



## **REVISED**

### **AGENDA for August 3, 2026**

#### **BOARD OF MAYOR AND ALDERMEN**

**Portland City Hall — Council Chambers — 100 South Russell St. Room 111**

*In accordance with Resolution #26-33, public comments are allowed when those comments are germane to either the agenda or to the board's governing authority, except where otherwise prohibited. The number of individuals speaking and/or the allotted time to speak may be limited by the presiding officer to ensure opposing viewpoints are fairly represented in a timely manner. Sign-up sheets for public recognition will be available before the start of each meeting in the same room where the meeting is being held and anyone wishing to speak must sign up before the start of the meeting. Speakers will be recognized one at a time.*

#### **1. Call to Order**

#### **2. Prayer and Pledge**

#### **3. Roll Call**

#### **4. Approval of Agenda**

#### **5. Presentation**

**A. From July 20, 2026, Agenda** - Proclamation awarded to Mason Pearson and Blaine Gregory.

#### **6. Public Recognition for Public Hearings and Agenda-Related Items**

*(5 minutes maximum per speaker)*

#### **7. Public Hearing**

**A. From July 20, 2026, Agenda** - Resolution No. 26-63 - A Resolution authorizing a Certificate of Compliance for Shabana Lalani of Royal Wine & Sprit located at 6074 Highway 31W, Portland, TN, 37148.

#### **8. Communications from Council Members**

#### **9. Mayor's Report**

#### **10. Alcohol Beverage Board**

**A. From July 20, 2026, Agenda** - Resolution No. 26-63 - A Resolution authorizing a Certificate of Compliance for Shabana Lalani of Royal Wine & Sprit located at 6074 Highway 31W, Portland, TN, 37148.

#### **11. Consent Calendar**

**A. From July 20, 2026, Agenda** - Minutes from June 15, 2026, Council Meeting

**B. Department Report for June 2026**

#### **12. Community Development – Vice-Mayor Megann Thompson**

#### **13. Finance – Alderman Vince Ellis**

- A. Ordinance No. 26-43 – First Reading - An Ordinance of the City of Portland, Tennessee, amending Budget Ordinance No. 26-28 for the fiscal year beginning July 1, 2026, and ending June 30, 2027.

#### **14. Fire Department – Alderman Jody McDowell**

#### **15. Human Resources – Alderman Vince Ellis**

#### **16. Legislative – Mayor Mike Callis**

- A. **From July 20, 2026, Agenda** - Resolution No. 26-62 - A Resolution for July 2026 to honor the principles and ideals that makes America the Greatest Nation on Earth as we celebrate the 250<sup>th</sup> Anniversary of these United States
- B. Resolution No. 26-66 — A Resolution to grant the City Recorder or the Mayor authority to cancel a public meeting when it is known prior to the meeting that a sufficient number required for a quorum will not be present.

#### **17. Municipal Airport – Alderman Mike Hall**

#### **18. Parks & Recreation – Alderman Brian Woodall**

- A. **From July 20, 2026, Agenda** - Resolution No. 26-60 – A Resolution to accept the best proposal for Professional Engineering and Architectural Services for the 2026 Local Parks and Recreation Fund Grant Project, contingent upon the award of grant funding for the City of Portland, Tennessee.
- B. **From July 20, 2026, Agenda** - Resolution No. 26-61 — A Resolution to accept the best proposal for Professional Administrative Services for the 2026 Local Parks and Recreation Fund Grant Project, contingent upon the award of grant funding for the City of Portland, Tennessee.

#### **19. Planning & Codes – Vice-Mayor Megann Thompson**

- A. **From July 20, 2026, Agenda** - Resolution No. 26-65 – A Resolution approving a design review standards appeal for the property located at 809 North Broadway.
- B. Ordinance No. 26-38 – First Reading — An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 840 South Broadway, from RS-20 (Low Density Single Family Residential-Urban Services) to OPS (Office Professional Services).
- C. Ordinance No. 26-42 – First Reading – An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 0 South Broadway, from RS-20 (Low Density Single Family Residential) to GCS (General Commercial Services).
- D. **From July 20, 2026, Agenda** - Discussion - Zoning Ordinance
- E. Ordinance No. 26-25 –Second Reading — An Ordinance of the City of Portland, Tennessee to deem a public alley as surplus.

#### **20. Police Department – Alderman Drew Jennings**

- A. Discussion — Animal fostering in residential areas.

## **21. Public Works – Alderman Brian Woodall**

## **22. Utility Infrastructure – Alderman Charles Cole**

- A.** From July 20, 2026, Agenda - Ordinance No. 26-39 – First Reading - An Ordinance to enter an agreement with OHM Engineering to provide Engineering Services for Stabilization for the area at the Shaub Road Natural Gas Station.
- B.** From July 20, 2026, Agenda - Ordinance No. 26-40 – First Reading - An Ordinance authorizing to rescind and replace, in its entirety, Ordinance No. 22-78 and adopt the most recent approved Tennessee Department of Environment and Conservation (TDEC) Drought Management Plan for the City of Portland.
- C.** Resolution No. 26-67 - A Resolution to approve a second boat ramp at the Portland City Lake to facilitate safety and ease of use.
- D.** Discussion — Jet Vac Truck

## **23. Public Recognition on Non-Agenda-Related Items**

*(3 minutes maximum per speaker)*

## **Adjournment**

|

RESOLUTION

City of Portland, Tennessee

No. 26 – 63

**A RESOLUTION AUTHORIZING A CERTIFICATE OF COMPLIANCE FOR SHABANA LALANI OF ROYAL WINE & SPRIT LOCATED AT 6074 HIGHWAY 31W, PORTLAND, TN, 37148.**

**WHEREAS**, Shabana Lalani has applied to the City of Portland for a Certificate of Compliance; and

**WHEREAS**, the City Attorney has reviewed the application; and

**WHEREAS**, the City of Portland's Alcoholic Beverage Board has reviewed the application and recommended that Shabana Lalani of Royal Wine & Spirits located at 6074 Highway 31W, Portland, TN 37148 receive a Certificate of Compliance; and

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

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

**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Board of Alderman of the City of Portland, Tennessee that the City of Portland issue Shabana Lalani of Royal Wine & Spirits located at 6074 Highway 31W, Portland, TN 37148 a Certificate of Compliance; and

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

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Mike Callis, Mayor

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Attest: Tracy Kizer, City Recorder

Approved this     day of   2026.

RESOLUTION

City of Portland, Tennessee

No. 26 – 63

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**WHEREAS**, the City Attorney has reviewed the application; and

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

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**NOW, THEREFORE BE IT RESOLVED** by the Mayor and Board of Alderman of the City of Portland, Tennessee that the City of Portland issue Shabana Lalani of Royal Wine & Spirits located at 6074 Highway 31W, Portland, TN 37148 a Certificate of Compliance; and

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

---

Mike Callis, Mayor

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Attest: Tracy Kizer, City Recorder

Approved this     day of   2026.



**BOARD OF MAYOR AND ALDERMEN**  
**Minutes for June 15, 2026 at 5:00 PM**

**1. Call to Order**

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

**2. Prayer and Pledge**

Mayor Mike Callis led the prayer and pledge.

**3. Roll Call**

**Present:** Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

**Also, Present:** Mayor Mike Callis, City Attorney John Bradley, City Recorder Tracy Kizer, Finance Director Rachel Slusser

**Absent:** Alderman Hall, Vice-Mayor Thompson

**4. Approval of Agenda**

**Motion to:** **Defer under Planning & Codes — Item 18. B - Ordinance 26-25 until July 20, 2026 meeting.**

**By:** Alderman Jennings

**Second:** Alderman Ellis

**Yes:** Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

**Absent:** Alderman Hall, Vice-Mayor Thompson

**Motion Passed (voice vote)**

**5. Presentation**

- No Items

**6. Public Recognition for Public Hearings and Agenda-Related Items**

- No one spoke

**7. Public Hearing**

**A.** Ordinance No. 26-28 – Second Reading — An Ordinance of the City of Portland, Tennessee adopting the Annual Budget and Tax Rate for the fiscal year beginning July 1, 2026, and ending June 30, 2027.

- No one spoke

**8. Communications from Council Members**

Alderman McDowell was thankful for the rain.

**9. Mayor's Report**

Mayor Callis presented the following:

- Thanks to American Legion Post 75 for performing the American Flag Retirement Ceremony.

- There will be a Resolution presented tonight to pause Data Center developments until an updated framework can be approved by the Planning Board and City Council.

- Thank you to Portland Youth Football League and volunteers that have partnered with the City to add a Press Box to the football field at Richland Park.

- Our new Police K9 Mav, has just started service and has already pulled several drugs, firearms and cash off the streets in Portland.

- Employee recognitions include; AJ Waller (WWTP) who obtained his Grade IV operations license for the plant. Tyler Brister (water distribution) obtained his D2 Distribution Operators License & Cross-Connection Certification. Both were promoted after receiving their certifications.

- An update on the Resource Protection Grant at the water treatment plant.

- Review of the current employee wages & benefits,

**10. Consent Calendar**

**Motion to:** **Approve**

**By:** Alderman McDowell

**Second:** Alderman Jennings

**Yes:** Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

Absent: Alderman Hall, Vice-Mayor Thompson

**Motion Passed (voice vote)**

- A. Minutes from June 1, 2026, Work Study
- B. Minutes from June 1, 2026, City Council Meeting
- C. Department Reports - May 2026

## 11. Community Development – Vice-Mayor Megann Thompson

- A. Resolution No. 26-58 — A Resolution authorizing the City of Portland to participate in certified Tennessee Downtowns, a program of Tennessee Economic & Community Development.

**Motion to:** Approve

By: Alderman Ellis

Second: Alderman McDowell

**Discussion:** Mayor Callis advised Mandy Freedle is the name to be inserted in the blank on the Resolution, noting that this Resolution will make the City eligible for grant opportunities.

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

Absent: Alderman Hall, Vice-Mayor Thompson

**Motion Passed (voice vote)**

## 12. Finance – Alderman Vince Ellis

- A. Ordinance No. 26-28 – Second Reading — An Ordinance of the City of Portland, Tennessee adopting the Annual Budget and Tax Rate for the fiscal year beginning July 1, 2026, and ending June 30, 2027.

**Motion to:** Approve

By: Alderman Ellis

Second: Alderman Cole

**Discussion:** Director Slusser reviewed the updates included in the second reading of the budget and noted the budget was balanced. The floor was open for questions.

Alderman Woodall questioned the proposed purchase of the Jet/Vac truck with cash funds and asked whether the truck would be put into service immediately to help identify issues. Discussion was held regarding the truck's anticipated usage, staffing requirements, and funding source. The Board requested information on the estimated delivery time from the date of order to receipt of the truck and asked that the information be brought back to the next Council Meeting.

Discussion was held regarding the number of police vehicles purchased during the current fiscal year and the number needed in the next fiscal year.

**Motion to:** Accept the Budget as presented

By: Alderman Woodall

Second: Alderman Ellis

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

Absent: Alderman Hall, Vice-Mayor Thompson

**Motion Passed (voice vote)**

- B. Ordinance No. 26-33 – Second Reading — An Ordinance of the City of Portland, Tennessee, amending budget Ordinance No. 25-27 for the fiscal year beginning July 1, 2025, and ending June 30, 2026.

**Motion to:** Approve

By: Alderman Ellis

Second: Alderman McDowell

**Discussion:** Director Slusser reviewed the changes that have been made, that the revenues were updated, and all expenses are covered.

**Motion to:** Amended as presented

By: Alderman Cole

Second: Alderman Ellis

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

Absent: Alderman Hall, Vice-Mayor Thompson  
**Motion Passed (voice vote)**  
**Vote to: Approve**  
Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall  
Absent: Alderman Hall, Vice-Mayor Thompson  
**Motion Passed (voice vote)**

### 13. Fire Department – Alderman Jody McDowell

- A.** Discussion — SAFER Grant  
Chief Thornton advised he is requesting authorization to apply for a SAFER Grant for staffing. He explained the application would request funding for 15 positions over a three-year grant period. Discussion was held regarding the grant funding and the financial commitment the City would be required to make. Additional discussion focused on the future fire hall, staffing needs for the new facility, the grant timeline, and whether the number of positions could be adjusted if the City were awarded funding for all 15 positions.

### 14. Human Resources – Alderman Vince Ellis - No Items

### 15. Legislative – Mayor Mike Callis - No Items

### 16. Municipal Airport – Alderman Mike Hall - No Items

### 17. Parks & Recreation – Alderman Brian Woodall - No Items

### 18. Planning & Codes – Vice-Mayor Megann Thompson

- A.** Resolution No. 26-56 — A Resolution to pause all data center type developments until an acceptable framework can be established for zoning and/or conditional uses.

**Motion to: Approve**

By: Alderman Woodall

Second: Alderman Ellis

**Discussion** — Mayor Callis this would be a pause on Data Centers in order to review zoning and requirements needed for this type of facility.

**Motion to: Amend to a minimum of three (3) years**

By: Alderman Cole

Second: Alderman Ellis

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

Absent: Alderman Hall, Vice-Mayor Thompson

**Motion Passed (voice vote)**

Questions regarding the legality of delaying the process were directed to the City Attorney. The City Attorney advised that the longer the process remained paused, the greater the likelihood that the City would face litigation.

**Vote to: Approve as amended**

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

Absent: Alderman Hall, Vice-Mayor Thompson

**Motion Passed (voice vote)**

- B.** Ordinance No. 26-25 –Second Reading - An Ordinance of the City of Portland Tennessee to deem a public alley as surplus.  
**Removed from Agenda**

### 19. Police Department – Alderman Drew Jennings

- A.** Discussion — Anti-Choking Devices  
Alderman Jennings wanted to discuss making an artichoke device available for the Police and Fire departments to have in

their vehicles. The devices are used to help children or adults that are choking. Alderman Jennings estimated the cost would be approximately \$2700. Since these are not FDA approved, the main questions would be the training and insurance coverage.

## **20. Public Works – Alderman Brian Woodall**

- No Items

## **21. Utility Infrastructure – Alderman Charles Cole**

- A.** Resolution No. 26-57 - A Resolution to approve the write-off of outstanding utility customers' accounts for fiscal year 2026.

**Motion to:** **Approve**

By: Alderman Cole

Second: Alderman Ellis

**Discussion:** Director Gibbs advised that the amount under discussion was the amount budgeted for the current fiscal year and noted that expenditures had not yet reached the full budgeted amount.

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

Absent: Alderman Hall, Vice-Mayor Thompson

**Motion Passed (voice vote)**

- B.** Resolution No. 26-59 - A Resolution to increase the scope of the task order agreement with CSR Engineering for the 2026 Point Repair Project to include design for an upgraded sanitary sewer lift station.

**Motion to:** **Approve**

By: Alderman Cole

Second: Alderman Ellis

**Discussion:** Mayor Callis advised that during the 2026 point repair project, it was discovered that this section required replacement. Mayor Callis noted that incorporating the work into the current bid process would result in cost savings for the City.

Yes: Alderman Cole, Alderman Ellis, Alderman Jennings, Alderman McDowell, Alderman Woodall

Absent: Alderman Hall, Vice-Mayor Thompson

**Motion Passed (voice vote)**

## **22. Public Recognition on Non-Agenda-Related Items**

- No one spoke

### **Adjournment**

**Motion to Adjourn** by Alderman Cole; Second by Alderman Jennings;

Motion passed by voice vote to **adjourn at 5:47 PM.**

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Mike Callis, Mayor

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Tracy Kizer, City Recorder

## City of Portland Public Comment Sign-In Sheet

- In accordance with Resolution #26-33, public comments are allowed when those comments are germane to either the agenda or to the board's governing authority, except where otherwise prohibited.
- Comments are limited to a maximum of 5 minutes per individual, and the number of speakers and/or allotted time may be limited by the presiding officer to ensure all views are heard in a timely manner.

**All wanting to speak must complete the signup sheet before the start of the meeting.**

### Public Hearings & Agenda Item Comments Use This Section

*\*Comments must be germane to agenda & public hearing items, and each speaker has a maximum of 5-minutes\**

| Speaker Information |  | List the agenda item to comment on |  |
|---------------------|--|------------------------------------|--|
| <i>Print Name</i>   |  |                                    |  |
| <i>Address</i>      |  |                                    |  |
|                     |  |                                    |  |
| <i>Print Name</i>   |  |                                    |  |
| <i>Address</i>      |  |                                    |  |
|                     |  |                                    |  |
| <i>Print Name</i>   |  |                                    |  |
| <i>Address</i>      |  |                                    |  |
|                     |  |                                    |  |
| <i>Print Name</i>   |  |                                    |  |
| <i>Address</i>      |  |                                    |  |
|                     |  |                                    |  |
| <i>Print Name</i>   |  |                                    |  |
| <i>Address</i>      |  |                                    |  |
|                     |  |                                    |  |

### Non-Agenda Item Comments Use The Section Below

*\*Comments must be germane to the authority of the board, and each speaker has a maximum of 3-minutes\**

| Speaker Information |  |                |  |
|---------------------|--|----------------|--|
| <i>Print Name</i>   |  | <i>Address</i> |  |
|                     |  |                |  |
| <i>Print Name</i>   |  | <i>Address</i> |  |
|                     |  |                |  |
| <i>Print Name</i>   |  | <i>Address</i> |  |
|                     |  |                |  |
| <i>Print Name</i>   |  | <i>Address</i> |  |
|                     |  |                |  |
| <i>Print Name</i>   |  | <i>Address</i> |  |
|                     |  |                |  |

**The Following Information Is To Be Filled Out By The Presiding Meeting Clerk**

**Board/Committee: City Council**      **Meeting Date: June 15, 2026**      **Page # 1** of **1**

# BUSINESS OFFICE MONTHLY REPORT

## JUNE 2026

|                                |        |             |
|--------------------------------|--------|-------------|
| Total Payments Received        | 9,430  | \$2,400,901 |
| Utility Bills Processed        | 10,604 | \$1,719,948 |
| Total Service Orders Processed | 246    |             |

| Total Customers by Service |      |
|----------------------------|------|
| Water                      | 8656 |
| Sewer                      | 4774 |
| Gas                        | 5382 |
| Sanitation                 | 4987 |
| Stormwater                 | 5270 |

| New Service Connect/Disconnect |     |
|--------------------------------|-----|
| Water Disconnected             | 118 |
| Water Connected                | 75  |
| Gas Disconnected               | 56  |
| Gas Connected                  | 28  |

| Taps Sold June 2026 |    | Taps Sold YTD 2026 |     |
|---------------------|----|--------------------|-----|
| Gas                 | 6  | Gas                | 36  |
| Water               | 21 | Water              | 133 |
| Sewer               | 13 | Sewer              | 84  |

|                            |    |
|----------------------------|----|
| Leak Adjustments Processed | 34 |
| Pool Adjustments Processed | 62 |

| Municipal Court Findings       |     |
|--------------------------------|-----|
| Citations Suspended            | 8   |
| Citations Dismissed            | 22  |
| Defendants Found Guilty        | 108 |
| Defendants Given Traffic Class | 44  |

| Business Licenses   |     |
|---------------------|-----|
| Active Licenses     | 595 |
| New Licenses        | 13  |
| Renewed Licenses    | 26  |
| Active Food Vendors | 13  |

| Property Taxes Processed     |          |
|------------------------------|----------|
| Bills Processed              | 34       |
| Amount Received              | \$25,713 |
| Property Taxes Collected YTD |          |
| 2023                         | 99.7%    |
| 2024                         | 99.2%    |
| 2025                         | 96.7%    |
| Tax Relief                   |          |
| Submitted to State June 2026 | 0        |
| Payment Approved June 2026   | 14       |

