23.1%
Animal Control	42,646	121,076	35.2%
Grants & Special Projects	327,573	6,795,100	4.8%
Golf Course	282,424	589,665	47.9%
Parks & Recreation	491,831	985,338	49.9%
Community Development	53,944	132,298	40.8%
TOTAL	7,157,073	21,610,107	33.1%

WATER & SEWER		12/31/2024	Board Passed Budget	% of Budget
Revenue				
	Revenue	6,508,767	13,727,000	47.4%
	TOTAL	6,508,767	13,727,000	47.4%
Expense				
	Water Plant	730,365	1,756,294	41.6%
	Water Distribution System	1,197,969	3,693,189	32.4%
	Grants & Projects	4,274,902	8,617,000	49.6%
	Sewer Collection	725,799	2,199,363	33.0%
	Sewer Plant	789,254	2,785,546	28.3%
	Business Office	233,267	548,960	42.5%
	Utility Administration	431,356	749,420	57.6%
	TOTAL w/ Bond	8,382,911	20,349,772	41.2%

		12/31/2024	Board Passed Budget	% of Budget
AIRPORT FUND				
Revenue		\$418,131	\$708,465	59.0%
Expense		\$624,954	\$708,302	88.2%

DRUG FUND				
Revenue		\$5,782	\$4,000	144.6%
Expense		\$0	\$13,000	0.0%

STORMWATER				
Revenue		\$635,616	\$880,000	72.2%
Expense		\$573,241	\$987,265	58.1%

SOLID WASTE				
Revenue		\$871,295	\$1,385,603	62.9%
Expense		\$563,467	\$1,225,494	46.0%

		12/31/2024	Board Passed Budget	% of Budget
IMPACT FEES				
Revenue				
	Parks	4,537	20,000	22.7%
	Police	14,893	15,000	99.3%
	Fire	42,447	7,500	566.0%
	Interest	13,410	0	
	TOTAL	\$75,286	\$42,500	177.1%
Expense				
	Parks	0	8,500	0.0%
	Police	7,981	15,900	50.2%
	Fire	33,620	33,639	99.9%
	TOTAL	\$41,601	\$58,039	71.7%
DEBT SERVICE - GENERAL FUND				
Revenue	Transfer from General Fund	\$0	\$990,767	0.0%
Expense		\$169,865	\$990,767	17.1%
GAS				
Revenue		1,771,371	6,478,000	27.3%
Expense		1,740,106	6,445,004	27.0%

Rachel Slusser, CMFO

GRANTS and PROJECTS

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
TDOT - 109 Bypass North
TDOT - 109 Bypass South

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

Value of Grants/Projects (without 109 Bypass)

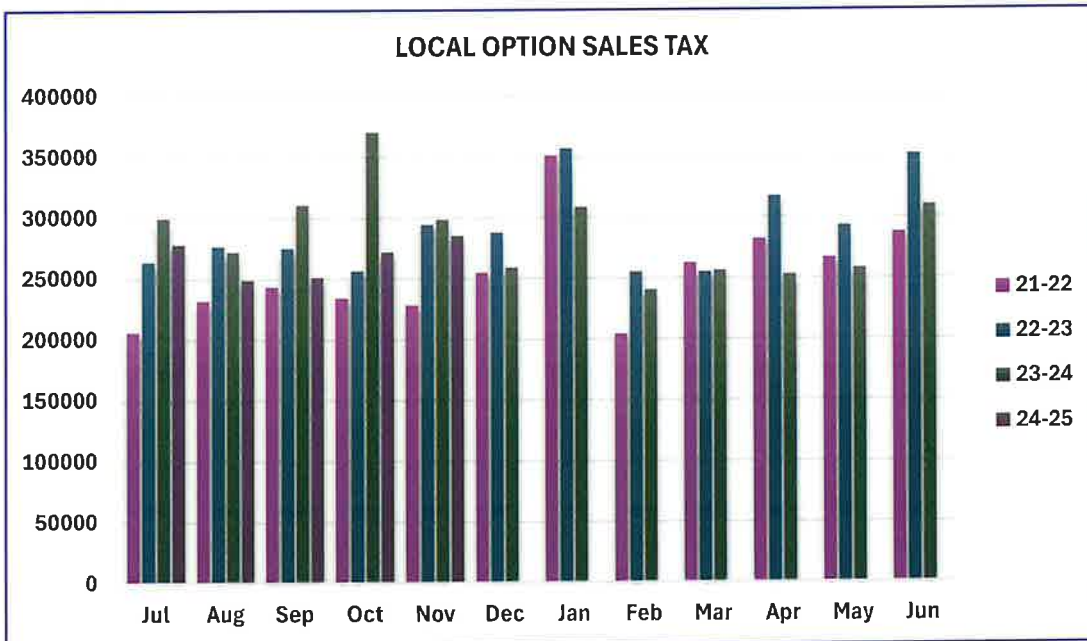
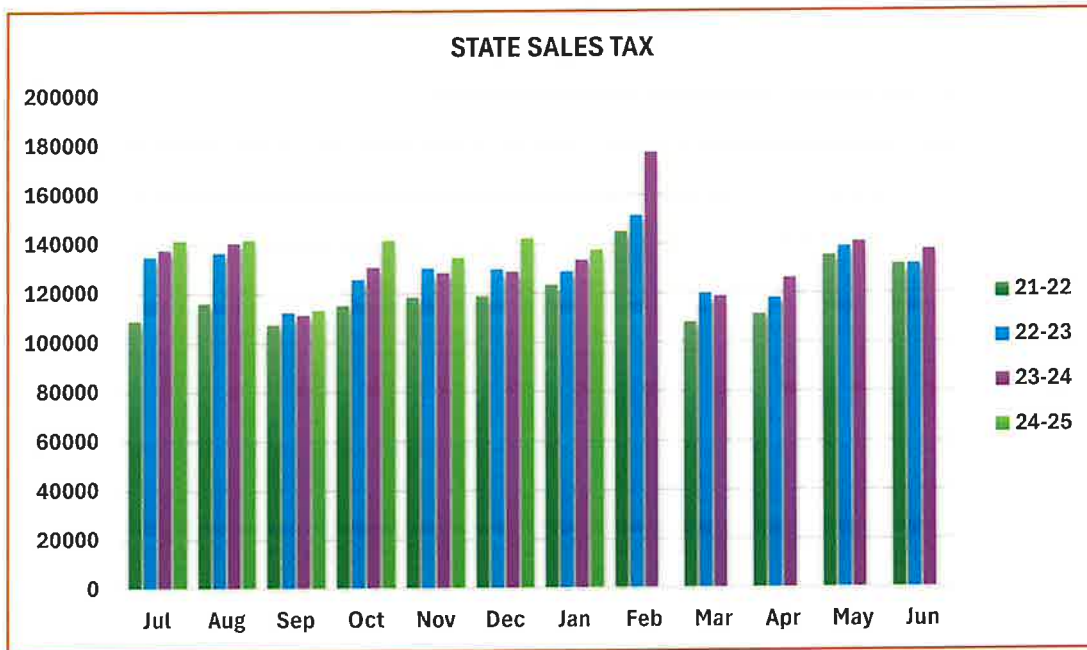
\$19,500,000.00

CAPITAL OUTLAY

Police	Police Cars X 4	3 - ✓
Public Works	Pickup Truck	✓
	Lawn Mower X 2	1 - ✓
	Mini Ex	
Animal Control	Pickup Truck	On order
	Outside Upgrades	
Parks	Golf Sign	
	Golf Mower	On order
	Heating unit at gym	
	Tables & Chairs	Completed
	Camera System	
Stormwater	Pickup truck	✓
Water Dist	Truck X 2	1-✓, 1-on order
Sewer Collection	1 ton truck	✓
	Pickup truck	✓
Gas	Pickup truck X 2	1-✓

PROJECTS

Comprehensive Plan	In progress
Parks Maintenance Bldg	In progress
Stormwater Bldg	Complete
Police Bldg Remodel	In progress
Irrigation - Golf Course	February Start
Splash Pad	Re-design
Gym Floor	In progress
Waterline - Hwy 52 to Searcy	Complete
System meter change out	On going
Wastewater Treatment Plant upgrade	In progress
Mason's Transmission Line	In progress
Oakhill Waterline	In progress
Oakhill Tank	In progress
Paving	On going
Wheeler Sidewalks	Complete
Dan Jenkins Bldg	Bid in January



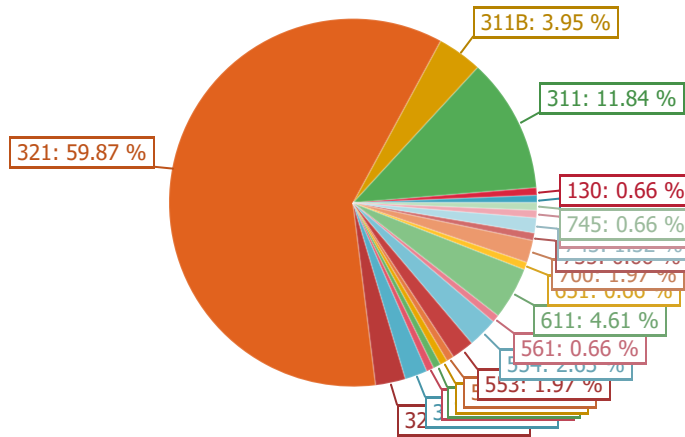


Portland Fire Department

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



Incident Reports By Incident Type, Summary



114: 0.66 %	553: 1.97 %
130: 0.66 %	554: 2.63 %
311: 11.84 %	561: 0.66 %
311B: 3.95 %	611: 4.61 %
321: 59.87 %	651: 0.66 %
322: 2.63 %	700: 1.97 %
324: 1.97 %	735: 0.66 %
440: 0.66 %	743: 1.32 %
445: 0.66 %	744: 0.66 %
510: 0.66 %	745: 0.66 %
511: 0.66 %	

Incident Type

114 - Chimney or flue fire, confined to chimney or flue
130 - Mobile property (vehicle) fire, other
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.
440 - Electrical wiring/equipment problem, other
445 - Arcing, shorted electrical equipment
510 - Person in distress, other
511 - Lock-out
553 - Public service
554 - Assist invalid
561 - Unauthorized burning
611 - Dispatched & canceled en route
651 - Smoke scare, odor of smoke
700 - False alarm or false call, other

Total Incidents

Percent

1 0.66%
1 0.66%
18 11.84%
6 3.95%
91 59.87%
4 2.63%
3 1.97%
1 0.66%
1 0.66%
1 0.66%
1 0.66%
3 1.97%
4 2.63%
1 0.66%
7 4.61%
1 0.66%
3 1.97%

Incident Type	Total Incidents	Percent
735 - Alarm system sounded due to malfunction	1	0.66%
743 - Smoke detector activation, no fire - unintentional	2	1.32%
744 - Detector activation, no fire - unintentional	1	0.66%
745 - Alarm system activation, no fire - unintentional	1	0.66%
Total Number of Incidents:		152
Total Number of Incident Types:		21

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

Human Resources Monthly Report December 2024

New Hire Orientations	Dec	YTD
Full-Time	1	40
Re-Hires	0	1
Part-Time	0	10
Retirements	0	4
Severances		
• Voluntary	2	39
• Involuntary	0	3
Workers Comp Claims	2	11
Current open positions	13	

I.T. Monthly Report

December 2024

Support Tickets: 36

(not all requests had support ticket)

Total Number of City Phone Calls: 5505

Incoming: 4605

Outgoing: 900

Total Number of City Email Messages: 57,661

Sent: 7009

Received: 50,652

Social Media:

Animal Control: 184.2K views

City of Portland Gov: 97.4k views

Dogwood Hills: 614 views

Fire Department: 29.4k views

Parks Department: 2.9k views

Police Department: 326.2k views

Ticket ID	Creation Date	Status	Priority	Category
4	2/7/2024 15:44	Resolved	Medium	Password
6	2/7/2024 19:44	Resolved	Medium	Software
7	2/7/2024 19:46	Resolved	Medium	Other
8	2/7/2024 19:47	Resolved	Medium	Hardware
9	2/7/2024 19:50	Closed	Low	Display
10	2/7/2024 20:01	Closed	Medium	Hardware
11	2/7/2024 20:04	Closed	Medium	Website
13	2/7/2024 20:10	Closed	Medium	Network
14	2/7/2024 20:15	Resolved	Medium	Hardware
15	2/7/2024 20:18	Closed	High	Display
17	2/7/2024 20:31	Cancelled	High	Software
18	2/7/2024 20:35	Resolved	High	Hardware
19	2/7/2024 20:39	Resolved	Urgent	Software
23	2/8/2024 16:15	Resolved	Medium	Software
24	2/9/2024 7:31	Resolved	Medium	Software
25	2/9/2024 7:34	Closed	Low	Phone
26	2/9/2024 8:41	Resolved	High	Printer
29	2/12/2024 14:07	Resolved	Low	Hardware
30	2/13/2024 10:52	Closed	Medium	Software
31	2/13/2024 12:07	Resolved	Medium	Software
32	2/13/2024 13:16	Resolved	Medium	Software
33	2/13/2024 13:26	Resolved	Medium	Software
34	2/13/2024 15:13	Closed	Medium	Hardware
36	2/13/2024 17:13	Resolved	Medium	Hardware
37	2/13/2024 17:15	Resolved	Medium	Other
38	2/13/2024 17:17	Resolved	Medium	Hardware
39	2/13/2024 17:19	Resolved	Medium	Hardware
41	2/13/2024 17:21	Resolved	Medium	Hardware
43	2/13/2024 17:24	Closed	Medium	Hardware
45	2/13/2024 17:28	Closed	Urgent	Hardware
46	2/14/2024 8:11	Cancelled	Low	Password
47	2/14/2024 9:21	Resolved	Urgent	Hardware

88	3/6/2024 16:21	Closed	Medium	Software
89	3/6/2024 18:36	Resolved	Medium	Software
90	3/6/2024 19:08	Resolved	High	Hardware
91	3/6/2024 19:11	Resolved	Medium	Hardware
92	3/7/2024 12:23	Closed	Medium	Hardware
93	3/7/2024 12:38	Closed	Medium	Software
94	3/12/2024 8:57	Closed	Medium	Software
95	3/12/2024 17:25	Resolved	High	Software
96	3/13/2024 8:28	Closed	High	Hardware
97	3/13/2024 9:06	Resolved	Medium	Hardware
98	3/13/2024 9:32	Resolved	Medium	Email
99	3/13/2024 14:44	Resolved	Medium	Software
100	3/13/2024 17:26	Closed	High	Hardware
101	3/13/2024 17:52	Resolved	Medium	Hardware
102	3/14/2024 17:19	Resolved	Medium	Email
104	3/15/2024 12:43	Cancelled	Medium	Software
107	3/15/2024 16:31	Resolved	Urgent	Other
110	3/18/2024 14:10	Resolved	Medium	Hardware
111	3/18/2024 14:55	Resolved	Medium	Hardware
112	3/18/2024 14:57	Closed	Medium	Hardware
113	3/18/2024 14:57	Cancelled	Medium	Hardware
114	3/18/2024 15:11	Resolved	Medium	Hardware
116	3/19/2024 8:11	Closed	Medium	Hardware
117	3/19/2024 8:26	Closed	Medium	Software
118	3/19/2024 8:53	Resolved	Medium	Hardware
119	3/19/2024 10:25	Resolved	Medium	Hardware
120	3/19/2024 10:25	Resolved	High	Software
121	3/19/2024 10:26	Resolved	Medium	Hardware
122	3/19/2024 10:55	Resolved	High	Email
123	3/19/2024 11:23	Closed	Medium	Phone
124	3/19/2024 16:12	Resolved	High	Software
125	3/19/2024 17:21	Resolved	Medium	Software
126	3/19/2024 17:26	Resolved	Medium	Phone

48	2/14/2024 11:40	Resolved	Medium	Software
49	2/14/2024 12:00	Resolved	Medium	Email
50	2/14/2024 12:14	Resolved	Urgent	Software
55	2/15/2024 14:28	Closed	Medium	Display
56	2/16/2024 7:54	Closed	Urgent	Software
57	2/20/2024 10:48	Resolved	Medium	Hardware
58	2/21/2024 8:19	Resolved	Low	Software
59	2/21/2024 8:45	Resolved	High	Hardware
60	2/21/2024 17:06	Cancelled	Medium	Printer
61	2/21/2024 17:08	Resolved	High	Network
62	2/22/2024 14:02	Resolved	Medium	Printer
63	2/22/2024 16:19	Resolved	Low	Software
66	2/23/2024 15:12	Resolved	Medium	Software
67	2/23/2024 15:19	Closed	Medium	Software
68	2/23/2024 15:21	Open	Medium	
69	2/23/2024 15:38	Resolved	Urgent	Phone
70	2/23/2024 17:00	Cancelled	Low	Printer
71	2/26/2024 6:40	Resolved	Medium	Phone
72	2/26/2024 8:46	Resolved	Urgent	Alarm System
73	2/26/2024 9:56	Cancelled	Medium	Printer
74	2/26/2024 16:41	Closed	High	Hardware
75	2/27/2024 12:16	Resolved	Medium	Software
76	2/28/2024 9:08	Resolved	Medium	Software
77	2/28/2024 9:32	Closed	High	Hardware
78	3/1/2024 8:25	Resolved	Medium	Phone
79	3/1/2024 10:27	Closed	High	Software
81	3/1/2024 17:09	Resolved	Medium	Password
82	3/4/2024 14:46	Resolved	Low	Display
83	3/4/2024 14:55	Resolved	Medium	Network
84	3/4/2024 15:12	Resolved	High	Software
85	3/5/2024 14:59	Closed	Low	Software
86	3/5/2024 16:41	Closed	Medium	Software
87	3/6/2024 11:11	Closed	Medium	Software

127	3/19/2024 17:53	Resolved	Medium	Software
128	3/20/2024 9:47	Resolved	Medium	Software
129	3/20/2024 11:07	Resolved	Medium	Software
130	3/20/2024 11:18	Cancelled	High	Phone
131	3/20/2024 15:00	Closed	Medium	Other
132	3/21/2024 11:47	Resolved	Medium	Software
133	3/21/2024 14:28	Resolved	Medium	Software
134	3/22/2024 10:26	Closed	Urgent	Hardware
135	3/22/2024 10:28	Resolved	Medium	Hardware
136	3/22/2024 11:27	Resolved	Medium	Software
137	3/23/2024 19:44	Resolved	Medium	Software
138	3/25/2024 9:39	Closed	High	Printer
139	3/25/2024 11:27	Closed	Low	Hardware
140	3/25/2024 11:29	Resolved	Low	Hardware
141	3/25/2024 11:30	Resolved	Urgent	Hardware
142	3/25/2024 11:32	Resolved	Urgent	Other
143	3/25/2024 11:33	Resolved	Urgent	Website
144	3/26/2024 9:21	Resolved	Medium	Hardware
145	3/26/2024 10:15	Closed	Medium	Other
146	3/26/2024 14:44	Closed	Low	Software
147	3/27/2024 10:01	Resolved	Medium	Software
148	3/27/2024 16:23	Closed	High	Hardware
149	3/28/2024 8:50	Resolved	Medium	Software
150	4/1/2024 8:09	Resolved	Urgent	Software
151	4/1/2024 8:44	Resolved	High	Hardware
152	4/1/2024 11:02	Closed	High	Software
153	4/1/2024 11:34	Closed	Medium	Software
154	4/3/2024 15:39	Resolved	Medium	Software
155	4/5/2024 7:43	Cancelled	Medium	Software
156	4/8/2024 8:53	Resolved	High	Software
157	4/10/2024 15:44	Resolved	Low	Software
158	4/11/2024 9:07	Resolved	High	Software
160	4/11/2024 14:34	Resolved	Medium	Phone

161	4/15/2024 8:41	Resolved	Medium	Software
162	4/15/2024 12:50	Resolved	Medium	Software
163	4/17/2024 8:53	Resolved	High	Network
164	4/17/2024 8:57	Resolved	Medium	Software
166	4/19/2024 12:41	Resolved	High	Phone
167	4/19/2024 13:12	Closed	Medium	Email
168	4/19/2024 13:19	Resolved	Medium	Network
169	4/19/2024 14:11	Closed	Medium	Hardware
170	4/22/2024 8:28	Resolved	Medium	Alarm System
171	4/22/2024 9:21	Closed	High	Hardware
172	4/22/2024 9:24	Closed	Urgent	Network
173	4/23/2024 7:28	Resolved	Medium	Password
174	4/23/2024 8:37	Resolved	Medium	Hardware
176	4/23/2024 8:48	Cancelled	Medium	Software
177	4/23/2024 9:00	Closed	Low	Software
178	4/23/2024 9:24	Resolved	Medium	Printer
179	4/23/2024 10:28	Resolved	High	Software
180	4/23/2024 10:47	Resolved	Low	Software
181	4/23/2024 10:52	Resolved	Medium	Software
182	4/23/2024 15:55	Closed	Medium	Email
183	4/24/2024 8:18	Resolved	Medium	Email
184	4/24/2024 8:56	Resolved	High	Network
185	4/24/2024 10:26	Resolved	High	Software
186	4/24/2024 11:26	Resolved	Medium	Software
187	4/24/2024 19:22	Resolved	Urgent	Hardware
188	4/25/2024 9:35	Resolved	Medium	Hardware
189	4/26/2024 13:49	Resolved	Medium	Printer
190	4/26/2024 16:29	Resolved	Low	Software
191	4/29/2024 7:31	Closed	Medium	Other
192	4/29/2024 8:19	Resolved	Medium	Phone
193	4/29/2024 8:59	Resolved	Low	Hardware
194	4/29/2024 12:59	Resolved	High	Software
195	4/29/2024 14:38	Resolved	Medium	Phone

233	6/3/2024 9:58	Closed	High	Software
234	6/3/2024 10:46	Closed	High	Software
235	6/4/2024 9:10	Closed	Medium	Network
236	6/4/2024 18:58	Cancelled	Medium	Software
237	6/4/2024 19:02	Cancelled	Medium	Software
238	6/4/2024 19:04	Cancelled	Medium	Software
239	6/4/2024 19:07	Cancelled	Medium	Software
240	6/4/2024 19:08	Cancelled	Medium	Software
241	6/4/2024 19:08	Cancelled	Medium	Software
242	6/4/2024 19:09	Cancelled	Medium	Software
244	6/4/2024 19:11	Cancelled	Medium	Software
245	6/4/2024 19:13	Cancelled	Medium	Software
246	6/4/2024 19:14	Cancelled	Medium	Software
247	6/4/2024 19:14	Cancelled	Medium	Software
249	6/5/2024 8:55	Resolved	Medium	Software
250	6/10/2024 7:20	Closed	High	Software
251	6/10/2024 9:45	Resolved	Medium	Software
252	6/10/2024 10:01	Resolved	Medium	Hardware
253	6/12/2024 10:00	Resolved	High	Password
254	6/12/2024 16:07	Closed	Low	Email
255	6/13/2024 15:13	Closed	Medium	Software
256	6/14/2024 9:24	Resolved	Medium	Phone
257	6/17/2024 8:28	Resolved	Medium	Other
258	6/17/2024 19:15	Resolved	Medium	Hardware
259	6/20/2024 8:39	Resolved	High	Printer
260	6/20/2024 8:50	Resolved	Medium	Network
261	6/21/2024 9:53	Resolved	Medium	Software
263	6/25/2024 8:59	Closed	Low	Software
264	6/25/2024 18:35	Closed	Medium	Other
265	6/26/2024 12:39	Closed	Medium	Software
267	6/28/2024 9:49	Resolved	Urgent	Software
268	7/1/2024 10:40	Resolved	High	Hardware
269	7/1/2024 16:36	Resolved	High	Hardware

196	4/29/2024 16:38	Resolved	Urgent	Software
197	4/30/2024 14:22	Resolved	Medium	Phone
198	5/1/2024 9:10	Closed	Medium	Software
199	5/2/2024 15:11	Resolved	Medium	Email
201	5/7/2024 10:44	Resolved	Medium	Email
202	5/7/2024 10:52	Resolved	High	Hardware
203	5/7/2024 13:11	Closed	Medium	Network
204	5/7/2024 14:34	Resolved	Medium	Software
205	5/8/2024 10:33	Resolved	Medium	Hardware
206	5/13/2024 8:23	Resolved	High	Software
207	5/13/2024 9:48	Resolved	Medium	Software
208	5/13/2024 9:49	Resolved	Medium	Hardware
209	5/14/2024 12:52	Resolved	Medium	Email
211	5/15/2024 9:53	Closed	Medium	Software
212	5/15/2024 11:35	Closed	Medium	Phone
213	5/16/2024 8:04	Resolved	Medium	Software
214	5/16/2024 8:42	Resolved	Urgent	Software
215	5/16/2024 14:41	Closed	Medium	Other
216	5/20/2024 8:44	Resolved	Medium	Software
217	5/21/2024 14:29	Resolved	Medium	Software
218	5/22/2024 10:49	Closed	High	Phone
219	5/22/2024 11:15	Resolved	Medium	Other
220	5/22/2024 12:54	Cancelled	Medium	Hardware
221	5/23/2024 10:18	Resolved	Urgent	Software
223	5/24/2024 10:25	Resolved	Low	Software
224	5/24/2024 12:54	Closed	Medium	Audio
225	5/24/2024 13:01	Resolved	Urgent	Network
226	5/24/2024 15:08	Resolved	Medium	Other
227	5/24/2024 16:31	Closed	Medium	Software
228	5/28/2024 11:21	Resolved	High	Software
230	5/30/2024 7:44	Resolved	Medium	Software
231	5/30/2024 9:21	Resolved	Medium	Software
232	5/30/2024 16:26	Cancelled	Medium	Printer

270	7/2/2024 9:13	Cancelled	Medium	Software
272	7/5/2024 10:57	Resolved	Medium	Email
274	7/10/2024 11:05	Resolved	High	Hardware
275	7/11/2024 6:21	Resolved	Medium	Printer
277	7/11/2024 8:29	Resolved	Urgent	Network
278	7/11/2024 11:27	Cancelled	High	Password
282	7/17/2024 8:18	Resolved	Medium	Email
283	7/17/2024 9:37	Resolved	High	Printer
285	7/18/2024 12:16	Closed	Medium	Hardware
289	7/22/2024 7:18	Resolved	High	Software
290	7/23/2024 7:54	Resolved	Urgent	Software
291	7/23/2024 11:30	Resolved	Medium	Software
292	7/24/2024 11:26	Closed	Medium	Printer
293	7/25/2024 8:25	Resolved	Urgent	Software
294	7/25/2024 9:53	Resolved	Medium	Software
295	7/25/2024 10:12	Resolved	Medium	Software
296	7/26/2024 9:17	Resolved	Low	Phone
297	7/26/2024 14:45	Resolved	Medium	Software
298	7/29/2024 12:00	Closed	Medium	Phone
300	7/29/2024 13:45	Resolved	High	Hardware
301	7/30/2024 9:31	Closed	Medium	Hardware
302	7/30/2024 11:01	On Hold	Medium	Software
303	7/30/2024 11:07	Resolved	Medium	Software
304	7/30/2024 12:00	Resolved	Medium	Phone
305	7/30/2024 12:01	Resolved	Medium	Phone
306	7/31/2024 9:10	Resolved	Urgent	Other
307	7/31/2024 10:06	Resolved	High	Software
309	7/31/2024 12:04	Resolved	Medium	Hardware
311	7/31/2024 12:08	Resolved	Medium	Software
312	7/31/2024 12:10	Resolved	Medium	Hardware
313	8/1/2024 14:15	Resolved	High	Hardware
314	8/1/2024 15:16	Resolved	High	Hardware
315	8/2/2024 8:07	Resolved	Medium	Software

316	8/2/2024 9:03	Resolved	High	Software
321	8/6/2024 13:49	Resolved	High	Hardware
323	8/6/2024 13:50	Resolved	Medium	Hardware
324	8/6/2024 13:51	Resolved	Medium	Hardware
327	8/6/2024 13:53	Closed	Medium	Hardware
328	8/6/2024 13:54	Resolved	High	Hardware
331	8/6/2024 13:56	Resolved	High	Hardware
332	8/6/2024 13:58	Resolved	Medium	Hardware
333	8/6/2024 14:03	Closed	Medium	Hardware
334	8/6/2024 14:56	Resolved	Medium	Phone
336	8/8/2024 14:43	Resolved	Medium	Software
337	8/9/2024 12:36	Resolved	Medium	Software
338	8/12/2024 10:13	Closed	Medium	
339	8/13/2024 8:55	Resolved	Medium	Other
340	8/13/2024 11:44	Resolved	Medium	Phone
341	8/14/2024 8:18	Resolved	Low	Software
343	8/14/2024 9:30	Resolved	Medium	Software
344	8/14/2024 11:41	Resolved	Medium	Software
345	8/14/2024 11:52	Resolved	Medium	Phone
346	8/14/2024 14:22	Closed	Medium	Software
347	8/14/2024 14:33	Closed	High	Software
348	8/15/2024 10:06	Resolved	High	Password
349	8/15/2024 10:08	Resolved	High	Password
350	8/15/2024 10:21	Resolved	Medium	Email
351	8/15/2024 15:40	Resolved	Urgent	Other
352	8/15/2024 15:41	Resolved	Urgent	Other
353	8/15/2024 16:10	Resolved	Low	Software
355	8/16/2024 17:48	Resolved	Low	Software
356	8/16/2024 17:49	Resolved	High	Other
357	8/16/2024 17:50	Closed	Urgent	Other
358	8/19/2024 8:13	Closed	Medium	Network
359	8/19/2024 15:32	Resolved	Medium	Phone
360	8/20/2024 7:54	Resolved	Urgent	Hardware

399	9/5/2024 9:30	Resolved	Medium	Hardware
400	9/5/2024 9:33	Resolved	Medium	Software
401	9/5/2024 11:11	Closed	Medium	Software
402	9/6/2024 16:14	Resolved	Medium	Software
403	9/9/2024 10:04	Resolved	Medium	Printer
404	9/9/2024 16:26	Resolved	High	Website
405	9/9/2024 16:40	Resolved	High	Software
407	9/11/2024 8:48	Closed	Medium	
408	9/11/2024 9:14	Resolved	High	Software
409	9/11/2024 14:26	Resolved	Medium	Software
410	9/11/2024 14:29	Resolved	Medium	Network
411	9/12/2024 9:37	Resolved	Medium	Hardware
412	9/12/2024 9:56	Resolved	Medium	Network
413	9/12/2024 11:22	Resolved	Medium	Network
414	9/13/2024 9:51	Closed	Low	Hardware
415	9/13/2024 13:08	Resolved	Medium	Hardware
416	9/16/2024 11:28	Resolved	Medium	Network
417	9/17/2024 14:28	Resolved	Medium	Hardware
418	9/17/2024 15:00	Resolved	Medium	Hardware
419	9/18/2024 8:40	Resolved	High	Software
420	9/18/2024 9:30	Resolved	High	Network
421	9/19/2024 14:52	Resolved	High	Email
422	9/20/2024 8:24	Resolved	High	Software
423	9/23/2024 14:38	Resolved	High	Printer
424	9/25/2024 15:24	Resolved	Medium	Phone
425	9/26/2024 8:41	Open	Low	Credentials
426	9/30/2024 9:26	Resolved	Medium	Software
427	9/30/2024 9:52	Closed	High	Software
428	9/30/2024 12:08	Resolved	High	Network
429	9/30/2024 16:49	Closed	Medium	Network
430	9/30/2024 16:53	Resolved	Low	Phone
432	10/1/2024 15:58	Resolved	High	Phone
433	10/2/2024 8:18	Resolved	Medium	Other

361	8/20/2024 8:17	Closed	High	Software
362	8/20/2024 14:19	Resolved	Medium	Software
363	8/20/2024 16:57	Resolved	Medium	Software
364	8/20/2024 16:59	Resolved	Medium	Hardware
366	8/21/2024 9:49	Resolved	Medium	Software
367	8/21/2024 16:50	Resolved	Medium	Website
368	8/22/2024 13:57	Resolved	Medium	Software
370	8/23/2024 9:17	Resolved	Medium	Software
371	8/23/2024 13:41	Resolved	Medium	Software
373	8/26/2024 8:30	Resolved	Medium	Phone
374	8/26/2024 8:39	Resolved	Urgent	Hardware
377	8/27/2024 9:15	Resolved	Medium	Software
378	8/27/2024 10:24	Resolved	Low	Software
379	8/27/2024 14:23	Resolved	Medium	Hardware
380	8/27/2024 17:14	Resolved	Medium	Hardware
381	8/27/2024 17:16	Cancelled	Medium	Hardware
382	8/27/2024 17:17	Resolved	Medium	Hardware
383	8/27/2024 17:18	Resolved	Medium	Hardware
384	8/27/2024 17:20	Resolved	Medium	Hardware
385	8/28/2024 9:16	Resolved	High	Software
386	8/28/2024 14:58	Resolved	Medium	Other
387	8/28/2024 15:53	Resolved	Medium	Printer
388	8/28/2024 19:58	Closed	Urgent	Hardware
389	8/28/2024 19:59	Resolved	Medium	Hardware
390	8/28/2024 20:01	Resolved	Medium	Phone
391	8/29/2024 10:06	Closed	Medium	Software
392	8/29/2024 10:19	Resolved	Low	Software
393	8/29/2024 11:27	Resolved	Medium	Software
394	8/29/2024 16:29	Resolved	Medium	Hardware
395	8/29/2024 16:31	Resolved	Medium	Hardware
396	8/30/2024 9:24	Resolved	Medium	Hardware
397	9/3/2024 10:16	Resolved	Low	Software
398	9/3/2024 16:46	Resolved	Medium	Password

434	10/2/2024 8:20	Resolved	Medium	Software
435	10/2/2024 13:41	Resolved	Medium	Other
436	10/2/2024 19:50	Resolved	Urgent	Hardware
437	10/2/2024 19:52	Closed	High	Network
438	10/3/2024 9:45	Cancelled	High	Hardware
439	10/3/2024 15:01	Closed	High	Hardware
440	10/3/2024 16:02	Resolved	Medium	Software
441	10/3/2024 16:03	Resolved	Medium	
442	10/3/2024 16:06	Resolved	High	Hardware
443	10/3/2024 16:10	Resolved	Medium	Hardware
444	10/3/2024 16:34	Resolved	High	Software
446	10/7/2024 8:44	Resolved	Medium	
447	10/7/2024 15:41	Closed	Medium	Email
448	10/8/2024 16:31	Resolved	Medium	Software
449	10/10/2024 9:24	Closed	Medium	Software
450	10/10/2024 10:11	Resolved	Medium	Hardware
451	10/10/2024 17:21	Closed	Urgent	Other
452	10/10/2024 17:24	Resolved	Medium	Software
453	10/11/2024 10:54	Resolved	Medium	
454	10/11/2024 11:06	Closed	Medium	
455	10/14/2024 13:02	Resolved	Medium	Display
456	10/15/2024 8:44	Closed	Medium	Password
457	10/15/2024 8:46	Closed	High	Software
458	10/15/2024 8:47	Resolved	High	Software
459	10/15/2024 8:49	Resolved	Medium	
460	10/15/2024 8:49	Resolved	Medium	Email
461	10/15/2024 8:52	Resolved	Medium	Software
462	10/15/2024 8:53	Resolved	Medium	Software
463	10/15/2024 8:53	Resolved	Low	Other
464	10/15/2024 8:59	Resolved	Urgent	Hardware
465	10/15/2024 11:11	Resolved	Medium	Software
466	10/16/2024 8:38	Resolved	High	Software
467	10/16/2024 10:36	Resolved	High	Password

468	10/17/2024 14:10	Open	Medium	Field Tablet
470	10/21/2024 10:32	Resolved	Medium	Software
471	10/21/2024 12:15	Resolved	Medium	Software
472	10/21/2024 12:16	Resolved	Medium	Hardware
474	10/23/2024 16:16	Waiting on	High	Software
475	10/24/2024 10:36	Resolved	Medium	Software
476	10/25/2024 8:34	Resolved	High	Phone
477	10/25/2024 9:09	Resolved	High	Phone
478	10/28/2024 9:32	Resolved	Medium	Software
479	10/28/2024 12:42	Resolved	Medium	Software
481	10/29/2024 9:03	Resolved	Medium	Hardware
482	10/29/2024 10:01	Resolved	Medium	Phone
483	10/29/2024 10:02	Resolved	Medium	Phone
485	10/30/2024 9:24	Resolved	High	Phone
486	10/30/2024 10:41	Resolved	Medium	Software
487	10/31/2024 12:59	Resolved	Medium	Software
489	11/4/2024 19:07	Resolved	Medium	Hardware
490	11/6/2024 11:08	Resolved	Medium	Software
491	11/6/2024 11:11	Resolved	High	Software
492	11/7/2024 9:10	Resolved	Urgent	Software
494	11/7/2024 17:07	Resolved	Urgent	Network
495	11/11/2024 11:04	Resolved	Medium	Software
497	11/14/2024 7:46	Resolved	Low	Software
498	11/14/2024 8:11	Resolved	Medium	Email
499	11/14/2024 13:46	Resolved	Medium	Other
500	11/15/2024 9:23	Resolved	High	Software
502	11/18/2024 14:38	Resolved	Medium	Hardware
504	11/19/2024 12:25	Resolved	Medium	Software
505	11/19/2024 20:00	Resolved	High	Phone
506	11/20/2024 8:23	Resolved	Low	Software
509	11/20/2024 11:38	Resolved	Low	Hardware
510	11/21/2024 9:46	Closed	Medium	Email
511	11/21/2024 14:59	Resolved	Medium	Software

556	1/13/2025 8:54	Resolved	High	Password
557	1/13/2025 8:57	Resolved	High	Other
558	1/14/2025 13:21	Working Ticket	Medium	Hardware
559	1/15/2025 8:49	Closed	High	Phone
560	1/15/2025 8:51	Closed	High	Email
561	1/15/2025 8:52	Closed	High	Email
562	1/15/2025 9:10	Resolved	Low	Software
563	1/15/2025 9:11	Resolved	Urgent	Hardware
564	1/15/2025 11:35	Awaiting De	Low	Webcam
565	1/15/2025 14:20	Open	Low	Other
566	1/15/2025 14:46	Resolved	Medium	Network
567	1/15/2025 14:49	Resolved	Medium	Hardware
568	1/15/2025 14:55	Closed	Medium	Other
569	1/15/2025 15:36	Resolved	High	Other
572	1/21/2025 13:34	Closed	Urgent	Website

512	11/21/2024 15:37	Resolved	Medium	Phone
513	11/22/2024 10:55	Resolved	Medium	Software
515	11/25/2024 10:12	Resolved	High	Software
516	11/25/2024 14:15	Cancelled	Medium	Software
517	11/26/2024 13:25	Resolved	High	Hardware
518	11/26/2024 13:26	Resolved	Low	Hardware
520	11/26/2024 15:13	Resolved	Medium	Email
521	12/2/2024 9:24	Resolved	Medium	Software
522	12/3/2024 11:49	Resolved	High	Password
523	12/3/2024 11:53	Resolved	High	Network
524	12/4/2024 14:41	Resolved	Medium	Software
525	12/4/2024 16:44	Closed	Medium	Software
526	12/4/2024 17:03	Resolved	Medium	Phone
527	12/5/2024 10:17	Resolved	Medium	Software
529	12/5/2024 12:43	Resolved	Medium	Software
530	12/9/2024 14:19	Waiting on	Medium	Software
531	12/10/2024 10:23	Resolved	Medium	Hardware
533	12/12/2024 11:46	Open	Medium	Other
538	12/16/2024 17:36	Resolved	Medium	Hardware
540	12/18/2024 6:42	Resolved	Medium	Password
541	12/18/2024 11:10	Working Ticket	Medium	Hardware
542	12/18/2024 15:44	Closed	Medium	Phone
543	12/18/2024 16:02	Closed	Medium	Alarm System
545	1/2/2025 10:10	Resolved	Urgent	
546	1/2/2025 11:02	Resolved	Low	Phone
548	1/2/2025 11:32	Resolved	Medium	Software
549	1/2/2025 12:27	Resolved	Medium	Phone
550	1/6/2025 14:08	Closed	Low	Software
551	1/7/2025 14:30	Resolved	Medium	Phone
552	1/7/2025 17:29	Resolved	Medium	Other
553	1/8/2025 15:51	Resolved	Medium	Alarm System
554	1/9/2025 11:04	Resolved	Low	Other
555	1/13/2025 8:22	Closed	High	Network



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

Civic Clubs

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

Parks and Recreation Programs and Events

Irrigation: Signed the contract. Parts are being ordered, and work will start in February.

Richland Gym Floor: The hardwood floor has been installed. Sanding, striping and sealing is set for the week of January 2025.

Splashpad: Working with OHM to redesign and rebid this project.

Maintenance Building: Work has begun, and we are looking at mid-March at completion.

War Memorial: Work has started back, and we are looking at February 2025 at completion.

Daddy Daughter Dance will be held on Saturday February 8th. Please contact the Park's Office to purchase tickets.

We had a good turnout for Visit with Santa.



2024 Sales Report

<u>Category</u>	<u>Items Sold</u>	<u>Total Sales</u>
Daily Rounds	9,001	\$239,515.00
Annual Memberships	57	\$66,050.00
Cart Rentals	1,134	\$7,410.00
Concessions	6,669	\$12,185.00
Pro Shop	1,231	\$46,420.84
Shed Rentals	9	\$2,550.00
Total:	18,101	\$374,130.84



Planning Department December 2024 Monthly Report

Calls To/From Planning Department	198
Number of Developer Meetings	15
Number of Complaints / Violations	1
Number of Walk-ins	16
Number of IDT Submissions	18
Number of Sign Permits and Invoicing	2
Number of Other Meeting Attended	1
Number if Rezones	3
Number of Annexations	2
Number of Site Plans and Invoicing	2
Number of Preliminary Plats and Invoicing	2
Number of Final Plats and Invoicing	2
BZA Board Members Present	0
BZA Agenda Cancellation	1
Number of Items on Agenda BZA	0
Planning Commission Agenda & Minutes	1 Each
Planning Commission Board Members Present	9
Number of Items on Agenda Planning Commission	4
Number of Discussion Items on P.C Agenda	2
Open Records for Planning Department	3
Active Letters of Credit	32
Emails	1107
File Archiving	0
Plat Certifications Intake & Pickup	2
Planning Commission Packets	9
Delivery of Packets	8

PORTLAND POLICE DEPARTMENT MONTHLY REPORT

12/1/2024 to 12/31/2024

CID ACTIVITY					
Cases Assigned	21	Interviews Conducted	73	Asset Forfeitures	0
Cases Inactive	5	Monitored Interviews	1	DCS/AOA	10
Cases Cleared	24	Search Warrants	29	Knock and Talk	23
Call outs	1	Judicial Subpoenas	15	Assist Patrol Units	9
Grand Jury Cases	1	General Sessions Cases	3	Forensic Interviews	0
Grand Jury Hours	3	General Sessions Hours	5	Fire Investigations	1
Juv Court Cases	0	Criminal Court Cases	0	CVSA Performed	0
Juv Court Hours	0	Criminal Court Hours	0	Sex offenders reg	8

Records Activity			
Copies Distributed		Background Checks	
Walk-ins	11	Government	3
E-mails	49	Public Housing	0
Grand Jury & DA Copies	1	Local	0
Arrest Reports	30	Incident Reports	83
Written Warnings	56	City Citations	60

ANIMAL CONTROL ACTIVITY					
CALLS ANSWERED	60	WILDLIFE	0	DECLARED VICIOUS	1
ANIMALS PICKED UP	17	RETURNED TO OWNER OR RESCUE	7	BARKING COMPLAINT	2
SENT TO S.C.S.C.	1	TRAPPED ANIMALS	0	CRUELTY & WELFARE COMPLAINTS	3
DOGS	16	ANIMAL BITE ON ANIMAL	1	WILDLIFE/LIVESTOCK COMPLAINTS	2
CATS	1	ANIMAL BITE ON HUMANS	2	TICKETS/WARRANTS/ARRESTS	3
LIVESTOCK	71	EUTHANASIA	71	WARNINGS	4
		ADOPTIONS	3	REPORTS	3
SPECIAL ASSIGNMENTS		INTAKE	88		

PROPERTY MAINTENANCE / CODES			
CASE NUMBERS	2	RESOLVED BY CONTACT/PHONE	2
NON-COMPLIANCE LETTERS	2	CITY COURTS DATES	1
NEW GRASS/RUBISH COMP	2	CITY HALL BANK ESCORTS	19
RE-INSPECTIONS	1	MAIL DELIVERY	19
PARKING COMPLAINTS	0	ASSIST ANIMAL CONTROL	15
FOLLOW-UP PARKING COMP	0	ARRESTS	Civil warrant
VEHICLES (NON-COMP)	Final notice	REPORTS	1
WORK ORDERS	0	CITATIONS	0
PROPERTY LIENS	0	WRITTEN WARNINGS	0
RELEASE OF LIENS	0	Traffic Stop	0

CALLS FOR SERVICE					
911 HANG UP	18	DRUG INVESTIGATION	1	RIOT	0
911 MISDIAL	20	ESCORT	14	ROBBERY	0
911 MISDIRECT	3	EVADING	0	RUNAWAY	0
911 OPEN LINE	10	EXPARTE SERVICE	0	SCAM	0
ABANDONED VEHICLE	1	EXTRA PATROL	98	SCHOOL CHECK	17
ABUSE INVESTIGATION	1	FIELD INTERVIEW	0	SCHOOL ZONE	26
ACCIDENT INJURY	7	FIGHT	0	SEX OFFENDER REGISTRATION/VIOLATION	0
ACCIDENT INJURY HIT/RUN	0	FIREARM DENIAL	0	SEXUAL ASSAULT	0
ACCIDENT PROPERTY	33	FIREWORKS	0	SHOOTING	0
ACCIDENT PROPERTY HIT/RUN	0	FOLLOW-UP	27	SHOPLIFTING	1
ACCIDENT SERIOUS INCIDENT	1	FORGERY	0	SHOTS FIRED OR HEARD	2
ACTIVE SHOOTER	0	FRAUD	8	SOLICITOR	0
ADMIN INVESTIGATION	0	HANGING	0	SPECIAL ASSIGNMENT	0
AIRCRAFT EMERGENCY	0	HARASSEMENT	3	SPECIAL ASSIGNMENT COMMUNITY	0
ALARM	25	HOSTAGE SITUATION	0	STABBING	0
ALARM HOLD UP/PANIC	3	HOTEL CHECK	0	STALKING	0
ALARM SCHOOL LOCKDOWN	0	ILLEGAL DUMPING	0	STOLEN VEHICLE	1
ALARM TEST	0	INDENCENT EXPOSURE	0	SUBDIVISION CHECK	4
ANIMAL CALL	47	INVESTIGATION	3	SUBJECT CHECK	18
APARTMENT CHECK	7	JUVENILE	6	SUICIDAL SUBJECT	2
ARMED SUBJECT	0	JUVENILE TRANSPORT	0	SUSPICIOUS INCIDENT	26
ARSON	0	KIDNAPPING	0	SUSPICIOUS PERSON	9
ASSAULT	0	KNOCK AND TALK	0	SUSPICIOUS VEHICLE	3
ASSIST CITIZEN	31	LAKE CHECK	1	TALK TO OFFICER	138
ASSIST EMS	11	LOCKOUT	3	TEST CALL	1
ASSIST FIRE	3	LOCKOUT URGENT	0	TEST CALL ALL AGENCIES	0
ASSIST OTHER AGENCY	19	LOST/FOUND PROPERTY	8	THEFT	5
ATTEMPT TO LOCATE	9	LPR HIT	2	THREATS	0
BARRICADED SUBJECT	0	MENTAL TRANSPORT	1	TRAFFIC COMPLAINT	4
BLUE TEAM REPORT	0	MISC. MATTER OF RECORD	7	TRAFFIC ENFORCEMENT	7
BOLO	13	MISSING ADULT	1	TRAFFIC HAZARD	9
BOMB THREAT	0	MISSING JUVENILE	1	TRAFFIC STOP	335
BURGLARY	0	NOISE COMPLAINT	6	TRAIN DERAILMENT	0
BUSINESS CHECK	148	OPEN DOOR	1	TRESPASS	5
CAR SEAT CHECK	1	OVERDOSE	4	TROUBLE @ PD	0
CHECKPOINT	0	PARK CHECK	34	UNAUTHORIZED USE OF VEHICLE	0
CITY CALL OUT	1	PARKING COMPLAINT	7	UNKNOWN SITUATION	1
CIVIL MATTER	8	PHONE MESSAGE	0	VANDALISM	3
CODE 99-OFFICER IN TROUBLE	0	PRISONER ESCAPE	0	VEHICLE BURGLARY	1
CODES	2	PRISONER TRANSPORT	0	VEHICLE CHECK	51
DAMAGE TO PROPERTY	5	PRIVATE PROPERTY TOW	1	VIOLATION CORRECTION VERIFY	4
DEATH INVESTIGATION	3	PROSTITUTION	0	VIO OF ORDER OF PROTECTION	4
DELIVER MESSAGE	2	PROWLER	0	WARRANT CIVIL	4
DISORDERLY CONDUCT	0	P.I.	0	WARRANT CRIMINAL	4
DISTURBANCE	7	RADIO COMMUNICATION	0	WEATHER RELATED ISSUE	0
DOMESTIC	11	RECKLESS DRIVER	23	WELFARE CHECK	18
DRILL	0	REFERRAL	3	GANG ACTIVITY	0
DUI	2	REPO	0	GAS DRIVE OFF	0

Total Calls for Service	1418
Total Written Warnings	56
Total Speeding Citations	33
Total all other city citations	27
Commercial vehicle enforcements	35
Total Arrest	35

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

Flex Unit reassigned to patrol for manpower

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

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



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

Date: 1/23/25

Stormwater Management Monthly Report- December 2024

Illicit Discharge Detection and Elimination

In December, the Stormwater Department followed up on a previous illicit discharge complaint from a local business that was identified by a City employee. Water was pumped into a catch basin during dry weather periods. The Stormwater Department contacted the Sewer Collections Department and was able to secure the camera truck to CCTV the pipes in question. After the pipes were inspected, it was determined the water was recycled stormwater that was leeching back into the basement of the building then being pumped out. The illicit discharge complaint was closed, and repairs are scheduled to begin on the failing pipes.