## Building Codes - June - 2026 Report

| Permit Type               | Monthly Permits Issued | Amount             | YTD Permits Issued |
|---------------------------|------------------------|--------------------|--------------------|
| Residential Building      | 13                     | \$19,282.72        | 70                 |
| Commercial                | 1                      | \$689.86           | 13                 |
| Industrial                | 0                      | \$0.00             | 6                  |
| Plan Review               | 17                     | \$2,802.38         | 107                |
| Stand Alone Building      | 9                      | \$4,597.05         | 27                 |
| Fire Alarm/Fire Sprinkler | 0                      | \$0.00             | 3                  |
| Plumbing                  | 11                     | \$4,597.30         | 68                 |
| Mechanical                | 12                     | \$2,051.50         | 77                 |
| Use & Occupancy           | 0                      | \$0.00             | 5                  |
| Swimming Pool             | 3                      | \$670.00           | 11                 |
| Demolition                | 1                      | \$100.00           | 4                  |
| Fire Works                | 5                      | \$7,500.00         | 9                  |
| Moving                    | 0                      | \$0.00             | 0                  |
| Temp C/O & Stock/Train    | 0                      | \$0.00             | 1                  |
| <b>Total</b>              | <b>72</b>              | <b>\$42,290.81</b> | <b>401</b>         |

## Impact Fees Collected - June - 2026

|              |                    |
|--------------|--------------------|
| Parks        | \$11,995.50        |
| Police       | \$6,336.75         |
| Fire         | \$14,505.00        |
| <b>Total</b> | <b>\$32,837.25</b> |

### General Fund - YTD Totals

**\$361,675.48**

### General Fund - Fiscal YTD

**\$760,566.84**

### Impact Fees - YTD

Parks - \$ 51,918.00

Police - \$ 43,748.75

Fire - \$ 75,738.22

### Impact Fees - Fiscal YTD

\$111,293.25

\$85,513.66

\$175,539.65

## June - Inspections

|               |            |
|---------------|------------|
| Commercial    | 4          |
| Residential   | 143        |
| Industrial    | 4          |
| <b>Totals</b> | <b>151</b> |

## Inspections - Totals YTD

|            |
|------------|
| 55         |
| 809        |
| 32         |
| <b>896</b> |

# **Economic Development**

## **2026 June Report**

### **Commercial**

Developer Meetings 4

Retail Calls 2

Retail Coach update 2

Comm Property meetings 2

### **Industrial IDB**

RFI research to submit

State ECD UPDATE CALL

Special IDB Meeting for PILOT for a prospect

Wages and Benefit Survey Meetings

IDB Attorney meeting

### **MISC**

Grant meetings 2

Board Meetings OHCU, United Way

Certified TN Downtown meeting

City Council meetings 1

Workforce TN BE PROUD Sumner County Event

Leadership Middle TN Meeting Downtown

America 250 Meeting

### **Community**

Ribbon cutting Local Realty Partner

Volunteer State College meeting

Education Foundation Meeting

Allocations Committee United Way

United Way Nashville Meeting

Ashley Place Site Visit



# City of Portland, TN

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

Monthly Reporting as of June 30, 2026  
Fiscal Year has elapsed - 100%

## General Fund

|                                | AS OF JUNE 2026     | BOARD PASSED BUDGET | CALCULATION |
|--------------------------------|---------------------|---------------------|-------------|
|                                | FY2026              | FY2026              | % of Budget |
| <b>Revenues</b>                |                     |                     |             |
| FINES & FORFEITURES            | \$333,246           | \$308,500           | 108%        |
| GRANTS                         | \$520               | \$0                 | —           |
| GRANTS AND SPECIAL PROJECTS    | \$780,317           | \$2,963,600         | 26%         |
| INTERGOVERNMENTAL              | \$2,530,959         | \$2,413,000         | 105%        |
| LICENSES & PERMITS             | \$892,991           | \$844,500           | 105%        |
| MISCELLANEOUS                  | \$521,235           | \$470,400           | 113%        |
| OTHER REVENUES                 | \$711,676           | \$691,733           | 103%        |
| TAXES                          | \$11,718,974        | \$11,586,500        | 101%        |
| <b>REVENUES TOTAL</b>          | <b>\$17,489,918</b> | <b>\$19,278,233</b> | <b>91%</b>  |
| <b>Expenses</b>                |                     |                     |             |
| ADMINISTRATIVE & MAYOR         | \$424,109           | \$459,499           | 82%         |
| ANIMAL CONTROL                 | \$147,847           | \$162,396           | 91%         |
| CITY GARAGE                    | \$218,578           | \$229,829           | 95%         |
| CODES                          | \$250,902           | \$255,990           | 98%         |
| COMMUNITY DEVELOPMENT          | \$220,467           | \$246,888           | 89%         |
| COURT                          | \$93,457            | \$105,213           | 89%         |
| FIRE DEPARTMENT                | \$5,142,291         | \$5,281,162         | 97%         |
| GENERAL GOVERNMENT             | \$2,513,223         | \$2,857,730         | 88%         |
| GOLF COURSE                    | \$621,929           | \$700,236           | 89%         |
| GRANTS AND SPECIAL PROJECTS    | \$3,780,361         | \$6,112,850         | 61%         |
| HUMAN RESOURCES                | \$128,785           | \$145,364           | 89%         |
| PARKS & RECREATION             | \$1,176,553         | \$1,243,532         | 95%         |
| PLANNING & ZONING              | \$284,895           | \$319,045           | 89%         |
| POLICE DEPARTMENT              | \$4,894,682         | \$4,979,876         | 98%         |
| STATE STREET AID               | \$564,685           | \$575,000           | 98%         |
| STREETS AND HIGHWAY DEPARTMENT | \$1,209,739         | \$1,392,934         | 87%         |
| <b>EXPENSES TOTAL</b>          | <b>\$21,672,503</b> | <b>\$25,067,544</b> | <b>87%</b>  |

## Water and Sewer

| AS OF JUNE 2026               |                     | BOARD PASSED BUDGET | CALCULATION |
|-------------------------------|---------------------|---------------------|-------------|
|                               | FY2026              | FY2026              | % of Budget |
| <b>Revenues</b>               |                     |                     |             |
| GRANTS                        | \$1,807,453         | \$757,000           | 239%        |
| OTHER REVENUES                | \$1,027,707         | \$206,500           | 498%        |
| WATER AND SEWER REVENUES      | \$14,053,590        | \$13,319,000        | 106%        |
| <b>REVENUES TOTAL</b>         | <b>\$16,888,750</b> | <b>\$14,282,500</b> | <b>118%</b> |
| <b>Expenses</b>               |                     |                     |             |
| BUSINESS OFFICE UTILITIES     | \$531,641           | \$545,109           | 98%         |
| SEWER COLLECTION SYSTEM       | \$3,282,693         | \$3,831,464         | 86%         |
| SEWER TREATMENT PLANT         | \$2,884,545         | \$3,080,764         | 94%         |
| UTILITIES ADMIN               | \$672,168           | \$923,968           | 73%         |
| WATER DISTRIBUTION SYSTEM     | \$3,415,200         | \$4,017,916         | 85%         |
| WATER FILTRATION PLANT        | \$1,850,370         | \$1,992,954         | 93%         |
| WATER/SEWER GRANTS & PROJECTS | \$2,463,523         | \$4,291,000         | 57%         |
| <b>EXPENSES TOTAL</b>         | <b>\$15,100,140</b> | <b>\$18,683,175</b> | <b>80%</b>  |

## Natural Gas Fund

| AS OF JUNE 2026       |                    | BOARD PASSED BUDGET | CALCULATION |
|-----------------------|--------------------|---------------------|-------------|
|                       | FY2026             | FY2026              | % of Budget |
| <b>Revenues</b>       |                    |                     |             |
| GAS REVENUES          | \$7,758,521        | \$7,305,000         | 106%        |
| GRANTS                | -                  | \$0                 | -           |
| OTHER REVENUES        | \$222,574          | \$189,000           | 118%        |
| <b>REVENUES TOTAL</b> | <b>\$7,981,095</b> | <b>\$7,494,000</b>  | <b>107%</b> |
| <b>Expenses</b>       |                    |                     |             |
| NATURAL GAS           | \$7,618,186        | \$9,198,893         | 83%         |
| <b>EXPENSES TOTAL</b> | <b>\$7,615,586</b> | <b>\$8,083,893</b>  | <b>94%</b>  |

## Airport Fund

|                       | AS OF JUNE 2026  | BOARD PASSED BUDGET | CALCULATION |
|-----------------------|------------------|---------------------|-------------|
|                       | FY2026           | FY2026              | % of Budget |
| <b>Revenues</b>       |                  |                     |             |
| AVIATION FUEL         | \$255,559        | \$235,000           | 109%        |
| GRANTS                | \$128,187        | \$91,000            | 141%        |
| OTHER REVENUES        | \$305,519        | \$232,500           | 131%        |
| <b>REVENUES TOTAL</b> | <b>\$689,265</b> | <b>\$558,500</b>    | <b>123%</b> |
| <b>Expenses</b>       |                  |                     |             |
| MUNICIPAL AIRPORT     | \$712,341        | \$735,889           | 97%         |
| <b>EXPENSES TOTAL</b> | <b>\$712,341</b> | <b>\$735,889</b>    | <b>97%</b>  |

## Drug Fund

|                       | AS OF JUNE 2026 | BOARD PASSED BUDGET | CALCULATION |
|-----------------------|-----------------|---------------------|-------------|
|                       | FY2026          | FY2026              | % of Budget |
| <b>Revenues</b>       |                 |                     |             |
| FINES & FORFEITURES   | \$14,504        | \$2,000             | 725%        |
| OTHER REVENUES        | \$11,242        | \$9,500             | 211%        |
| <b>REVENUES TOTAL</b> | <b>\$18,729</b> | <b>\$11,500</b>     | <b>228%</b> |
| <b>Expenses</b>       |                 |                     |             |
| DRUG FUND             | \$19,710        | \$27,000            | 73%         |
| <b>EXPENSES TOTAL</b> | <b>\$19,710</b> | <b>\$27,000</b>     | <b>73%</b>  |

## Stormwater

|                       | AS OF JUNE 2026    | BOARD PASSED BUDGET | CALCULATION |
|-----------------------|--------------------|---------------------|-------------|
|                       | FY2026             | FY2026              | % of Budget |
| <b>Revenues</b>       |                    |                     |             |
| OTHER REVENUES        | \$11,605           | \$500               | 2331%       |
| STORMWATER            | \$1,285,627        | \$1,303,000         | 99%         |
| <b>REVENUES TOTAL</b> | <b>\$1,307,232</b> | <b>\$1,303,500</b>  | <b>100%</b> |
| <b>Expenses</b>       |                    |                     |             |
| STORM WATER           | \$1,046,311        | \$1,255,821         | 83%         |
| <b>EXPENSES TOTAL</b> | <b>\$1,046,311</b> | <b>\$1,155,821</b>  | <b>83%</b>  |

## Solid Waste

|                       | AS OF JUNE 2026    | BOARD PASSED BUDGET | CALCULATION |
|-----------------------|--------------------|---------------------|-------------|
|                       | FY2026             | FY2026              | % of Budget |
| <b>Revenues</b>       |                    |                     |             |
| OTHER REVENUES        | \$38,336           | \$30,000            | 128%        |
| SOLID WASTE           | \$1,584,472        | \$1,575,603         | 100%        |
| <b>REVENUES TOTAL</b> | <b>\$1,622,808</b> | <b>\$1,605,603</b>  | <b>101%</b> |
| <b>Expenses</b>       |                    |                     |             |
| SOLID WASTE           | \$1,785,956        | \$1,985,929         | 90%         |
| <b>EXPENSES TOTAL</b> | <b>\$1,785,956</b> | <b>\$1,985,929</b>  | <b>90%</b>  |

## Impact Fees

|                       | AS OF JUNE 2026  | BOARD PASSED BUDGET | CALCULATION |
|-----------------------|------------------|---------------------|-------------|
|                       | FY2026           | FY2026              | % of Budget |
| <b>Revenues</b>       |                  |                     |             |
| FEES                  | \$375,675        | \$42,500            | 884%        |
| OTHER REVENUES        | \$25,257         | \$10,000            | 253%        |
| <b>REVENUES TOTAL</b> | <b>\$400,932</b> | <b>\$52,500</b>     | <b>764%</b> |
| <b>Expenses</b>       |                  |                     |             |
| FIRE DEPARTMENT       | \$77,070         | \$75,000            | 103%        |
| PARKS & RECREATION    | \$51,865         | \$75,000            | 69%         |
| POLICE DEPARTMENT     | \$105,899        | \$33,500            | 316%        |
| <b>EXPENSES TOTAL</b> | <b>\$234,835</b> | <b>\$183,500</b>    | <b>128%</b> |

## Impact Fees Revenue Breakdown

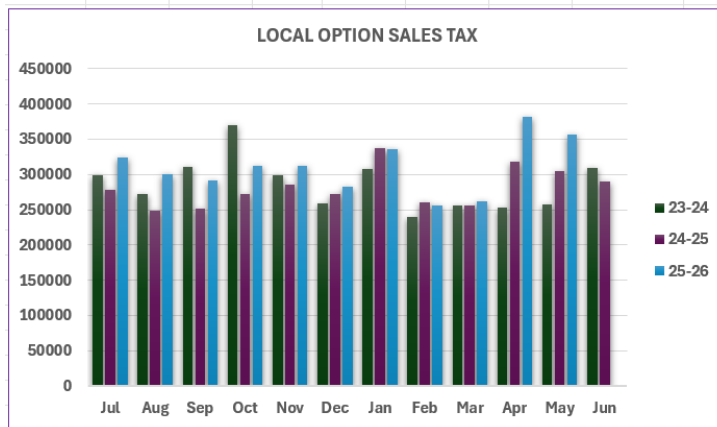
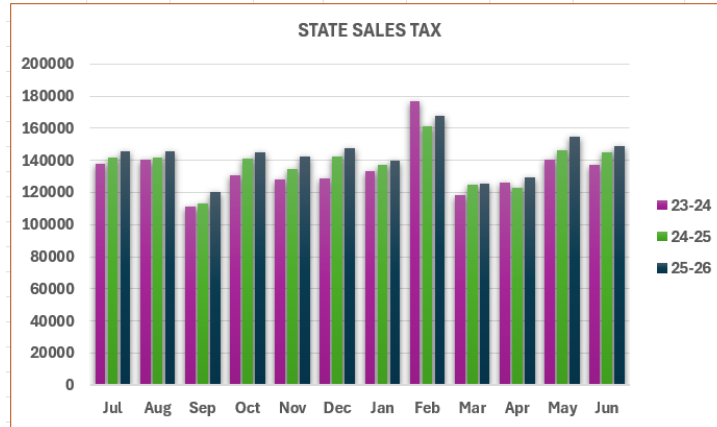
| FEE TYPE              | AS OF June 30, 2026 | BOARD PASSED BUDGET | % OF BUDGET |
|-----------------------|---------------------|---------------------|-------------|
| FIRE IMPACT FEE       | \$178,446           | \$32,500            | 549%        |
| PARKS IMPACT FEE      | \$112,189           | \$20,000            | 561%        |
| POLICE IMPACT FEE     | \$85,040            | \$15,000            | 567%        |
| INTEREST              | \$25,257            | \$10,000            | 253%        |
| <b>REVENUES TOTAL</b> | <b>\$400,932</b>    | <b>\$77,500</b>     | <b>517%</b> |

## Debt Service - General Fund

|                           | AS OF JUNE 2026  | BOARD PASSED BUDGET | CALCULATION |
|---------------------------|------------------|---------------------|-------------|
|                           | FY2026           | FY2026              | % of Budget |
| <b>Revenues</b>           |                  |                     |             |
| OTHER REVENUES            | \$995,480        | \$991,627           | 100%        |
| <b>REVENUES TOTAL</b>     | <b>\$995,480</b> | <b>\$991,627</b>    | <b>100%</b> |
| <b>Expenses</b>           |                  |                     |             |
| GENERAL DEBT SERVICE FUND | \$991,555        | \$991,627           | 100%        |
| <b>EXPENSES TOTAL</b>     | <b>\$991,555</b> | <b>\$991,627</b>    | <b>100%</b> |

|              | Amount      | Unspent Committed Funds |
|--------------|-------------|-------------------------|
| GO Bond 2020 | \$3,921,537 | \$605,155               |

## Charts



## Capital Outlay Equipment

|                  |                             |                               |
|------------------|-----------------------------|-------------------------------|
| Police           | Police Cars x 2             | Purchased/Received            |
|                  | Stop Sticks                 | Purchased/Received            |
|                  | Rifles                      | Purchased/Received            |
|                  |                             |                               |
| Public Works     | Mini Ex                     | Purchased/Received            |
|                  |                             |                               |
| Parks            | Golf Sign                   | Ordered                       |
|                  | Mowers x 2                  | Purchased/Received            |
|                  | Amphitheater Painting       | Completed                     |
|                  | Pickleball Courts           | Applying for a grant          |
|                  | ATV (Golf)                  | Purchased/Received            |
|                  | Camera System               | Purchased/Received -Installed |
|                  |                             |                               |
| Fire             | Ladder Truck                | Purchased/Received            |
|                  | Pickup Truck                | Purchased/Received            |
|                  | Water Rescue Equipment      | Ordered                       |
|                  |                             |                               |
| Sanitation       | Sanitation Truck            | Purchased/Received            |
|                  | Convenience Center Upgrades |                               |
|                  |                             |                               |
| Sewer Collection | Jet Vac Truck               | Purchased/Received            |
|                  | Camera Truck                | Purchased/Received            |
|                  |                             |                               |
| Natural Gas      | Leak Detectors              | Purchased/Received            |

## Projects

|                                      |                                |
|--------------------------------------|--------------------------------|
| Paving                               | Ongoing                        |
| Sidewalks                            | Ongoing                        |
| Subdivision Rules and Regs - Rewrite | Complete                       |
| Splash Pad                           | Complete                       |
| Irrigation (Golf)                    | Complete                       |
| Police Building Remodel              | Complete                       |
| Parks Maintenance Bldg               | Complete                       |
| Comprehensive Plan                   | Complete                       |
| Gym Remodel                          | Engineer/Design Phase          |
| Richland Park Sewer                  | In Progress                    |
| Demase St Sewer                      | Planning/Engineer/Design Phase |
| TGT Road Gas Line Replacement        | Planning/Design                |
| Oakhill Water Tank                   | Complete/In close out phase    |
| Oakhill Water Line                   | In Progress                    |
| Mason's Transmission Water Line      | Complete                       |
| WWTP Phase II                        | In Progress                    |
| Sewer Point Repairs                  | On going                       |

Monthly Report Provided by Rachel Slusser, CMFO

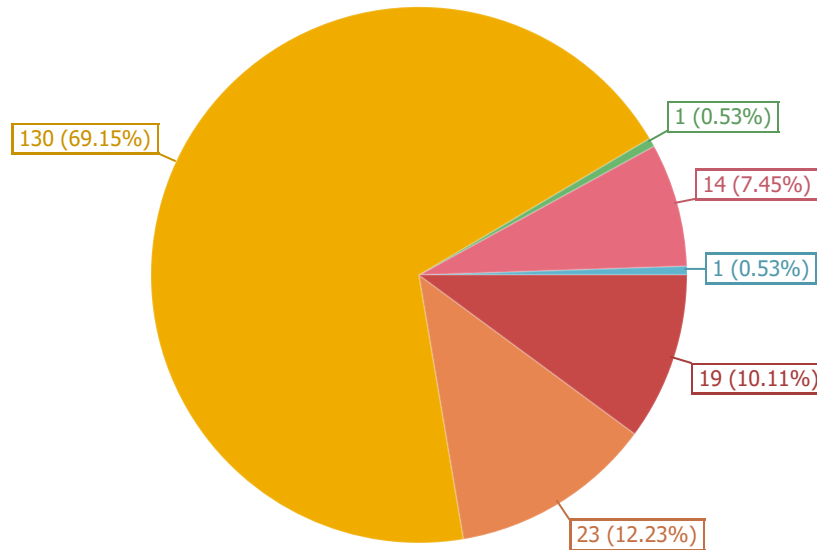


# Portland Fire Department

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



## Incidents by Type



Fire Hazardous Situation Law Enforcement Support Medical No Emergency Public Service