Construction Site Runoff Control

Pre-Con/Pre-App Meetings: 9

LDPs issued: 3

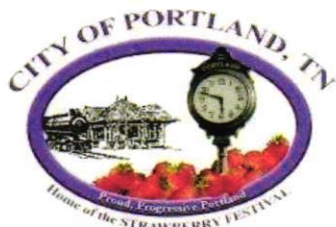
CGP Inspections: 12

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

Permanent Stormwater Management

New LTMA's received: 1 (111 Hwy 52 Apartments)

LTMA Inspections Received: 0



CITY OF PORTLAND

Public Works

Stormwater Field Crew

Council Report Submitted by
David Harris

Submitted for February 2025

December 24 and January 25 report

Maintenance (Citywide Various Locations)

- ☒ Maintenance: Storm grate, driveway tiles, canals, ditches and cut swells in yards to prevent flooding etc.
- ☒ Installation or replacement of driveway and road tiles.
- ☒ Place signage such as detour, work ahead - as needed
- ☒ Check and clean storm drains prior to storm event
- ☒ Yard repair: clean up, seed and straw job site
- ☒ Meet with homeowners about drainage issues or upcoming jobs.
- ☒ Tree removal
- ☒ Setup and Checked beaver traps.
- ☒ Purchase supplies: Drainage pipe, gravel, fittings, tools etc...

Other Tasks

- ☒ Attend meetings:
- ☒ Called in Tn One Call tickets
- ☒ Office: Timesheets, work orders, project sheets, reports etc...
- ☐ Inventory counts

Vehicle and Equipment

- ☒ Took truck and equipment to get repairs - Local mechanic shop and outside source.
- ☒ Perform daily maintenance check on vehicle and equipment
- ☒ Pick up various parts and supplies for vehicles and equipment.
- ☒ Clean up equipment and trucks

Assistance Work (Convenience Center, Other Dept. & Other City)

- ☒ Convenience Center: clear site of debris and maintain the burn box
- ☐ Range: Maintain road, and drainage
- ☒ Assist other depts as needed.
- ☐ Strawberry Festival
- ☐ Help: Chamber of Commerce, Little League park

Projects:

- ☒ 308 Hunter St.- Cut a swell on the side of the property to allow water to pass through the property with out getting to the air unit or craw space.
- ☒ 108 Kayla Circle- Cleaned out settelment and reshaped the swell going between the homes
- ☒ 112 Grant Ct. Replace 200' of 12" pipe with 200' of 18" pipe to allow water to drain from road and homes
- ☒ William Mack Ln. Make repairs to Catch Basin that was broken and unsafe



CITY OF PORTLAND

Public Works

Stormwater Field Crew

Council Report Submitted by
David Harris

- ☒ Fawler Ford/Tom Ferrell Rd.
- ☒ Public Works Compound
- ☒ N. Harris Bridge

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

Add 8' of 18" Concrete pipe on to drain so streets can widen the road

Build a pad with millings for the dumpsters to sit on in front of Sanitation

Clean out settlement on both sides of bridge to allow water to flow better



CITY OF PORTLAND

Public Works

Street Dept.

Council Report Submitted by
Martin Weekley

Submitted for the Feb. 2025 meeting
December 2024 report

Maintenance and Management

- ☒ Downtown area - Pick up trash, empty cans, water flowers and water systems, etc....
- ☐ Cross train employee's on the mowing tractors and other equipment
- ☐ Trim and remove low hanging branches
- ☒ Clean up at shop (put away tools, organize signage and other materials)
- ☒ Straighten up shop lot: all tractors, trailers, backhoe, and other equipment
- ☒ Office paperwork - Time sheets, po request, work orders, route sheets, daily task and monthly report
- ☒ Organize inventory and tools as needed.
- ☒ Maintain traffic signals, school zone lighting and decorative street lighting.
- ☒ Report street light issues to CEMC.
- ☐ Assist paving crew - (prep and plan) riser and roadplates
- ☒ Inventory counts -
- ☒ Collect bagged leaves - brush route

Maintenance of Roadway and Signage

- ☒ Potholes: Check, fill with gravel, repair with cold or hot mix.
- ☒ Roadcut: Prep equipment, compact gravel, then asphalt area.
- ☒ Edge of road: Repair with gravel or asphalt
- ☒ Graveled around mailboxes (USPS request)
- ☒ Remove debris from roadway: branches, dead animals, car parts, glass etc....
- ☒ Signage: Repair, replace or install
- ☐ Remove, haul, dispose of scrap material
- ☐ Mowing: Right of ways, canals, shooting range, intersections, city property lots and shops.
- ☐ Mow lots for our Codes Enforcement Dept
- ☐ Weed eat and spray: downtown area, overpass, guard rails, various intersections ,around signage etc.....
- ☐ Mow with tractors, bushhog, zero turns, batwing mowers etc...
- ☐ Banners and signage - Installation or change out.

Assist in other Departments

- ☒ Sanitation: Assist by helping drive claw truck or sanitation truck Bulk and Brush pick up
- ☒ Stormwater: Check storm drains
- ☒ Convenience Center - Attendant on site, smash down dumpsters, schedule hauls, and maintain the burn box.
- ☐ Golf Course: Remove trees, maint repairs etc....
- ☐ Richland and Meadow Brook Park
- ☐ City Property: Various task such as: trees, gravel, drainage
- ☐



CITY OF PORTLAND

Public Works

Street Dept.

Council Report Submitted by
Martin Weekley

Vehicle & Equipment Maintenance

- ☒ Perform daily maintenance check on vehicle and equipment
- ☒ Took truck and equipment to get repairs - Local mechanic shop and outside source.
- ☒ Pick up various parts and supplies for vehicles and equipment.
- ☒ Repair equipment and tools (Tires, batteries, hoses, decks, fluids, fittings, blades, etc.)
- ☒ Repairs made on tractors, chipper, trailers, hot box, backhoe etc.....
- ☒ Switch out and replacing attachments on equipment (Mowers and tractors)
- ☒ Clean up spills in the roadway

Special Events:

Traffic Control , setup barricades, cones/ Removed after event
Setup and remove signage and message boards (road closure etc.)
Set up tables, chairs, stage for the band and other displays.
Pick up and drop off supplies.
Clean up and remove all trash before and after any event.
Set up signage and digital message boards

- ☐ Decorate for Holiday: Such as Christmas, spring and fall events.
- ☒ Christmas Parade
- ☐ Strawberry Festival
- ☐ Fall Festival
- ☐ Homecoming Parade
- ☐ Music on Main
- ☐ Car Shows

Assist other businesses

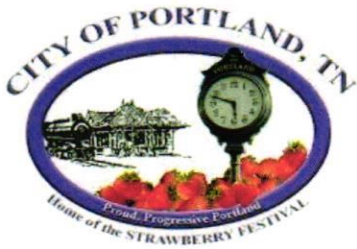
- ☒ Chamber of Commerce
- ☐ Hands of Hope
- ☐ Portland Cares
- ☐ Portland Schools
- ☐ Little League Park

Misc. other task

- ☒ Paint stop bars, crosswalks and install flashing lights at the newest stop signs
- ☒ Prep all winter equipment (Snow plow, trucks, salt spreaders etc...)

Remove all Christmas decorations - City Wide , Took to storage site. (Christmas tree, lights and decorations were installed: City Hall, Gazebo, Mini Park, Moye-Green house, downtown, North and S Fire Hall, Police

- ☒ Dept, intersection of Hwy 109/52 and on poles along Hwy 109.)
- ☒ Took message boards to Nashville (repairs needed)



CITY OF PORTLAND

Public Works

Street Dept.

**Council Report Submitted by
Martin Weekley**

- ☒ Removed items from storage at Jenkins Bldg
- ☒ Clean and organize the storage site (Airport Hanger)
- ☒ Pour a concrete pad at Strawberry Crate
- ☒ Ace Hardware to get supplies and spare keys made
- ☒ Set up Brine machine - Replace valves and fittings.
- ☒ Strawberry Crate - Made repair to benches
- ☒ Removed trees along Hwy 109 / Chip debris and flagged traffic

- ☐ William Mack Ln - Spread gravel on access road
- ☐ Helped move the stormwater dept to their new building
- ☐ Tree's: Removed several trees from city property. Used stump grinder to level the areas.
- ☐
- ☐ Installed misc. camera's on Portland Lake Rd
- ☐ Storm watch: Put out high water signs
- ☐ Equipment and vehicles to Meadow Brook Park for auction
- ☐ Hauled millings for paving crew
- ☐ Library: drain tile
- ☐ Assisted the paving crew: Removed gravel and cleared area so they could pave at RR tracks.
- ☐ Street Shop - Salt Shed: Cleaned up, installed new lights, helped electrician, prep site to get paved.
- ☐ Tree's: cut and haul away debris (Various locations)
- ☐ Flower and landscape: Removed dead flowers, fertilize, water and clean up
- ☐ Gazebo: Painted, fixed flag and repaired water lines



CITY OF PORTLAND

Public Works

Sanitation Dept

Council Report Submitted by
Martin Weekley

Submitted for the Feb. 3, 2025 meeting

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

Two claw trucks picking up bulk items and brush at curbside

December-2024				
	Sumner Co. Resource Authority (Dump)		Volunteer Recycling Center (Haul)	
	City of Portland	Volunteer Recycling	City of Portland	Other(Cares)
# of Loads	58	23	22	1
Tonnage	544.88	66.67		
Per cost	\$55.00	\$55.00	\$275.00	\$137.50
Amount	\$29,968.40	\$3,666.85	\$6,050.00	\$137.50
Total	\$33,635.25		\$6,187.50	
Grand Total	\$39,822.75			

Monthly Fuel Report

The City of Portland has two (2) fuel card providers; Rapid Fueling Co. and Wex fuel.

Please see the breakdown below for each department and

Rapid Fueling Company	Regular Fuel	Diesel Off Road	Diesel On Road	
Airport	19.10			
City Hall	39.95			
Gas	664.66	86.00	32.80	
Meter Readers	129.87			
Parks	349.66	47.20		
Planning	63.54			
Sanitation	19.39		1,674.69	
Sewer Colleciton	451.54		41.09	
Stormwater	207.10	185.00	43.46	
Street	343.84	119.60	22.40	
Water Dist	746.83		144.30	
WTP	97.53			
WWTP	99.89			
Total Gallons	3,232.90	437.80	1,958.74	5,629.44
Total cost				\$11,961.28

Wex Fuel Company	Regular Fuel	Off Road Diesel	On Road Diesel	
Police Dept	3,192.74			6,810.22
Fire Dept	100.60		414.42	1,257.44
Total Gallons	3,293.34		414.42	8,067.66
Total Cost				

Rapid Fueling Co. Cost	\$11,961.28
Wex Fuel Cost	\$8,067.66
Total Combined Fuel Cost	\$20,028.94

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

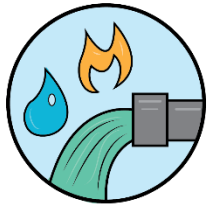
Phone 615/325-6776 Ext. 245

December 2024 Monthly Report

1 Council Meetings	December 4 th	6 - Council Members present 1 - Council Members absent 1 – Alcohol Beverage Board 0 - Public Hearings 3 - Resolutions 3 - Ordinances
Work Study Meetings	0	
Ad-Hoc Meetings	0	
Liability Claims	0	
Property Claims	0	
Records Requested	13 (see attached)	

Open Records Request

Received	Person Requesting	Information Requested	Time	Value	Billed
12/2/2024	Stanley LaDuke	Citation	>1 hour	10.00	\$0.00
12/2/2024	Branden Bellar	Ordinances fr 1/1/20 to present re fees	5.5 hours	217.42	\$186.77
12/2/2024	Branden Bellar	Ordinances fr 1/1/20 to present re affecting development		--	--
12/2/2024	Branden Bellar	Ordinances fr 1/1/20 to present re receipts for water/sewer improvement		--	--
12/2/2024	Branden Bellar	Employee file		--	--
12/11/2024	Lewis Head	Bld Permit & Occ cert for 135 Davis St	>1 hour	10.00	\$0.00
12/11/2024	Jair Hawkings	Fire Department Training	>1 hour	10.00	\$0.00
12/16/2024	Ralph Perrazzo	Utility Permit, gas line(neighbor's)	>1 hour	10.00	\$0.00
12/16/2024	Rachel McMichael	MVA photos, dash cam rpt 23-03794	>1 hour	10.00	\$0.00
12/17/2024	John Pszanitzki	payscale study documents	>1 hour	23.25	\$23.25
12/19/2024	Ashley Law	Complaints fr fire department	>1 hour	11.65	\$1.65
12/27/2024	Michael Wieczorek	Building permit 1275 Vaughn Pkwy	>1 hour	10.00	\$0.00
12/27/2024	Michael Wieczorek	Building permit 1211 Vaughn Pkwy	>1 hour	10.00	\$0.00



PORTLAND

Department of Utilities

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CITY OF PORTLAND

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

PDU Admin. Work Report December 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 3.720 MGD.

Single Taps

- Water: 4 taps
- Sewer: 2 taps
- Gas: 8 taps

Development Taps – No Capacity Letters sent out in November 2024

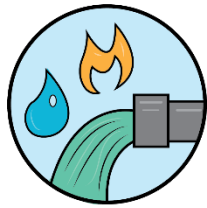
Utility	Original Letter	First Renewal	Second Renewal
Water	3	0	0
Sewer	1	0	0
Gas	0	0	0

City Projects

- Non-Competitive ARPA Grant Projects:
 - a. Masons 12" Connector Line – Water is 94% complete.
 - b. Oak Hill Water Line – Water is 97% complete.
 - c. Oak Hill Tank – Tank is 56% complete.
- Competitive ARPA Grant Projects
 - a. Regionalization Project – Partnership with Gallatin, Westmoreland, & CSBWUD – All entities have had Bid Openings: GPU was December 12th (\$11,831,800), Westmoreland was December 19th (\$572,790), CSBWUD was January 14th (\$4,110,942.50), and PDU was January 15th (\$8,337,300.00).
 - b. Water Resource Protection Grant – WTP and City Lake Improvements – Design is 25%
- WWTP Phase II Improvements – Construction is 94% complete.
- 2" Service Line Replacement – 8 out of 17 service lines have been replaced.
- Sandye Avenue Sewer – Sewer installation has begun - 10% complete.

Private Development

- Twin Lakes – Sewer installation has begun – 15% complete
- Bracken Estates - Sewer installation has begun – 20% complete
- Sumner Pointe Apartments Magnolia Springs Blvd – Sewer is 0%. (Total units = 64) Sewer was rejected due to improper installation.
- Parkside Pointe Phase 1:
 - Onsite Sewer – Wet Well has been installed and 100% complete
 - Offsite Water – 100% complete.
 - Force main – 100% complete.
- Hwy 52E #1 Lift Station – 95% Complete.
- Red River and Highland – 6" Waterline – 35% complete.
- Fire Meters Installed – ABB (200 Challenger Dr), Dorman (1140 Vaughn Pkwy)



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LUCAS BAKER – GAS SUPERVISOR

100 SOUTH RUSSELL STREET

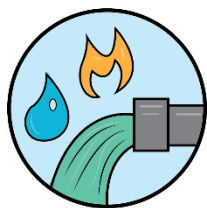
PORTLAND, TENNESSEE 37148

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

Email Address: lbaker@cityofportlandtn.gov

Gas Dept Monthly Report – December 2024

- December Gas Usage at each Gate Station:
 - Leath: 28,329.07 MCF
 - TGT: 99,720 MCF
 - Robertson Co Station: 8,571.15 MCF
- 7 Gas Services installed consisting of 1,463ft of ¾" service line pipe
- 2" Industrial Gas Service installed to 233 Kirby Rd
 - Welder fabricated and installed 2" rotary meter
- 1 Gas Main Leak Repair
- 1 Gas Valve Leak Repair (replaced 2" HDPE valve)
- 2 Meter sets replaced due to gas leaks (regulators)
- 2024 Regulator/Relief Inspection with DM Services – TPUC/PHSMA Requirement
- Installed remote pressure recorder (High Tide Telemetry) at Vaughn Pkwy Industrial Park
- 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 -increased number this month due to colder temperatures/increased usage
- Air Test Inspections
- Daily monitoring of Gate Stations and odorant injection
- Daily work orders and Tennessee One Calls
- Monthly Odorant Sniff Test – TPUC requirement



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JON HARRISON – SEWER COLLECTION SUPERVISOR

100 SOUTH RUSSELL STREET

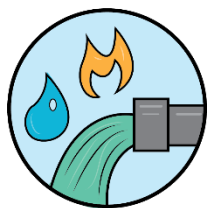
PORTLAND, TENNESSEE 37148

Office: (615) 323-1437

Email Address: jharrison@cityofportlandtn.gov

Sewer Collections Dept Monthly Report – December 2024

- 1914 – CS Check Stations consisting of 87 pump stations daily.
- 208 - 811 Locates
- 16 – SC Service Calls repair repaired
- 2 - Telemetry alarms repair required
- 39 - LSM Lift Station Maintenance
- 14 – LSR Lift Station Repairs
- 1 – FMR Force Main Repair
- 8 – YR Yard Repairs
- 1– CP Cap off Service line
- 26 HRS- HOD Helping other Departments w/ CCTV & Vac Truck.
- 2 - Monthly CCTV for I&I Locations and inspections.
- 1 – SLR Service Line Repairs
- 2- SLIN Service line inspection
- 26 Hrs. - Monthly OSHA Safety Training & OTJ
- 33 HRS- Shop Work
- 25 HRS- Equipment Maintenance.
- 170 HRS Office Work.
- 41 Overflows for the month of December 2024.



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CHRIS GREER – WATER DEPT SUPERVISOR

100 SOUTH RUSSELL STREET

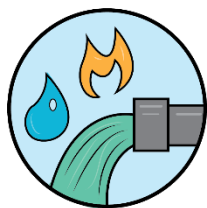
PORTLAND, TENNESSEE 37148

Office: (615) 323-1437

Email Address: cgreer@cityofportlandtn.gov

Water Distribution Dept Monthly Report – December 2024

- (5) Service Leaks
- (17) New services installed
- Meter Replacements (20+)
- (4) Main Leaks
- (1) Test Hole
- Inventory Count
- Reconfigure Valves in System after CDJ Farms line was activated
- Turn off Auto Flushers
- Yard Repairs
- Traffic
- Locates



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CITY OF PORTLAND

TIM SUDDARTH – WTP CHIEF OPERATOR

100 SOUTH RUSSELL STREET

PORTLAND, TENNESSEE 37148

Telephone 615-325-6776 ext.192

Email TSuddarth@cityofportlandtn.gov

WTP Monthly Report - December 2024

- Submitted November 2024 DMR via the EPA CDX online portal.
- Submitted November 2024 MOR's via certified mail.
- Performed settling basin maintenance on both settling basins.
- New gateway for cloud-based monitoring was installed.
- Brown mechanical was onsite several days diagnosing HVAC issues.
- Changed the pressure switch for Microchlor blower #2.
- Hosted Leadership Portland tour at the WTP.
- John Bouchard and Sons replaced the leathers in 2 of the high service pumps.
- 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 61,189,000 gallons of potable water for distribution to customers.



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CITY OF PORTLAND

JENNIFER YOUNG – WW CHIEF PLANT OPERATOR

100 SOUTH RUSSELL STREET

PORTLAND, TENNESSEE 37148

Telephone 615-323-1437

Email jyoung@cityofportlandtn.gov

WWTP Monthly Report – December 2024

- Construction continues at the Water Reclamation Facility.
- After taking SBR #1 out of service when #3 went in, we ran into issues with our SBR #1 decant valve. Investigating the issue and calling in Southern Sales immediately they determined we needed a new electronic board and screen for the valve. We had to put an order in for that and it was around the holidays so it took a little while to get the part.
- As soon as it came in it was installed. We were then able to get SBR #1 back in service. We are now back to running SBR #1&3 and #2 will begin rehab this week. 1/20/25. The estimated time for work involved is 2 weeks.
- We had issues with our waste pumps off the SBR's as the modules didn't work with our current pumps.
- We had to order new modules and now they are working properly. In turn, we built up solids in tanks and are working on decreasing those solids.
- We also had 2 separate shutdowns in December for pulling wire and getting the new ATS online.
- We have the Pista Grit and grit classifier on old headworks fixed and in service.
- We have now put the new headworks in service which includes a drum screen, Pista Grit, grit classifier.
- We are running in hand until Revere gets here the week of 1/20/25 to push programs and get our SCADA set up. I am waiting for Wascon to be here this week 1/20/25 to try and finalize what updated and new equipment we need to get alarms when no one is at the plant.
- Those alarms come to my phone and whoever has the on-call phone for the week.
- We have a blower issue with one blower on the CCB we are in contact with Yolanda from Hardy to find resolution. It seems to just be timing out he is working on that and hope to have it resolved quickly. The other blower is working fine.
- Overall, we are getting close to finishing all the big parts of the job and will have all 3 SBR's in play soon.



BOARD OF MAYOR AND ALDERMEN
Minutes for January 6, 2025 at 5:00 PM

1. Call to Order

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

2. Prayer and Pledge

Robert Coleman lead the Pledge and Prayer.

3. Roll Call

Present: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Also Present: Mayor Mike Callis, Asst. City Recorder Tracy Kizer

Absent: Alderman Hall, City Recorder Slusser, Attorney Bradley

4. Approval of Agenda

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Jennings

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Absent: Alderman Hall

Motion Passed(voice vote)

5. Presentation

- No Items

6. Public Comment Period

- No one spoke

7. Communications from Council Members

- No one spoke

8. Mayor's Report

- There will be a warming shelter with limited access at Police Department from 5 pm to 5 am during the cold temperatures this week.
- At Richland Gym the wood flooring has been installed and striping will be added soon.
- Congratulations to Brandon McGuire in Finance Department for becoming a Certified Municipal Finance Officer.
- There will be a Work Study meeting February 3rd, 2025 at 4 pm about comprehensive land use plan.

9. Alcohol Beverage Board

Chairman McDowell called the Alcohol Beverage Board to order at 5:07 pm.

- A.** The Hitching Post (The County Line Saloon) - Lonzie Ferguson - On premises beer permit at 5733 Highway 31W, Portland, TN 37148. Chair McDowell advised the ownership and name are the changes. All the paperwork is in order and background checks have passed. The name will go back to the Hitching Post.

Motion to: Approve new owner and name change.

By: Alderman Jennings

Second: Vice-Mayor Thompson

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Absent: Alderman Hall

Motion Passed (voice vote)

- B.** Resolution No. 25-01 – A Resolution authorizing a certificate of compliance for Joshua Robertson of Portland Wine and Spirits located at 144 West Knight Street, Portland, TN, 37148.

- Chair McDowell explained that due to a death, the spouse of the owner will take over the business. All paperwork is in order and background checks ok.

Motion to: Approve

By: Alderman Jennings

Second: Alderman Ellis

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Absent: Alderman Hall

Motion Passed(voice vote)

- Chair McDowell closed the Portland Alcohol Beverage meeting at 5:08 pm.

10. Consent Calendar

Motion to: Approve

By: Alderman McDowell

Second: Alderman Cole

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Absent: Alderman Hall

Motion Passed(voice vote)

A. Minutes

B. Department Reports

C. Resolution No. 25-02 – A Resolution to appoint members to the Portland Health and Educational Facilities Board.

D. Ordinance No. 24-73 – Second Reading - An Ordinance to amend Section 407 of Title 18 of the City of Portland's Municipal Code with the following language referencing the time for compliance on backflow preventers.

E. Ordinance No. 24-74 – Second Reading – An Ordinance to rescind in its entirety Ordinance 22-72 with Tri-Dash Local Investors, LLC, for the development Richland Estates, located on N Russell St & Victor Reiter Pkwy in Portland, Tennessee, and replace with the following.

11. Community Development – Vice-Mayor Megann Thompson

- No Items

Vice-Mayor Thompson advised next meeting there should be proposals for hiring a retail partner and requested Council Members to contact Sherry Ferguson or the Mayor with any questions.

12. Finance – Alderman Vince Ellis

- No Items

13. Fire Department – Alderman Jody McDowell

- No Items

14. Human Resources – Alderman Vince Ellis

- No Items

15. Legislative – Mayor Mike Callis

A. Discussion - Resolution 24-21 - Public Recognition

- Mayor Callis requested Alderman Cole to present his recommendation.

- Alderman Cole began the discussion by requesting a time added at the end of the Council meeting for open comment period similar to what the City of Gallatin does.
- After much discussion it was suggested by Alderman Ellis to get recommendations from City Attorney John Bradley.
- Mayor Callis advised he would send an email to Attorney Bradley about suggestions.

16. Municipal Airport – Alderman Mike Hall

- No Items

17. Parks & Recreation – Alderman Brian Woodall

- No Items

18. Planning & Codes – Vice-Mayor Megann Thompson

- A.** Ordinance No. 25-01 – First Reading – An Ordinance amending Portland Municipal Code Chapter 6, Property Maintenance Code, by adding Article 12-603, Dangerous Buildings.

Motion to: Approve

By: Vice-Mayor Thompson

Second: Alderman Woodall

Discussion: Mayor Callis explained that there may be changes made next reading and suggested all to review and advise if they have any changes.

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Absent: Alderman Hall

Motion Passed(voice vote)

19. Police Department – Alderman Drew Jennings

- No Items

20. Public Works – Alderman Brian Woodall

- A.** Discussion - Traffic Engineer

- Public Works Director Carlton Cobb presented a cost breakdown estimate from a traffic engineer and discussed MUTCD guidelines and TCA.
- Recess was called for Mayor Callis to consult the City Attorney Bradley about legal issues.

Recess started at 5:43.

Meeting called back to order at 5:48.

- Mayor Callis reported the City Attorney recommended to have a traffic engineer review the intersections.
- Discussion was held to determine how many stop signs to have reviewed by engineer.
- Discussion was held about changing the traffic pattern at Hwy 52 & Leath Rd. by paving center section and restriping.

Motion to: Have all the areas listed in the cost breakdown, with exception of Jackson Rd & Strawberry St to be reviewed by engineer and ask for specific recommendations.

By: Alderman Woodall

Second: Alderman Jennings

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Absent: Alderman Hall

Motion Passed(voice vote)

B. Discussion - Dan Jenkins Building

- Director Cobb discussed the bids and it will be similar as the RCC building.
- After discussion Director Cobb advised he will have the bids for next month.
- Alderman Woodall advised funds have been set aside for the last couple of years.

21. Utility Infrastructure – Alderman Charles Cole

- A.** Resolution No. 25-03 - A Resolution to approve the final adjusting change order #1 in the decreased amount of \$17,091.25 and extending the final completion contract time forty-five (45) additional days for the 2024 Highway 52 and S. Broadway (State Route 109) twelve (12) inch waterline improvements.

Motion to: Approve

By: Alderman Cole

Second: Alderman Woodall

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Absent: Alderman Hall

Motion Passed (voice vote)

- B.** Discussion - Utility Fees, preexisting lots, off site improvement credits and tap fees for duplex/quads.

- Alderman Jennings advised that Ordinance No. 24-26 needs further discussion through council, Ad Hoc or create a new committee.
- After discussion it was agreeded that Alderman Jennings would chair a committee to discuss Utilities Fees in relation to Ordinance No. 24-26.
- Alderman Cole and Alderman Ellis would also serve on that committee and present recommendations back to council.

Motion to: Create a committee to review Ordinance No. 24-46 fees.

By: Vice-Mayor Thompson

Second: Alderman Ellis

Discussion: Suggested to do a Work Study after the Committee meeting

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Vice-Mayor Thompson, Alderman Woodall

Absent: Alderman Hall

Motion Passed(voice vote)

Adjournment

Mayor Callis gave an update about the status with White House Utility District and Gallatin Water Department. Discussion was held about current Portland water projects and bid progress with the Sumner County grants.

Motion to Adjourn by Alderman Woodall; Second by Alderman Ellis;
Motion passed by voice vote to **adjourn at 6:18pm.**

RESOLUTION

City of Portland, Tennessee

No. 25 – 04

A RESOLUTION TO RE-APPOINT THREE MEMBERS TO THE CITY OF PORTLAND’S AUDIT COMMITTEE

WHEREAS, Ordinance #15-25 established the City of Portland’s Audit Committee, as provided by TCA Section 9-3-405, and as recommended by the Comptroller and the Government Finance Officers Association of the U.S. and Canada, to provide independent review and oversight of the city’s financial reporting process; and

WHEREAS, In accordance with Ordinance #15-25 as amended by Ordinance #17-34, the Audit Committee shall be made up of three members who serve two-year terms each; and

WHEREAS, Members of the Audit Committee shall be appointed by the Mayor and approved by the Board of Aldermen; and

BE IT RESOLVED, Mayor Mike Callis does hereby re-appoint Kim Delaney, CPA, Sonja Schuette, CPA and Councilman Drew Jennings to the Audit Committee, each for a 2-year term that will expire on March 16, 2027; and

NOW THEREFORE BE IT RESOLVED, That this Resolution shall become effective upon its passage, the public welfare requiring it.

Mike Callis, Mayor

Attest: City Recorder

Approved this the day of

RESOLUTION

City of Portland, Tennessee

No. 25 – 13

A RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE CITY OF PORTLAND, TENNESSEE AND _____ AS THE CITY OF PORTLAND RETAIL RECRUITER

WHEREAS, The City of Portland deems it necessary to attract more sales taxes, jobs, and businesses to the area by contracting with a retail recruiter to provide consulting services to attract new retailers, restaurants and hotels; and

WHEREAS, The City of Portland received proposals from the following:

- Retail Strategies \$25,000
- The Retail Coach \$32,000
- Urban Fast Forward \$59,200

NOW THEREFORE BE IT RESOLVED by the Board of Aldermen of the City of Portland, that the Mayor is hereby authorized to sign the agreement with _____ for a period of one year 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

APPENDIX B

FIRE-FLOW REQUIREMENTS FOR BUILDINGS

The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance or legislation of the jurisdiction.

User note:

About this appendix: Appendix B provides a tool for the use of jurisdictions in establishing a policy for determining fire-flow requirements in accordance with Section 507.3. The determination of required fire flow is not an exact science, but having some level of information provides a consistent way of choosing the appropriate fire flow for buildings throughout a jurisdiction. The primary tool used in this appendix is a table that presents fire flow based on construction type and building area based on the correlation of the Insurance Services Office (ISO) method and the construction types used in the International Building Code®.

SECTION B101 GENERAL

B101.1 Scope. The procedure for determining fire-flow requirements for buildings or portions of buildings hereafter constructed shall be in accordance with this appendix. This appendix does not apply to structures other than buildings.

SECTION B102 DEFINITIONS

B102.1 Definitions. For the purpose of this appendix, certain terms are defined as follows:

FIRE FLOW. The flow rate of a water supply, measured at 20 pounds per square inch (psi) (138 kPa) residual pressure, that is available for fire fighting.

FIRE-FLOW CALCULATION AREA. The floor area, in square feet (m²), used to determine the required fire flow.

SECTION B103 MODIFICATIONS

- **B103.1 Decreases.** The *fire code official* is authorized to reduce the *fire-flow* requirements for isolated buildings or a group of buildings in rural areas or small communities where the development of full *fire-flow* requirements is impractical.
- **B103.2 Increases.** The *fire code official* is authorized to increase the *fire-flow* requirements where conditions indicate an unusual susceptibility to group fires or conflagrations. An increase shall be not more than twice that required for the building under consideration.

B103.3 Areas without water supply systems. For information regarding water supplies for fire-fighting purposes in rural and suburban areas in which adequate and reliable water supply systems do not exist, the *fire code official* is authorized to utilize NFPA 1142 or the *International Wildland-Urban Interface Code*.

SECTION B104 FIRE-FLOW CALCULATION AREA

B104.1 General. The *fire-flow calculation area* shall be the total floor area of all floor levels within the *exterior walls*, and under the horizontal projections of the roof of a building, except as modified in Section B104.3.

B104.2 Area separation. Portions of buildings that are separated by *fire walls* without openings, constructed in accordance with the *International Building Code*, are allowed to be considered as separate *fire-flow calculation areas*.

B104.3 Type IA and Type IB construction. The *fire-flow calculation area* of buildings constructed of Type IA and Type IB construction shall be the area of the three largest successive floors.

Exception: *Fire-flow calculation area* for open parking garages shall be determined by the area of the largest floor.

SECTION B105 FIRE-FLOW REQUIREMENTS FOR BUILDINGS

B105.1 One- and two-family dwellings, Group R-3 and R-4 buildings and townhouses. The minimum *fire-flow* and flow duration requirements for one- and two-family *dwellings*, Group R-3 and R-4 buildings and *townhouses* shall be as specified in Tables B105.1(1) and B105.1(2).

B105.2 Buildings other than one- and two-family dwellings, Group R-3 and R-4 buildings and townhouses. The minimum *fire-flow* and flow duration for buildings other than one- and two-family *dwellings*, Group R-3 and R-4 buildings and *townhouses* shall be as specified in Tables B105.2 and B105.1(2).

B105.3 Water supply for buildings equipped with an automatic sprinkler system. For buildings equipped with an *approved automatic sprinkler system*, the water supply shall be capable of providing the greater of:

1. The *automatic sprinkler system* demand, including hose stream allowance.
2. The required *fire flow*.

TABLE B105.1(1)
REQUIRED FIRE FLOW FOR ONE- AND TWO-FAMILY DWELLINGS, GROUP R-3 AND R-4 BUILDINGS AND TOWNHOUSES

FIRE-FLOW CALCULATION AREA (square feet)	AUTOMATIC SPRINKLER SYSTEM (Design Standard)	MINIMUM FIRE FLOW (gallons per minute)	FLOW DURATION (hours)
0–3,600	No automatic sprinkler system	1,000	1
3,601 and greater	No automatic sprinkler system	Value in Table B105.1(2)	Duration in Table B105.1(2) at the required fire-flow rate
0–3,600	Section 903.3.1.3 of the <i>International Fire Code</i> or Section P2904 of the <i>International Residential Code</i>	500	$\frac{1}{2}$
3,601 and greater	Section 903.3.1.3 of the <i>International Fire Code</i> or Section P2904 of the <i>International Residential Code</i>	$\frac{1}{2}$ value in Table B105.1(2)	1

For SI: 1 square foot = 0.0929 m², 1 gallon per minute = 3.785 L/m.

TABLE B105.1(2)
REFERENCE TABLE FOR TABLES B105.1(1) AND B105.2

FIRE-FLOW CALCULATION AREA (square feet)					FIRE FLOW (gallons per minute) ^b	FLOW DURATION (hours)
Type IA and IB ^a	Type IIA and IIIA ^a	Type IV and V-A ^a	Type IIB and IIIB ^a	Type V-B ^a		
0-22,700	0-12,700	0-8,200	0-5,900	0-3,600	1,500	2
22,701-30,200	12,701-17,000	8,201-10,900	5,901-7,900	3,601-4,800	1,750	
30,201-38,700	17,001-21,800	10,901-12,900	7,901-9,800	4,801-6,200	2,000	
38,701-48,300	21,801-24,200	12,901-17,400	9,801-12,600	6,201-7,700	2,250	
48,301-59,000	24,201-33,200	17,401-21,300	12,601-15,400	7,701-9,400	2,500	
59,001-70,900	33,201-39,700	21,301-25,500	15,401-18,400	9,401-11,300	2,750	
70,901-83,700	39,701-47,100	25,501-30,100	18,401-21,800	11,301-13,400	3,000	3
83,701-97,700	47,101-54,900	30,101-35,200	21,801-25,900	13,401-15,600	3,250	
97,701-112,700	54,901-63,400	35,201-40,600	25,901-29,300	15,601-18,000	3,500	
112,701-128,700	63,401-72,400	40,601-46,400	29,301-33,500	18,001-20,600	3,750	
128,701-145,900	72,401-82,100	46,401-52,500	33,501-37,900	20,601-23,300	4,000	4
145,901-164,200	82,101-92,400	52,501-59,100	37,901-42,700	23,301-26,300	4,250	
164,201-183,400	92,401-103,100	59,101-66,000	42,701-47,700	26,301-29,300	4,500	
183,401-203,700	103,101-114,600	66,001-73,300	47,701-53,000	29,301-32,600	4,750	
203,701-225,200	114,601-126,700	73,301-81,100	53,001-58,600	32,601-36,000	5,000	
225,201-247,700	126,701-139,400	81,101-89,200	58,601-65,400	36,001-39,600	5,250	
247,701-271,200	139,401-152,600	89,201-97,700	65,401-70,600	39,601-43,400	5,500	
271,201-295,900	152,601-166,500	97,701-106,500	70,601-77,000	43,401-47,400	5,750	
295,901-Greater	166,501-Greater	106,501-115,800	77,001-83,700	47,401-51,500	6,000	
—	—	115,801-125,500	83,701-90,600	51,501-55,700	6,250	
—	—	125,501-135,500	90,601-97,900	55,701-60,200	6,500	
—	—	135,501-145,800	97,901-106,800	60,201-64,800	6,750	
—	—	145,801-156,700	106,801-113,200	64,801-69,600	7,000	
—	—	156,701-167,900	113,201-121,300	69,601-74,600	7,250	
—	—	167,901-179,400	121,301-129,600	74,601-79,800	7,500	
—	—	179,401-191,400	129,601-138,300	79,801-85,100	7,750	
—	—	191,401-Greater	138,301-Greater	85,101-Greater	8,000	

For SI: 1 square foot = 0.0929 m², 1 gallon per minute = 3.785 L/m, 1 pound per square inch = 6.895 kPa.

a. Types of construction are based on the *International Building Code*.

b. Measured at 20 psi residual pressure.

TABLE B105.2
REQUIRED FIRE FLOW FOR BUILDINGS OTHER THAN ONE- AND
TWO-FAMILY DWELLINGS, GROUP R-3 AND R-4 BUILDINGS AND TOWNHOUSES

AUTOMATIC SPRINKLER SYSTEM (Design Standard)	MINIMUM FIRE FLOW (gallons per minute)	FLOW DURATION (hours)
No automatic sprinkler system	Value in Table B105.1(2)	Duration in Table B105.1(2)
Section 903.3.1.1 of the <i>International Fire Code</i>	25% of the value in Table B105.1(2) ^a	Duration in Table B105.1(2) at the reduced flow rate
Section 903.3.1.2 of the <i>International Fire Code</i>	25% of the value in Table B105.1(2) ^b	Duration in Table B105.1(2) at the reduced flow rate

For SI: 1 gallon per minute = 3.785 L/m.

a. The reduced fire flow shall be not less than 1,000 gallons per minute.

b. The reduced fire flow shall be not less than 1,500 gallons per minute.

SECTION B106 REFERENCED STANDARDS

ICC	IBC—18	International Building Code	B104.2
ICC	IWUIC—18	International Wildland-Urban Interface Code	B103.3
ICC	IRC—18	International Residential Code	Table B105.1(1)
NFPA	1142—17	Standard on Water Supplies for Suburban and Rural Fire Fighting	B103.3

RESOLUTION

City of Portland, Tennessee

No. 25 - 05

A RESOLUTION TO CONFIRM TRACY KIZER AS CITY RECORDER FOR THE CITY OF PORTLAND

WHEREAS, The Portland City Charter Article III Section 2 authorizes the appointment of officers listed as City Recorder, City Attorney, and the City Judge; and

WHEREAS, The Portland City Charter Article III Section 2 and Article V Section 1 provides that the Council and Mayor by majority vote elect such officers: and

WHEREAS, Tennessee Code Annotated 6-54-120 requires that municipal clerks and recorders become certified and maintain certification with continuing education; and

WHEREAS, Ttracy Kizer is a State of Tennessee Municipal Clerk and Recorder and has consented to serve as an appointed officer of the City as the City Recorder; and

NOW, THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Portland that Tracy Kizer is hereby confirmed as City Recorder; and

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

Mike Callis, Mayor

Attest: City Recorder

Approved this the day of

RESOLUTION

City of Portland, Tennessee

No. 25 – 06

A RESOLUTION REQUESTING THE GENERAL ASSEMBLY TO AMEND THE PRIVATE ACT CHARTER OF THE CITY OF PORTLAND, TENNESSEE

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PORTLAND TENNESSEE, that the Tennessee General Assembly is hereby requested to amend the Charter of the City of Portland, Tennessee as follows:

“ARTICLE XII, MISCELLANEOUS PROVISIONS”, shall be amended by deleting Section 11 in its entirety and renumbering the remaining sections according.

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

Mike Callis, Mayor

Attest: City Recorder

Approved this day of

RESOLUTION

City of Portland, Tennessee

No. 24 – 21

A RESOLUTION TO ADOPT GUIDELINES FOR PUBLIC COMMENTS DURING CITY COUNCIL MEETINGS.

WHEREAS, the City of Portland, Tennessee, is committed to transparent government and welcomes input by all its citizens;

WHEREAS, the City desires to conduct its business in an orderly manner and to show respect for different points of view; and

WHEREAS, the City deems it appropriate to adopt guidelines to govern public comments:

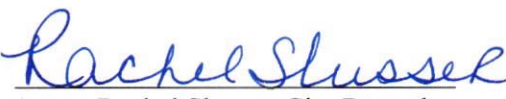
NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the City of Portland that the following guidelines will govern public comments at City Council meetings;

1. Speakers must identify themselves by name and address;
2. Public comments shall be limited to items on the agenda and shall be limited to five minutes per individual, which time is not transferable to other speakers;
3. Comments must address issues, not individuals or personalities; personal attacks shall not be tolerated;
4. Comments may support or oppose particular issues or measures, but the motives of those with differing views shall not be questioned or attacked;
5. Malicious comments will not be allowed; and
6. Speeches for or against particular candidates running for public office shall not be allowed.

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 6th day of May 2024.

RESOLUTION

City of Portland, Tennessee

No. 24 – 07

A RESOLUTION AUTHORIZING CHANGE ORDER #1 WITH OHM ADVISORS IN THE AMOUNT OF \$69,750 FOR THE SPLASHPAD AT RICHLAND PARK.

WHEREAS, the City of Portland, Tennessee is hereby approving the following change order to increase the contract amount with OHM Advisors for the Splashpad project at Richland Park:

Change order #1 \$69,750

WHEREAS, the City of Portland deem this change order necessary for the proper completion of the project; and

NOW THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Portland; and approve the acceptance of the change order in the amount of \$69,750; and

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

Mike Callis, Mayor

Attest: City Recorder

Approved this day of



January 10, 2025

REVISED January 28, 2025

Honorable Mike Callis
City of Portland
PO Box 466
Portland, Tennessee 37073

**RE: Change Order No. 1
Design and Construction Services
Splashpad at Richland Park
Portland, Tennessee**

Dear Mayor Callis,

OHM Advisors (OHM) appreciates the opportunity to continue to assist with professional services related to the new splashpad to be located at Richland Park. The City has gone through the bidding process and rejected the bid presented. This change order to the original contract is based on conversations with the City staff to reduce scope of the design.

Tasks 1 through 6 of the original contract have been completed and not part of the scope of this proposal. Task 7 (Construction Administration) and Task 8 (Resident Project Representative) will be performed when a bid has been accepted for the splash pad work. Task 7 and 8 were previously on the original proposal dated April 18, 2024 and are not part of this change order scope. The next steps in the process are outlined below.

Task 9 – Construction/Bid Document Revision

The OHM Team will eliminate the parking area and landscaping. The existing parking area between the gym and maintenance building will be utilized for splashpad parking. OHM will work with Great Southern Recreation to value engineer the design to attempt to bring down the overall construction cost. The design team will analyze the entire site as it relates to hardscape, landscape, and other features. The bid documents shall illustrate and describe the refinement of the scope, relationships, forms, sizes, quantities, finishes, and appearance by means of plans, elevations, sections and construction details including specifications that identify major materials and systems to identify quality and quantity levels. The drawings shall show essential information which shall include but not be limited to such information as:

- Civil plan sheets showing grading and utilities
- Architectural plan sheets: 900-1200 SF block building with standing seam metal roof with elevations
- MEP plan sheets for building and connections to splashpad pumps and systems
- Structural plan sheets for foundation and roof trusses

Coordination with Great Southern Recreation for design information and components for the splashpad is included with this scope as well as permitting through state agencies. It is assumed that no additional approvals are necessary at the City level. Architectural and MEP related to the splashpad facility shelter will include signed and sealed plans that will be submitted to agencies for permitting. OHM will engage a structural engineer to

OHM Advisors®

209 10TH AVENUE SOUTH, SUITE 154
NASHVILLE, TENNESSEE 37203

T 615.649.5264

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provide structural elements and information necessary for construction of the facility. The deliverable will be revised construction plans for bidding.

Task 10 - Bidding Phase Services

OHM will provide the following services:

- Prepare the advertisement for bids.
- Assist the CLIENT with posting the bid advertisement with on-line plan rooms.
- Respond to RFIs from bidders and prepare and distribute addendums.
- Prepare for and attend bid opening.
- Tabulate bids and review bids for compliance to the bid documents.
- Provide a recommendation for award to the CLIENT.
- Conform bid document into contract documents for execution.
- Coordination with funding agency and/or grant administrator(s) for duration of Phase
- Project Management for duration of the Phase

Assumptions and Clarifications

- No design/concept for swimming pool
- No design of offsite utilities
- Permitting Fees/Application Fees are owner responsibility
- ADA parking spaces are available within the existing parking lot. No ADA design is included
- TDEC permitting for the sanitary main extension is included
- Land disturbance will not necessitate a SWPPP NOI/NOC through TDEC

Schedule

The Consultant proposes to do the work on a fixed fee basis. Invoices will be submitted monthly as work is completed.

Proposed Task Description	Fee Type	Fee	Schedule
Task 7: Contract Administration Services (Prior Contract approved 4-18-2024)	Fixed Fee	\$ 48,000 Informational only	6 months
Task 8: Resident Project Representative (Prior Contract approved 4-18-2024)	Hourly NTE	\$ 32,000 Informational only	6 months
Task 9: Construction/Bid Document Revision	Fixed Fee	\$49,750	5 weeks
Task 10: Bidding Phase Services	Fixed Fee	\$20,000	6-8 weeks

Our Standard Terms and Conditions, which apply to the proposed work, is attached. Any changes to our Terms and Conditions must be agreed to in writing by both parties prior to your authorization to proceed. Should any additional work, beyond the scope presented herein, be requested or required, OHM will obtain City approval prior to performing any added scope. Your written authorization to proceed will form a binding contract and indicates your acceptance of our Terms and Conditions.

Services to be provided shall commence upon execution of this Contract by both parties and will remain in effect until completion and closeout of the LOCAL PARKS AND RECREATION FUND activities unless earlier terminated in writing by either party.

OHM Advisors*

209 10TH AVENUE SOUTH, SUITE 154
NASHVILLE, TENNESSEE 37203

T 615.649.5264

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Closing

OHM looks forward to continuing our working relationship with the City of Portland. If you have any questions or require additional information, please do not hesitate to contact Brian H. Whitaker at brian.whitaker@ohm-advisors.com; (615) 934-0372 or me at paula.hepp@ohm-advisors.com; (615) 445-9421.