Fire

Count: 7

Hazardous Situation

Count: 1

Law Enforcement Support

Count: 14

Medical

Count: 1

No Emergency

Count: 130

Public Service

Count: 23

Count: 19

---

Report Count: 195



| GRANT                                                                                                                                         | AMOUNT           | CITY PAID       | MATCH INFORMATION |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|-------------------|
| INFRASTRUCTURE PLANNING GRANT                                                                                                                 | \$ 420,000.00    | \$ 21,052.63    |                   |
| DT RAIL CROSSING E MARKET STREET                                                                                                              | \$ 477,823.00    | \$ 20,529.25    |                   |
| DT RAIL CROSSING E MCGLOTHLIN STREET                                                                                                          | \$ 376,488.00    | \$ 18,052.05    |                   |
| DT RAIL CROSSING MAIN STREET                                                                                                                  | \$ 532,352.00    | \$ 17,864.75    |                   |
| VW DIESEL LARGE TRUCK                                                                                                                         | \$ 98,437.50     | \$ 32,812.50    |                   |
| VW DIESEL MED TRUCK                                                                                                                           | \$ 289,339.53    | \$ 96,446.51    |                   |
| ATP COLLEGE STREET SIDEWALKS                                                                                                                  | \$ 1,139,215.00  |                 |                   |
| SR109 CMAQ                                                                                                                                    | \$ 762,662.50    | \$ -            |                   |
| KIRBY ROAD / SOUTH RUSSELL PAVING                                                                                                             | \$ 771,404.00    | \$ 2,066.30     |                   |
| FM Fire Service Grant                                                                                                                         | \$ 5,000.00      | \$ -            |                   |
| POLICE THSO HVE                                                                                                                               | \$ 10,000.00     | \$ -            |                   |
| POLICE TLETA                                                                                                                                  | \$ 200,000.00    | \$ -            |                   |
| AKC REUNITE (POLICE)                                                                                                                          | \$ 14,000.00     | \$ 6,500.00     |                   |
| DGA- UPGRADE PORTLAND MUNICIPAL                                                                                                               | \$ 2,000,000.00  | \$ -            |                   |
| AIRPORT LAND ACQUISITIONS                                                                                                                     | \$ 280,700.00    | \$ 14,035.00    | PAID BY SUMNER CO |
| AIRPORT MAINTENANCE                                                                                                                           | \$ 20,000.00     | \$ -            |                   |
| AIRPORT LAYOUT PLAN UPDATE                                                                                                                    | \$ 326,900.00    | \$ -            |                   |
| SOUTH APRON EXPANSION PHASE II                                                                                                                | \$ 1,408,500.00  |                 |                   |
| PORTLAND 2023 LPRF (SPLASH PAD)                                                                                                               | \$ 3,173,600.00  | \$ 1,586,000.00 |                   |
| WATER RESOURCE PROTECTION (Competitive) CITY ADMIN                                                                                            | \$ 4,250,000.00  | \$ 750,000.00   |                   |
| REGIONAL WATER LINE PROJECT (Competitive) 9 million county, 12 million ECD (ARP)                                                              | \$ 40,000,000.00 |                 |                   |
| NON COMPETITIVE WATER GRANT SUMNER COUNTY Mason Water Line(\$2,475,344.00), Oakhill Water Line(\$2,137,325.50), Oakhill Tank (\$1,687,330.50) | \$ 8,740,561.00  |                 |                   |
| ARMY CORP SECTION 219 ( DEMASE STREET)                                                                                                        | 1,875,000.00     | \$ 625,000.00   |                   |
|                                                                                                                                               |                  |                 |                   |
|                                                                                                                                               |                  |                 |                   |
| TOTAL                                                                                                                                         | \$ 67,171,982.53 | \$ 3,190,358.99 |                   |

## Human Resources Monthly Report June 2026

|                        |      |     |
|------------------------|------|-----|
| New Hire Orientations  | June | YTD |
| Full-Time              | 1    | 11  |
| Re-Hires               | 2    | 3   |
| Part-Time              | 0    | 1   |
| Retirements            | 1    | 1   |
| Severances             |      |     |
| • Voluntary            | 4    | 13  |
| • Involuntary          | 0    | 5   |
| Workers Comp Claims    | 2    | 5   |
| Current open positions | 10   |     |



**Monthly Report / June 2026**  
**Jamie White, Parks Director**  
**Tammy Groves, Assistant Parks Director**  
**Marty Bullington, Golf Course Manager**  
**Trent Stephens, Park Maintenance Supervisor**

**Civic Clubs**

|                                |              |
|--------------------------------|--------------|
| Portland Youth Football League | Registration |
| Portland Soccer Club           | Off Season   |
| Portland Baseball and Softball | All Stars    |

**Parks and Recreation Programs and Events**

Richland Gym: Lose Design is putting together the bid package.

Splashpad: Everyday is busy regardless of Weekend versus Weekday. Staff is getting a better understanding of the equipment.

Richland Gym: Pickleball is on Monday and Thursday 10am to 2pm along with Tuesday and Thursday 5pm to 8pm. Morning walkers Monday – Friday 7am to 10 am.

Back to School Bash, Touch a Truck and Safety Fair is set for Saturday July 25 at Richland Park. The Back to School Bash will run from 8 am to 11 am and the Touch a Truck and Safety Fair will run from 10 am to 12 noon.

The Portland Youth Football concession is 90% complete.

ADA sidewalks have been completed at Richland Park. The sidewalk runs from the walking trail over to the soccer restroom.

The Farmers Market runs from May through August on Thursdays at Richland Park from 3:30 pm to 7:00 pm.

The back entrance off Jim Courtney has been paved.

Portland Youth Baseball and Softball Tournaments on June 16-19 and June 24-26.

Vehicle Count June 1, 2026 – June 30, 2026

Richland Park: 44,368

Meadowbrook Park: 7,826



### June 2026 Sales Report

| <u>Category</u>    | <u>Items Sold</u> | <u>Total Sales</u> |
|--------------------|-------------------|--------------------|
| Annual Memberships | 4                 | \$3,850.00         |
| Daily Rounds       | 1,132             | \$36,075.00        |
| Cart Rentals       | 243               | \$1,425.00         |
| Concessions        | 969               | \$1,884.00         |
| Pro Shop           | 242               | \$8,814.34         |
| <b>Total:</b>      |                   | <b>\$52,048.34</b> |

### June 2025 Sales Report

| <u>Category</u>    | <u>Items Sold</u> | <u>Total Sales</u> |
|--------------------|-------------------|--------------------|
| Annual Memberships | 1                 | \$850.00           |
| Daily Rounds       | 993               | \$25,850.00        |
| Cart Rental        | 147               | \$950.00           |
| Concessions        | 765               | \$1,448.00         |
| Pro Shop           | 212               | \$8,029.46         |
| Shed               | 1                 | \$150.00           |
| <b>Total:</b>      |                   | <b>\$37,277.46</b> |



## Planning Department June 2026 Monthly Report

| Item                                                   | June | Year To Date |
|--------------------------------------------------------|------|--------------|
| <b>Calls To/From Planning Department</b>               | 372  | 1891         |
| <b>Number of Developer Meetings</b>                    | 13   | 87           |
| <b>Number of Complaints / Violations</b>               | 1    | 10           |
| <b>Number of Walk-ins</b>                              | 4    | 41           |
| <b>Number of IDT Submissions</b>                       | 24   | 114          |
| <b>Number of Other Meetings</b>                        | 5    | 40           |
| <b>Number of Projects Invoiced</b>                     | 7    | 52           |
| <b>BZA Board Members Present</b>                       | 4    | 4            |
| <b>BZA Agenda</b>                                      | 1    | 6            |
| <b>BZA Minutes</b>                                     | 1    | 1            |
| <b>Number of Items on Agenda BZA</b>                   | 2    | 2            |
| <b>Planning Commission Agenda</b>                      | 1    | 6            |
| <b>Planning Commission Minutes</b>                     | 1    | 5            |
| <b>Planning Commission Board Members Present</b>       | 9    | 0            |
| <b>Number of Items on Agenda Planning Commission</b>   | 5    | 35           |
| <b>Open Records for Planning Department</b>            | 2    | 11           |
| <b>Active Letters of Credit</b>                        | 2    | 32           |
| <b>Emails</b>                                          | 670  | 3019         |
| <b>File Archiving/Scanning</b>                         | 3    | 52           |
| <b>Plat Certifications Intake &amp; Pickup</b>         | 3    | 8            |
| <b>Planning Commission Packets</b>                     | 9    | 43           |
| <b>Trip to Court House for Annexations/Record Plat</b> | 0    | 2            |
| <b>In House Reviews</b>                                | 1    | 4            |
| <b>Food Trucks</b>                                     | 1    | 11           |

# PORTLAND POLICE DEPARTMENT MONTHLY REPORT

JUNE 2026

## Executive Summary

The Portland Police Department recorded **4,007 calls for service** during June 2026, reflecting an increase across patrol, investigations, records, animal control, and property maintenance from this same time last year. Year-to-date activity reached **15,001 total actions**, including **783 written warnings**, **646 speeding citations**, and **539 arrests**.

CID activity remained active with **29 new cases assigned**, **19 cases cleared**, and **93 interviews conducted**. Records, Animal Control, and Codes Enforcement all reported consistent workloads.

## Section 1: Year to Date Totals.

|                                       |        |
|---------------------------------------|--------|
| TOTAL ACTIVITY                        | 15,001 |
| TOTAL WRITTEN WARNINGS                | 791    |
| TOTAL VERBAL WARNINGS                 | 3,649  |
| TOTAL SPEEDING CITATIONS              | 646    |
| TOTAL ALL OTHER CITY CITATIONS        | 949    |
| TOTAL COMMERCIAL VEHICLE ENFORCEMENTS | 139    |
| TOTAL ARRESTS                         | 539    |

## Section 2: Animal Control Activity.

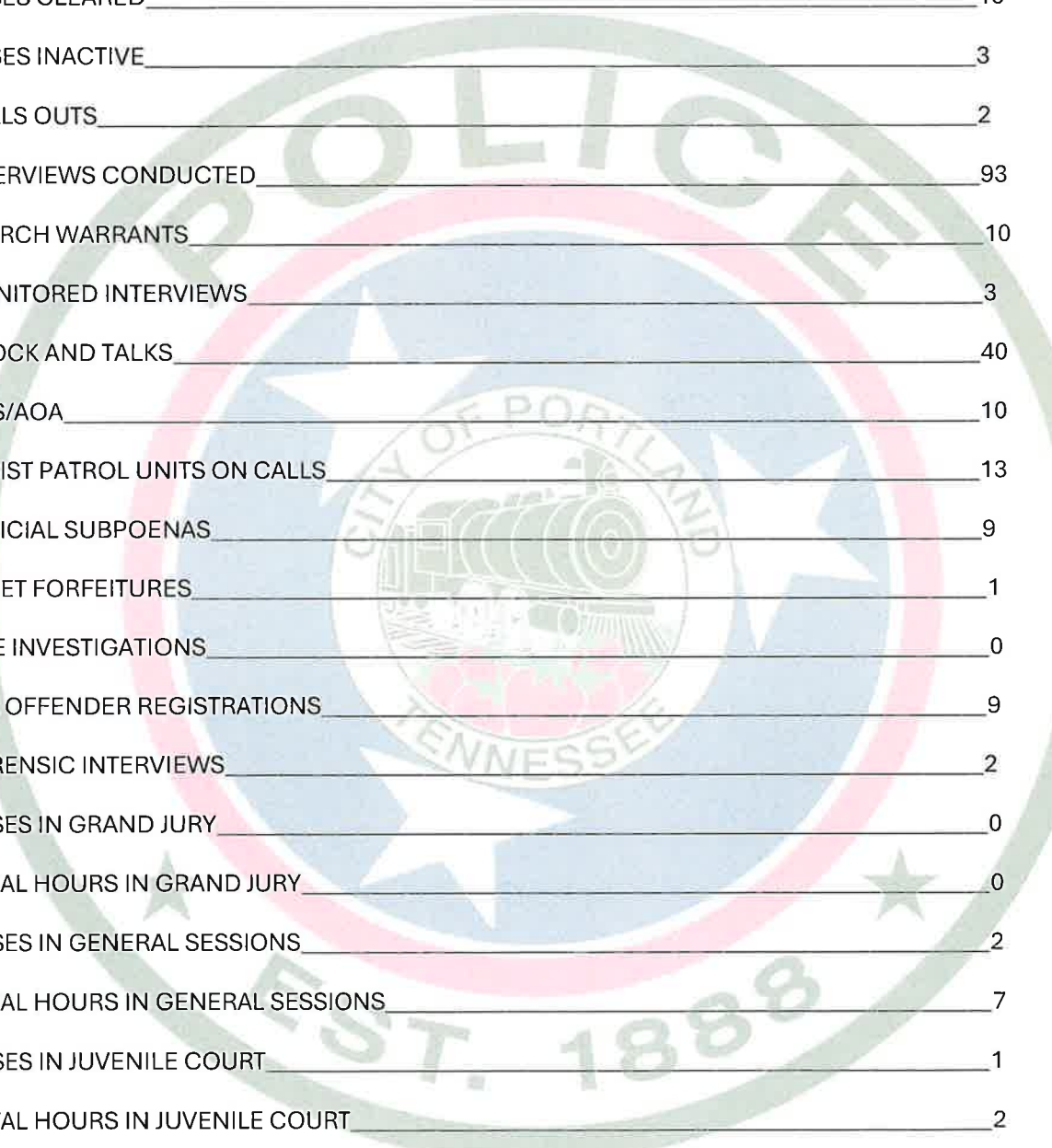
|                                 |    |
|---------------------------------|----|
| SERVICE CALLS                   | 40 |
| FOLLOW-UPS ON CALLS FOR SERVICE | 33 |

|                     |    |
|---------------------|----|
| ADOPTIONS           | 2  |
| ASSISTS             | 20 |
| TALK TO AC OFFICERS | 60 |
| REPORTS             | 8  |
| CITATIONS           | 0  |
| WRITTEN WARNINGS    | 0  |
| VERBAL WARNINGS     | 5  |
| WELFARE COMPLAINTS  | 11 |
| ANIMAL BITES        | 2  |
| NOISE COMPLAINTS    | 0  |
| TOTAL DOGS          | 8  |
| TOTAL CATS          | 1  |
| TOTAL LIVESTOCK     | 0  |
| TOTAL REPTILES      | 2  |
| TOTAL WILDLIFE      | 5  |

### Section 3: Records activity:

|                                                   |     |
|---------------------------------------------------|-----|
| COPIES DISTRIBUTED FOR WALK-INS                   | 4   |
| COPIES DISTRIBUTED BY EMAILS                      | 42  |
| COPIES DISTRIBUTED FOR GRAND JURY & D.A.'S OFFICE | 7   |
| ARREST REPORTS                                    | 64  |
| INCIDENT REPORTS                                  | 127 |
| CITY CITATIONS                                    | 241 |
| WRITTEN WARNINGS                                  | 159 |
| GOVERNMENT BACKGROUND CHECKS                      | 8   |
| PUBLIC HOUSING BACKGROUND CHECKS                  | 0   |
| LOCAL BACKGROUND CHECKS                           | 1   |

#### Section 4: Criminal Investigations Activity:



|                                 |    |
|---------------------------------|----|
| CASES ASSIGNED                  | 29 |
| CASES CLEARED                   | 19 |
| CASES INACTIVE                  | 3  |
| CALLS OUTS                      | 2  |
| INTERVIEWS CONDUCTED            | 93 |
| SEARCH WARRANTS                 | 10 |
| MONITORED INTERVIEWS            | 3  |
| KNOCK AND TALKS                 | 40 |
| DCS/AOA                         | 10 |
| ASSIST PATROL UNITS ON CALLS    | 13 |
| JUDICIAL SUBPOENAS              | 9  |
| ASSET FORFEITURES               | 1  |
| FIRE INVESTIGATIONS             | 0  |
| SEX OFFENDER REGISTRATIONS      | 9  |
| FORENSIC INTERVIEWS             | 2  |
| CASES IN GRAND JURY             | 0  |
| TOTAL HOURS IN GRAND JURY       | 0  |
| CASES IN GENERAL SESSIONS       | 2  |
| TOTAL HOURS IN GENERAL SESSIONS | 7  |
| CASES IN JUVENILE COURT         | 1  |
| TOTAL HOURS IN JUVENILE COURT   | 2  |
| CASES IN CRIMINAL COURT         | 0  |
| TOTAL HOURS IN CRIMINAL COURT   | 0  |

### **CID SUMMARY: Schools, Intel Meetings, CPIT Meeting, other notes:**

Dalbec : Quarterly Sex Offender Registrations completed, Firearms Training, Evidence Vault Audit, SA call out investigation.

Wilson: Manpower low, no intel meeting, Firearms Training Completed.

Hope: CPIT meeting 6-4-2026, FI 6-5-2026, FI 6-30-2026.

### **SECTION 5: Codes enforcement:**

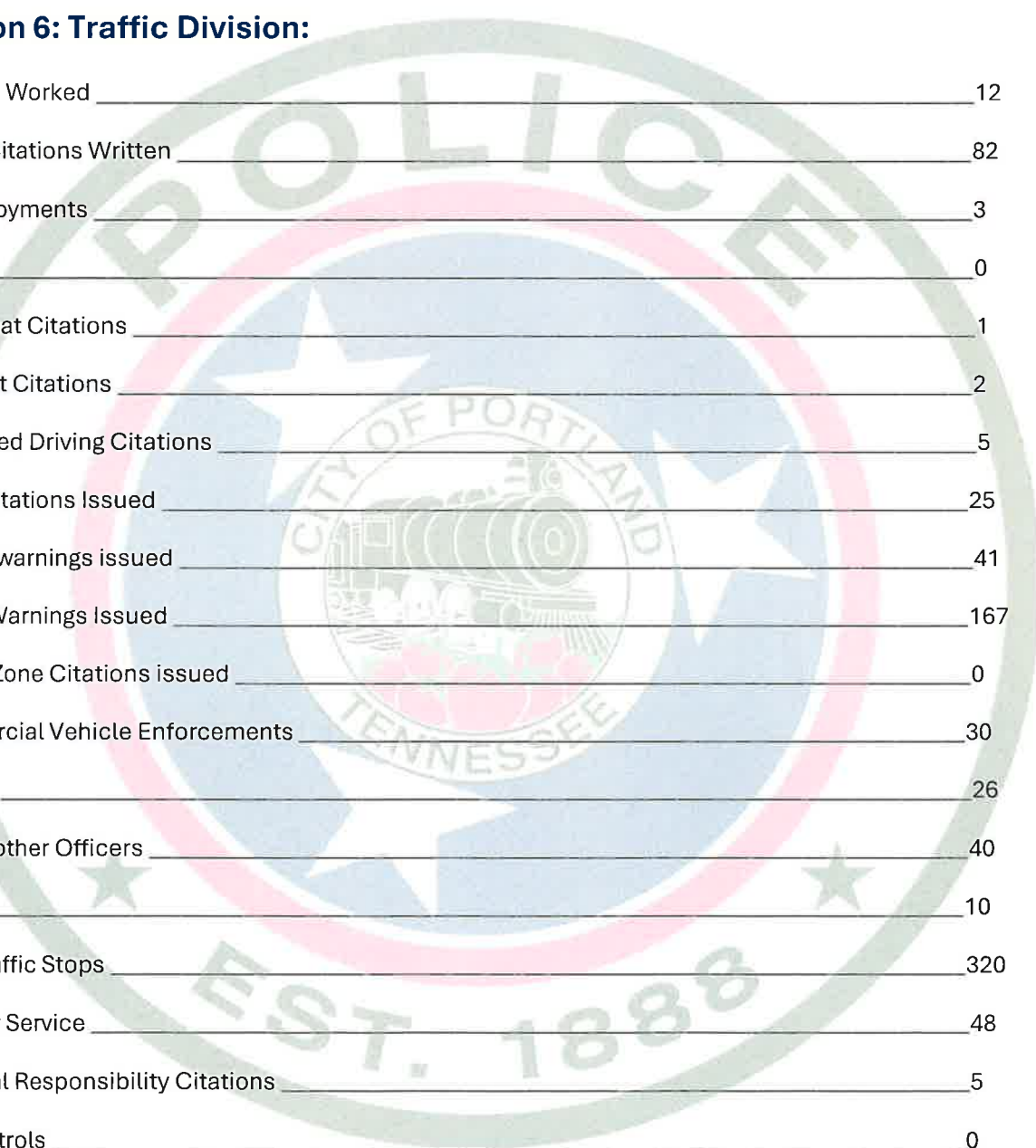


|                                                 |    |
|-------------------------------------------------|----|
| Case Numbers _____                              | 12 |
| Non-Compliance Letters Mailed _____             | 12 |
| Issues of complaints / investigations _____     | 14 |
| New Grass / Rubbish Complaints _____            | 12 |
| Re-inspections _____                            | 2  |
| Parking Complaints _____                        | 0  |
| Follow-Up Parking Complaints _____              | 0  |
| Vehicles Non-compliance (Junk Cars) _____       | 1  |
| Work Order (Martin to mow or remove junk) _____ | 4  |
| Property Leins _____                            | 1  |
| Release of Leins _____                          | 0  |
| Resolved by Contact / Phone _____               | 8  |
| City Court Dates Attended _____                 | 1  |
| City Hall Bank Escorts _____                    | 19 |
| City Mail Delivery _____                        | 19 |
| Assist Animal Control on calls _____            | 16 |
| Arrests (Civil Warrant) _____                   | 1  |
| Reports _____                                   | 0  |
| Citations _____                                 | 0  |

### **CODES SUMMARY: Trainings, Meetings, other notes:**

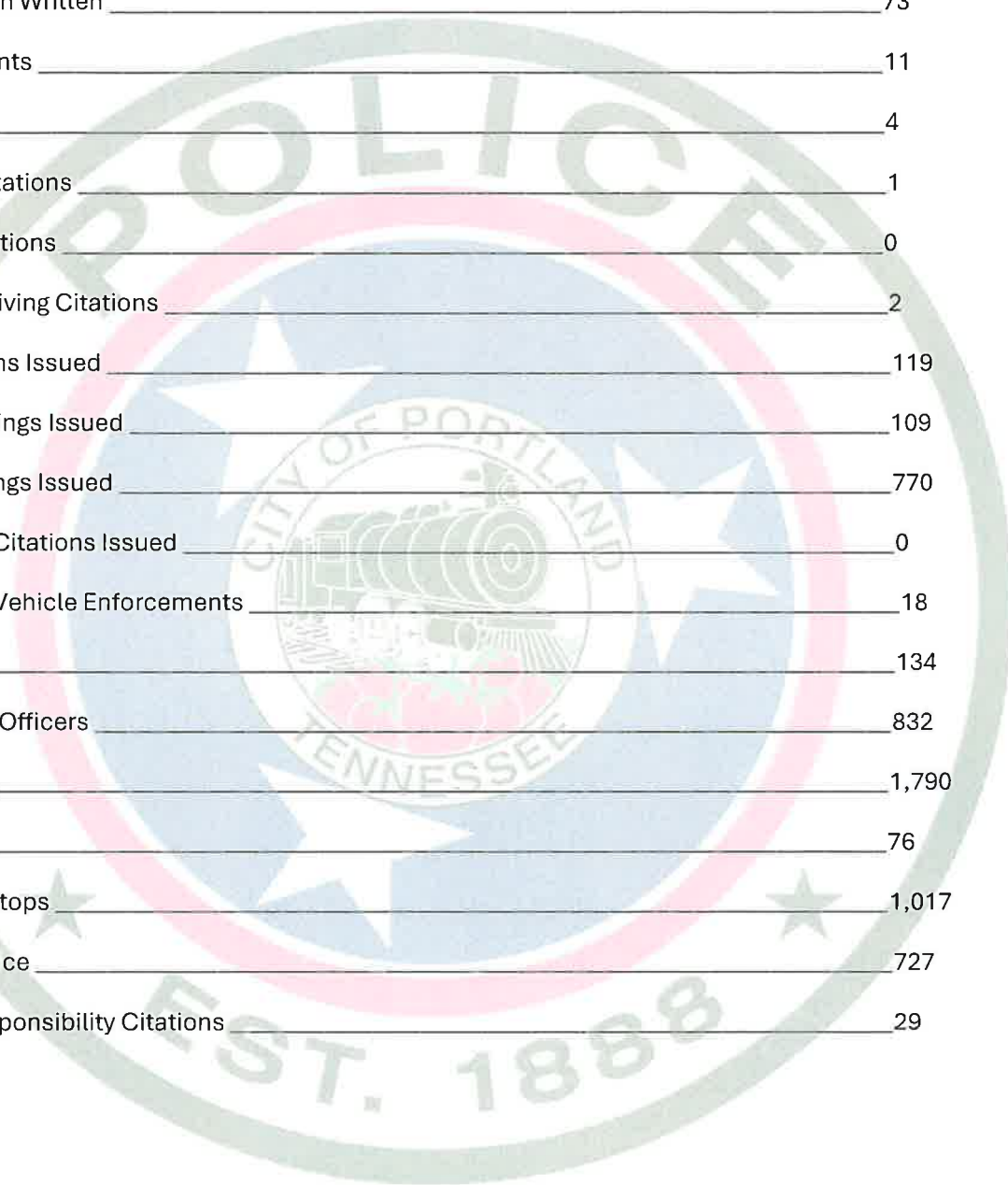
Sgt. Brewer continues to take on extra tasks for the department, continually helping Animal Control and Patrol when needed.

### **Section 6: Traffic Division:**



|                                          |     |
|------------------------------------------|-----|
| Crashes Worked _____                     | 12  |
| Speed Citations Written _____            | 82  |
| K9 Deployments _____                     | 3   |
| DUI _____                                | 0   |
| Child Seat Citations _____               | 1   |
| Seat Belt Citations _____                | 2   |
| Distracted Driving Citations _____       | 5   |
| Other Citations Issued _____             | 25  |
| Written warnings issued _____            | 41  |
| Verbal Warnings Issued _____             | 167 |
| School Zone Citations issued _____       | 0   |
| Commercial Vehicle Enforcements _____    | 30  |
| Reports _____                            | 26  |
| Assists other Officers _____             | 40  |
| Arrests _____                            | 10  |
| Total Traffic Stops _____                | 320 |
| Calls for Service _____                  | 48  |
| Financial Responsibility Citations _____ | 5   |
| Extra Patrols _____                      | 0   |

## Section 7: Patrol Division:



|                                          |       |
|------------------------------------------|-------|
| Crashes Worked _____                     | 26    |
| Speed Citation Written _____             | 73    |
| K9 Deployments _____                     | 11    |
| DUI _____                                | 4     |
| Child Seat Citations _____               | 1     |
| Seat Belt Citations _____                | 0     |
| Distracted Driving Citations _____       | 2     |
| Other Citations Issued _____             | 119   |
| Written Warnings Issued _____            | 109   |
| Verbal Warnings Issued _____             | 770   |
| School Zone Citations Issued _____       | 0     |
| Commercial Vehicle Enforcements _____    | 18    |
| Reports _____                            | 134   |
| Assists other Officers _____             | 832   |
| Extra Patrols _____                      | 1,790 |
| Arrests _____                            | 76    |
| Total Traffic Stops _____                | 1,017 |
| Calls for Service _____                  | 727   |
| Financial Responsibility Citations _____ | 29    |

## Section 8: Calls for Service:

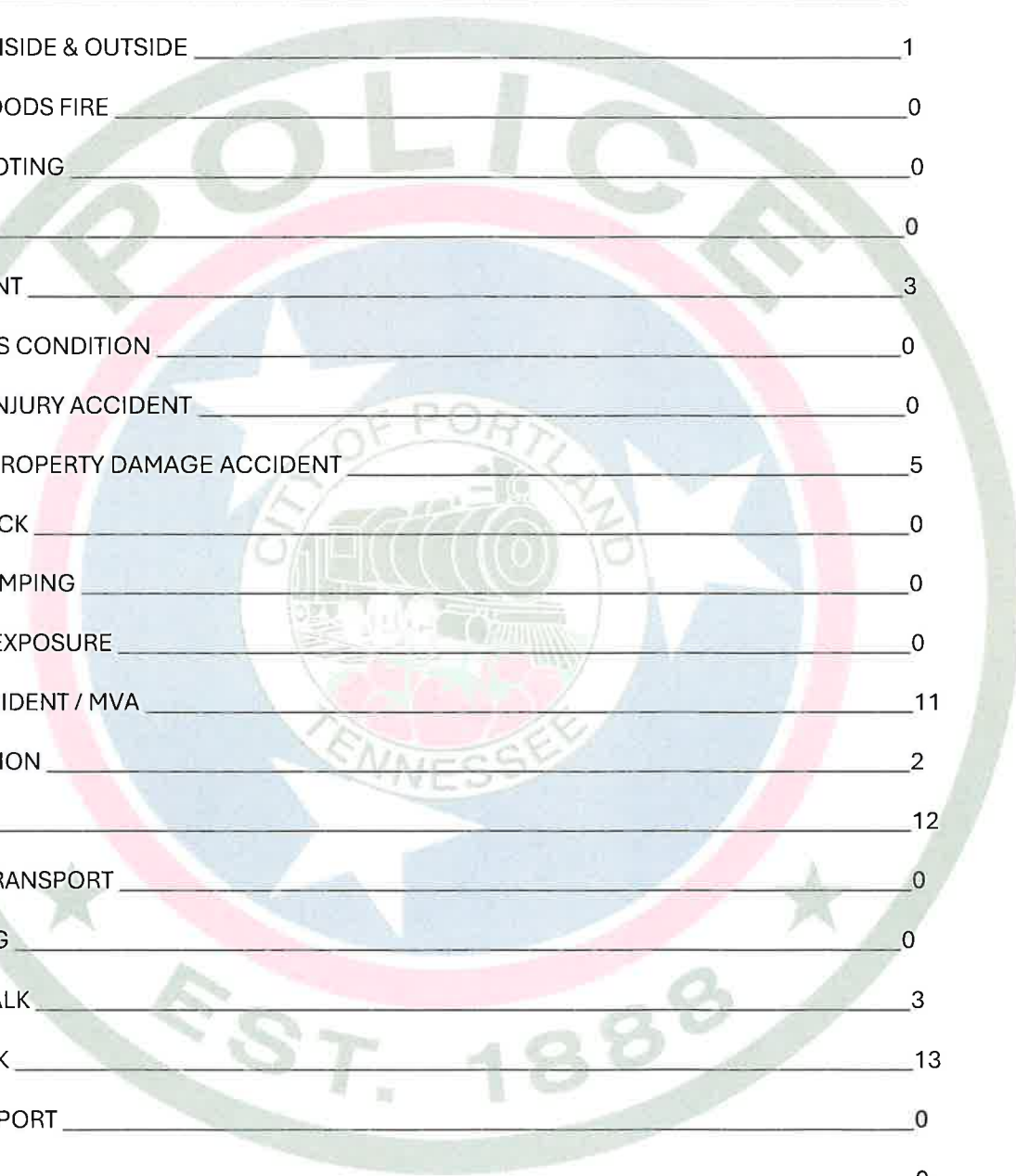


|                          |    |
|--------------------------|----|
| 911 HANG UP              | 24 |
| 911 MISDIAL              | 41 |
| 911 MISDIRECT            | 3  |
| 911 OPEN LINE            | 37 |
| ABANDONED VEHICLE        | 0  |
| ABUSE INVESTIGATIONS     | 1  |
| ADMIN INVESTIGATIONS     | 0  |
| ALARM                    | 13 |
| ALARM TEST               | 0  |
| ALTERED MENTAL           | 2  |
| ANIMAL BITE              | 3  |
| ANIMAL CALL              | 54 |
| ASSIST OTHER AGENCY      | 17 |
| APARTMENT CHECK          | 46 |
| APS / DCS REFFERAL       | 0  |
| ARMED SUBJECT            | 0  |
| ASSAULT                  | 4  |
| ASSIST CITIZEN           | 0  |
| ASSIST CITIZEN LAW       | 28 |
| ASSIST EMS               | 0  |
| ASSIST FIRE              | 0  |
| ASSIST LAW               | 0  |
| ATTEMPT TO LOCATE        | 12 |
| BOLO (BE ON THE LOOKOUT) | 3  |
| BOMB THREAT              | 0  |



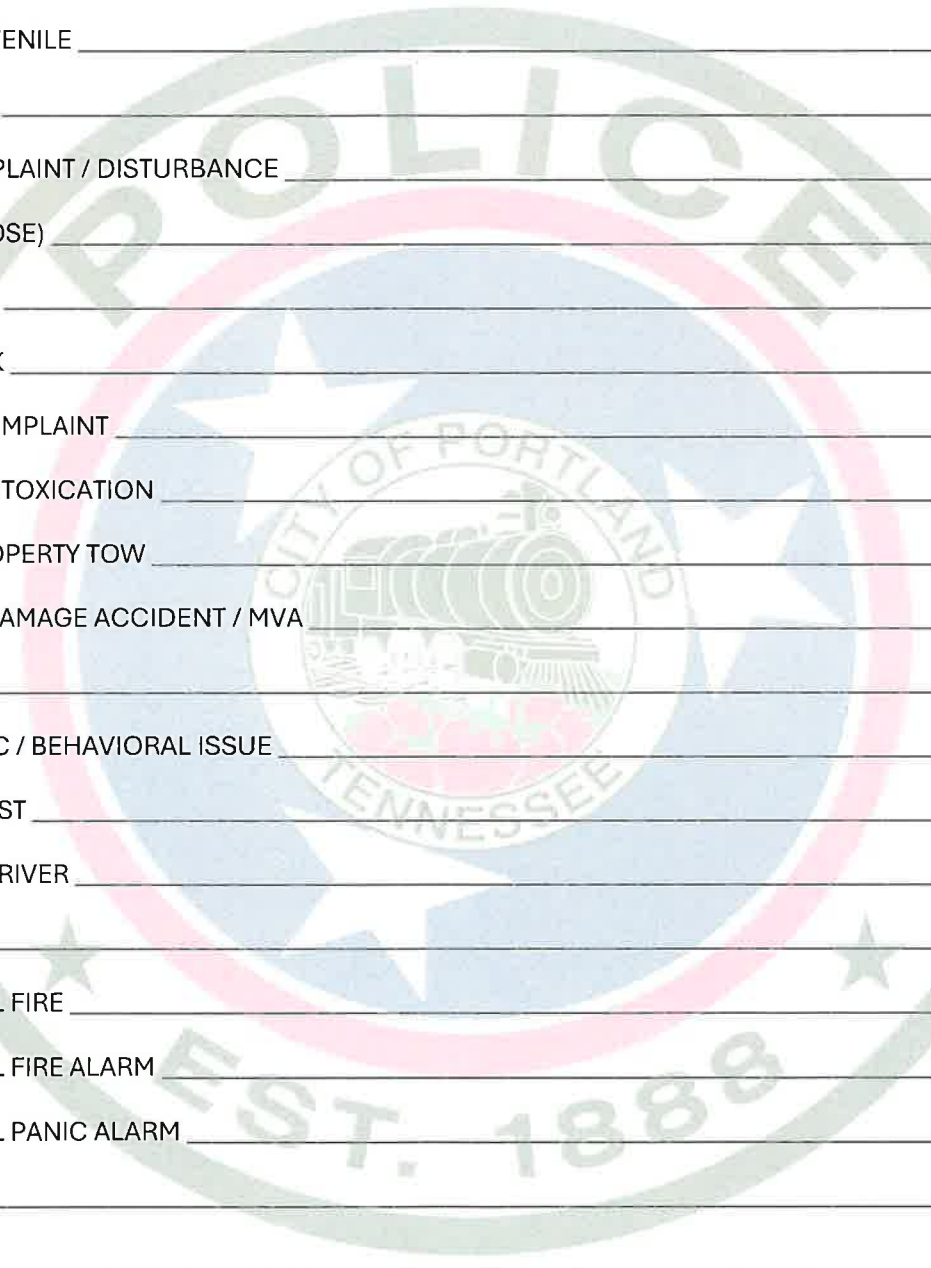
The seal of the Portland Police Department is centered in the background. It is a circular emblem with a green outer ring containing the word "POLICE" at the top and "EST. 1888" at the bottom. Inside the ring is a blue circle with a white star. The center of the seal features a detailed illustration of a fire engine and a police officer, with the words "CITY OF PORTLAND" and "TENNESSEE" surrounding the central image.

|                          |      |
|--------------------------|------|
| BURGLARY                 | 1    |
| BUSINESS CHECK           | 1163 |
| CAR SEAT CHECK           | 0    |
| CARDIAC ARREST           | 1    |
| CHOKING                  | 0    |
| CITY CALL OUT            | 0    |
| CIVIL MATTER             | 11   |
| CIVIL WARRANT            | 0    |
| CODES                    | 15   |
| COMMERICAL FIRE          | 0    |
| COMMERICAL FIRE ALARM    | 0    |
| COMMERCIAL HOLD UP ALARM | 0    |
| CRIMINAL WARRANT         | 1    |
| DEATH INVESTIGATION      | 1    |
| DISORDERLY CONDUCT       | 0    |
| DISTURBANCE              | 11   |
| DOMESTIC                 | 14   |
| DRILL                    | 0    |
| DUMPSTER FIRE            | 0    |
| ESCAPED INMATE / SUBJECT | 0    |
| ESCORT                   | 10   |
| EVADING                  | 2    |
| EXPARTE SERVICE          | 0    |
| EXTRA PATROL             | 134  |
| FI- FIELD INTERVIEW      | 0    |
| FIGHT                    | 1    |
| FIRE ALARM TEST          | 0    |



The seal of the Portland Police Department is centered in the background. It is a circular emblem with a blue outer ring containing the word 'POLICE' at the top and 'EST. 1888' at the bottom. Inside the ring is a white star. Within the star is a smaller circle containing a green fire engine and the text 'CITY OF PORTLAND' and 'TENNESSEE'.

|                                    |    |
|------------------------------------|----|
| FIREWORKS                          | 2  |
| FOLLOW-UP                          | 35 |
| FORGERY                            | 0  |
| FRAUD                              | 3  |
| GAS LEAK INSIDE & OUTSIDE          | 1  |
| GRASS / WOODS FIRE                 | 0  |
| GSW / SHOOTING                     | 0  |
| HANGING                            | 0  |
| HARASSMENT                         | 3  |
| HAZARDOUS CONDITION                | 0  |
| HIT & RUN INJURY ACCIDENT          | 0  |
| HIT & RUN PROPERTY DAMAGE ACCIDENT | 5  |
| HOTEL CHECK                        | 0  |
| ILLEGAL DUMPING                    | 0  |
| INDECENT EXPOSURE                  | 0  |
| INJURY ACCIDENT / MVA              | 11 |
| INVESTIGATION                      | 2  |
| JUVENILE                           | 12 |
| JUVENILE TRANSPORT                 | 0  |
| KIDNAPPING                         | 0  |
| KNOCK & TALK                       | 3  |
| LAKE CHECK                         | 13 |
| LAW TRANSPORT                      | 0  |
| LINE DOWN                          | 0  |
| LOCKOUT                            | 13 |
| LOCKOUT URGENT                     | 0  |
| LOST / FOUND PROPERTY              | 8  |