Sincerely,
OHM Advisors

Paula K. Hepp
Project Manager

City of Portland

Name

Title

Attachments:
OHM Standard Terms and Conditions

TERMS & CONDITIONS



1. THE AGREEMENT. These Terms and Conditions and the attached Proposal or Scope of Services, upon acceptance by CLIENT, shall constitute the entire Agreement between Orchard, Hiltz & McCliment, Inc. (OHM ADVISORS), a registered Tennessee firm, and CLIENT. OHM ADVISORS and CLIENT may be referred to individually as a Party or collectively as Parties. This Agreement supersedes all prior negotiations or agreements and may be amended only by written agreement signed by both Parties.
2. CLIENT RESPONSIBILITIES. CLIENT, at no cost, shall:
 - a. Provide access to the project site to allow timely performance of the services.
 - b. Provide all information in CLIENT'S possession as required by OHM ADVISORS to perform the services.
 - c. Designate a person to act as CLIENT'S representative who shall transmit instructions, receive information, define CLIENT policies, and have the authority to make decisions related to services under this Agreement.
3. PROJECT INFORMATION. OHM ADVISORS shall be entitled to rely on the accuracy and completeness of services and information furnished by CLIENT, other design professionals, or consultants contracted directly to CLIENT.
4. PERIOD OF SERVICE. The services shall be completed within the time specified in the Proposal or Scope of Services, or if no time is specified, within a reasonable amount of time. OHM ADVISORS shall not be liable to CLIENT for any loss or damage arising out of any failure or delay in rendering services pursuant to this Agreement that arise out of circumstances that are beyond the control of OHM ADVISORS.
5. COMPENSATION. CLIENT shall pay OHM ADVISORS for services performed in accordance with the method of payment, as stated in the Proposal or Scope of Services. CLIENT shall pay OHM ADVISORS for reimbursable expenses for subconsultant services, equipment rental, or other special project related items at a rate of 1.15 times the invoice amount.
6. TERMS OF PAYMENT. Invoices shall be submitted to the CLIENT each month for services performed during the preceding period. CLIENT shall pay the full amount of the invoice within thirty days of the invoice date. If payment is not made within thirty days, the amount due to OHM ADVISORS shall include a service fee at the rate of one (1%) percent per month from said thirtieth day.
7. STANDARD OF CARE. OHM ADVISORS shall perform their services under this Agreement in a manner consistent with the professional skill and care ordinarily provided by similar professionals practicing in the same or similar locality under the same or similar conditions.
8. RESTRICTION OF REMEDIES. OHM ADVISORS is responsible for the work of its employees while they are engaged on OHM ADVISORS' projects. As such, and in order to minimize legal costs and fees related to any dispute, CLIENT agrees to restrict any and all remedies it may have by reason of OHM ADVISORS' breach of this Agreement or negligence in the performance of services under this Agreement, be they in contract, tort, or otherwise, to OHM ADVISORS, and to waive any claims against individual employees.
9. LIMIT OF LIABILITY. To the fullest extent permitted by law, CLIENT agrees that, notwithstanding any other provision in this Agreement, the total liability in the aggregate, of OHM ADVISORS to CLIENT, or anyone claiming under CLIENT, for any claims, losses, damages or costs whatsoever arising out of, resulting from, or in any way related to this Agreement or the services provided by OHM ADVISORS pursuant to this Agreement, be limited to \$25,000 or OHM ADVISORS fee, whichever is greater, and irrespective of whether the claim sounds in breach of contract, tort, or otherwise.
10. ASSIGNMENT. Neither Party to this Agreement shall transfer, sublet, or assign any duties, rights under or interest in this Agreement without the prior written consent of the other Party.
11. NO WAIVER. Failure of either Party to enforce, at anytime, the provisions of this Agreement shall not constitute a waiver of such provisions or the right of either Party at any time to avail themselves of such remedies as either may have for any breach of such provisions.
12. GOVERNING LAW. The laws of the State of Tennessee will govern the validity of this Agreement, its interpretation and performance.
13. INSTRUMENTS OF SERVICE. OHM ADVISORS shall retain ownership of all reports, drawings, plans, specifications, electronic data and files, and other documents (Documents) prepared by OHM ADVISORS as Instruments of Service. OHM ADVISORS shall retain all common law, statutory and other reserved rights, including, without limitation, all copyrights thereto. CLIENT, upon payment in full for OHM's services, shall have an irrevocable license to use OHM's Instruments of Service for or in conjunction with repairs, alterations or maintenance to the project involved but for no other purpose. CLIENT shall not reuse or make any modifications to the Documents without prior written authorization by OHM ADVISORS. In accepting and utilizing any Documents or other data on any electronic media provided by OHM ADVISORS, CLIENT agrees they will perform acceptance tests or procedures on the data within 30 days of receipt of the file.
14. CERTIFICATIONS. OHM ADVISORS shall have 14 days to review proposed language prior to the requested dates of execution. OHM ADVISORS shall not be required to execute certificates to which it has a reasonable objection, or that would require knowledge, services, or responsibilities beyond the scope of this Agreement, nor shall any certificates be construed as a warranty or guarantee by OHM ADVISORS.
15. TERMINATION. Either Party may at any time terminate this Agreement upon giving the other Party 7 calendar days prior written notice. CLIENT shall within 45 days of termination pay OHM ADVISORS for all services rendered and all costs incurred up to the date of termination in accordance with compensation provisions in this Agreement.
16. RIGHT TO SUSPEND SERVICES. In the event CLIENT fails to pay OHM ADVISORS the amount shown on any invoice within 45 days of the date of the invoice, OHM ADVISORS may, after giving 7 days' notice to CLIENT, suspend its services until payment in full for all services and expenses is received.

17. OPINIONS OF PROBABLE COST. OHM ADVISORS preparation of Opinions of Probable Cost represents OHM ADVISORS' best judgment as a design professional familiar with the industry. CLIENT recognizes that OHM ADVISORS has no control over costs of labor, equipment, materials, or a contractor's pricing. OHM ADVISORS makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual cost.
18. JOB SITE SAFETY. Neither the professional activities of OHM ADVISORS, nor the presence of OHM ADVISORS or our employees and subconsultants at a construction site shall relieve the Contractor or any other entity of their obligations, duties, and responsibilities including, but not limited to, construction means, methods, sequences, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and the health or safety precautions required by any regulatory agency. OHM ADVISORS has no authority to exercise any control over any construction contractor or any other entity or their employees in connection with their work or any health or safety precautions.
19. CONTRACTOR SUBMITTALS. If included in the services to be provided, OHM ADVISORS shall review the contractor's submittals such as shop drawings, product data, and samples for the limited purpose of checking for conformance with information given and the design concept expressed in the construction documents issued by OHM ADVISORS. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the contractor's responsibility. OHM ADVISORS review shall not constitute approval of safety precautions or, unless otherwise specifically stated by OHM ADVISORS, of any construction means, methods, techniques, sequences or procedures. OHM ADVISORS approval of a specific item shall not indicate approval of an assembly of which the item is a component.
20. CONSTRUCTION OBSERVATION. If requested, OHM ADVISORS shall visit the project construction site to generally observe the construction work and answer questions that CLIENT may have. OHM ADVISORS shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the construction work, or to determine whether the construction work is being constructed in accordance with the Contract Documents.
21. HAZARDOUS MATERIALS. As used in this Agreement, the term hazardous materials shall mean any substances, including without limitation asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes) or any other substances under any conditions and in such quantities as would pose a substantial danger to persons or property exposed to such substances at or near the Project site. Both Parties acknowledge that OHM ADVISORS' Scope of Services does not include any services related to the presence of any hazardous or toxic materials. In the event OHM ADVISORS or any other person or entity involved in the project encounters any hazardous or toxic materials, or should it become known to OHM ADVISORS that such materials may be present on or about the jobsite or any adjacent areas that may affect the performance of OHM ADVISORS' services, OHM ADVISORS may, at its sole option and without liability for consequential or any other damages, suspend performance of its services under this Agreement until CLIENT retains appropriate qualified consultants and/or contractors to identify and abate or remove the hazardous or toxic materials and warrants that the jobsite is in full compliance with all applicable laws and regulations. CLIENT agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless OHM ADVISORS, its officers, partners, employees and subconsultants (collectively, OHM ADVISORS) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, including reasonable attorneys' fees and defense costs arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project site, whether liability arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability, regulatory or any other cause of action, except for the sole negligence or willful misconduct of OHM ADVISORS.
22. WAIVER OF CONSEQUENTIAL DAMAGES. The Parties waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either Party's termination of this Agreement.
23. WAIVER OF SUBROGATION. The Parties waive all rights against each other and any of their contractors, subcontractors, consultants, agents, and employees, each of the other, for damages caused by fire or other causes of loss to the extent covered by property insurance obtained pursuant to a written contract or other property insurance applicable to the construction work.
24. THIRD PARTIES. Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either CLIENT or OHM ADVISORS.
25. CODE REVIEW/ACCESSIBILITY. In providing its services under this Agreement, OHM ADVISORS may have to interpret federal and or state laws, codes, ordinances, regulations and/or statutes. CLIENT understands and agrees that these may be subject to different and possibly contradictory interpretations by relevant governmental officials charged with interpreting same and furthermore understands and agrees that OHM ADVISORS does not warrant or guarantee that their interpretation will be consistent with the interpretation of the relevant governmental officials. OHM ADVISORS shall not be liable for unreasonable or unforeseeable interpretation of federal and or state laws, codes, ordinances, regulations and/or statutes by governmental officials charged with interpreting same.
26. DISPUTE RESOLUTION. In an effort to resolve any conflicts that arise during the project or following the completion of the project, the Parties agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation, unless the Parties mutually agree otherwise, as a prerequisite to further legal proceedings. The Parties agree to share the mediator's fee and any filing fees equally, and the mediation shall be held in the place where the project is located, unless another location is mutually agreed upon.

ORDINANCE

City of Portland, Tennessee

No. 24 – 63

Second Reading

AN ORDINANCE TO AMEND THE CITY OF PORTLAND, TENNESSEE ZONING MAP BY REZONING 817 SOUTH BROADWAY, (TAX MAP 039B, GROUP A, PARCEL 16.00) FROM RS-20 (RESIDENTIAL) TO OPS (OFFICE PROFESSIONAL SERVICES)

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

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

WHEREAS, the Portland Municipal Planning Commission recommended approval of rezoning 817 South Broadway RS-20 (Low Density Single Family Residential) to OPS (Office Professional Services), by a vote of 8-0 at their September 10, 2024, meeting.

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

Section 1. That the property described herein be, and the same is hereby, rezoned from RS-20 (Low Density Single Family Residential) to OPS (Office Professional Services).

Approximately 0.67 +/- acres more or less, located at 817 South Broadway as shown on the attached map. *See exhibited A*

For reference, see in the Registers of Deeds Office of Sumner County, Tennessee, and being shown as: Record Book 6402, Page 381-383 in the Register's Office of Sumner County, Tennessee, and being shown as Map 039B, Group A, Parcel 016.00, for Sumner County, Tennessee.

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

Mike Callis, Mayor

Attest: City Recorder

Passed First Reading: October 7, 2024

Notice Published: Portland Sun- 12/17/2024; Portland Leader:12/18/2024

Public Hearing; February 2, 2025

Passed Second Reading:

EXHIBIT A:



RESOLUTION

City of Portland, Tennessee

No. 25 – 08

A RESOLUTION TO ANNEX PROPERTY AT 243 AND 245 TGT ROAD, ALSO IDENTIFIED AS (SUMNER COUNTY MAP 16 PARCEL 34.02 AND 34.01) CONTAINING 2.15 +/- ACRES UPON WRITTEN CONSENT OF THE OWNER AND TO ADOPT A PLAN OF SERVICES

WHEREAS, the owner has requested annexation of this property into the City of Portland corporate limits and said property is within the Urban Growth Boundary; and

WHEREAS, the owner will be responsible for the extension of any utilities; and

WHEREAS, the annexation will add no right-of-way to the city; and

WHEREAS, the Portland Municipal Planning Commission recommended approval of this Annexation and Plan of Services to the Mayor and Board of Aldermen by a vote of 9-0 at the January 14th, 2025 meeting.

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

Section 1. That Tennessee Code Annotated 6-51-102 authorizes the City of Portland to annex land at the request of the landowner when it appears that the prosperity of the municipality and the territory will be materially underachieving, and the welfare of the inhabitants and property endangered if the property is not annexed. The City of Portland hereby determined that the prosperity of the municipality and territory described herein will be materially underachieving and the welfare of the inhabitants and property endangered if the property is not annexed.

Section 2. That pursuant to Section 6-51-101 through 6-51-114, Tennessee Code Annotated, the property described herein be, and the same is hereby annexed into the City of Portland, Sumner County, Tennessee, and incorporated within the corporate boundaries thereof.

PROPERTY DESCRIPTION: Approximately 2.15 +/- acres more or less, located at 243 and 245 TGT Road, as shown on the attached map.

For reference, see Record Book 2169, Pages 580-581 in the Register's Office of Sumner County, Tennessee, and being shown as Map 16, Parcel 34.02 and 34.01 for Sumner County, Tennessee.

Section 3. This annexation is contingent upon City Council passing the 2nd reading rezoning for 243 and 245 TGT Road. That this ordinance takes effect 30 days from and after its final passage, the public welfare requiring it.

Plan for Serving the Annexation Area

1. **Police Protection**
Patrolling, radio response to calls, and other routine police services using the City's personnel and equipment will be provided on the effective date of the annexation.
2. **Fire Protection**
Fire protection by the present personnel and the equipment of the fire fighting force, within the limitations of available water and distances from fire stations, will be provided on the effective date of annexation.
3. **Gas, Water, and Sewer**
 - a. Gas - The City may require improvements by the owner as the property develops to ensure needed capacity is available.
 - b. Water - The City may require improvements by the owner as the property develops to ensure needed capacity is available.
 - c. Sewer - The City may require improvements by the owner as the property develops to ensure needed capacity is available.
 - d. Fire Hydrants - The City may require improvements by the owner as the property develops to ensure the needed capacity is available.
4. **Electric Service**
There are existing Cumberland Electric Membership Corporation power lines on this lot.
5. **Public Works**
 - a. Stormwater – Stormwater services will be available to this property in the same manner they are available to the rest of the City. Any improvements that must be completed as a result of development are the responsibility of the developer.
 - b. Sanitation – City sanitation services will be available at the time of annexation in accordance with existing City Ordinances.
 - c. Street and Right-of-Way Repair and Maintenance
 - i. This annexation adds no additional right-of-way to the City.
 - ii. The City and/or the County may require road improvements by the owner as the property develops.
6. **Schools**
This property is currently served by Sumner County School System.
7. **Inspection and Codes Enforcement**
All inspection and building/code enforcement programs existing within the City will be extended to the annexation areas on the effective date of the annexation.

8. Planning and Zoning
The zoning jurisdiction of the City will extend to the annexation areas upon the effective date of the annexation and all municipal planning activities will encompass the needs of the annexed areas.
 - a. The requested zoning for the annexation is GCS (General Commercial Services).
9. Animal Control
Services include pick-up of stray and/or dangerous animals. These services will be available to the annexation areas on the effective date of the annexation.
10. Voting Rights and City Elections
 - a. If an eligible voter's permanent place of residence is located in an annexed area, that voter is automatically eligible to vote in City elections.
 - b. If an eligible voter is in the category of a property rights voter, then that voter must register at the Election Commission Office prior to voting in a City election.

Notice of the Public Hearing was published in the Portland Sun on December 24,2024.

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

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

Mike Callis, Mayor

Attest: City Recorder

Approved this day of

ORDINANCE

City of Portland, Tennessee

No. 25 – 02

First Reading

AN ORDINANCE TO AMEND THE CITY OF PORTLAND, TENNESSEE ZONING MAP BY REZONING 243 AND 245 TGT RD, (MAP 16 PARCEL 34.02 AND 34.01) FROM COUNTY RR (RURAL RESIDENTIAL) AND RS-40 (LOW DENSITY RESIDENTIAL) TO GCS (GENERAL COMMERCIAL SERVICES)

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

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

WHEREAS, the Portland Municipal Planning Commission recommended approval of the rezoning to GCS (General Commercial Services) by a vote of 9-0 at their January 14, 2025 meeting.

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

Section 1. That the property described herein be, and the same is hereby, rezoned from County RR (County Rural Residential) and RS-40 (Low Density Residential) to GCS (General Commercial Services)

Approximately 2.00 acres more or less, located at 243 and 245 TGT Road as shown on the attached map.

For reference, see Record Book 2169, Page 580-581, in the Register's Office of Sumner County, Tennessee, and being shown as Map 16, Parcels 34.02 and 34.01, for Sumner County, Tennessee.

BE IT FURTHER ORDAINED hat all Ordinances in conflict herewith are repealed to the extent of said conflict, and that this Ordinance shall become effect upon the annexation of the property and after its passage on final reading, the public welfare requiring it.

Mike Callis, Mayor

Attest: City Recorder

Passed First Reading:

Notice Published: Portland Sun- ; Portland Leader:

Public Hearing

Passed Second Reading:

REVISED IMAGE 2/3/25:



ORDINANCE

City of Portland, Tennessee

No. 25 - 05

First Reading

AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF THE BEST BID FOR DEMOLITION, ASBESTOS REMOVAL, DISPOSAL OF BUILDING AND PARKING LOT PREP LOCATED AT 205 S BROADWAY PORTLAND, TN 37148 (aka-Jenkins Building).

WHEREAS, the following seal bids were properly solicited and received by January 31, 2025, for the demolition, asbestos, removal and disposal of building and parking lot prep located at 205 S Broadway Portland, TN 37148; and

	Bidder 1	Bidder 2	Bidder 3	Bidder 4
Contract A - Asbestos Removal	\$	\$	\$	\$
Contract B - Building Demolition	\$	\$	\$	\$
Contract C – Parking Lot Prep	\$	\$	\$	\$

WHEREAS, the City of Portland hereby recommends the acceptance of the best bid from _____ in the amount of \$ _____ for Contract A and bid from _____ in the amount of \$ _____ for Contract B and bid from _____ in the amount of \$ _____ for Contract C.

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland that the bids for each contract be accepted and contracts be entered into for the demolition, asbestos removal, disposal of building and parking lot prep; and

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

Mike Callis, Mayor

Attest: City Recorder

Passed First Reading:

Passed Second Reading:



CITY OF PORTLAND
STORMWATER MANAGEMENT PROGRAM
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone 615-323-9293

[Property Owner]

[Date]

[Address]

Portland, TN 37148

RE: NOTICE OF LONG-TERM MAINTENANCE AGREEMENT NONCOMPLIANCE

To Whom it May Concern:

The property, [INSERT ADDRESS], has a Long-Term Maintenance Agreement on file with the City of Portland Stormwater Department. The Long-Term Maintenance Agreement is an agreement between the property owner and the City that all designed stormwater control measures on site will be inspected and maintained throughout its existence. Per section 2 of this Agreement, the property owner shall submit to the City an annual report every July 1st. The purpose of this letter is to inform the property owner that annual reports have not been submitted; therefore, the site is noncompliant with sections 21-105 and 21-106 of the City of Portland Stormwater Title 21. To regain compliance, stormwater control measure inspections must be submitted beginning July 1st, 2025, then every year accordingly. A response to this letter is required to set up a meeting with City of Portland Stormwater Staff. The meeting will consist of discussing the stormwater control measures on site, inspection expectations and any other questions. **If a response is not received within 30 days from receipt, the site will remain noncompliant, and penalties will occur.**

Please call the Public Works office at 615-323-9293 or email ckeen@cityofportlandtn.gov to set up a meeting.

If you have any questions, please feel free to let us know. Thank you for your investment in water quality.

Sincerely,

Corbin Keen

Stormwater Program Manager

ORDINANCE

City of Portland, Tennessee

No. 25 - 03

First Reading

AN ORDINANCE TO AMEND ORDINANCE 22-14 (PORTLAND SEWER USE ORDINANCE) TO ADD A NEW FATS, OILS, AND GREASE (FOG) MANAGEMENT POLICY AND ENFORCEMENT RESPONSE GUIDE (ERG) FOR FOOD SERVICE ESTABLISHMENTS AND GREASE WASTE HAULERS AND RESCIND AND REPLACE THE EXISTING FOG MANAGEMENT PROGRAM

WHEREAS, the Fats, Oils, and Grease Management Policy is to protect the City of Portland's wastewater collection systems, pumping stations, and treatment works from the discharge of excess fats, oils, and grease (FOG) by ensuring that Food service Establishments (FSE) are in compliance with the requirements of the City of Portland Sewer Use Ordinance 22-14 Sections 18-202 through 18-205 and;

WHEREAS, the Enforcement Response Guide (ERG) for Food Service Establishments (FSEs) and Grease Waste Haulers (GWHs) was developed to ensure consistent enforcement response to all FSEs and GWH companies that operate in the City of Portland (City) jurisdiction. This ERG includes responses to fats, oils, and grease (FOG) related violations of the City of Portland Sewer Use Ordinance and;

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland to adopt the Fats, Oils, and Grease Management Policy and the Enforcement Response Guide for Food Service Establishments and Grease Waste Haulers to improve the Wastewater Treatment Plant's Pretreatment Program and;

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

Mike Callis, Mayor

Attest: City Recorder

Passed First Reading:

Passed Second Reading:

FATS, OILS, & GREASE (FOG) MANAGEMENT POLICY



PORTLAND WASTEWATER DEPARTMENT
124-D MORNINGSIDE DRIVE
PORTLAND, TN 37148

January 2025

Scope & Purpose:

The purpose of this policy is to protect the City of Portland’s wastewater collection systems, pumping stations, and treatment works from the discharge of excess fats, oils, and grease (FOG) by ensuring that Food service Establishments (FSE) are in compliance with the requirements of the City of Portland Sewer Use Ordinance 22-14 Sections 18-202 – 18-205.

The accumulation of FOG in the collection system causes blockages which may lead to Sanitary Sewer Overflows (SSO). SSOs can lead to the degradation of water quality in the receiving waterbody, adversely impact City operations, and cause violations of the Clean Water Act (CWA). FOG blockages may also cause sewer back-ups into homes and businesses thereby causing property damage and disruption of business activities.

Authority:

The authority for this policy and its enforcement is contained in the City of Portland Sewer Use Ordinance 22-14.

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I. Definitions:

1. Authorized Representative of the Food Service Establishment: a person who may be
 - a. The Owner, or
 - b. General Manager, or
 - c. Manager, or
 - d. Duly authorized representative of the individual designated in this definition if such representative is responsible for the overall operation of the facilities from which the indirect discharge originates.
2. Additives: Include, but are not limited to, products that contain solvents, emulsifiers, surfactants, caustics, acids, enzymes and bacteria.
3. City or Department: City of Portland. For the purposes of this policy, the City shall be used interchangeably to reference the City of Portland and Portland Water and Sewer Systems, or any representative thereof.
4. Fats, Oils, & Grease (FOG): Organic compounds derived from animal and/or plant sources. FOG may be referred to as “grease” or “greases” in this section.
5. Food Service Establishment (FSE): Any establishment, business, facility or user engaged in preparing, serving, or making food available for consumption. Single family residences are not a FSE. FSEs will be classified as follows:

Class 1: Deli – engaged in the sale of cold-cut and microwaved sandwiches/subs with no frying or grilling on site, ice cream shops and beverage bars as defined by North American Industry Classification System (NAICS) 722515 with the exception of doughnut shops with on premise baking (Class 2), day care facilities (minimum classification depending on menu, food preparation, and number of meals served) as defined by NAICS 624410, and Mobile Food Vendors as defined by NAICS 722330

Class 2: Limited-Service Restaurants (i.e. fast food facilities, drive-in, carry-out) as defined by NAICS 722513, day care facilities (maximum classification depending on menu, food preparation, and number of meals served), as defined by NAICS 624410, caterers as defined by NAICS 722320.

Class 3: Full Service Restaurants as defined by NAICS 722511

Class 4: Buffet and Cafeteria Facilities as defined by NAICS 722514

Class 5: Institutions (i.e. Schools, Hospitals, Prisons, etc) as defined by NAICS Classifications 611110, 611310, 623110, 623311, 623312, 722310, 813110, and 922140.
6. Grease (Brown): Fats, oils and grease that is discharged to the grease control equipment or is from kitchen or food prep wastewater.
7. Grease (Yellow): Fats, oils and grease that has not been in contact or contaminated from other sources (water, wastewater, solid waste, etc.) and can be recycled.
8. Grease Control Equipment (GCE): Devices for separating and retaining FSE wastewater FOG prior to entering the Portland sewer system. The GCE is constructed to separate and trap or hold fats, oils and grease substances from entering the Portland sewer system. GCE should only receive kitchen wastewater. Devices include grease interceptors, grease traps, or other devices approved by the Director.
9. Grease Interceptor (GI): GCE identified as a large multi-compartment tank, usually 1,000 gallon to 2,000-gallon capacity with proper inlet and outlet T’s, and other necessary components, that provides FOG control for a FSE. No sanitary wastewater (black water) line should be connected to the grease interceptor. Grease interceptors shall be located outside the FSE, unless special circumstances allow basement installation.
10. Grease Trap: GCE identified as an “under the sink” trap, a small container with baffles, or a floor trap. For a FSE approved to install a grease trap, the minimum size requirement is the equivalent of a 20-

gallon per minute/40 pound capacity trap. Grease traps shall have flow restrictor and a vent pipe installed. No dishwasher, or sanitary wastewater (black water), line shall be allowed to be connected to a “under the sink” or a floor grease trap.

11. Grease Recycle Container: A container used for the storage of yellow grease.
12. NAICS: North American Industry Classification System, using 2012 (or latest) classifications. The website is found at: <http://www.census.gov/epcd/www/naics.html>.
13. Series: (Grease Interceptors Installed in Series): Grease interceptor tanks installed one after another in a row and connected by plumbing pipe.
14. Sewer Use Ordinance: City of Portland, TN Ordinance No. 22-14, Sections 18-201 – 18-205
15. T or Tee (Influent & Effluent): A T-shaped pipe extending from the ground surface below grade into the grease interceptor to a depth allowing recovery (discharge) of the water layer located under the layer of FOG. Influent & effluent T’s are to be made of PVC – schedule 40 or equivalent material. Influent T’s should extend 2/3 of the grease interceptor water depth, and effluent T’s should extend to within 12” of the bottom of the interceptor tank to prevent short-circuiting.
16. Water (Black): Wastewater containing human waste, from sanitary fixtures such as toilets and urinals.
17. Water (Gray): Wastewater other than black water as defined in this section.

II. Schedule for Compliance with the FOG Management Policy:

FSEs discharging to the Portland collection system are subject to this FOG Management Policy. GCE shall be installed, operated, and repaired solely at the owner/operator’s expense.

New construction of FSEs shall be in full compliance with the policy before commencing operations. FSEs undergoing extensive remodeling shall be in full compliance with the policy before recommencing operations after the remodeling work is completed.

III. General Requirements:

1. All existing Food Service Establishments (FSEs) are required to have grease control equipment (GCE) installed, maintained, and operating properly, in accordance with this FOG Management Policy unless a variance from this requirement has been granted by the Director.
2. All FSEs will be required to maintain records of cleaning and maintenance of GCE. GCE maintenance records include, at a minimum, the time and date of cleaning/maintenance, company or person conducting the cleaning/maintenance, the estimated or actual volume (in gallons) of grease wastewater removed, and the final disposal location. A grease waste hauler completed manifest will meet this requirement. GCE maintenance records will be maintained by the FSE for a period of three (3) years and be available at the FSE premises for Department personnel, or their representative, to review.
3. GCE design and construction plans for new FSEs, or upgrades to existing FSEs, shall be approved by the City prior to connection to the public sewer.
4. The return of gray water back into the Grease Interceptor from which the waste was removed is prohibited.
5. Waste removed from GCE shall be disposed of at a facility permitted and authorized to receive such waste in accordance with applicable federal, state and local laws and regulations. Pumped

waste shall not be discharged to a private or public sewer unless as permitted above.