The seal of the Portland Police Department is centered in the background. It is a circular emblem with a blue outer ring containing the words "PORTLAND POLICE" at the top and "EST. 1888" at the bottom. Inside the ring is a white five-pointed star. Within the star is a smaller circular seal featuring a steam locomotive and the words "CITY OF PORTLAND" and "TENNESSEE".

|                                      |     |
|--------------------------------------|-----|
| LPR HIT _____                        | 6   |
| MENTAL TRANSPORT _____               | 0   |
| MISC / MATTER OF RECORD _____        | 3   |
| MISSING ADULT _____                  | 3   |
| MISSING JUVENILE _____               | 0   |
| MUTUAL AID _____                     | 0   |
| NOISE COMPLAINT / DISTURBANCE _____  | 11  |
| OD (OVERDOSE) _____                  | 2   |
| OPEN DOOR _____                      | 3   |
| PARK CHECK _____                     | 141 |
| PARKING COMPLAINT _____              | 13  |
| PI-PUBLIC INTOXICATION _____         | 1   |
| PRIVATE PROPERTY TOW _____           | 0   |
| PROPERTY DAMAGE ACCIDENT / MVA _____ | 28  |
| PROWLER _____                        | 0   |
| PSYCHIATRIC / BEHAVIORAL ISSUE _____ | 1   |
| PUBLIC ASSIST _____                  | 0   |
| RECKLESS DRIVER _____                | 13  |
| REPO _____                           | 0   |
| RESIDENTIAL FIRE _____               | 1   |
| RESIDENTIAL FIRE ALARM _____         | 0   |
| RESIDENTIAL PANIC ALARM _____        | 2   |
| ROBBERY _____                        | 0   |
| RUNAWAY _____                        | 0   |
| SCAM _____                           | 3   |
| SCHOOL CHECK _____                   | 154 |
| SCHOOL LOCKDOWN ALARM _____          | 0   |



The seal of the Portland Police Department is centered in the background. It is a circular emblem with a blue outer ring containing the word 'POLICE' at the top and 'EST. 1888' at the bottom. Inside this ring is a red ring with the words 'CITY OF PORTLAND' at the top and 'TENNESSEE' at the bottom. The center of the seal features a white five-pointed star superimposed over a blue field. Within the star, there is a depiction of a steam locomotive and a plow, symbolizing industry and agriculture.

|                                           |     |
|-------------------------------------------|-----|
| SCHOOL ZONE _____                         | 2   |
| SERIOUS ACCIDENT / MVA _____              | 0   |
| SEXUAL ASSAULT _____                      | 3   |
| SHOPLIFTING _____                         | 0   |
| SHOTS FIRED / HEARD _____                 | 2   |
| SOLICITOR _____                           | 0   |
| SEX OFFENDER REGISTRY VIOLATION _____     | 0   |
| SPECIAL ASSIGNMENT _____                  | 6   |
| SPECIAL ASSIGNMENT COMMUNITY _____        | 1   |
| STABBING _____                            | 1   |
| STOLEN VEHICLE _____                      | 1   |
| STAND- BY CIVIL (JUDGES ORDER ONLY) _____ | 0   |
| STRUCTURE FIRE _____                      | 0   |
| SUBDIVISION CHECK _____                   | 122 |
| SUBJECT CHECK _____                       | 15  |
| SUICIDAL SUBJECT _____                    | 8   |
| SUSPICIOUS INCIDENT _____                 | 20  |
| SUSPICIOUS PERSON _____                   | 7   |
| SUSPICIOUS VEHICLE _____                  | 8   |
| SYNCOPE / UNREPONSIVE _____               | 13  |
| TALK TO OFFICER _____                     | 178 |
| TEST _____                                | 0   |
| THEFT _____                               | 7   |
| THREATS _____                             | 4   |
| TRAFFIC COMPLAINT _____                   | 0   |
| TRAFFIC ENFORCEMENT _____                 | 13  |
| TRAFFIC HAZARD _____                      | 19  |

|                               |      |
|-------------------------------|------|
| TRAFFIC STOP                  | 1337 |
| TRANSPORT INMATE / SUBJECT    | 0    |
| TRESPASS                      | 2    |
| UNAUTHORIZED USE OF VEHICLE   | 0    |
| UNKNOWN SITUATION             | 0    |
| VANDALISM                     | 0    |
| VEHICLE BURGLARY              | 0    |
| VEHICLE CHECK                 | 23   |
| VEHICLE FIRE                  | 0    |
| VIOLATION CORRECTION VERIFY   | 26   |
| VIOLATION ORDER OF PROTECTION | 1    |

**TOTAL MONTHLY CALLS FOR SERVICE** 4,007



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

Date: 7/6/2026

## **Stormwater Management Monthly Report- June 2026**

### Good Housekeeping

The stormwater program manager did the required bi-annual inspections of the city facilities this month. The reason for these inspections is to make sure that our own municipality is following the same regulations that we require others in the city to follow.

### Illicit Discharge Detection and Elimination

Several meetings were held throughout the month to discuss stormwater issues with homeowners. The main topics of conversation were drainage issues and flooding concerns.

### Construction Site Runoff Control

Pre-Con/Pre-App Meetings: 11

LDPs issued: 12

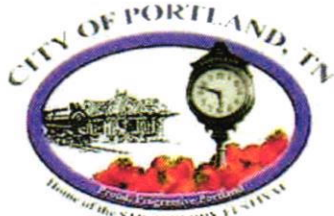
CGP Inspections: 28

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

### Permanent Stormwater Management

New LTMA's received: 0

LTMA Inspections Received: 0



# CITY OF PORTLAND

## Public Works

### Stormwater Field Crew

**Council Report Submitted by  
David Harris**

Submitted for the July 2026 meeting

Work done in June 2026

#### **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**

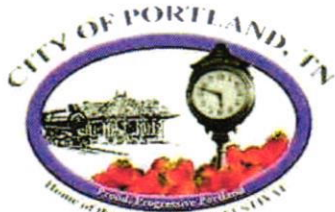
- ☒ Took truck and equipment to get repairs - Local mechanic shop and outside source.
- ☒ Perform daily maintenance check on vehicle and equipment
- ☒ Pick up various parts and supplies for vehicles and equipment.
- ☒ Clean up equipment and trucks

#### **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:**

- ☒ 127 Briley Ln. Removed Rip Rap, Harley Rake, Seed and Straw
- ☒ Davis St. Brush Cut from Davis St. to Kirby Rd.
- ☒ 209 Fowler Ford Rd. Ditch Cleanout
- ☒ 301 Fowler Ford Rd. Replaced Driveway Tile and Ditch Cleanout
- ☒ 216 Bonnie Dr. Ditch Cleanout on to back side of property at the end of Center St.



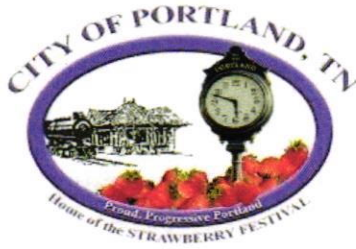
## **CITY OF PORTLAND**

### **Public Works**

#### **Stormwater Field Crew**

**Council Report Submitted by  
David Harris**

- |                       |                                                                            |
|-----------------------|----------------------------------------------------------------------------|
| ✓ 303 Fowler Ford Rd. | Ditch Cleanout                                                             |
| ✓ 305 Fowler Ford Rd. | Ditch Cleanout                                                             |
| ✓ 101 Fawn Ct.        | Ditch Cleanout                                                             |
| ✓ 107 Jaska Ann       | Driveway Tile Replcement and Ditch Cleanout                                |
| ✓ Jackson Rd.         | Brushcut behind Gyro King                                                  |
| ✓ 129 Smith Rd.       | Regrade Driveway that washed out                                           |
| ✓ Martin Rd.          | Brush Cut City Property so that it could be Sold                           |
| ✓ 210 Staggs Rd.      | Replace Driveway Tile and Ditch Cleanout                                   |
| ✓ Lyon Dr             | Clean out concrete swell that goes through Lyon Crest                      |
| ✓ Shop/Dump           | Cut and Spilt Firewood for the City Cook Out Lunch                         |
| ✓ 205 Grant Ct.       | Cut down and removed Tree in the back yard that had grown through the tile |



# CITY OF PORTLAND

## Public Works

### Street Dept.

Council Report Submitted by  
**Martin Weekley**

Submitted for July 2026 Meeting.  
May-june 2026 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:**

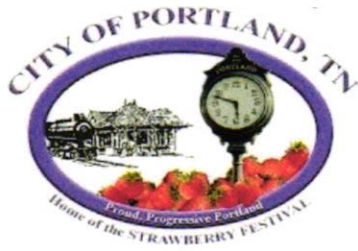
- ☒ Traffic Control , setup barricades, cones/ Removed after event
- ☒ Setup and remove signage and message boards (road closure etc.)
- ☒ Set up tables, chairs, stage for the band and other displays.
- ☒ Pick up and drop off supplies.
- ☒ Clean up and remove all trash before and after any event.
- ☒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

- ☒ 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
- ☐ Street Shop - Salt Shed: Cleaned up, installed new lights, helped electrician, prep site to get paved.



# CITY OF PORTLAND

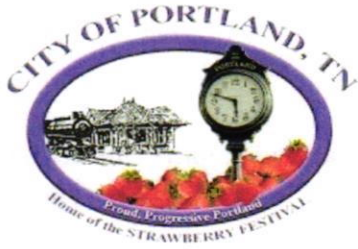
## Public Works

### Street Dept.

Council Report Submitted by  
**Martin Weekley**

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.
- ☒ Cleaned trash, weeded painted curb and gutter hwy 109 hwt 52 and down town
- ☒ Tree's: Removed several trees from city property. Used stump grinder to level the areas.
- ☒ installed all hanging flower pots and ground pot down town
- ☒ repaired side walks on main st
- ☐ installed benches and new mulch downtown
- ☐ Shut roadways down for high water/ water over the road during flood event.
- ☒ Viewed proof roll compactions on Covintry sub division .
- ☒ Remove dead animals from the roadways.
- ☒ Inspected new side walks in new subdivisions .
- ☒ Attend meetings and trainings
- ☒ Inspected and completed hwy 109 31 traffic flow upgrades.
- ☐



# CITY OF PORTLAND

## Public Works

### Sanitation Dept

Council Report Submitted  
by Betty Lewis

Submitted for the July 2026 meeting  
Jun-26

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

| June-2026   |                                      |                     |                             |               |                         |            |                         |               |
|-------------|--------------------------------------|---------------------|-----------------------------|---------------|-------------------------|------------|-------------------------|---------------|
|             | Sumner Co. Resource Authority (Dump) |                     | S A Recycling Center (Haul) |               | Unified Disposal (Dump) |            | Unified Disposal (Haul) |               |
|             | City of Portland                     | Volunteer Recycling | City of Portland            | Other (Cares) | City of Portland        | UDP        | City of Portland        | Other (Cares) |
| # of Loads  | 0                                    | 0                   | 0                           | 0             | 49                      | 30         | 30                      |               |
| Tonnage     |                                      |                     | 0.00                        |               | 505.96                  | 97.08      |                         |               |
| Per cost    | \$60.00                              | \$60.00             | \$275.00                    | \$137.50      | 62.5                    | \$62.50    | \$235.00                |               |
| Amount      | \$0.00                               | \$0.00              | \$0.00                      | \$0.00        | \$31,622.50             | \$6,067.50 | \$7,050.00              |               |
| Total       | \$0.00                               |                     | \$0.00                      |               | \$37,690.00             |            | \$7,050.00              |               |
| Grand Total | \$44,740.00                          |                     |                             |               |                         |            |                         |               |

# Monthly Fuel Report

The City of Portland purchases fuel from Wex fuel and Rapid Fueling Co.  
This includes Fire, Police, Airport, Parks, Codes, Planning, City Hall, Public Works shops and Department of Utilities shops and treatment plants.

Submitted for July 2026 meeting

Jun-26

| Rapid Fueling<br>Company | Regular  | Diesel   | Cost      |
|--------------------------|----------|----------|-----------|
| Airport                  | 15.91    | 0.00     | 45.47     |
| City Hall                | 30.49    | 0.00     | 88.91     |
| Mechanic Shop            | 108.95   | 0.00     | 321.92    |
| Gas                      | 145.41   | 544.83   | 2,832.87  |
| Mayor                    | 0.00     | 0.00     | 0.00      |
| Meter Readers            | 180.31   | 0.00     | 528.36    |
| Parks                    | 632.88   | 142.80   | 2,399.14  |
| Planning                 | 36.06    | 0.00     | 110.39    |
| Police                   | 3,234.31 |          | 9,571.29  |
| Sanitation               | 45.34    | 1,547.19 | 6,232.19  |
| Sewer Colleciton         | 700.94   | 150.71   | 2,739.39  |
| Stormwater               | 442.07   | 202.49   | 2,071.60  |
| Street                   | 344.47   | 267.40   | 2,031.60  |
| Water Dist               | 782.90   | 230.13   | 3,191.80  |
| WTP                      | 93.96    |          | 279.63    |
| WWTP                     | 129.93   |          | 384.61    |
| Total Gallons            | 6,923.93 | 3,085.55 | 32,829.17 |
| Total cost               |          |          |           |

| WEX fuel System | Cost   |        |          |
|-----------------|--------|--------|----------|
| Fire Dept       | 145.41 | 747.32 | 2,611.44 |
|                 | 145.41 | 747.32 | 2,611.44 |

|                   |                    |
|-------------------|--------------------|
| WEX Fuel System   | \$2,611.44         |
| Rapid Fueling Co. | \$32,829.17        |
| Total cost        | <u>\$35,440.61</u> |

**City of Portland**  
**Office of Recorder**  
**100 South Russell Street, Portland, Tennessee 37148**  
**Phone 615/325-6776 Ext. 245**

**June 2026 Monthly Report**

|                    |                      |                         |                  |
|--------------------|----------------------|-------------------------|------------------|
| 2 Council Meetings | June 1 <sup>st</sup> |                         | 15 <sup>th</sup> |
|                    | 6                    | Council Members present | 5                |
|                    | 1                    | Council Members absent  | 2                |
|                    | 0                    | Alcohol Beverage Board  | 0                |
|                    | 2                    | Public Hearings         | 0                |
|                    | 5                    | Resolutions             | 4                |
|                    | 9                    | Ordinances              | 7                |
|                    | 4                    | Discussions             | 2                |

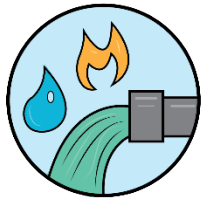
|                              | April | 2026 Year Totals |
|------------------------------|-------|------------------|
| Work Study Meetings          | 1     | 3                |
| Ad-Hoc Meetings –Fees        | 1     | 1                |
| Ad-Hoc Meetings – Operations | 1     | 3                |
| Liability Claims             | 3     | 4                |
| Property Claims              | 0     | 1                |

| Request Date | Request Text                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Status | Closed Date               | Closure Reason        | Type of Record                                             | Requester Name        | Requester City |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------|-----------------------|------------------------------------------------------------|-----------------------|----------------|
| 6/29/26      | Citation # 80841 - see request                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Closed | 07/07/2026<br>02:50:34 PM | Fulfilled             | Other (Subject to Cost)                                    | Thomas Martin         | Gallatin       |
| 06/26/2026   | I would like to request all records pertaining to the development and completion of Phillip G Brown's "Freedom Fitness 615" completed in April 2021. Records being requested include but are not limited to proposal sketch(es) and/or documents, no-rise certificate, construction plans/plat, preliminary site plan, infrastructure plans, and final signed plat of approval.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Open   |                           |                       | Other (Subject to Cost)                                    | Graves Land Surveying | Westmoreland   |
| 06/26/2026   | I would like to request all available records for Map 033I, Group C, Parcel 17.00 (115 E Knight St, Portland), including any and all records pertaining to the final product of Phillip G Brown's "Freedom Fitness 615" which was finalized April 2021. I would like to request PDF files from proposal to finished product, including but not limited to site sketch proposal, construction plans, infrastructure plans, site plan, no rise certificate, and approved final plat.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Open   |                           |                       | Other (Subject to Cost)                                    | Richard Graves        | Westmoreland   |
| 06/25/2026   | Subject Matter: Donald Reese Belcher / Teresa Belcher Timeframe: January 1, 2020, through the present. I am requesting public records under the Tennessee Public Records Act relating to Donald Reese Belcher and Teresa Belcher. Specifically, I request all records maintained by the City of Portland Police Department relating to Donald Reese Belcher and/or Teresa Belcher from January 1, 2020, through the present, including but not limited to: • Incident reports and supplemental reports. • Arrest reports, if any. • CAD (Computer-Aided Dispatch) records and dispatch logs. • Body-worn camera recordings and related audio/video recordings. • Officer narratives, supplements, witness statements, and call history. • Documentation regarding any criminal trespass warning or criminal trespass notice allegedly issued to Donald Reese Belcher. • Records relating to the February 16, 2026 incident, including any reports, CAD records, body-worn camera recordings, or documentation. • Records relating to the June 3, June 4, and June 22, 2026 incidents referenced in the Order of Protection petition. If there are additional incident reports, CAD records, recordings, complaints, calls for service, or other responsive records involving Donald Reese Belcher and/or Teresa Belcher during the requested timeframe that are not specifically listed above, I request those records as well. If another governmental entity maintains any of the requested records, please advise me accordingly. | Closed | 07/06/2026<br>08:42:41 AM | Fulfilled             | Other; Recording: Video or audio; Report (Subject to Cost) | Brittany Garcia       | Greenbrier     |
| 06/23/2026   | Hello - I am requesting May 2026 residential & commercial building permit data. Please include an Excel/PDF file with the following information: Permit Number Permit Issue Date Location Address (street number, street name, city, state, zip code) Owner Name (if applicable) Permit Type (New Construction or Single-Family Dwellings, Multi-Family, Alterations, Additions, Electric, Plumbing, HVAC, other types) Permit Value Parcel Number Square Ft (if applicable) Contractor Name Please separately mark permits Residential or Commercial. Thank you kindly in advance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Closed | 06/24/2026<br>04:11:11 PM | Fulfilled             | Other (Subject to Cost)                                    | James Barnes          | White House    |
| 06/23/2026   | Video for DUI arrest on 6/20/26 for Kristina Cornet for Atty Pellegrin. Request attached.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Closed | 06/24/2026<br>12:42:29 PM | Investigative Records | Body/Dash cam (Subject to Cost)                            | Jerrie O'Koon-Hughes  | Gallatin       |