6. It shall be a violation of the Portland Sewer Use Ordinance to push or flush the non-water portion of GCE into the public sewer.
7. No FSE shall discharge oil and grease in concentrations that cause a violation of the Portland Sewer Use Ordinance.
8. FSEs shall dispose of yellow grease in an approved container, or recycle container, and the contents shall not be discharged to any storm water grate, drain or conveyance. Yellow grease, oils or grease poured or discharged into the FSE sewer lines or Portland sewer system is a violation of the Portland Sewer Use Ordinance.
9. All existing and/or permitted FSEs must notify the Department, in writing, prior to any change in ownership, location, or significant change in operation.
10. The Department may require that the FSE install monitoring or additional pretreatment equipment deemed as necessary for compliance with this policy and/or the City of Portland Code of Ordinances.

IV. Grease Control Equipment Plans Review

Any new food service establishment, upgrading of an existing food service establishment, or change of ownership of existing food service establishment will be required to install and maintain City of Portland approved grease control equipment. Food service establishments in all FSE Class (Class 1 through 5, see *Section VI. Grease Control Equipment Sizing*) categories must submit a grease control equipment plans review application to the City.

The City will review GCE sizing information received from the submitted Grease Control Inquiry Form. The City will decide to approve, or require additional grease interceptor volume, based on the type of FSE, the number of fixture units, and additional calculations.

1. The discharge from the following fixtures shall be plumbed to the Grease Interceptor: all sinks (Pre-rinse sink for the dishwasher, 3-compartment, 2-compartment, vegetable prep sink, mop sinks, floor sinks, etc), floor drains in food preparation and storage areas, food waste grinders, dishwashers, and other kitchen fixtures through which grease may be discharged.
2. Only one kitchen fixture unit may be connected to an “under the sink”, or “floor” Grease Trap, unless the Department approves multiple kitchen fixtures can be attached to the trap. If additional fixture units require GCE, and there is no available area to install an outdoor grease interceptor, then a separate grease trap shall be installed for each fixture unit. Fixture units that can be attached to grease traps include: 3 compartment sinks, 2 compartment sinks, and pre-rinse sinks. Automatic dishwashers shall not be connected to an under-the-sink grease trap.
3. New construction of FSEs shall have separate sanitary (restroom) and kitchen process lines. The kitchen process lines shall be plumbed to appropriately sized GCE. No sanitary wastewater or stormwater shall be plumbed to the GCE.
4. When an existing building and/or building’s plumbing is being renovated and the facility is a FSE, internal plumbing shall be reconstructed to separate sanitary (restroom) flow from kitchen process flow. Sanitary flow and kitchen process discharges shall be approved separately by the City and shall discharge from the building separately. The kitchen process line(s) shall be plumbed

to appropriately sized GCE. Kitchen process lines and sanitary lines may combine prior to entering the public sewer; however, the lines cannot be combined until after the GCE.

5. New Multi-Unit Facilities:

New multi-unit facility, or new “strip mall” facility, owners shall contact the City prior to conducting private plumbing work at the multi-unit facility site. Multi-unit facility owners, or their designated contractor, shall have plans for separate private wastewater lines for kitchen and sanitary wastewater for each “individual” unit. In addition, the plans shall identify “stub-out” locations to accommodate a minimum 1,000 gallon grease interceptor for each unit of the multi-unit facility. New multi-unit facility, or new “strip mall” facility owners shall consider suitable physical property space and sewer gradient that will be conducive to the installation of an exterior, in-ground GI when determining the building location.

FSEs located in a new multi-unit facility shall have a minimum of a 1,000 gallon grease interceptor installed, unless that FSE is identified as a Class 1 facility. Class 1 FSE facilities are exempt from the requirements to install grease interceptors/traps. Sanitary wastewater, or black water, cannot be connected to GCE.

6. Approval of Grease Control Equipment: All new FSEs and FSEs that have upgraded their facilities must contact the Department for final approval of the grease control equipment. This will include onsite inspection of the grease control equipment by the Department, or their authorized representative. In addition to the final inspection, rough-in inspections may be required in some cases. Failure of the FSE to contact the Department to conduct the inspection of the new GCE can result in enforcement action.
7. Exemptions from the Requirement to Install GCE: Single service kitchens with no onsite food preparation (heat and serve only), and which use only disposable service ware (utensils) will not be required to install grease control equipment. The establishment must complete and submit a Grease Control Inquiry Form to the City in order to be considered for an exemption.
8. No automated grease trap devices are allowed to be installed.
9. Variance to Grease Interceptor Installation: At the discretion of the Director, some FSEs may receive a variance from the required installation of a grease interceptor.

V. Grease Control Equipment Sizing

1. Minimum acceptable size of grease control equipment for each FSE Classification will be as follows:

Class 1: Delis, Ice Cream shops, Beverage Bars, Day Care Facilities (minimum classification) - **20gpm/40 pound Grease Trap** (NAICS 722515, 722330). Exception to Class 1 are doughnut shops with on premise baking and large coffee shops, which are classified as Class 2 facilities.

Class 2: Limited-Service Restaurants/ Carry-out / Caterers / Day Care Facilities (maximum classification)/Full-Service Restaurants (minimum classification)/Buffet Cafeteria Facilities (minimum classification) - **1,000 gallon Grease Interceptor** (NAICS 722513, 722320, 624410).

Class 3: Full-Service Restaurants (maximum classification) - **1,500 gallon Grease Interceptor** (NAICS 722511).

Class 4: Buffet and Cafeteria Facilities (maximum classification) - **2,000 gallon Grease Interceptor** (NAICS 722514)

Class 5: Institutions (Schools, Hospitals, Nursing Homes, Prisons, etc.) - **2,000 gallon Grease Interceptor** (NAICS 611110, 611310, 623110, 623311, 623312, 722310, 813110, 922140)

A variance to the above minimum sizes may be granted by the Department if proper justification is provided.

2. Grease Interceptor minimum size will be 1,000 gallon capacity, and maximum size will be 2,000 gallon capacity. If additional capacity is required, the FSE shall install multiple interceptors in series.
3. Grease interceptors installed in series shall be installed in such a manner to always ensure positive flow between the tanks. Therefore, tanks shall be installed so that the inlet invert of each successive tank shall be a minimum of 2 inches below the outlet invert of the preceding tank.
4. Tanks installed in series shall have adaptors or gaskets or flexible transition couplings used as piping connections between grease interceptors installed in series constructed of a minimum of schedule 40 PVC.
5. **NOTE FOR FOOD GRINDERS and DISHWASHERS:** Where food waste grinders and/or automatic dishwashers are installed, the GI size shall be increased by 30% of the sizing requirement. Automatic dishwashers' discharge is allowed to not be connected to the grease interceptor. No other kitchen fixture unit may bypass the grease interceptor, only the automatic dishwasher.

VI. Grease Interceptor (GI) Design and Installation

Piping Design

1. The inlet and outlet piping shall have 2-way cleanout tees installed.
2. The inlet piping shall enter the receiving chamber 2 1/2" above the invert of the outlet piping.
3. On the inlet pipe, inside the receiving chamber, a sanitary tee of the same size pipe in the vertical position with the top unplugged shall be provided as a turndown. To provide air circulation and to prevent "air lock", a pipe (nipple) installed in the top tee shall extend to a minimum of 6" clearance from the interceptor ceiling, but not less than the inlet pipe diameter. A pipe installed in the bottom of the tee shall extend to a point of 2/3 the depth of the tank. See Figure V.
4. The outlet piping shall be no smaller than the inlet piping, but in no case smaller than 4" ID.
5. The outlet piping shall extend to 12" above the floor of the interceptor and shall be made of a non-collapsible material. The top of the outlet T pipe should be no less than 4" above the static water line.
6. The outlet piping shall contain a tee installed vertically with a pipe (nipple) installed in the top of the tee to extend to a minimum of 6" clearance from the interceptor ceiling, but not less than the pipe diameter, with the top open. **See Figure V.**

Baffles

1. The inlet compartment shall be 2/3 of the total liquid capacity with the outlet compartment at 1/3 liquid capacity of the interceptor.
2. The grease interceptor shall have a non-flexing (i.e. Concrete, steel, etc.) baffle the full width of the interceptor, sealed to the walls and the floor, and extend from the floor to within 6" of the ceiling. The baffle shall have an inverted 90-degree sweep fitting at least equal in diameter size to the inlet piping, but in no case less than 6" ID. The bottom of the sweep shall be placed in the vertical position in the inlet compartment 12" above the floor. The sweep shall rise to the horizontal portion, which shall extend through the baffle into the outlet compartment. The baffle wall shall be sealed to the sweep.
See Figure V.

Access Openings (Manholes)

1. Access to grease interceptors shall be provided by a minimum of one manhole per interceptor division (baffle chamber) and of 24-inch minimum dimensions terminating 1 inch above finished grade with cast iron frame and cover. At minimum a Concrete/Hot Mix Asphalt Pad (as per City Specification) that extends at least 3 feet beyond the edge of the excavated area will be required for all grease interceptor installations. One manhole shall be located above the inlet tee hatch and the other manhole shall be located above the outlet tee hatch, so as to provide a clear view of both the inlet and outlet T for inspection. A minimum of 24" of clear opening above each manhole access shall be maintained to facilitate maintenance, cleaning, pumping, and inspections.
2. Access openings shall be mechanically sealed and gas tight to contain odors and bacteria and to exclude vermin and ground water, in a manner that permits regular reuses.
3. The manholes are to be accessible for inspection. Manhole covers shall be secure, sturdy and able to withstand vehicle traffic and loading.

Leak Testing

GIs shall comply with the following:

Water test - Seal the interceptor, fill with water raised to the flow-line of the outlet fitting, and let stand for a minimum of 1 hour. There shall be no visible leakage. Prefabricated concrete gravity grease Interceptors shall not be rejected for damp spots due to condensation on the exterior surface.

If the tank(s) fails to meet the testing described above, it shall be repeated with new samples. Test reports shall show total number of tanks tested, number passing, number failing, and reason for failure.

Location

1. GIs shall be located so as to be readily accessible for cleaning, maintenance, and inspections. GIs shall be located close to the fixture(s) discharging the greasy wastestream. GIs shall not be installed in "drive-thru" lanes or a parking area.
2. GIs shall be installed at a minimum distance of 10 feet from sinks and dishwashers to allow adequate cooling of wastewater. The influent to GIs shall not exceed 140 degrees Fahrenheit (140° F).

Construction Material

1. GIs shall be constructed of sound durable materials, not subject to excessive corrosion or decay, and shall be water and gas tight. Each GI shall be structurally designed to withstand any anticipated load to be placed on the GI (i.e. vehicular traffic in parking or driving areas). Concrete is the standard material approved, however, the Director will consider other materials, such as fiberglass or plastic grease interceptors, if a professional engineer provides calculations and evidence that the device will meet the requirements and not be a danger to the public or environment.

Note: Concrete materials and other grease interceptor materials shall meet the American National Standards Institute, Inc. (ANSI) and International Association of Plumbing and Mechanical Officials (IAPMO) standards.

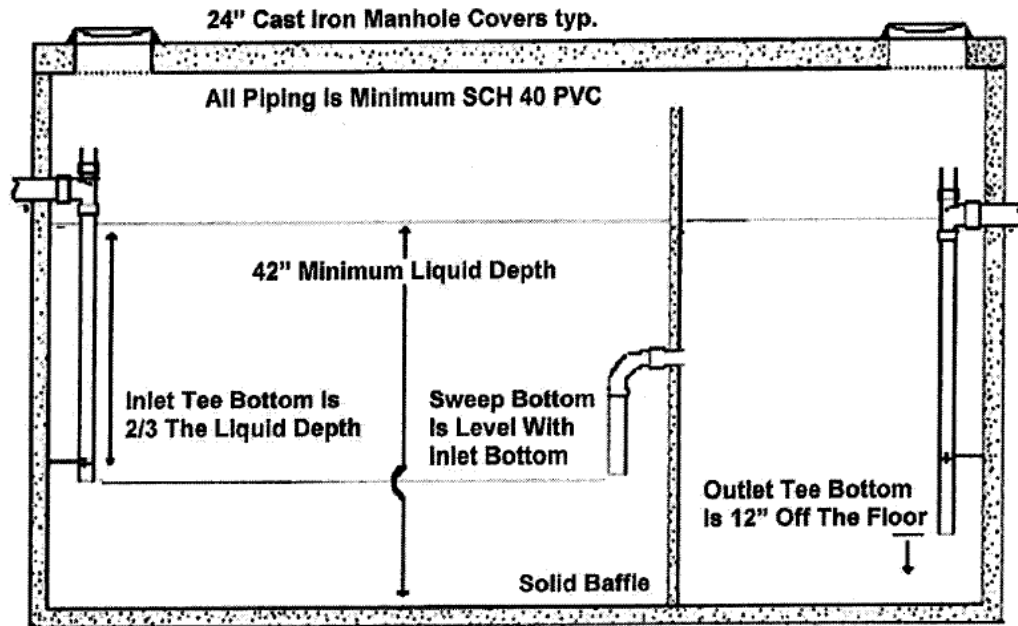
ANSI and IAPMO Concrete Materials Requirements as per IAPMO/ANSI Z1001-2007 document are:

- **Concrete:** Material requirements shall comply with the “Materials and Manufacture” section of ASTM C 1613 and shall have a minimum compressive strength of 4000 psi (28 MPa) at 28 days of age and shall have a maximum water to cementitious ratio (w/c) of 0.45.
- **Sealants:** Flexible sealants employed in the manufacture or installation of tanks shall comply with ASTM C 990. Rigid (mortar) sealing or grout sealant of tank sections shall not be permitted.
- **Lifting:** Lifting devices, embedded or otherwise attached to the tank, shall comply with the requirements of ASTM C 890.
- **Synthetic fiber-reinforced concrete tanks:** Polypropylene or polyolefin fibers are only permitted as a secondary reinforcing material, at the manufacturer’s option, in precast concrete septic tanks. For purposes of this standard, secondary reinforcing material is only used to resist temperature and shrinkage effects. Only fibers of Type III conforming to the requirements of ASTM C 1116 shall be accepted.
- **Steel fiber-reinforced concrete tanks:** Steel fibers are only permitted as a secondary reinforcing material, at the manufacturer’s option, in prefabricated septic tanks. For purpose of this standard, secondary reinforcing material is only used to resist temperature and shrinkage effects. Steel fibers shall meet the requirements of ASTM A 820.
- **Fiberglass-reinforced polyester.** Fiberglass reinforced polyester prefabricated gravity grease interceptors shall comply with the requirements for fiberglass – reinforced polyester septic tanks in paragraph 4.2 of IAPMO/ANSI Z1000.
- **Gaskets:** Gaskets shall be of a resilient material, resistant to attack by acids or alkalis that may be present in soils or sewage. The manufacturer shall specify the appropriate ASTM standards that the gasket material meets and the acids or alkalis that the material is resistant to.
- **Polyethylene:** Polyethylene prefabricated gravity grease interceptors shall comply with the requirements for polyethylene septic tanks in paragraph 4.3 of IAPMO/ANSI Z1000.
- **Coated steel:** Interior steel tank walls shall be coated with material complying with the requirements of UL 58 and UL 1746 and manufactured per the requirements of the Steel Tank Institute (STI).

Marking and Identification

1. Prefabricated gravity grease interceptors shall be permanently and legibly marked with the following:
 - Manufacturer's name or trademark, or both
 - Model number

- Capacity
 - Month and year of manufacture
 - Load limits and maximum recommended depth of earth cover in feet; and Inlet and outlet.
2. Marking shall appear on a plate that has been permanently attached, molded, cast, or wet set onto the interceptor, located either on the left hand side of the inlet or on top of the interceptor near the inlet. Permanent markings shall be adequately protected from corrosion so as to remain permanent and readable over the life of the interceptor.
 3. Each interceptor shall be accompanied by manufacturer's installation instructions.



The tank shall be of a monolithic body design, separated by a solid baffle into 2/3 total capacity inlet chamber and 1/3 total capacity outlet chamber. It shall have 24" access ways over each drop tee. Flow through the baffle will be provided by a 90 degree sweep. All perforations and seams shall be sealed with hydraulic cement or welded. All piping shall be a minimum of schedule 40 PVC solvent welded; pipe clamps and/or hangers may be required. All parts of the system shall be made water and gas tight from two way cleanout upstream of tank to two way cleanout downstream of tank including any risers to grade; proper venting allowed.

Figure V. Grease Interceptor

Substandard GCE:

In the event an existing FSE's GCE is deemed by the Director to be either undersized or substandard in design, the FSE owner(s) will be notified in writing by a Representative from the Department of Utilities of the deficiencies and required improvements and given a compliance deadline not to exceed six (6) months to comply.

VII. Grease Interceptor Cleaning/Maintenance Requirements:

1. Grease interceptors must be pumped-in-full when the total accumulations of surface FOG (including floating solids) and settled solids reaches twenty-five percent (25%) of the grease interceptor's overall liquid depth. This criterion is referred to as the "25 Percent Rule". At no time, shall the cleaning frequency of the grease interceptor exceed 90 days, unless approved by the Director. Some existing FSEs in Class 2 through 5 will need to consider a 30-day pumping frequency or a 60-day pumping frequency to meet the 25 Percent Rule requirement. Food Service Establishments shall utilize Department approved grease waste hauler companies for pumping/cleaning grease interceptors.
2. Partial pump of interceptor contents or on-site pump & treatment of interceptor contents will **not** be allowed due to reintroduction of fats, oils and grease to the interceptor and pursuant to the Code Federal Regulation 40 CFR403.5(b)(8), which states "Specific prohibitions. In addition, the following pollutants shall not be introduced into a POTW: Any trucked or hauled pollutants, except at discharge points designated by the POTW".
3. **All FSEs in the Portland jurisdiction must have a certified grease waste hauler or plumber complete a grease interceptor certification annually.** The grease interceptor certification must be signed by the FSE owner or authorized representative. If a grease interceptor certification fails, then the FSE owner or authorized representative must provide a corrective action response to the Director. The corrective action response will identify the reason for the failure, what corrective action will be taken to correct the problem, and the date the corrective action will be completed.
4. Special pumping frequency approval may be granted by the Director, on a case-by-case basis, for unusual circumstances.
5. Grease interceptor effluent-T will be inspected during cleaning and maintenance and the condition noted by the grease waste hauler's company or individual conducting the maintenance. Effluent-T's that are loose, defective, or not attached must be repaired or replaced immediately.

VIII. Grease Trap Requirements:

1. Grease traps must have the Plumbing Drainage Institute certification. The minimum acceptable size is rated at 20 gallons per minute / 40 pounds capacity. All grease traps shall be installed as per manufacturer's specifications, which include the flow restrictor and venting prior to the discharge entering the grease trap.
2. **All** grease traps shall have flow restrictor and vent pipe installed.
3. No dishwasher shall be connected to an under-the-sink grease trap or floor grease trap. Dishwashers will cause hydraulic overload of the grease trap.
4. Grease Traps shall be cleaned of complete fats, oils, and grease and food solids at a minimum of every two (2) weeks, unless more or less cleaning frequency is authorized by the Director. If the FOG and food solids content of the grease trap are greater than 25% of the water depth capacity of the grease trap, then the grease trap shall be cleaned every week, or as frequently as needed to prevent 25% of capacity being occupied with FOG and food solids.
5. **FSEs in the Portland jurisdiction shall have a certified grease waste hauler or plumber complete a grease trap certification annually.** The grease trap certification shall be signed by the FSE owner or authorized representative. If a grease trap certification fails, then the FSE owner or authorized representative shall provide a corrective action response to the Director. The corrective action

response shall identify the reason for the failure, what corrective action will be taken to correct the problem, and the date the corrective action will be completed.

6. Grease Traps must be non-corrodible if recessed.
7. No automatic drip or feed system additives are allowed prior to entering the grease trap.
8. During cleaning of the grease trap, the flow restrictor shall be checked to ensure it is attached and operational.
9. Grease Trap waste shall be sealed or placed in a container to prevent leachate from leaking, and then properly disposed. Grease Trap waste should not be disposed in any yellow grease recycle container.
10. Grease Trap waste shall not be mixed with yellow grease in the grease recycle container.

IX. Grease Control Equipment Certification Requirement

All establishments with grease control equipment must have their grease interceptor or grease trap inspected and certified annually. Certification can only be performed by a certified inspector approved by the City (i.e. certified grease waste hauler, certified plumber, certified engineer or contractor) that has attended and passed a Department or Metro Water Services' ***Grease Control Equipment (Grease Interceptor/ Grease Trap) Certification course or online course*** and is current. Also, some FSE managers or owners that have a grease trap installed at their FSE may be certified. Completed certification forms {Grease Interceptor Certification (Form A) or Grease Trap Certification (Form B)} must be completed and signed by the "certified" grease waste hauler or plumber, as well as the FSE owner or authorized representative, and submitted to the Department.

Portland WWTP
Attn: FOG Program
100 South Russell Street
Portland, TN 37148

Failure of a Grease Interceptor Certification or Grease Trap Certification:

The FSE owner or authorized representative is responsible for including detailed "Corrective Action Response" information on the Grease Interceptor Certification form, or the Grease Trap Certification form that is submitted to the Department. If necessary, additional pages may be attached to the certification form. At a minimum, the "Corrective Action Response" information must include the reason for the failed certification, what corrective action will be taken to address the failure, and the date the corrective action will be completed.

X. Approved Grease Waste Hauler Program

To ensure proper maintenance of grease control equipment and proper disposal of the FOG waste, the Department will maintain an "Approved Grease Waste Haulers List". Criteria for the grease waste hauler to be placed on the "Approved Grease Waste Haulers List" include, but are not limited to, the following:

- Signature of the grease waste hauler company's authorized representative and submittal to the Department of a completed "City of Portland Approved Grease Waste Hauler Agreement Form".

- The grease waste hauler agreement will include grease waste hauler reporting requirements to the Department, making records available to Department personnel, or their authorized representative, for audit. Failure to meet any of the grease waste hauler agreement will result in removal of the grease waste hauler from the “Approved Grease Waste Haulers List”, and/or enforcement action.
- The grease waste hauler employees that will be completing the food service establishment grease control equipment certification forms must attend a Department Grease Control Equipment Certification Class or online class, and pass the GCE class test; or the Department will allow grease waste hauler employees to provide proof of passing (certification card copy or online class certificate) a GCE certification class at Metro Water Services, Nashville, TN.

XI. Accidental Discharge Prevention and Best Management Practices:

FSEs shall provide such facilities and institute such procedures as are reasonably necessary to prevent or minimize the potential for accidental discharge of fats, oils, and grease into the sewage collection system. FSEs shall implement Best Management Practices to prevent the discharge of fats, oils and grease to the sanitary sewer system. Examples of BMPs include:

1. Recycle waste cooking oil; dispose in Grease Recycle Bin or Container. Do NOT pour any grease into sinks, floor drains or mop sinks.
2. Post “NO GREASE” signs above all kitchen sinks to remind employees.
3. “Dry Wipe” and scrape into a trash container as much food particles and grease residue from pots, pans, and plates as possible.
4. Use Strainers in sink drains and floor drains to prevent large food particles and containers from going into the sewer line.
5. If an oil or grease spill occurs, clean up using “dry” oil absorbent material or use ice to make grease solidify. Scoop up and dispose into a trash container. Do NOT wash oil or grease into drains.
6. Dispose of food items in the trash. Food grinder use is discouraged due to build up of solids in the GCE which causes decreased efficiency and need to increase pumping frequency of the GCE.
7. Educate and train all employees on grease control and preventing sewer pipe clogs and sewer overflows.

XII. Right of Entry – Inspection and Monitoring

The Director shall have the right to enter the premises of FSEs to determine whether the FSE is complying with the requirements of this policy and/or the City of Portland Sewer Use Ordinance. FSEs shall allow City personnel or their representative, upon presentation of proper credentials, full access to all parts of the premises for the purpose of inspection, monitoring, and/or records examination.

The Director may require that the FSE install monitoring or additional pretreatment equipment deemed necessary for compliance with this policy and/or the Portland Sewer Use Ordinance.

XIII. “Additives” Prohibition for use as Grease Management and Control:

1. If the Director identifies an FSE that is using “additives” and is contributing FOG to the Portland sewer system, or has caused any interference to the sewer system, the FSE shall immediately stop use of the “additive”.
2. At no time shall additives be used just prior to under the sink traps or floor grease traps.
3. The use of additives is prohibited with the following exceptions:
 - a. Additives may be used to clean the FSE drain lines but only in such quantities that it will not cause fats, oils and grease to be discharged from the grease control equipment to the sewer system or cause temporary breakdown of FOG that will later re-congeal in the downstream sewer system.
 - b. If the product used can be proven to contain 100% bacteria, with no other additives. Approval of the use of the product must come from the Director, and the FSE must submit a full disclosure Material Safety Data Sheet and certified sample results from the manufacturer of the product.
4. The use of approved additives shall in no way be considered as a substitution to the maintenance procedures required per this policy.