| Request Date | Request Text                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Status | Closed Date               | Closure Reason | Type of Record           | Requester Name | Requester City |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------|----------------|--------------------------|----------------|----------------|
| 06/22/2026   | Dear City Hall, I am requesting all the property nuisance. Complaints reports that were sent by me Amby Davis in regards to 122 Carrie Mae Circle Respectfully, Amby Davis 615-946-6792 Email: amby.davis1@gmail.com                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Closed | 07/01/2026<br>04:14:04 PM | Fulfilled      | Report (Subject to Cost) | Amby L Davis   | PORTLAND       |
| 06/21/2026   | Please treat this as a request under the Tennessee Public Records Act for inspection of existing public records. I am requesting records concerning the water tap, water meter, water service connection, water service line, utility account designation, and related utility records associated with, located on, assigned to, or serving either or both of the following properties: 800 Nubia Road, Westmoreland, Tennessee 37186 (and any land/parcels owned by Bradley Hobbs and/or Genie Hobbs) 822 Nubia Road, Westmoreland, Tennessee 37186 (land currently owned by Kenneth Blankenship and Hayley Blankenship). Requested timeframe: January 1, 2000 to present, or the earliest available date in the City's records through the date of production. Please make available for inspection records sufficient to show: (1) the date the water tap, meter, or service connection located on or near 800 Nubia Road was installed; (2) the person, owner, applicant, contractor, developer, customer, or entity who requested, paid for, installed, or caused the installation of the tap, meter, service connection, or related waterline; (3) the parcel, address, premises, residence, or property for which the tap, meter, or service connection was originally installed, assigned, designated, or activated; (4) whether the tap, meter, or service connection was originally designated to serve 800 Nubia Road, 822 Nubia Road, both properties, or some other property; of note the history of these parcels is varied, but in essence, there is the residential home and land owned by Bradley Hobbs with a mailing address of 800 Nubia Road (purchased by Hobbs in January 2022). There was a piece of land next door owned by Charles Perdue, in record book 6635 Pages 283-285), which was conveyed to Mr. Hobbs on July 11, 2025. There is currently a tap/meter that is on that portion of land, that is allegedly for the purpose of serving the residential home located at 822 Nubia Road. That is the tap/meter at issue, and for which records are requested. (5) any tap application, meter application, service application, account setup record, tap card, meter set card, work order, installation record, field note, inspection record, permit, invoice, receipt, payment record, GIS record, map, as-built drawing, service-location record, or utility record relating to the tap, meter, service connection, or service line; (6) any record showing the meter number, tap number, service address, installation date, activation date, transfer date, customer change, service-location change, or change in service designation for the tap or meter; (7) any record showing whether the City has authorized or allowed a water tap, meter, or service connection located on or assigned to one parcel to serve a different parcel, residence, or address, including any such record involving 800 Nubia Road or 822 Nubia Road; (8) any City policy, ordinance, regulation, rule, standard operating procedure, written practice, application requirement, or utility requirement concerning off-premises water service, private service lines crossing another owner's property, shared service lines, meter relocation, new taps, water taps serving property other than the parcel where the tap or meter is located, and private waterlines crossing property not owned by the customer; (9) any record relating to any 2026 request, application, payment, inquiry, estimate, engineering review, utility review, work order, or requirement for Kenneth Blankenship, Hayley Burns, Hailey Burns, or any person associated with 822 Nubia Road to obtain a separate tap, new meter, relocated meter, or new water service line; (10) any record supporting, explaining, or referring to any City requirement that water service to 822 Nubia Road would require installation of a six-inch waterline, approximately 5,200 feet of waterline, or any other specific waterline size, distance, extension, upgrade, or infrastructure improvement; (11) any communications, emails, letters, memoranda, notes, call logs, internal messages, text messages, engineering notes, utility-department notes, customer-service notes, or field notes concerning water service, meter location, tap designation, service-line location, service activation, service transfer, service relocation, or a dispute involving 800 Nubia Road and/or 822 Nubia Road. This request seeks existing records only. It does not require the City to create a new record, compile information into a new record, answer interrogatories, or provide legal conclusions. This request does not seek private utility information such as social security numbers, financial account numbers, credit card numbers, bank information, account passwords, access codes, security codes, or consumer-specific water usage data. To the extent any responsive record | Closed | 07/08/2026<br>08:36:28 AM | Fulfilled      | Other (Subject to Cost)  | Stephen Nault  | Hendersonville |

| Request Date              | Request Text                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Status | Closed Date               | Closure Reason                | Type of Record                                                                       | Requester Name  | Requester City   |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------|-------------------------------|--------------------------------------------------------------------------------------|-----------------|------------------|
| 06/19/2026<br>07:59:47 AM | May I please request any GIS mapping you might have for 550 Blue Door Road that shows the location and size of the water line that serves this property? This is for a land survey. Thank you, Ashley McCain<br>Southern Precision Land Surveying Kingston Springs, TN                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Closed | 06/30/2026<br>02:19:34 PM | No Records:<br>Does Not Exist | Other (Subject to Cost)                                                              | Ashley McCain   | Kingston Springs |
| 06/18/2026<br>10:14:46 PM | Tiffany Besco; 2/16/2025 around 4am; North Russell Street; body cam footage of first 2 responding officers, body cam footage that assisted in the water rescue of Besco, body cam footage of arresting officers, police report of primary responding officer,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Open   |                           |                               | Report; Body/Dash cam (Subject to Cost); Recording: Video or audio (Subject to Cost) | Harrison Braley | White House      |
| 06/18/2026<br>04:21:07 PM | Please provide a zoning verification letter (current dated on jurisdiction letter head), copies of any zoning code violations, copies of certificates of occupancy (certificates of use & occupancy, non-RUPs, certificates of compliance, certificates of completion, certificates of continued occupancy, certificates of use, use and occupancy permits, or the equivalent of a certificate of occupancy), and variances (entitlements, special/conditional use permits, resolutions, certificates of approval, proffers, zoning cases, conditions of approval, petitions, staff reports, waivers, decisions, etc.) on file at this time for the vacant land property located at Payne Rd (parcel: 012 015.00). Please do not exceed \$25 in fees without prior approval. Our Ref #189863-1 | Closed | 06/29/2026<br>08:50:36 AM | No Records:<br>Does Not Exist | Other (Subject to Cost)                                                              | Aaron Porter    | Nashville        |
| 06/18/2026<br>01:09:15 PM | Police Reports to do with the 2 arrests of Zachary Brown DOB 06/08/1991                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Closed | 06/29/2026<br>08:53:32 AM | Fulfilled                     | Report (Subject to Cost)                                                             | Taylor Brown    | Gallatin         |
| 06/18/2026<br>12:00:00 AM | Body/Dash cam from traffic accident on 3/23/26 - accident report attached.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Open   |                           |                               | Body/Dash cam (Subject to Cost)                                                      | Sydney Hall     | Nashville        |
| 06/11/2026<br>08:50:52 AM | Actually, I requested the Individual permits for May, but I will also need the actual Permit report since it lists out the Builder Name and the individual permits do not. So, yes, to my previous request for May individual permits and also please send the permit report (single family new homes) as well. Thank you!                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Closed | 06/22/2026<br>12:26:57 PM | Fulfilled                     | Report (Subject to Cost)                                                             | Debra Martinez  | Franklin         |
| 06/11/2026<br>08:47:02 AM | Hello, I would like to request the individual Building Permits for the month of May 2026. This would include single-family new home builds including townhomes, condos, and duplexes. The information I need would be Permit #, Date of Issue, Site address, Builder Name, and Subdivision name. thank you.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Closed | 06/22/2026<br>12:26:46 PM | Fulfilled                     | Report (Subject to Cost)                                                             | Debra Martinez  | Franklin         |

| Request Date              | Request Text                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Status | Closed Date               | Closure Reason                | Type of Record                  | Requester Name | Requester City |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------|-------------------------------|---------------------------------|----------------|----------------|
| 06/10/2026<br>03:45:31 PM | Dear Portland Police Department, Under the Tennessee Public Records Act (TPRA), Tenn. Code Ann. § 10-7-503 et seq., and as a member of the Media acting in the best interest of the public, I am requesting that you please provide all records that discuss or describe: Officer(s) Involved: Chief Jason Arnold and responding/investigating officers Suspect: Joy Key, 37 Suspects date of birth: N/A Charges: Possession with intent to sell and deliver methamphetamine Date of arrest: August 2, 2025 (Initial investigation began mid-July 2025) Time of Incident: N/A Address of the Incident/Arrest: Approximately one block from the senior center, Portland, TN (Initial discovery of narcotics occurred at the senior living facility) REQUESTING: all bodycam footage for this case in video format. I want all bodycam footage from every officer involved. This includes any and all bodycam video connected to the incident — officers initiating the traffic stop on the suspect's red Nissan on August 2, searching the vehicle and the suspect's purse, the discovery of the drug pipe and the initial two baggies of methamphetamine, the suspect removing a third baggie from her bra after warnings about jail contraband checks, taking the suspect into custody, and any initial response or footage from mid-July regarding the recovery of the crystal-like substance from the senior center's bathroom. In short: every second of bodycam footage tied to this event and not only the arrest itself. Lastly, I would like all interview and interrogation footage involving the suspect, witnesses, or facility staff, as well as the complete incident report, arrest affidavits, and laboratory test results confirming the substance as methamphetamine. I confirm that this request for public records is being made for non-commercial purposes and is intended to serve the public interest. As a news agency, AllAboutCrime seeks to inform and educate the public about government accountability and transparency. The requested records will be used to produce educational and journalistic content shared on YouTube, which serve as modern forums for public discourse. While these platforms may be monetized, the primary purpose of this request is to benefit the public by providing access to critical information. I would request a prompt response to this request. If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law. Thank you for considering my request. | Closed | 06/17/2026<br>10:12:51 AM | No Response from Requester    | Body/Dash cam (Subject to Cost) | Jhon Ostrander | Warrensburg    |
| 06/08/2026<br>02:48:16 PM | I represent a person form KS that has an accepted offer on a house in Magnolia Springs subdivision on the North side of town. There are a total of 4 houses for sale in that neighborhood (the 4th one just went on the market) and she is wondering if there is a planned development going in very near this neighborhood and that's why everyone is listing their house. Can you tell me if there is anything like that planned near this neighborhood.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Closed | 06/08/2026<br>04:13:33 PM | Not a Request - on website    | Report (Subject to Cost)        | Ed Coffman     | Lebanon        |
| 06/05/2026<br>11:50:05 AM | Therefore, we are requesting a copy of the folloiwng; 1) CAD report for an MVA that occurred on 5/30/2026 @ Hwy 52 & Searcy.Rd.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Closed | 06/05/2026<br>12:21:06 PM | No Records: Does Not Exist    | Other (Subject to Cost)         | Shannon Strack | Bowling Green  |
| 06/01/2026<br>12:45:43 PM | written report from police for fatal dog attack regarding evelynn templeton                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Closed | 06/03/2026<br>08:51:50 AM | Denied. Investigative Records | Report (Subject to Cost)        | jamie vaughan  | nashville      |



# PORTLAND

Department of Utilities

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Portland, Tennessee

## CITY OF PORTLAND

PORTLAND NATURAL GAS

LUCAS BAKER – GAS SUPERVISOR

100 S RUSSELL ST

PORTLAND, TENNESSEE 37148

Email Address: lbaker@cityofportlandtn.gov

## Gas Dept Monthly Report –June 2026

- May Natural Gas Volume Allocation at Gate Stations: 36,617 MCF
- 6 gas services installed consisting of 3,536LF of ¾" service line pipe
- 1 Abandoned Service
- 2 Gas Main leak repairs
- 4 Gas Service leak repairs
- TGT #2 District Station -primary regulator leak repair
- 2 Existing Gas Meters Upsized for generator installations
- 1 Valve Box repair
- 1 Exposed Gas Main
- 1 Industrial Customer Regulator leak repair (TOGO)
- Year End Inventory Count
- 5 interviews for Natural Gas Crew Worker positions (2 positions filled)
- Swartz construction on Natural Gas Relocations for TDOT SR109 Bypass
- Multiple cathodic protection coating repairs
- Valve Maintenance
- TPUC Construction Inspection -State Inspector onsite for 2-day inspection
- Atmospheric Corrosion Inspections
- Gas Leak Investigations/Odor Complaints (indoor and outdoor)
- Various gas pressure checks
- Air Test Inspections
- Daily monitoring of Gate Stations and odorant injection
- Daily work orders and Tennessee One Calls
- Monthly Odorant Sniff Test – TPUC requirement



# PORTLAND

Department of Utilities

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Portland, Tennessee

## CITY OF PORTLAND

**TIM SUDDARTH – WTP CHIEF OPERATOR**

**298 PORTLAND LAKE RD.**

**PORTLAND, TENNESSEE 37148**

**Telephone 615-326-6776 ext.192**

**Telephone 615-566-7074**

**Email [TSuddarth@cityofportlandtn.gov](mailto:TSuddarth@cityofportlandtn.gov)**

## Portland WTP Report for Month of June 2026

- Submitted May 2026 DMR via the EPA CDX online portal.
- Submitted May MOR's via certified mail.
- Submitted 2025 CCR (also known as the water quality report) to TDEC via electronic submittal.
- 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 26 bac-t compliance samples.
- Routine maintenance was performed on schedule.



# PORTLAND

Department of Utilities

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Portland, Tennessee

## CITY OF PORTLAND

CHRIS BOWERS – WATER SUPERVISOR

100 SOUTH RUSSELL STREET

PORTLAND, TENNESSEE 37148

Telephone 615-561-4169

Email Address: [cbowers@cityofportlandtn.gov](mailto:cbowers@cityofportlandtn.gov)

### June 2026 MONTHLY REPORT

### WATER DISTRIBUTION DEPARTMENT

(10) Service Leaks

(3) Main Break Repairs

(23) New services installed

(0) Hydrant Retirement

(1) Valve Replacement

(1) Blow/off installed Post Hydrant

(1) Service Line renewals

(1) Service Line Retirements

(0) Yard Restorations

(7) Mow & weed eat water tanks

working & drawling valve (valve cards)

(1) Test Shutdown for valve replacement on Airport Rd.

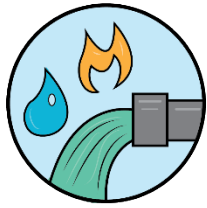
(1) Test Shutdown for 16" for Austin Dr Tie-in.

Flushing

Traffic

Cut off Lists

Locates



# PORTLAND

Department of Utilities

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Portland, Tennessee

## CITY OF PORTLAND

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

### PDU Admin. Work Report June 2026

#### Service Taps Issued

WTP has a capacity of approximately 3.0 MGD. Existing peak demand plus all proposed development results in a projected peak demand of 3.856 MGD.

#### Single Taps

- Water: 12 taps
- Sewer: 3 taps
- Gas: 1 taps

#### Development Taps –

| Utility | Original Letter | First Renewal | Second Renewal |
|---------|-----------------|---------------|----------------|
| Water   | 154             | 0             | 0              |
| Sewer   | 178             | 0             | 0              |
| Gas     | 0               | 0             | 0              |

#### City Projects

- Non-Competitive ARPA Grant Projects:
  - a. CO for the Oakhill Water project approved. Contractor has started installing pipe as of 6/2. 30% on installation.
- Competitive ARPA Grant Projects
  - a. Regionalization Project – 75% installed. 16" Main is in service form tie in point at Mason's tank to Harper Rd. All services are installed, from Mason Tank to Airport Rd. 3 side street tie ins are completed.
  - b. Water Resource Protection Grant – WTP and City Lake Improvements – 75% complete.
- TDOT Bypass (North Loop) – Hwy 52W 85% of utility work complete. Water cut and caps and one tie in are left. Sewer – force main installed, waiting on air release to be installed and testing to complete. Gas is complete.
  - a. College St has been determined that water, sewer and gas do not have to be relocated.
  - b. Gas main on TGT RD 85% complete, water on TGT Rd 60% complete, two road crossings and tie ins need to be completed plus testing.
  - c. Test holes are being performed on N Broadway
  - d. 30% for all Utility work for this project is complete.
- 2025 Sewer Improvements
  - a. S Russell St – completed and final paved
  - b. Richland Park – main has been replaced, testing on 6/4 and restoration needs completion
  - c. North St – 4 lengths of pipe installed. Sewer replacement on hold until water main can be relocated.
- Oak Grove Altitude Valve – vault and bypass installed. Waiting on sensing line needs to be installed.

#### Private Development

- Rockland Estates – IDT plan reviews complete, comments need to be resolved.
- Red River and Highland – Easement has been revised. Developer is getting a new contractor.
- Country Inn & Suites Hotel – Sewer submittals are approved. Water submittals need corrections. No staking has been performed; no preconstruction meeting has been held.
- TA Travel Center – Gas main has been relocated and lowered. Water and sewer are on hold. Engineers have discovered an issue with grading. New grade plan is being designed.
- Coventry- Sewer - 80% complete, waiting on lift station and wet well to be installed. Water – 80% complete
- Fleming Road water ext. – Completed and accepted
- Highway 259 – Completed and accepted.
- CDJ Farms Phase II – sewer main installation has started. Contractor awaiting delivery of material. Water has not started. Still awaiting submittals.

- Magnolia Springs Phase IV- Preconstruction meeting conducted, materials have been delivered and verified. Construction is slated to start week of June 8<sup>th</sup>.
- Harper Rd Water Line Extension- Material are on site and verified. Construction scheduled to start June 8<sup>th</sup>.
- Richland Estates- Material submittals are in process. Waiting on staking to be performed to hole preconstruction meeting.

# ORDINANCE

## City of Portland, Tennessee

No. 26 - 43

First Reading

### AN ORDINANCE OF THE CITY OF PORTLAND, TENNESSEE, AMENDING BUDGET ORDINANCE NO. 26-28 FOR THE FISCAL YEAR BEGINNING JULY 1, 2026, AND ENDING JUNE 30, 2027

**WHEREAS**, the Board of Mayor and Aldermen of Portland, Tennessee, assembled in regular session on the \_\_\_\_\_, that the amounts hereafter set out are hereby appropriated for the purpose of meeting the expenses of the various funds, departments, institutions, offices and agencies of Portland, Tennessee, during the fiscal year beginning July 1, 2026, and ending June 30, 2027.

**To Amend Section 1 of Budget Ordinance 26-28 as follows:**

| <b>GAS FUND</b>                                                          | <b>Actual<br/>FY 2025</b> | <b>Estimated<br/>6/30/2026<br/>FY 2026</b> | <b>Budget<br/>FY 2027</b> |
|--------------------------------------------------------------------------|---------------------------|--------------------------------------------|---------------------------|
| <b>Operating Revenues</b>                                                |                           |                                            |                           |
| Sales                                                                    | \$ 6,680,154              | \$ 6,570,680                               | \$ 6,123,000              |
| Fees                                                                     |                           | -                                          | -                         |
| Other                                                                    | 48,743                    | 53,220                                     | 40,000                    |
| Miscellaneous Other Fees                                                 |                           | -                                          | -                         |
| <b>Non-Operating Revenues, Grants, Contributions, &amp; Transfers In</b> |                           |                                            |                           |
| Investment Income                                                        | 194,560                   | 174,907                                    | 150,000                   |
| Other Income                                                             | 2,400                     |                                            |                           |
| Capital Contributions                                                    | -                         | -                                          | -                         |
| Grants - Capital                                                         | -                         | -                                          | -                         |
| Grants - Operating                                                       | -                         | -                                          | -                         |
| Transfers In - from other funds                                          | -                         | -                                          | -                         |
| <b>Total Revenues</b>                                                    | <b>\$ 6,925,857</b>       | <b>\$ 6,798,807</b>                        | <b>\$ 6,313,000</b>       |
| <b>Appropriations</b>                                                    |                           |                                            |                           |
| <b>Operating Expenses</b>                                                |                           |                                            |                           |
| General Operations                                                       | 5,722,767                 | 6,764,866                                  | 5,445,667                 |
| Maintenance                                                              | -                         | -                                          | -                         |
| Other                                                                    | -                         | -                                          | -                         |
| Depreciation                                                             | 583,856                   | 540,150                                    | 583,856                   |
| <b>Non-Operating Expenses and Transfers Out</b>                          |                           |                                            |                           |
| Capital Contributions                                                    | 114,743                   | -                                          | -                         |
| Transfers Out - to other funds (PILOT)                                   | (198,432)                 | (199,848)                                  | 200,000                   |
| <b>Total Appropriations</b>                                              | <b>\$ 6,222,934</b>       | <b>\$ 7,105,168</b>                        | <b>\$ 6,229,523</b>       |
| <b>Change in Net Position (Revenues - Appropriations)</b>                | <b>702,923</b>            | <b>(306,361)</b>                           | <b>83,477</b>             |
| <b>Beginning Net Position July 1</b>                                     | <b>20,277,606</b>         | 20,980,529                                 | 20,674,168                |
| <b>Ending Net Position June 30</b>                                       | <b>\$ 20,980,529</b>      | <b>\$ 20,674,168</b>                       | <b>\$ 20,757,645</b>      |