XIV. Permits and Fees

The Department may charge inspection, monitoring, assessment, impact, and permit fees to the food service establishments to get reimbursement for the FOG program costs.

The Department may issue individual permits or general permits to food service establishments. All new FSEs shall complete the Department’s FSE Grease Application and submit the form to the Department, which will serve as the FSE’s permit application. The Departments’ FOG inspection form will serve as the permit application for existing FSEs. Individual permits or general permits may be issued for a period or duration of up to 5 years.

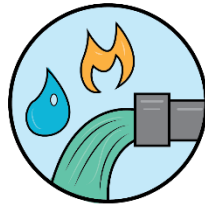
XV. Enforcement Actions

Enforcement action may result against a FSE for instances that include, but are not limited to, failure to clean or pump grease control equipment, failure to maintain grease control equipment including inspection and installation of properly functioning effluent-T and baffles on the grease interceptor, failure to install proper grease control equipment, failure to control FOG discharge from the FSE, contributing to a sewer line blockage or obstruction, contributing to a Sanitary Sewer Overflow event, allowing inflow/infiltration of stormwater from the FSE via the GCE to the sanitary sewer system and use of additives in such quantities so that FOG is pushed downstream of the FSE. Enforcement action will include Noncompliance Notifications, Notices of Violation (NOV), and Citations for Municipal Ordinance Violations issued to the FSE.

Noncompliance Notifications may be issued by the City, or the City’s designated representative, to the FSE and will normally allow the FSE 30 days for a response to the City of corrective action taken

to resolve the noncompliance issue. A Notice of Violation may be sent by the City to the FSE in instances where the FSE has not responded to a Noncompliance Notification or when the FSE has caused significant problems to the sewer system. At the City's discretion, enforcement action may include termination of the customer's water service or a Citation for Municipal Ordinance Violation. A "significant problem" may include, but is not limited to, causing a sanitary sewer overflow event, causing sewer obstruction/blockage, or causing corrosion or other damage to the sewer system.

Penalties will be issued as per the City of Portland FSE and Grease Waste Hauler Enforcement Response Guide and Sewer Use Ordinance.



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

ENFORCEMENT RESPONSE GUIDE FOR FOOD SERVICE ESTABLISHMENTS AND GREASE WASTE HAULERS

Authorization Date: _____

This Enforcement Response Guide (ERG) for Food Service Establishments (FSEs) and Grease Waste Haulers (GWHs) was developed to ensure consistent enforcement response to all FSEs and GWH companies that operate in the City of Portland (City) jurisdiction. This ERG includes responses to fats, oils, and grease (FOG) related violations of the City of Portland Sewer Use Ordinance.

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I. Significant Noncompliance for FSEs and GWHs

- a. The City has defined “significant noncompliance for food service establishments” as violations that meet one or more of the following criteria:
 - i. Continued obstruction of the City sewer system that results in the City having to clean the sewer line segment four (4) or more times in a twelve (12) month period.
 - ii. Causing or contributing to a second sanitary sewer overflow event or sewer line obstruction that causes a sewer back-up. The “second” event is based on any previous sanitary sewer overflow that occurred within 2 years of the first event.
 - iii. No response, or inadequate response, to two (2) Notices of Violation received within a twelve (12) month period, or no response to a total of four (4) notifications in the form of a Noncompliance Notification or Notice of Violation received in a twelve (12) month period.
 - iv. Falsification of records, manifests, or other documents required under the City of Portland Sewer Use Ordinance.
 - v. Any other violations of a pretreatment effluent limit, or City Sewer Use Ordinance prohibition that the City determines has caused, alone or in combination with other discharges interference or pass through at the City wastewater collection system or wastewater treatment plant
- b. The City has defined “significant noncompliance for grease waste haulers” as violations that meet one or more of the following criteria:
 - i. Illegal dumping of grease waste, septic waste, portable toilet waste or other industrial/commercial waste into the City of Portland sanitary sewer system, stormwater system, or any Portland area stream or tributary.
 - ii. Chronic falsification of records, manifests, certifications, reports, disposal location, or other documents. “Chronic” is repeated incidents of falsification, or demonstration of intent to falsify information.
 - iii. No response, or inadequate response, to two (2) City of Portland notices (e.g. warning letter, noncompliance notification, notice of violation) received within a twelve (12) month period to correct any deficiency or error identified by the City of Portland.
 - iv. Any other violation or group of violations that the City of Portland determines will adversely affect the operation or implementation of the local pretreatment program, FOG program, or wastewater treatment plant and sewer collection system.

II. Enforcement Actions

Generally, an isolated instance of noncompliance or Category 1 violation can be met with a Warning Letter or Noncompliance Notification. Any Category 2 to Category 4 violations should be responded to with an enforceable order that requires a return to compliance by a specific deadline. Enforcement actions may include the following:

Warning Letter or Verbal Warning

Generally issued by an Environmental Compliance Inspector for a sporadic, non-chronic, or unintentional deficiency or error in reporting, procedures, or protocol required by the City Sewer Use Ordinance or Approved GWH Agreement.

Noncompliance Notification (NCN)

Generally issued by an Environmental Compliance Inspector for Category 1 violations. A NCN informs the user that an action is required of the user within a specified timeframe designated by the City, or their designee, to correct the noncompliance on its own initiative or the noncompliance

will require the City to escalate enforcement action against the user. The NCN documents the initial attempts of the City to resolve the noncompliance. A required response to a NCN is normally thirty (30) days.

Notice of Violation (NOV)

Generally issued by the FOG Program Coordinator or Utilities Director, the Notice of Violation (NOV) is an official communication from the City to the noncompliant user that informs the user that a violation of the City Sewer Use Ordinance or the City of Portland Approved GWH Agreement has occurred. The NOV is issued when there is no response to a NCN, minor violation (non-chronic, not repeated) of the Portland Approved GWH Agreement, a reporting error or omission, or failure to provide the monthly report after an initial warning. The NOV includes a specific due date for a written response of corrective action that will be taken. A NOV does not contain assessment of penalties or cost recovery. Authenticated copies of NOVs may serve as evidence in judicial proceedings.

Consent Orders (CO)

The City Utilities Director may enter Consent Orders, assurances of compliance, or other similar documents establishing an agreement with any User responsible for noncompliance. Such documents shall include specific action to be taken by the User to correct the noncompliance within a time period specified by the document. Such documents shall have the same force and effect as the administrative orders issued pursuant to this Chapter and shall be judicially enforceable.

Show Cause Hearing (SCH)

The City Utilities Director may order a User which has violated, or continues to violate, any provision of this Chapter, an individual wastewater discharge permit, or order issued hereunder, or any other Pretreatment Standard or Requirement, to appear before the City Utilities Director and show cause why the proposed enforcement action should not be taken. Notice shall be served on the User specifying the time and place for the meeting, the proposed enforcement action, the reasons for such action, and a request that the User show cause why the proposed enforcement action should not be taken. The notice of the meeting shall be served personally or by registered or certified mail (return receipt requested) at least thirty (30) days prior to the hearing. Such notice may be served on any Authorized Representative of the User as defined in this Chapter. A show cause hearing shall not be a bar against, or prerequisite for, taking any other action against the User.

Compliance Orders (CompOrd)

When the City Utilities Director finds that a User has violated, or continues to violate, any provision of this Chapter, an individual wastewater discharge permit, or order issued hereunder, or any other Pretreatment Standard or Requirement, the City Utilities Director may issue an order to the User responsible for the discharge directing that the User come into compliance within a specified time. If the User does not come into compliance within the time provided, sewer service may be discontinued unless adequate treatment facilities, devices, or other related appurtenances are installed and properly operated. Compliance orders also may contain other requirements to address the noncompliance, including additional self-monitoring and management practices designed to minimize the amount of pollutants discharged to the POTW. A compliance order may not extend the deadline for compliance established for a Pretreatment Standard or Requirement, nor does a compliance order relieve the User of liability for any violation, including any continuing violation. Issuance of a compliance order shall not be a bar against, or a prerequisite for, taking any other action against the User.

Cease and Desist Orders (C&D)

When the City Utilities Director finds that a User has violated, or continues to violate, any provision of this Chapter, an individual wastewater discharge permit, or order issued hereunder, or any other Pretreatment Standard or Requirement, or that the User's past violations are likely to recur, the City Utilities Director may issue an order to the User directing it to cease and desist all such violations.

Administrative Penalties (AP)

When the City Utilities Director finds that a User has violated, or continues to violate, any provision of this Chapter, an individual wastewater discharge permit, or order issued hereunder, or any other Pretreatment Standard or Requirement, the City Utilities Director may fine such User in an amount not to exceed ten thousand dollars (\$10,000), or the maximum fine allowed under the State of Tennessee law, whichever is greater at the time of violation. Such penalties shall be assessed on a per-violation, per-day basis. In the case of monthly or other long-term average discharge limits, penalties shall be assessed for each day during the period of violation. Refer to City Sewer Use Ordinance for Administrative Penalties unpaid charges or penalties, and users desiring to dispute such penalties protocols.

Termination of Service (ToS)

In addition to the other provisions of this Chapter, any User who violates the following conditions is subject to discharge termination:

1. Violation of City Sewer Use Ordinance, or wastewater discharge permit conditions;
2. Failure to accurately report the wastewater constituents and characteristics of its discharge;
3. Failure to report significant changes in operations or wastewater volume, constituents, and characteristics prior to discharge;
4. Refusal of reasonable access to the User's premises for the purpose of inspection, monitoring, or sampling; or

Civil Penalties (CP)

1. A User who has violated, or continues to violate, any provision of this Chapter, an individual wastewater discharge permit, or order issued hereunder, or any other Pretreatment Standard or Requirement shall be liable to the City for a maximum civil penalty of ten thousand dollars (\$10,000) or the maximum fine allowed under State of Tennessee law, whichever is greater at the time of violation, but not less than \$1,000 per violation, per day. In the case of a monthly or other long-term average discharge limit, penalties shall accrue for each day during the period of the violation.
2. The City Utilities Director may recover reasonable attorneys' fees, court costs, and other expenses associated with enforcement activities, including sampling and monitoring expenses, and the cost of any actual damages incurred by the City.
3. In determining the amount of civil liability, the Court shall take into account all relevant circumstances, including, but not limited to, the extent of harm caused by the violation, the magnitude and duration of the violation, any economic benefit gained through the User's violation, corrective actions by the User, the compliance history of the User, and any other factor as justice requires.
4. Filing a suit for civil penalties shall not be a bar against, or a prerequisite for, taking any other action against a User.

Criminal Prosecution (CrimPro)

1. A User who willfully or negligently violates any provision of this Chapter, an individual wastewater discharge permit, or order issued hereunder, or any other Pretreatment Standard

or Requirement shall, upon conviction, be guilty of a misdemeanor, punishable by a fine of not more than ten thousand dollars (\$10,000) or the maximum fine allowed under State of Tennessee law, whichever is greater at the time of violation, per violation, per day, or imprisonment, or both.

2. A User who willfully or negligently introduces any substance into the POTW which causes personal injury or property damage shall, upon conviction, be guilty of a misdemeanor and be subject to a monetary penalty, or be subject to imprisonment, or both. This penalty shall be in addition to any other cause of action for personal injury or property damage available under State law.
3. A User who knowingly makes any false statements, representations, or certifications in any application, record, report, plan, or other documentation filed, or required to be maintained, pursuant to this Chapter, individual wastewater discharge permit, or order issued hereunder, or who falsifies, tampers with, or knowingly renders inaccurate any monitoring device or method required under this Chapter shall, upon conviction, be punished by a fine of not more than ten thousand dollars (\$10,000) or the maximum fine allowed under State of Tennessee law, whichever is greater at the time of violation, per violation, per day, or imprisonment, or both.
4. In the event of a second conviction, a User shall be punished by a fine of not more than ten thousand dollars (\$10,000) or the maximum fine allowed under State of Tennessee law, whichever is greater at the time of violation, per violation, per day, or imprisonment, or both.

III. Penalty Assessment

The City has categorized the various types of violations, and assigned a penalty range to each category. Penalty categories are determined by using the Enforcement Response Table (attached). All penalty assessments MUST be approved and signed by the Utilities Director or his designee. Penalty amounts are considered to be an economic deterrent to the illegal activity. Penalty ranges have been designed to recover any economic benefit gained by the violator through noncompliance.

CATEGORY 0 = NO PENALTY

CATEGORY 1 = \$1.00 to \$500.00

CATEGORY 2 = \$1.00 to \$1,000.00

CATEGORY 3 = \$1.00 to \$10,000.00

CATEGORY 4 = DIRECT LEGAL ACTION - Any penalties and/or costs to be assessed at the maximum penalty allowable by applicable law and included as part of the legal action.

IV. Food Service Establishment and Grease Waste Hauler Enforcement Response Guide Table

Abbreviations for the FSE and GWH Enforcement Response Guide Table:

AP: Administrative Penalties
 CP: Civil Penalties
 CO: Consent Order
 CompOrd: Compliance Order
 CrimPro: Criminal Prosecution
 FOG: Fats, Oils and Grease
 FSE: Food Service Establishment
 GCE: Grease Control Equipment
 GWH: Grease Waste Hauler
 NCN: Noncompliance Notification
 NOV: Notice of Violation
 SCH: Show Cause Hearing
 SNC: Significant Noncompliance
 SPS: Sewage Pumping Station
 SSO: Sanitary Sewer Overflow
 WWTP: Wastewater Treatment Plant

FOOD SERVICE ESTABLISHMENT ENFORCEMENT RESPONSE GUIDE TABLE

1. FOG Discharge to Sewer – Facility contributing FOG to downstream sewer, SPS, or WWTP. Classify degree of impact for appropriate response.

<u>Incident</u>	<u>Category Level</u>	<u>Action Taken</u>
A. Slight FOG impact (slight coating of FOG in POTW, ~ 5 to 15% of pipe with FOG impact)	0	Verbal Notification during inspection
B. Moderate FOG impact (~ 20% to 33% of pipe with FOG impact) – 1st Occurrence	1	Issue NCN – 30 day response time
Moderate FOG impact (~ 20% to 33% of pipe with FOG impact) – 2nd Occurrence	2	Issue NOV – 30 day response time
Moderate FOG impact (~ 20% to 33% of pipe with FOG impact) – 3rd Occurrence	3	Meeting with FSE, Issue CompOrd.
C. Heavy FOG impact (~ 33% or more of pipe with FOG impact, causing obstruction) – 1st Occurrence	2	Issue NCN – 30 day response time
Heavy FOG impact (~ 33% or more of pipe with FOG impact, causing obstruction) – 2nd Occurrence	3	Issue NOV, reimburse sewer cleaning costs to City.
Heavy FOG impact (~ 33% or more of pipe with FOG impact, causing obstruction) – 3rd Occurrence	3	Meeting with FSE, SCH, reimburse sewer cleaning costs to City and penalty of \$250. Escalation in penalty if continued occurrences.
D. Heavy FOG impact (facility's discharge caused a SSO event or back-up into City customers property or business.)	3,4	Issue SCH or CO, AP - reimburse cleaning costs to City, penalty may be assessed, can require FSE to re-submit grease inquiry information to City for GCE review

2. Grease Control Equipment Components and Maintenance Noncompliance

<u>Incident</u>	<u>Category Level</u>	<u>Action Taken</u>
A. Grease Interceptor structural failure (baffle wall collapsed, walls deteriorated, tank leaking, infiltration/inflow in tank. – Initial Notification	1	Issue NCN – 30 day response time, if tank leaking notify Health Dept and TDEC
Grease Interceptor structural failure (baffle wall collapsed, walls deteriorated, tank leaking, infiltration/inflow in tank. – 2nd Notification, failure to comply with NCN.	2	Issue NOV – 30 day response time
Grease Interceptor structural failure (baffle wall collapsed, walls deteriorated, tank leaking, infiltration/inflow in tank. – 3rd Notification, failure to comply with NOV.	3	Issue SCH, meeting with FSE, AP - daily penalty may be assessed.
B. Failure to Install Grease Control Equipment – Initial Notification	1	Issue NCN – 30 day response time
Failure to Install Grease Control Equipment – 2nd Notification, failure to comply with NCN.	2	Issue NOV – 30 day response time
Failure to Install Grease Control Equipment – 3rd Notification, failure to comply with NOV.	3	Issue SCH, meeting with FSE, AP -daily penalty may be assessed.
C. Failure to submit a completed grease interceptor or grease trap certification; or failure to respond or correct a failed grease interceptor or grease trap certification deficiency – 1st Occurrence or Notice	1	Issue NCN – 30 day response time
Failure to submit a completed grease interceptor or grease trap certification; or failure to respond or correct a failed grease interceptor or grease trap certification deficiency – 2nd Occurrence or Notice, no adequate response to NCN.	2	Issue NOV – 30 day response time
Failure to submit a completed grease interceptor or grease trap certification; or failure to respond or correct a failed grease interceptor or grease trap certification deficiency – 3rd Occurrence or Notice, no adequate response to NOV.	3	Issue CompOrd, meeting with FSE, AP - daily penalty may be assessed.
D. Grease Control Equipment not maintained (pumped or cleaned); (Interceptor has > 25% FOG and solids, or > 90 days pump frequency; Trap cleaned > monthly). 1 incident within 24 month period.	1	Issue NCN – 30 day response time
Grease Control Equipment not maintained (pumped or cleaned); (Interceptor has > 25% FOG and solids, or > 90 days pump frequency; Trap cleaned > monthly). 2 incidents within 24 month period, or no response to NCN.	2	Issue NOV – 30 day response time
Grease Control Equipment not maintained (pumped or cleaned); (Interceptor has > 25% FOG and solids, or > 90 days pump frequency; Trap cleaned > monthly). 3 incidents within 24 month period, or no response to NOV.	3	Issue CO – 30 day response time, AP - penalty may be assessed
Grease Control Equipment not maintained (pumped or cleaned); (Interceptor has > 25% FOG and solids, or > 90 days pump frequency; Trap cleaned > monthly).	3	Issue SCH, meeting with FSE. Penalty may be assessed.

4 incidents within 24 month period, or no response to AO		
E. Need to repair or install proper components on the grease interceptor or grease trap	0	Issue NCN – 30 day response time
Failure to repair or install proper components on the grease interceptor or grease trap, no response to NCN.	1	Issue NOV – 30 day response time
Failure to repair or install proper components on the grease interceptor or grease trap, no response to NOV.	2	Issue CompOrd– 30 day response time, penalty may be assessed.
Failure to repair or install proper components on the grease interceptor or grease trap, no response toAO.	3	Issue SCH, meeting with FSE. Penalty may be assessed.

3. Recordkeeping and Reporting Violations

<u>Incident</u>	<u>Category Level</u>	<u>Action Taken</u>
A. No records of grease control equipment cleaning or maintenance at facility, or unable to locate records. 1 incident within 24 month period	0	Verbal Warning during inspection
No records of grease control equipment cleaning or maintenance at facility, unable to locate records. 2 incidents within 24 month period	1	Issue NCN – 30 day response time
No records of grease control equipment cleaning or maintenance at facility, unable to locate records. 3 incidents within 24 month period, failure to comply with NCN.	2	Issue NOV – 30 day response time
No records of grease control equipment cleaning or maintenance at facility, unable to locate records. 4 incidents within 24 month period, failure to comply with NOV.	3	Issue CO, meeting with facility. If facility continues to be in noncompliance, penalty may be assessed.
B. Falsification of Records or Manifests	3,4	CO and Administrative Penalties, Significant Noncompliance
C. Failure of new facility, or an existing facility that upgrades their facility to notify City, or submit <i>Grease Control Equipment Inquiry</i> information.	0	Verbal notification, letter of warning and require GCE Inquiry information. Escalate enforcement if no response.
D. Failure to respond or report regarding any enforcement action from NOV or other has been issued.	3	Escalate enforcement actions. Range: CO to SCH/Administrative Penalties

4. Other Noncompliance

<u>Incident</u>	<u>Category Level</u>	<u>Action Taken</u>
A. Failure to allow access for inspectors to adequately conduct GWH audit, inspect FSE and/or assess GCE	3	Meeting with FSE, CO if necessary
B. Improper FOG waste disposal (evidence of intent, dumping to sanitary sewer, stormwater system, or FSE grease control equipment)	3,4	CO, CompOrd, administrative penalty, reimbursement of costs, legal action may be used.
C. Facility using additives or chemicals that emulsify or otherwise cause FOG to be discharged to City sewer – initial notification	1	Issued NCN – 30 day response time
Facility using additives or chemicals that emulsify or otherwise cause FOG to be discharged to City sewer – Next notification, no response to NCN.	3	NOV, penalty may be assessed. Escalated enforcement action if necessary
D. Safety hazard at grease control equipment area (i.e.	2	Verbal warning during inspection, document on

missing manhole cover, manhole cover damaged or not made of material of suitable strength, danger to public)		inspection form. Notify Health and Codes Dept.
E. Facility in violation of numerical FOG limit- FOG concentration in excess of limit but less than 2 times the limit	1	Issue NCN – 30 day response time
Facility in violation of numerical FOG limit- FOG concentration > 2 times the limit	2	Issue NOV – 30 day response time
Facility in violation of numerical FOG limit- continued sample results of FOG concentration > 2 times the limit.	3	Issue CO, meeting with FSE. Continued violations-SCH and AP - penalties

GREASE WASTE HAULER ENFORCEMENT RESPONSE GUIDE TABLE

1. GWH Reporting and Recordkeeping Violations

<u>Incident</u>	<u>Category Level</u>	<u>Action Taken</u>
F. Failure to submit monthly reports or other required reports on time; isolated incident.	0	Warning Letter, or Email w/ acknowledgement
G. Failure to submit monthly reports or other required reports on time; 3 times during 12 month period, or 2 consecutive months	2	NOV w/ required response to correct.
H. Failure to submit monthly reports or other required reports on time; Chronic failure to submit on time, not corrected after Warning Letter and NOV.	3	CO w/ removal from Approved GWH list for period of 1 year
I. No records or manifest for FSE GCE pumping or disposal information; isolated incident, filing or administrative error	1	NCN
J. No records or manifest for FSE GCE pumping or disposal information; 4 or more records/manifests in 12 month period.	2	NOV
K. No records or manifest for FSE GCE pumping or disposal information; 8 or more records/manifests in 12 month period. Chronic issue, evidence of ongoing inadequate record keeping	3	CO w/ removal from Approved GWH list for period of 2 years. (SNC)
L. Falsification of FSE GCE certification, pumping (including reported pumping volume), or disposal records; isolated incident.	2	NOV
M. Falsification of FSE GCE certification, pumping (including reported pumping volume), or disposal records, including evidence of partial pumping of GCE; Chronic, several incidents with intent.	3	CO w/ removal from Approved GWH list for period of 2 years. (SNC)
N. Failure to properly complete, or inadequate information on a FSE GCE certification, pumping record or manifest; isolated incident.	0	Warning Letter, or Email w/ acknowledgement
O. Failure to properly complete, or inadequate information on a FSE GCE certification, pumping record or manifest; 4 or more records in 12 month period.	2	NOV
P. Failure to properly complete, or inadequate information on a FSE GCE certification, pumping record or manifest; Chronic issue, several incidents, continuing not corrected.	3	CO w/ removal from Approved GWH list for period of 1 year.

2. Waste Disposal Violations

<u>Incident</u>	<u>Category Level</u>	<u>Action Taken</u>
A. Improper hauled waste disposal, dumping/discharge into sanitary sewer at a non-designated disposal location, or indirectly dumping/discharge to a FSE GCE.	4	CO, or CompOrd w/ \$10,000 penalty plus sewer cleanup costs, including additional costs for any SPS or WWTP equipment or other impacts, and if necessary any SSO associated costs; removal from Approved GWH list for period of 2 years; other legal action.
B. Improper hauled waste disposal, dumping/discharge into stormwater sewer, tributary, ditch, or other non-designated disposal location.	4	CO w/ penalty plus City cleanup costs, State or EPA penalties; removal from Approved GWH list for period of 2 years; other legal action.

3. Other Noncompliance

<u>Incident</u>	<u>Category Level</u>	<u>Action Taken</u>
A. Failure to allow City of Portland inspectors, or their authorized representative to adequately audit and inspect the GWH facility or files; or refusal to allow access or provide files; or undue delay in responding to information requested during an audit.	3	CO w/ escalation of actions as necessary.
B. Any other violation of the City Sewer Use Ordinance, or 40 Code of Federal Regulations 403 and applicable pretreatment standards/regulations	2, 3	Assess as per Industrial User Enforcement Response Guide

ORDINANCE

City of Portland, Tennessee

No. 25 - 04

First Reading

AN ORDINANCE TO AMEND SECTION 205 OF TITLE 18 OF THE CITY OF PORTLAND'S MUNICIPAL CODE WITH THE FOLLOWING LANGUAGE REFERENCING THE GREASE INTERCEPTOR REQUIREMENTS

WHEREAS, this ordinance amends Sections 18-205 of the City of Portland's Municipal Code and deletes all current language listed in Section 18-205 and replaces with the following:

18-205. (3) All new and existing food service establishments, including restaurants, cafeterias, hotels, hospitals, quick stop markets, grocery stores, schools, retirement / nursing homes, food manufacturing facilities, churches, caterers, prisons, and mobile food units shall meet the requirements of the City of Portland Fats, Oils, and Grease (FOG) Management Policy.

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland to amend Section 18-205 and revise with the language listed above; and

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

Mike Callis, Mayor

Attest: City Recorder

Passed First Reading:

Passed Second Reading:

RESOLUTION

City of Portland, Tennessee

No. 25 – 09

A RESOLUTION AUTHORIZING WAIVING OF THE PLANS REVIEW FEE FOR THE OAK GROVE VOLUNTEER FIRE DEPARTMENT LOCATED AT 168 BLACKKEY BANDY ROAD

WHEREAS, the City of Portland has been requested by Sumner County and the Oak Grove Volunteer Fire Department at 168 Blackey Bandy Road to waive the \$1,200 water plans review fee; and

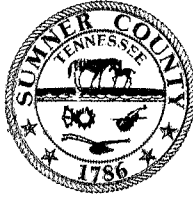
NOW THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Portland authorizing the waiving of the plans review fee for the Oak Grove Volunteer Fire Department at 168 Blackey Bandy Road; and

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

Mike Callis, Mayor

Attest: City Recorder

Approved this day of



**SUMNER COUNTY
COUNTY MAYOR**

JOHN C. ISBELL
COUNTY MAYOR
johncisbell@sumnercountyttn.gov

355 N. BELVEDERE DRIVE, ROOM 102
GALLATIN, TENNESSEE 37066
PHONE (615) 452-3604 • FAX (615) 451-6066

January 24, 2025

Mayor Mike Callis and Portland City Council Members
100 S. Russell Street
Portland, TN 37148

Re: Fee Waiver Oak Grove Volunteer Fire Department at 168 Blackey Bandy Road

Honorable City Leaders:

Sumner County is working in coordination with the Oak Grove Volunteer Fire Department (VFD) to construct a new building at 168 Blackey Bandy Road with ARPA funding. The Oak Grove VFD provides vital services for their service area. Sumner County requests a waiver for all City of Portland fees associated with the review and installation of a new water tap.

As Sumner County Mayor, I kindly ask the City of Portland for consideration of this matter for the fee waiver request. If you require additional information, feel free to contact me at (615) 452-3604, johncisbell@sumnercountyttn.gov or Marshall Boyd at (615) 451-6097, mboyd@sumnercountyttn.gov.

Sincerely,

John C. Isbell
Sumner County Mayor

RESOLUTION

City of Portland, Tennessee

No. 25 – 10

A RESOLUTION AUTHORIZING CHANGE ORDER #5 EXTENDING THE CONTRACT TIME ONE HUNDRED AND TWENTY (120) 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 seventy-two (472) consecutive calendar days, making the date for final completion December 26, 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 #5 extending the contract time for an additional one hundred twenty (120) consecutive calendar days for final completion to the current contract. The revised contract time for final completion shall be five hundred ninety-two (592) consecutive calendar days, making the date for final completion April 25, 2025; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the City of Portland to approve Change Order #5 for the additional one hundred twenty (120) 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: City Recorder

Approved this day of

CHANGE ORDER NO. 5

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: January 3, 2025 Effective Date of Change Order: _____, 2025

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 120 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:	
\$ 3,086,221.00		Substantial Completion:	270 days 6/07/24
		Ready for final payment:	300 days 7/07/24
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 4:		[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 4:	
\$ 610,877.00		Substantial Completion:	52 days
		Ready for final payment:	172 days
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 2,475,344.00		Substantial Completion:	322 days 7/29/24
		Ready for final payment:	472 days 12/26/24
[Increase] [Decrease] this Change Order:		[Increase] [Decrease] this Change Order:	
\$ n/a		Substantial Completion:	0 days
		Ready for final payment:	120 days
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 2,475,344.00		Substantial Completion:	322 days 7/29/24
		Ready for final payment:	592 days 4/25/25

Recommended by Engineer:

By: 
Name/Title: Harrison Hilt, Project Manager
Date: 01 / 03 / 2025

Accepted by Contractor:

By: 
Name/Title: Michael Ellison, President
Date: 1 / 3 / 2025

Authorized by Owner/City of Portland:

By: _____
Name/Title: Mike Callis, Mayor
Date: / / 2025

Approved by Owner/Sumner County, TN:

By: _____
Name/Title: John C. Isbell, Mayor
Date: / / 2025

RESOLUTION

City of Portland, Tennessee

No. 25 – 11

A RESOLUTION AUTHORIZING CHANGE ORDER #5 EXTENDING THE CONTRACT TIME NINETY (90) ADDITIONAL DAYS WITH CUMBERLAND PIPELINE, LLC FOR THE OAK HILL WATER SYSTEM IMPROVEMENTS AMERICAN RESCUE PLAN (ARP) PROJECT

WHEREAS, the City of Portland is currently contracted with Cumberland Pipeline, LLC for the Oak Hill Water System Improvements Project and final completion is four hundred forty-two (442) consecutive calendar days, making the date for final completion January 21, 2025; 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 #5 extending the contract time for an additional ninety (90) consecutive calendar days for final completion to the current contract. The revised contract time for final completion shall be five hundred thirty-two (532) consecutive calendar days, making the date for final completion April 21, 2025; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the City of Portland to approve Change Order #5 for the additional ninety (90) consecutive calendar days to the current contract time for the final completion with Cumberland Pipeline, LLC for the Oak Hill Water System Improvements Project; and

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

Mike Callis, Mayor

Attest: City Recorder

Approved this day of

CHANGE ORDER NO.: 5

Owner: **City of Portland** Owner's Project No.: n/a
 Engineer: OHM Advisors Engineer's Project No.: 0585-21-0080
 Contractor: **Cumberland Pipeline, LLC** Contractor's Project No.: 23-08

Project:

Contract Name: **City of Portland Oak Hill Water System Improvements**

Date Issued: January 3, 2025 Effective Date of Change Order: _____, 2025

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 90 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:
\$ <u>\$2,718,423.00</u>	Substantial Completion: <u>210 days 6/04/24</u>
	Ready for final payment: <u>240 days 7/03/24</u>
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 4:	[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 4:
\$ <u>\$581,097.50</u>	Substantial Completion: <u>142 days</u>
	Ready for final payment: <u>202 days</u>
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
\$ <u>\$2,137,325.50</u>	Substantial Completion: <u>352 days 10/23/24</u>
	Ready for final payment: <u>442 days 1/21/25</u>
[Increase] [Decrease] this Change Order:	[Increase] [Decrease] this Change Order:
\$ <u>n/a</u>	Substantial Completion: <u>0 days</u>
	Ready for final payment: <u>90 days</u>
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:
\$ <u>\$2,137,325.50</u>	Substantial Completion: <u>352 days 10/23/24</u>
	Ready for final payment: <u>532 days 4/21/25</u>

Recommended by Engineer:**Accepted by Contractor:**

By: 
 Name/Title: Harrison Hilt, Project Manager
 Date: 01 / 03 / 2025

By: 
 Name/Title: Michael Ellison, President
 Date: 1 / 3 / 2025

Authorized by Owner/City of Portland:**Approved by Owner/Sumner County, TN:**

By: _____
 Name/Title: Mike Callis, Mayor
 Date: / / 2025

By: _____
 Name/Title: John C. Isbell, Mayor
 Date: / / 2025

RESOLUTION

City of Portland, Tennessee

No. 25 – 12

A RESOLUTION TO APPROVE CHANGE ORDER #1 IN THE INCREASED AMOUNT OF \$9,000 AND AN ADDITION OF FORTY-FOUR (44) DAYS FOR CONTRACT TIMES WITH PERDUE TRUCKING & EXCAVATING FOR THE 2” SERVICE LINE REPLACEMENT PROJECT

WHEREAS, the City of Portland has approved the original contract amount of \$264,280.01 with Perdue Trucking & Excavating for the 2” Service Line Replacement Project; and

WHEREAS, Change Order #1 revises the contract by:

- | | | |
|---|-----------------|--------------------|
| • Donoho Dr – removal of slip tee and additional footage of 6” pipe | Increase | +\$ 500.00 |
| • E Longview – excavation for 6” insertion valve, installation of 6” pipe, concrete for kickers, & fire hydrant | <u>Increase</u> | <u>+\$8,500.00</u> |
| | TOTAL | \$9,000.00 |

WHEREAS, Change Order #1 shall increase the contract amount by \$9,000.00, which shall adjust the contract amount to \$273,280.01; and

WHEREAS, the City of Portland, Tennessee is hereby approving Change Order #1 for an additional forty-four (44) consecutive calendar days to the current contract. The revised contract for substantial completion shall be seventy-four (74) consecutive calendar days, making the date for substantial completion February 28, 2025 and the time for final completion of one hundred four (104) consecutive calendar days, making the date for final completion March 30, 2025; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the City of Portland approves the acceptance of the Change Order #1 for the items stated above in the amount of **\$9,000.00** and an additional forty-four (44) consecutive calendar days to the current contract with Perdue Trucking & Excavating for the 2” Service Line Replacement Project; and

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

Mike Callis, Mayor

Attest: City Recorder

Approved this day of

CHANGE ORDER NO.: 1 (Work Session #2)

Owner: City of Portland
Project Engineer: City of Portland
Contractor: Perdue Trucking & Excavating
Project: 2024 2 Inch Service Line Replacement
Work Session #2
Contract Name:
Date Issued: 1/22/2025

Owner's Project No.: 0101-225
Proj. Engineer's Project No.: 0101-225
Contractor's Project No.:

Effective Date of Change Order:

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

Description: For Donoho Dr, Perdue Trucking had other components that had to be installed not listed in the contract documents, including 7 feet of 6" pipe and removing a slip tee. For E Longview, Perdue Trucking has other components that need to be installed not listed in the contract, including excavation for 6" insertion valve, installing 6" C900 DR14 pipe, concrete, and fire hydrant. Also, due to holidays, inclement weather, and the change order descriptions above, there is a request of a 74-day extension on substantial completion and 104-day extension on final completion.

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:	
\$ 264,280.01		Substantial Completion:	30 days
		Ready for final payment:	60 days
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. _____		[Increase] [Decrease] from previously approved Change Orders No.1 to No. _____	
\$ N/A		Substantial Completion:	N/A
		Ready for final payment:	N/A
Contract Price prior to this Change Order:		Contract Times prior to this Change Order:	
\$ 264,280.01		Substantial Completion:	30 days (1/15/2025)
		Ready for final payment:	60 days (2/14/2025)
[Increase] [Decrease] this Change Order:		[Increase] [Decrease] this Change Order:	
\$ 9,000.00		Substantial Completion:	44 days
		Ready for final payment:	44 days
Contract Price incorporating this Change Order:		Contract Times with all approved Change Orders:	
\$ 273,780.01		Substantial Completion:	74 days (2/28/2025)
		Ready for final payment:	104 days (3/30/2025)

Recommended by Engineer (if required)
By: Megan Heule
Title: Portland Utilities Engineer
Date: 1/22/2025

Authorized by Owner
By: _____
Title: _____
Date: _____

Accepted by Contractor
Ronald S. Perdue
Owner
1/23/25

Approved by Funding Agency (if applicable)
By: _____
Title: _____
Date: _____



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

CITY OF PORTLAND
BRYAN PRICE P.E. – UTILITIES DIRECTOR
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone 615-323-1437
Email Address: bprice@cityofportlandtn.gov

Jessica Murphy
500 James Robertson Parkway
Nashville, Tennessee 37243

Date: 12/30/2024

Re: UPDATED SCHEDULE FOR THE ACTIONS REMAINING IN THE CS-CAP

The City has been under a Consent Order since 2004. The annual report recaps many of the projects the City has completed over the years. Prior to 2019 all city-owned utilities were contained within one department, Public Works. Public Works managed eight (8) different divisions (Sanitation, Fleet Maintenance, Streets, Water Treatment Plant, Water Distribution, Sewer Plant, Sewer Collections, and Natural Gas Distribution.) In January 2019 under newly elected Mayor Mike Callis, the City Council split Public Works so that all divisions could be better managed. The Portland Department of Utilities was created to manage five (5) divisions (Water Treatment Plant, Water Distribution, Sewer Plant, Sewer Collections, and Natural Gas Distribution.) With this came a more detailed approach to managing the City's sewer system.

In 2019 the City performed a flow monitoring study after completing several point repair projects. We were able to show that we removed 1,213,100 gallons of rainfall derived Inflow & Infiltration (RDII). On March 3, 2020, TDEC released 2,428 sewer taps based on "capacity recovery" of 50% of RDII reductions. To receive the relief the City broke the Collection System into seven (7) moratorium relief areas (MRA), (Appendix A). Each MRA was upstream of a chronic overflow point. Each area received relief based upon the number of gallons removed during rain events. Some areas received no relief while others got more. We began to focus on the areas that did not get a tap release.

We continued our progress with the 2020 Point Repair Project that focused on MRA 1. It was completed in 2021. We completed our flow monitoring in 2022 and compared it to our 2019 study. We were able to show that we removed an additional 362,247 gallons of RDII.

Year of Flow Study	Net RDII (Gallons)
2019	657,674
2022	295,427
Volume Removed	362,247

From our Flow Studies we were able to determine a priority ranking for each basin based upon RDII.

Ranking	MRA Zone
1	MRA1
2	MRA2
3	MRA5
4	MRA4
5	MRA3
6	MRA6
7	MRA7

We have determined that a systematic approach with point repair projects is very effective. We use our priority MRA ranking and stay within a basin until complete rather than jump all around the system. Once we have completed a zone, we will perform a flow study to determine how much RDII was removed.

This approach can be seen to be working by evaluating our sanitary sewer overflows for the year 2023, we had our lowest number of overflows since 2016 and a dramatic decrease of 197 overflows from the year 2019 to now.

Year	SSO
2016	220
2017	327
2018	328
2019	390
2020	352
2021	225
2022	259
2023	193



Below are projects that we have completed thus far that have played a significant role in our reductions of overflows:

What has been Completed		
Project Name	Notes	Costs
2019 Flow Monitoring & Data Analysis	Performed within MRA1	\$39,500 for Engineering
2019 Point Repairs	Included 38 point repairs and 2,357 linear feet of sewer main repair/replacement within various locations throughout the collection system.	\$64,910 for Engineering \$524,784 for Construction
2019 Sewer Interceptor	Installation of approximately 9,020 linear feet of sewer main from Hwy 109 at Village Dr to the WWTP.	\$276,022 for Engineering \$4,767,398 for Construction \$38,500 for Easement Acquisition
2020 Point Repairs	Repairing points of inflow and infiltration within MRA1	\$103,683 for Engineering \$375,130 for Construction
2022 Flow Monitoring & Analysis	Performed within MRA1 & MRA2	\$9,900 for Engineering
2024 Point Repairs	Repairing points of inflow and infiltration within MRA2. Construction to commence in January 2025.	\$86,795 for Engineering
Kirby Dr Pump Station	The pump station was replaced due to flooding issues in the area of the station.	\$23,000 for Engineering \$95,489 for Construction
In-House MRA 5 Point Repairs	Since 2022, our Sewer Collections Team has fixed 74 point repairs in the basin that leads to this manhole.	Through inventory costs, unsure of exact cost.

WWTP Phase I & II Expansion	Upgraded the plant from 1.9 MGD to 2.85 MGD. Includes new Influent Pump Station, Headworks, 3 rd Sequential Batch Reactor (SBR) Tank, Disc Filters, Chlorine Contact & Dechlor Basin, and Solids Handling Building.	• \$2,538,000 for Engineering • \$18,608,580 for Construction
Total Spent-to-Date (Since 2019) on Sewer Rehabilitation/Replacement to Improve RDI&I or reduce chronic overflows:		\$27,551,691

On November 25, 2024, the City received notice to submit an updated schedule for the remaining corrective actions for the Collection System Corrective Action Plan (CS-CAP) on or before December 31, 2024. The schedule below and estimated budgets were discussed and agreed upon at the December 2, 2024, Council Meeting.

Below is our updated schedule for the remaining corrective actions remaining in the CS-CAP. The City is requesting a seven (7) year extension for the Consent Order:

Updated Schedule for the Actions Remaining			
Project Name	Project Description	Estimated Cost	Completion Date
2024 Point Repairs	Repairing points of RDII in MRA2.	\$200,000	Spring 2025
2025 Manhole Repair Project	Repairing 29 Manholes to remove RDII in MRA1, MRA2, MRA3, MRA5, & MRA6	\$75,000	Fall 2025
2025 Point Repairs	Repairing points of RDII in MRA2	\$250,000	Spring 2026
2026 Point Repairs	Repairing points of RDII in MRA5	\$250,000	Spring 2027
2027 Point Repairs	Repairing points of RDII in MRA5	\$250,000	Spring 2028
2028 Point Repairs	Repairing points of RDII in MRA4	\$250,000	Spring 2029
2029 Point Repairs	Repairing points of RDII in MRA4	\$250,000	Spring 2030
2030 Point Repairs	Repairing points of RDII in MRA3	\$250,000	Spring 2031
2031 Point Repairs	Repairing points of RDII in MRA6	\$250,000	Spring 2032
Demase St Sewer Rehab	Install approximately 2,400 ft of gravity sewer main and 16 manholes to remove two of the worst chronic overflows at the intersection of Demase St and Wix Ave (HH1420 & HH225)	\$1,100,000	Winter 2028

Should you have any questions, please feel free to contact me.

Sincerely,



Bryan S. Price, P.E.
Portland Utilities Director

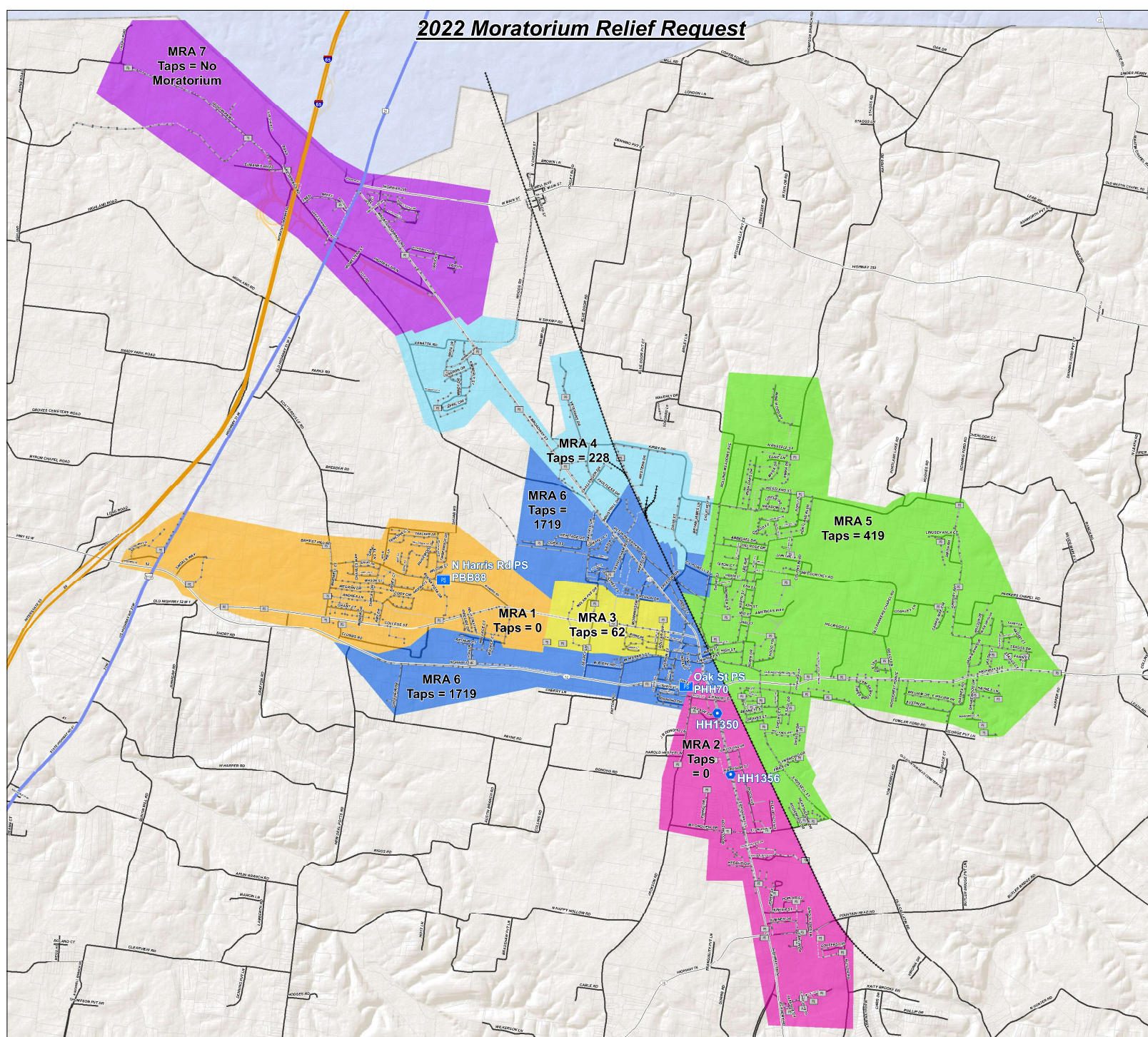
Cc

Mayor Mike Callis, City of Portland	Warren Garrett, City of Portland
Megan Heisler, City of Portland	Jennifer Young, City of Portland
Jon Harrison, City of Portland	Christina Wingett, TDEC
Tim Jennette, TDEC	Sarah Elias, TDEC
Patrick Parker, TDEC	Michael Lancaster, TDEC

APPENDIX A:

Moratorium Relief Area Map

2022 Moratorium Relief Request



SS Objects

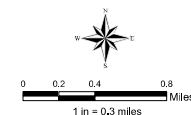
- Manholes
- Pump Stations
- Force Mains
- Gravity Mains

Moratorium Relief Areas

- MRA 1
- MRA 2
- MRA 3
- MRA 4
- MRA 5
- MRA 6
- MRA 7 (No Moratorium)

Monitoring Points

- Pump Stations
- Manholes



RESOLUTION

City of Portland, Tennessee

No. 23 - 83

A RESOLUTION DETAILING PROCEDURES FOR NEW OR INCREASED WATER CAPACITY REQUEST AND THE ISSUANCE OF CAPACITY LETTERS

WHEREAS, the City of Portland currently has a limited supply of available capacity within its raw water supply, water treatment facility, and guaranteed water purchase contracts; and

WHEREAS, Article VIII of the City of Portland Charter states that both the Department of Public Works and Public Utilities are to have “*divisions of authority and responsibilities consistent with good management practices and sound internal control*” and Title 18 of the Municipal Code Chapter 1 Section 18-103 Obtaining Service states “*A formal application for either original or additional service must be made and be approved by the city before connection or meter installation orders will be issued and work performed*”; and

WHEREAS, at the August 7, 2023 Council Meeting, the Council verbally agreed in a majority vote to continue issuing water capacity letters beyond known capacity limits recognizing that a letter of available water capacity is based on a snap-shot in time when the water model and/or decision is made and is not a guarantee of water service at a point in the future when the petitioner may or may not choose to act upon an affirmative response to their capacity request; and

WHEREAS, Resolution #23-45 governs the expiration and renewal of capacity letters and at no time is the City of Portland mandated to provide water beyond its ability whether or not a capacity letter has been granted, or whether or not a project has already been started but not all water taps have been purchased; and

WHEREAS, the City Council has the primary responsibility of governing the corporate limits and therefore must ensure that sufficient reserves are available within the City proper for residents, expansion, peak flow demand, and fire protection. Total available supply is currently estimated at 3.2 million gallons per day. Since a 5% increase in capacity equals 160,000 gallons daily, and peak demand days can add an extra 300,000 gallons to 500,000 gallons per day in usage, it is imperative that the Utility Department not over commit capacity without first updating the Council of available water supply.

Therefore, the following procedure for issuing water capacity letters will be established:

- Once the daily water supply usage averages 85% of total available water as measured over a 30-day period, a pause in granting capacity letters will begin for projects outside the corporate limits of the City until such a time that the Council can be informed at the next scheduled meeting.
- Once the daily water supply usage averages 90% of total available water as measured over a 30-day period, a pause in granting capacity letters will begin for projects inside and outside the corporate limits of the City until such a time that the Council can be informed at the next scheduled meeting.

- Once the water supply capacity reaches the above limits, the Council will direct the Utility Department on how to proceed.

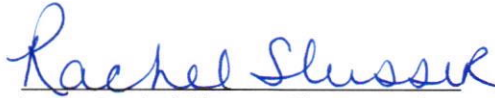
WHEREAS, every 12 months the procedures and letter will be reviewed and discussed during the first Council meeting in September and;

NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen that the aforementioned procedure for issuing a water capacity letter be established.

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



Mike Callis, Mayor



Attest: Rachel Slusser, City Recorder

Approved this 21st day of August 2023.