| <b>WATER and SEWER FUND</b>                                     | <b>Actual<br/>FY 2025</b> | <b>Estimated<br/>6/30/2026<br/>FY 2026</b> | <b>Budget<br/>FY 2027</b> |
|-----------------------------------------------------------------|---------------------------|--------------------------------------------|---------------------------|
| <b>Operating Revenues</b>                                       |                           |                                            |                           |
| Water Revenue                                                   | \$ 7,153,624              | \$ 7,830,058                               | \$ 6,854,790              |
| Sewer Revenue                                                   | 5,659,194                 | 6,104,197                                  | 5,795,950                 |
| Miscellaneous Other Fees                                        | 23,704                    | 95,011                                     | 6,500                     |
| Total Operating Revenues                                        | \$ 12,836,522             | \$ 14,029,266                              | \$ 12,657,240             |
| <b>Operating Expenses</b>                                       |                           |                                            |                           |
| Water Plant                                                     | \$ 1,509,873              | \$ 1,609,222                               | \$ 1,572,087              |
| Water Distribution                                              | 2,452,132                 | 2,763,228                                  | 3,267,954                 |
| Sewer Collection                                                | 1,292,053                 | 1,666,609                                  | 1,962,279                 |
| Sewer Plant                                                     | 1,637,238                 | 2,699,248                                  | 2,543,898                 |
| Business Office                                                 | 527,878                   | 519,917                                    | 468,882                   |
| Utility Administration                                          | 796,333                   | 659,972                                    | 904,532                   |
| Debt                                                            | (906,367)                 | (1,100,521)                                | (2,353,270)               |
| Depreciation                                                    | 1,605,464                 | 1,702,730                                  | 1,711,621                 |
| Total Operating Expenses                                        | \$ 8,914,603              | \$ 10,520,405                              | \$ 10,077,983             |
| <b>Operating Income (Loss)</b>                                  | \$ 3,921,919              | \$ 3,508,861                               | \$ 2,579,257              |
| <b>Nonoperating Revenues (Expenses)</b>                         |                           |                                            |                           |
| Revenue: Investment Income                                      | \$ 334,794                | \$ 229,839                                 | \$ 150,000                |
| Grants - Operating (ARPA)                                       | 2,888,661                 | -                                          | -                         |
| Donated Lines                                                   | 1,947,287                 | 750,000                                    | 750,000                   |
| Other Revenue                                                   | 831,799                   | -                                          | -                         |
| Expense: Debt Service - Interest Expense                        | (890,832)                 | (1,100,521)                                | (1,080,778)               |
| Other Expense                                                   | -                         | -                                          | -                         |
| Total Nonoperating Revenue (Expenses)                           | \$ 5,111,709              | \$ (120,682)                               | \$ (180,778)              |
| <b>Income (Loss) Before Capital Contributions and Transfers</b> | \$ 9,033,628              | \$ 3,388,179                               | \$ 2,398,479              |
| <b>Capital Contributions and Transfers</b>                      |                           |                                            |                           |
| Capital Contributions - Tap Fees in Excess of Cost              | \$ -                      | \$ -                                       | \$ -                      |
| Capital Contributions - Grants                                  | -                         | -                                          | -                         |
| Capital Contributions - Other                                   | -                         | -                                          | -                         |
| Transfers In - from Other Funds                                 | -                         | -                                          | -                         |
| Transfers Out - to Other Funds (PILOT)                          | (261,033)                 | -                                          | (308,000)                 |
| Total Capital Contributions and Transfers                       | \$ (261,033)              | \$ -                                       | \$ (308,000)              |
| <b>Change in Net Position</b>                                   | \$ 8,772,595              | \$ 3,388,179                               | \$ 2,090,479              |
| <b>Beginning Net Position July 1</b>                            | 32,416,772                | 41,189,367                                 | 44,577,546                |
| <b>Ending Net Position June 30</b>                              | \$ 41,189,367             | \$ 44,577,546                              | \$ 46,668,025             |

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

\_\_\_\_\_  
Mike Callis, Mayor

\_\_\_\_\_  
Attest: Tracy Kizer, City Recorder

Passed First Reading:  
Passed Second Reading:

## RESOLUTION

### City of Portland, Tennessee

No. 26 – 62

#### **A RESOLUTION FOR JULY 2026 TO HONOR THE PRINCIPLES AND IDEALS THAT MAKES AMERICA THE GREATEST NATION ON EARTH AS WE CELEBRATE THE 250<sup>TH</sup> ANNIVERSARY OF THESE UNITED STATES**

**WHEREAS**, Forged in the hope of freedom, opportunity, justice, self-reliance, and a better tomorrow, 56 delegates from the Thirteen Colonies pledged their lives, fortunes, and sacred honor in declaring their support for the dream that would soon become America; and

**WHEREAS**, Each month of 2026, the City of Portland will recognize one of the many American principles and ideals that continue to strengthen our Union as we honor the 250<sup>th</sup> Anniversary of these United States of America; and

**WHEREAS**, For July 2026, we recognize the value of **Independence** during this year of celebration. The 56 signers of the Declaration of Independence knew they were placing themselves at risk and some endured suffering and loss, but they were driven by the hope of a better tomorrow for future generations. All Americans are able to honor the sacrifice of independence as they work to build a more perfect union for those who come after them. May we never take for granted the courage required to pursue independence as declared in **Congress on July 4, 1776** *(the following transcript of the Declaration of Independence is from the National Archives web site containing spelling and punctuation that reflects the original document)*

**The unanimous Declaration of the thirteen united States of America**, When in the Course of human events, it becomes necessary for one people to dissolve the political bands which have connected them with another, and to assume among the powers of the earth, the separate and equal station to which the Laws of Nature and of Nature's God entitle them, a decent respect to the opinions of mankind requires that they should declare the causes which impel them to the separation.

We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness.--That to secure these rights, Governments are instituted among Men, deriving their just powers from the consent of the governed, --That whenever any Form of Government becomes destructive of these ends, it is the Right of the People to alter or to abolish it, and to institute new Government, laying its foundation on such principles and organizing its powers in such form, as to them shall seem most likely to effect their Safety and Happiness. Prudence, indeed, will dictate that Governments long established should not be changed for light and transient causes; and accordingly all experience hath shewn, that mankind are more disposed to suffer, while evils are sufferable, than to right themselves by

abolishing the forms to which they are accustomed. But when a long train of abuses and usurpations, pursuing invariably the same Object evinces a design to reduce them under absolute Despotism, it is their right, it is their duty, to throw off such Government, and to provide new Guards for their future security.--Such has been the patient sufferance of these Colonies; and such is now the necessity which constrains them to alter their former Systems of Government. The history of the present King of Great Britain is a history of repeated injuries and usurpations, all having in direct object the establishment of an absolute Tyranny over these States. To prove this, let Facts be submitted to a candid world.

He has refused his Assent to Laws, the most wholesome and necessary for the public good.

He has forbidden his Governors to pass Laws of immediate and pressing importance, unless suspended in their operation till his Assent should be obtained; and when so suspended, he has utterly neglected to attend to them.

He has refused to pass other Laws for the accommodation of large districts of people, unless those people would relinquish the right of Representation in the Legislature, a right inestimable to them and formidable to tyrants only.

He has called together legislative bodies at places unusual, uncomfortable, and distant from the depository of their public Records, for the sole purpose of fatiguing them into compliance with his measures.

He has dissolved Representative Houses repeatedly, for opposing with manly firmness his invasions on the rights of the people.

He has refused for a long time, after such dissolutions, to cause others to be elected; whereby the Legislative powers, incapable of Annihilation, have returned to the People at large for their exercise; the State remaining in the mean time exposed to all the dangers of invasion from without, and convulsions within.

He has endeavoured to prevent the population of these States; for that purpose obstructing the Laws for Naturalization of Foreigners; refusing to pass others to encourage their migrations hither, and raising the conditions of new Appropriations of Lands.

He has obstructed the Administration of Justice, by refusing his Assent to Laws for establishing Judiciary powers.

He has made Judges dependent on his Will alone, for the tenure of their offices, and the amount and payment of their salaries.

He has erected a multitude of New Offices, and sent hither swarms of Officers to harrass our people, and eat out their substance.

He has kept among us, in times of peace, Standing Armies without the Consent of our legislatures.

He has affected to render the Military independent of and superior to the Civil power.

He has combined with others to subject us to a jurisdiction foreign to our constitution, and unacknowledged by our laws; giving his Assent to their Acts of pretended Legislation:

For Quartering large bodies of armed troops among us:

For protecting them, by a mock Trial, from punishment for any Murders which they should commit on the Inhabitants of these States:

For cutting off our Trade with all parts of the world:

For imposing Taxes on us without our Consent:

For depriving us in many cases, of the benefits of Trial by Jury:

For transporting us beyond Seas to be tried for pretended offences:

For abolishing the free System of English Laws in a neighbouring Province, establishing therein an Arbitrary government, and enlarging its Boundaries so as to render it at once an example and fit instrument for introducing the same absolute rule into these Colonies:

For taking away our Charters, abolishing our most valuable Laws, and altering fundamentally the Forms of our Governments:

For suspending our own Legislatures, and declaring themselves invested with power to legislate for us in all cases whatsoever.

He has abdicated Government here, by declaring us out of his Protection and waging War against us.

He has plundered our seas, ravaged our Coasts, burnt our towns, and destroyed the lives of our people.

He is at this time transporting large Armies of foreign Mercenaries to compleat the works of death, desolation and tyranny, already begun with circumstances of Cruelty & perfidy scarcely paralleled in the most barbarous ages, and totally unworthy the Head of a civilized nation.

He has constrained our fellow Citizens taken Captive on the high Seas to bear Arms against their Country, to become the executioners of their friends and Brethren, or to fall themselves by their Hands.

He has excited domestic insurrections amongst us, and has endeavoured to bring on the inhabitants of our frontiers, the merciless Indian Savages, whose known rule of warfare, is an undistinguished destruction of all ages, sexes and conditions.

In every stage of these Oppressions We have Petitioned for Redress in the most humble terms: Our repeated Petitions have been answered only by repeated injury. A Prince, whose character is thus marked by every act which may define a Tyrant, is unfit to be the ruler of a free people.

Nor have We been wanting in attentions to our Brittish brethren. We have warned them from time to time of attempts by their legislature to extend an unwarrantable jurisdiction over us. We have reminded them of the circumstances of our emigration and settlement here. We have appealed to their native justice and magnanimity, and we have conjured them by the ties of our common kindred to disavow these usurpations, which, would inevitably interrupt our connections and correspondence. They too have been deaf to the voice of justice and of consanguinity. We must, therefore, acquiesce in the necessity, which denounces our Separation, and hold them, as we hold the rest of mankind, Enemies in War, in Peace Friends.

We, therefore, the Representatives of the united States of America, in General Congress, Assembled, appealing to the Supreme Judge of the world for the rectitude of our intentions, do, in the Name, and by Authority of the good People of these Colonies, solemnly publish and declare, That these United Colonies are, and of Right ought to be Free and Independent States; that they are Absolved from all Allegiance to the British Crown, and that all political connection between them and the State of Great Britain, is and ought to be totally dissolved; and that as Free and Independent States, they have full Power to levy War, conclude Peace, contract Alliances, establish Commerce, and to do all other Acts and Things which Independent States may of right do. And for the support of this Declaration, with a firm reliance on the protection of divine Providence, we mutually pledge to each other our Lives, our Fortunes and our sacred Honor.

**NOW THEREFORE BE IT RESOLVED**, by the Mayor and Board of Aldermen of the City of Portland that the American ideal of Independence continually be a reminder in the governing, planning, and debate that shapes our community; and

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

---

Mike Callis, Mayor

---

Attest: Tracy Kizer, City Recorder

Approved this      day of

RESOLUTION

City of Portland, Tennessee

No. 26 – 66

**A RESOLUTION TO GRANT THE CITY RECORDER OR THE MAYOR AUTHORITY TO CANCEL A PUBLIC MEETING WHEN IT IS KNOWN THAT A QUORUM WILL NOT BE PRESENT**

**WHEREAS**, scheduling conflicts, inclement weather, or emergencies may prohibit board or committee members from attending a meeting resulting in an insufficient number required for a quorum; and

**WHEREAS**, In the event it becomes known prior to meeting time that a quorum is unavailable, the City Recorder or the Mayor may cancel the meeting and notify the other board or committee members and the public; and

**WHEREAS**, in the event of a cancelled meeting, the Mayor will determine whether a special meeting needs to be scheduled, or whether to move the items of business to another regularly scheduled meeting

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Board of Aldermen of the City of Portland, Tennessee, that the City Recorder or the Mayor have the authority to cancel a city meeting when it is known that a sufficient number for a quorum will not be present; and

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

\_\_\_\_\_  
Mike Callis, Mayor

\_\_\_\_\_  
Attest: Tracy Kizer, City Recorder

Approved this      day of

## RESOLUTION

### City of Portland, Tennessee

No. 26 – 60

**A RESOLUTION TO ACCEPT THE BEST PROPOSAL FOR PROFESSIONAL ENGINEERING AND ARCHITECTURAL SERVICES FOR THE 2026 LOCAL PARKS AND RECREATION FUND GRANT PROJECT, CONTINGENT UPON THE AWARD OF GRANT FUNDING FOR THE CITY OF PORTLAND, TENNESSEE.**

**WHEREAS**, the City of Portland, Tennessee issued a Request for Qualifications (RFQ) for Professional Engineering and Architectural Services to obtain the most advantageous professional services for the City and its citizens; and

**WHEREAS**, proposals were received, reviewed, and evaluated in accordance with criteria set forth in the RFQ; and

**WHEREAS**, after careful consideration, it has been determined that the proposal submitted by Kimley Horn represents the best overall value to the City of Portland based on service capabilities; and

**WHEREAS**, the Board of Mayor and Alderman find it in the best interest of the City to accept said proposal contingent upon the award of grant funding.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Board of Aldermen of the City of Portland that the proposal submitted by Kimley Horn is hereby accepted as the best proposal for professional engineering and architectural for 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: Tracy Kizer, City Recorder

Approved this      day of

RESOLUTION

City of Portland, Tennessee

No. 26 – 61

**A RESOLUTION TO ACCEPT THE BEST PROPOSAL FOR PROFESSIONAL ADMINISTRATIVE SERVICES FOR THE 2026 LOCAL PARKS AND RECREATION FUND GRANT PROJECT, CONTINGENT UPON THE AWARD OF GRANT FUNDING FOR THE CITY OF PORTLAND, TENNESSEE.**

**WHEREAS**, the City of Portland, Tennessee issued a Request for Qualifications (RFQ) for Professional Administrative Services to obtain the most advantageous professional services for the City and its citizens; and

**WHEREAS**, proposals were received, reviewed, and evaluated in accordance with criteria set forth in the RFQ; and

**WHEREAS**, after careful consideration, it has been determined that the proposal submitted by Community Partners LLC represents the best overall value to the City of Portland based on service capabilities; and

**WHEREAS**, the Board of Mayor and Alderman find it in the best interest of the City to accept said proposal contingent upon the award of grant funding.

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Board of Aldermen of the City of Portland that the proposal submitted by Community Partners LLC is hereby accepted as the best proposal for administrative services for 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: Tracy Kizer, City Recorder

Approved this      day of

# RESOLUTION

City of Portland, Tennessee

No. 26 – 65

A RESOLUTION OF THE CITY OF PORTLAND, TENNESSEE, APPROVING A DESIGN REVIEW STANDARDS APPEAL FOR THE PROPERTY LOCATED AT 809 NORTH BROADWAY

**WHEREAS**, the City of Portland has adopted commercial design standards requiring architectural panels as the primary exterior material for commercial buildings; and

**WHEREAS**, the property located at 809 North Broadway, occupied by Big Poppa Corn , is proposing a new structure that features a commercial high ribbed metal panel product; and

**WHEREAS**, the applicant has submitted a formal appeal to the City Council for approval; and

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Board of Aldermen of the City of Portland to grant the Design Review Standards Appeal for the property located at 809 North Broadway and approves the applicant's request to utilize the proposed commercial high ribbed metal panel product in lieu of architectural metal panels; and

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

---

Mike Callis, Mayor

---

Attest: Tracy Kizer, City Recorder

Approved this day of

# ORDINANCE

## City of Portland, Tennessee

No. 26 – 38

First Reading

**AN ORDINANCE TO AMEND THE CITY OF PORTLAND, TENNESSEE, ZONING MAP BY REZONING 840 SOUTH BROADWAY, (MAP 039B PARCEL 027.00) FROM RS-20 (LOW DENSITY SINGLE FAMILY RESIDENTIAL-URBAN SERVICES) TO OPS (OFFICE PROFESSIONAL SERVICES).**

**WHEREAS**, the City of Portland desires to amend the official zoning atlas of the City by rezoning 840 South Broadway, Tax Map 039B, Parcel 027.00, from RS-20 to OPS; 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 the City;

**WHEREAS**, the Portland Municipal Planning Commission recommended approval of the rezoning to OPS (Office Professional Services) by a vote of 6-3 at its June 9, 2026, meeting.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Board of Aldermen of the City of Portland, Tennessee, that the property located at 840 South Broadway as shown on the attached map, being approximately 0.45 acre, is hereby, rezoned from RS-20 (Low Density Single Family Residential-Urban Services) to OPS (Office Professional Services. For further reference, see Record Book 6194, Page 762-764, Register's Office of Sumner County, Tennessee.

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

---

Mike Callis, Mayor

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Attest: Tracy Kizer, City Recorder

Passed First Reading:

Notice Published: Portland Sun- ; Portland Leader:

Public Hearing

Passed Second Reading:



ORDINANCE

City of Portland, Tennessee

No. 26 – 42

First Reading

**AN ORDINANCE TO AMEND THE CITY OF PORTLAND, TENNESSEE ZONING MAP BY REZONING A PROPERTY LOCATED ON SOUTH BROADWAY, (MAP 0390. GROUP A. PARCELS 011.00 & 012.00) FROM RS-20 (LOW DENSITY SINGLE FAMILY RESIDENTIAL) TO GCS (GENERAL COMMERCIAL SERVICES)**

**WHEREAS**, the City of Portland desires to amend the official zoning atlas of the City by rezoning property located on South Broadway from RS-20 TO GCS;

**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 the City; and

**WHEREAS**, the Portland Municipal Planning Commission recommended approval of the rezoning to GCS (General Commercial Services) by a vote of 6-0 at their July 14, 2026, meeting:

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Board of Aldermen of the City of Portland, Tennessee, that property of approximately 2.00 acres, located on South Broadway, as shown on the attached map, is hereby, rezoned from RS-20 (Low Density Single Family Residential) to GCS (General Commercial Services). For further reference, see Deed Book 400, Page 171, Register's Office, Sumner County, Tennessee, and Tax Map 0390, Parcels 011.00 and 012.00, Sumner County, Tennessee.

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

---

Mike Callis, Mayor

---

Attest: Tracy Kizer, City Recorder

Passed First Reading:

Notice Published: Portland Sun- ; Portland Leader:

Public Hearing

Passed Second Reading:



ORDINANCE

City of Portland, Tennessee

No. 26 – 25

Second Reading

**AN ORDINANCE OF THE CITY OF PORTLAND TENNESSEE TO DEEM A PUBLIC ALLEY AS SURPLUS**

**WHEREAS**, The City of Portland has received a request from the sole adjoining property owner to abandon an unaddressed public alley adjacent to 327 Portland Blvd. (Tax Map 033B Parcel 017.00) containing approximately 6,005.02 sq ft.; and

**WHEREAS**, Under Article II Corporate Powers of the City Charter it states *Section 2. The following powers shall be done by ordinance: (3) To acquire, sell, give, or receive any real estate property or interest therein; whether it be through condemnation, payment, eminent domain or other;* and

**WHEREAS**, The City has reviewed the request and determined that the referenced alley is no longer needed for public use or access and will not adversely affect traffic circulation, utility access, drainage, emergency services, or other public functions; and

**WHEREAS**, The proposed parcel for surplus has value and the property will be offered for sale at the appraised value plus the cost of the appraisal with any proceeds being applied to the Richland Gym remodel project; and

**NOW THEREFORE BE IT ORDAINED** by the Mayor and Board of Aldermen of the City of Portland hereby deems the public alley adjacent to 327 Portland Blvd to be surplus and will be offered for sale at appraised value plus the cost of the appraisal; and

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

---

Mike Callis, Mayor

---

Attest: Tracy Kizer, City Recorder

Passed First Reading: May 4, 2026

Passed Second Reading:



PREPARED FOR:

THE CITY OF PORTLAND, TENNESSEE  
100 SOUTH RUSSELL STREET  
PORTLAND, TENNESSEE 37148

SUMMARY APPRAISAL REPORT OF:

0 PORTLAND BOULEVARD, DB 60 PG 523  
PORTLAND, TENNESSEE 37148

OWNER:

CITY OF PORTLAND  
100 SOUTH RUSSELL STREET  
PORTLAND, TENNESSEE 37148

APPRAISED BY:

LUTHER BRATTON  
TENNESSEE REAL ESTATE APPRAISER, CR-621

NIKITA WESTFIELD  
TENNESSEE REAL ESTATE APPRAISER, CR-6298

PREPARED BY:

BRATTON & ASSOCIATES  
820 SOUTH BROADWAY  
PORTLAND, TENNESSEE 37148

EFFECTIVE DATE OF APPRAISAL:

MAY 11, 2026

DATE OF REPORT:

JUNE 4, 2026

## SUMMARY OF SALIENT FACTS AND CONCLUSIONS

|                              |                                                                                                                                                                           |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Property Type:               | 30' Public Alley                                                                                                                                                          |
| Property Identification:     | 0 Portland Boulevard, Portland, Tennessee, DB 60 PG 523- Sumner County                                                                                                    |
| Tax Map/Parcel #:            | Not Applicable                                                                                                                                                            |
| Ownership:                   | City of Portland, Tennessee                                                                                                                                               |
| Effective Date of Appraisal: | May 11, 2026                                                                                                                                                              |
| Date of Appraisal:           | June 4, 2026                                                                                                                                                              |
| Purpose of Report:           | Market Value Estimate                                                                                                                                                     |
| Interest Appraised:          | Fee Simple – The foregoing definition is taken from the “The Dictionary of Real Estate Appraisal” as published by the American Institute of Real Estate Appraisers, 1993. |

### Property Data

|                       |                                                                                                                                                                                                                                                                                           |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Land Area:            | 0.14 +/- acres (6005.02 sf)                                                                                                                                                                                                                                                               |
| FEMA FIRM:            | 47165C0429G/47165C0134G; dated April 17, 2012; Areas subject to inundation by the 1-percent-annual-chance flood event determined by detailed methods. Base Flood Elevations (BFE's) are shown. Mandatory flood insurance purchase requirements and floodplain management standards apply. |
| Zoning:               | R-10                                                                                                                                                                                                                                                                                      |
| Highest and Best Use: | Assemblage with Adjoining Parcel                                                                                                                                                                                                                                                          |

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### **Estimated Opinion of Fair Market Value:**

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**FOURTEEN THOUSAND EIGHT-HUNDRED DOLLARS (\$14,800)**

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## EXTENT OF THE APPRAISAL PROCESS

The following Summary Appraisal report is intended to comply with requirements set forth under the Financial Institutions Reform Recovery and Enforcement Act (FIRREA); the Interagency Appraisal and Evaluation Guidelines effective December 10, 2020; and the Uniform Standards of Professional Appraisal Practice (USPAP) effective January 1, 2020. In the completion of this assignment, the appraiser signing this report has adhered to the Competency Rule of the Uniform Standards of Professional Appraisal Practice.

## SIGNIFICANT OBSERVATIONS AND LIMITING CONDITION

Site-specific information pertaining to the proposed parcel provided by the City of Portland was relied upon in this appraisal assignment. The other pertinent information was obtained from public records, public officials, property owners, real estate professionals, and other reliable sources. The market value estimate contained herein makes the extraordinary assumption that the furnished information is true and correct.

Extraordinary Assumption: “an assumption, directly related to a specific assignment, which, if found to be false, could alter the appraiser’s opinions or conclusion.” (USPAP, 2019-2021 ed.) Extraordinary assumptions presume as fact otherwise uncertain information about physical, legal, or economic characteristics of the subject property; or about conditions external to the property such as market conditions or trends; or about the integrity of data used in an analysis. (Page 73, The Dictionary of Real Estate Appraisal, Fifth Edition).

## SCOPE OF REPORT

The purpose of this appraisal is to provide an opinion of market value. The date of our last physical inspection was May 11, 2026. For purposes of this report, market value is defined as “the amount in cash, or on terms reasonably equivalent to cash, for which in all probability the property would have sold on the effective date of the appraisal, after a reasonable exposure time on the open competitive market, from and willing and reasonably knowledgeable seller to a willing and reasonably knowledgeable buyer, with neither acting under compulsion to buy or sell, giving due consideration to all available economic uses of the property at the time of the appraisal.”

The value to be estimated is all cash value. This report format is an appraisal report. The property rights appraised will be fee simple ownership, defined as “absolute ownership unencumbered by any other interest or estate, subject only to limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat.”

The client for this assignment is the City of Portland, Tennessee who will use this appraisal to establish market value in the sale of the proposed parcel.

The scope of this appraisal involved an inspection and analysis of the subject property, collection and verification of data included from public records, real estate agents, real estate brokers, and commercial sales data services. In the appraisal of this property, the following steps and analyses were completed:

- Inspected and photographed the subject site;
- Obtained site-specific information pertaining to the subject property from the client;
- Reviewed furnished materials, including engineer’s drawings of the acquisition area;
- Analyzed recorded ownership records, tax assessment and zoning data;
- Analyze the Sumner County area, the subject neighborhood, and the subject site with respect to prevailing market conditions and property values;
- Gathered comparable market data from the Sumner County area;
- Analyzed the data gathered to arrive at the highest and best use of the subject property “as though vacant”;
- Analyzed available market data for application in the sales comparison approach;
- Estimated market value of the subject property’s fee simple estate;
- Derived “amount due to owner” based on market value estimate.

## INTENDED USE AND USER OF APPRAISAL

This appraisal is intended for the sole purpose of assisting the City of Portland in providing an opinion of fair market value for the sale of the proposed parcel referenced in this report. This report is for the exclusive use of the City of Portland. Bratton & Associates is not responsible for unauthorized use of this report.

This is a summary report, which is intended to comply with the Standard Rule 2-2(b). As such, it presents only summary discussions of the data, reasoning and analysis that were used in the appraisal process. Supporting documentation that is not provided within the report is retained in the appraiser's work file. The depth of discussion contained in this report is specific to the needs of the client.

## DEFINITION OF MARKET VALUE

Market value as used in this appraisal is defined as "the most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus". Implicit in this definition are the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- 1) Buyer and seller are typically motivated;
- 2) Both parties are well informed or well advised, and acting in what they consider their own best interests;
- 3) A reasonable time is allowed for exposure in the open market;
- 4) Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
- 5) The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale (12 C.F.R Part 34.42(g)).

## EXTRAORDINARY ASSUMPTIONS

An extraordinary assumption is something that is assumed to be true, but it is not certain. If it turns out to be untrue, the value conclusion could be impacted extraordinary assumptions are those assumptions that are specific to the assignment, as opposed to general assumptions, which could be applicable to any assignment. In this assignment, we have assumed typical general assumptions and limiting conditions as cited in the addenda of this report. In this particular assignment, the following additional extraordinary assumptions were made:

Because of the numerous mathematical calculations that are inherent for partial acquisition valuations, limited rounding of value estimates is made in this report. Value estimates are not exact, but opinions of approximate value only.

## JURISDICTIONAL EXCEPTIONS

The Jurisdictional Exception Rule allows "an assignment condition established by applicable law or regulation, which precludes an appraiser from complying with a part of USPAP." This includes federal and state constitutions, legislative and court made law, administrative rules, regulations and ordinances. In this assignment, there are no known conflicts of law or public policy that disregard a part of *USPAP*.

## HYPOTHETICAL CONDITIONS

A hypothetical condition is "that which is contrary to what exists but is supposed for the purpose of analysis." In The use of hypothetical conditions derived from public policy and case law does not result in a process that is limited or renders the result no longer credible. No hypothetical conditions are utilized in this assignment.

### PROPERTY RIGHTS APPRAISED

Real property refers to “*the interest, benefits, and rights inherent in the ownership of physical real estate*” (page 161, *The Dictionary of Real Estate Appraisal*, 5<sup>th</sup> Edition, Appraisal Institute). Property rights are economic interests supported by the law. The bundle of rights referred to as the property rights may include a great many rights such as easements, encroachments, liens, leases, etc. The various rights may be separated and held by different individuals or entities. The most complete form of ownership is fee simple ownership. Any limitation of ownership rights is required to be given special attention. An appraisal assignment may require the appraisal of the fee simple estate or a partial interest such as a leasehold estate or an easement.

The property rights of ownership appraised in this report include the fee simple estate.

### DEFINITION OF FEE SIMPLE ESTATE

Fee simple estate is defined as the “*absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, police power, and escheat*” (page 78, *The Dictionary of Real Estate Appraisal*, 5<sup>th</sup> Edition, Appraisal Institute).

### IDENTIFICATION OF SUBJECT PROPERTY and LEGAL DESCRIPTION

The subject of this appraisal is an unimproved parcel of land containing 0.14 acres located in Portland, Sumner County, Tennessee.

### EFFECTIVE DATE OF APPRAISAL

The effective date of this appraisal is May 11, 2026, the date of last inspection. This report was completed on June 4, 2026.

### OWNERSHIP HISTORY

Title to the property is currently vested in the name of The City of Portland of record in Book 60, Page 523, in the Register's Office for Sumner County, Tennessee.

To our knowledge, the subject property was not listed for sale; however, the City of Portland received a request from the sole adjoining property owner to abandon the unaddressed public alley. The above title information is provided only to give a general background of the ownership history of the subject. To the best of our knowledge, the information is accurate; however, we do not guarantee any of the title history shown above.

### PROPERTY TAX DATA

The subject is identified by the Sumner County Property Assessor's Office as Map/Parcel: Not Applicable. Based on the 2019 tax rate and the subject's assessed value, the property's annual tax burden is calculated as follows: Not Applicable

| Map/Parcel | Appraised Land Value | Appraised Imp. Value | Appraised Total Value | Assessed Value | County Taxes | City Taxes | Total Taxes |
|------------|----------------------|----------------------|-----------------------|----------------|--------------|------------|-------------|
| NA         | NA                   | NA                   | NA                    | NA             | NA           | NA         | NA          |

### SITE DATA

The subject of this appraisal is an unimproved public alley located adjacent to 327 Portland Blvd, in Portland, Sumner County, Tennessee. The subject's physical features are described as follows:

|                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Size:          | 0.14 +/- acres (6005.02 sf)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Shape:         | Rectangular                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Frontage:      | 30 ft                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Access:        | Public Street                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Topography:    | Level                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Utilities:     | Public                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Flood Map:     | 47165C0429G/47165C0134G, Dated 04/17/2012                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Subsoil:       | We were not provided a soil study of the site, but it is assumed that the subsoil is of sufficient strength and load bearing capacity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Easements:     | There are no known existing easements or encumbrances that appear to negatively affect the utility of the site.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Improvements:  | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Environmental: | <i>The existence of hazardous substances, including without limitation, polychlorinated biphenyls, petroleum leakage, or agricultural chemicals, which may or may not be present on the property, or other environmental conditions, were not called to the attention of, nor did the appraiser become aware of such during the appraiser's inspection. The appraiser has no knowledge of the existence of such materials on or in the property. The presence of such substances, such as asbestos, urea formaldehyde foam insulation, or other hazardous substances or environmental conditions, may affect the value of the property. The value estimated is based on the assumption that no such condition on or in the property or in the proximity would cause a loss in value. No responsibility is assumed for any such conditions, or for any expertise or engineering knowledge required to discover them.</i> |
| Conclusion:    | Considering the subject's physical characteristics and location, the property appears to be suitable for assemblage with the adjoining property.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## AREA ANALYSIS

The Nashville region is centrally located within the United States, providing a competitive advantage to businesses that locate in the region. Nashville's location and expansive modes of transportation allow manufacturing and logistics business to reach U.S. and international locations with ease and affordability. Tennessee shares a border with eight different states, providing connectivity to the southeast region and beyond.

Portland and both Sumner/Robertson County are part of the Nashville Metropolitan Statistical Area (MSA) and have had positive growth over the last 45 years. The majority of Portland is in Sumner County. Robertson and Sumner Counties are part of thirteen (13) counties that make up the Nashville MSA, and Portland is located near the Tennessee-Kentucky state line with convenient access to I-65, US Highway 31W and CSX Railroad. Portland is approximately forty (40) miles due north of Nashville. Major access is from State Route 52 with an interchange on I-65.

With a 2023 population of 13,325, it is approximately the 48<sup>th</sup> largest city in the state. Portland is currently growing at a rate of 1.13% annually and has shown a 3.9% increase from the 2020 census, with a 907.2 population per square mile.

The average household income in Portland is \$72,380 with a poverty rate of 12.1%. The median rental costs in recent years come to \$1,100 per month, and the median house value is \$256,400.

## SUBJECT NEIGHBORHOOD

The subject neighborhood is located in an established section of the community where there is a mixture of mixed use, commercial, family rental/owner-occupied two and three-bedroom single-family residential dwellings. Within the last five years, most of the housing units in the subject neighborhood were built between 1900-2025. In recent years there has been some new construction on in-fill lots within the subject market area.

In summary, this neighborhood is heavily concentrated with small residential properties. This area has average visibility, access and available public utilities such as water, sewer and electricity. The availability of utilities is a positive factor, combined with the convenient access to I65, as well as access to all service conducive to residential living within minutes, undoubtedly adds to the stability of this community. The Portland market has experienced steady growth and which will likely continue over the next few years.

## SUBJECT UTILITIES

The subject site has public water, sewer, and electric.

## SUBJECT ZONING

The subject property is currently zoned Low Density Residential (R-10) by the City of Portland, Tennessee Zoning Department. The following description was taken from The City of Portland, Tennessee Combined Zoning Ordinance which was adopted on December 19, 1989 and last amended 2024 and 2025.

### Low Density Residential (R-10)

The purpose of the Low-Density Residential District hereinafter referred to as the "R-10" is to:

"This district is designed to provide suitable areas for low density residential development characterized by an open appearance. The residential development will consist of single family detached dwellings and accessory structures. This district also includes community facilities, public utilities and agricultural activities. The application of this district is appropriate in the rural and suburban character areas of the adopted comprehensive plan."

## HIGHEST AND BEST USE CONCLUSION

Highest and Best Use is defined by the Appraisal Institute as: *“The reasonably probable and legal use of vacant land or an improved property that is physically possible, appropriately supported, financially feasible, and that results in the highest value. The four criteria the highest and best use must meet are legal permissible, physical possibility, financial feasibility, and maximum productivity. Alternatively, the probable use of land or improved property -specific with respect to the user and timing of the use- that is adequately supported and results in the highest present value”* (page 93, *The Dictionary of Real Estate Appraisal*, Fifth Edition).

The definition indicates that there are two types of highest and best use. The first type of highest and best use is the use of land or a site as though vacant. The second type of highest and best use is the use of a property as improved. Each type requires a separate analysis. Moreover, in each case, the existing use may or may not be different from the site's highest and best use. The highest and best use of an improved property will only be for another use when the value of the land as if vacant exceeds the value of the property as improved plus demolition costs.

Subject Highest and Best Use: Unimproved Vacant Land (Assemblage)

## EXPOSURE & MARKETING TIME

Exposure time is defined as: “estimated length of time the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal.”

Marketing time is defined as: “an opinion of the amount of time it might take to sell a real or personal property interest at the concluded market value level during the period immediately after the effective date of an appraisal.”

The appraiser estimates the subject exposure and marketing time to be 0-360 days.

## METHOD of APPRAISAL

Appraising real estate involves three approaches to value:

1. The Cost Approach – based upon the estimated reproduction or replacement cost of the improvements less accrued depreciation plus land value.
2. The Sale Comparison Approach – a direct comparison of the property under appraisal with other similar properties which have sold.
3. The Income Capitalization Approach – a set of procedures in which an appraiser derives a value indication for income-producing property by converting anticipated benefits into property value. This conversion is generally accomplished using either direct capitalization or discounted cash flow analysis.

The applicability of these three approaches depends on the specific property involved and the amount of available data. These three approaches are then reconciled or correlated into one final indication of value. The most applicable method here is the Sales Comparison Approach.

## SALES COMPARISON APPROACH

The Sales Comparison Approach is “the process of deriving a value indication for the subject property by comparing market information for similar properties with the property being appraised, identifying appropriate units of comparison, and making qualitative comparisons with or quantitative adjustments to the sale price (or unit process, as appropriate) of the comparable properties based on relevant, market-derived elements of comparison” (page 175, *The Dictionary of Real Estate Appraisal*, 5<sup>th</sup> Edition, Appraisal Institute).

The sales comparison approach relies on the principle of substitution, which implies that a prudent person will not pay more to buy a property than it will cost to buy a comparable substitute property. The subject of this appraisal is an unimproved public alley containing 0.14 +/- acres located off of Portland Boulevard in Portland, Sumner County, Tennessee. The following sales were considered in our analysis (see chart below):

### COMPARABLE SALES SUMMARY

| COMPARISON APPROACH | FEATURE                        | SUBJECT PROPERTY                      | COMPARABLE NO. 1                        |                 | COMPARABLE NO. 2                        |                 | COMPARABLE NO. 3                        |                 |
|---------------------|--------------------------------|---------------------------------------|-----------------------------------------|-----------------|-----------------------------------------|-----------------|-----------------------------------------|-----------------|
|                     | Address                        | 0 Portland Blvd<br>Portland, TN 37148 | 207 Strawberry St<br>Portland, TN 37148 |                 | 201 Strawberry St<br>Portland, TN 37148 |                 | 208 Strawberry St<br>Portland, TN 37148 |                 |
|                     | Proximity to Subject           |                                       | 0.91 miles SW                           |                 | 0.89 miles SW                           |                 | 0.94 miles SW                           |                 |
|                     | Sale Price                     | \$                                    | \$ 82,500                               |                 | \$ 85,000                               |                 | \$ 84,700                               |                 |
|                     | Price/                         | \$                                    | \$ 11.07                                |                 | \$ 9.65                                 |                 | \$ 8.84                                 |                 |
|                     | Data Source(s)                 | Survey                                | Tax Records                             |                 | Tax Records                             |                 | Tax Records                             |                 |
|                     | Verification Source(s)         | O/S                                   | CRS                                     |                 | CRS                                     |                 | CRS                                     |                 |
|                     | VALUE ADJUSTMENT               | DESCRIPTION                           | DESCRIPTION                             | + (-) \$ Adjust | DESCRIPTION                             | + (-) \$ Adjust | DESCRIPTION                             | + (-) \$ Adjust |
|                     | Sales or Financing Concessions |                                       |                                         |                 |                                         |                 |                                         |                 |
|                     | Date of Sale/Time              |                                       | 12/05/25                                |                 | 12/05/25                                |                 | 09/29/25                                |                 |
|                     | Rights Appraised               | Fee Simple                            | Fee Simple                              |                 | Fee Simple                              |                 | Fee Simple                              |                 |
|                     | Location                       | Average                               | Average                                 |                 | Average                                 |                 | Average                                 |                 |
|                     | Site Area                      | 6,005.2                               | 7,450                                   |                 | 8,812                                   |                 | 9,583                                   |                 |
|                     | Utility/Road Frontage          | 30 ft                                 | 50 ft                                   | -8.3            | 72 ft                                   | -7.23           | 50 ft                                   | -6.63           |
|                     | Topography                     | Level                                 | Level                                   |                 | Level                                   |                 | Level                                   |                 |
|                     | Improvements                   | None                                  | None                                    |                 | None                                    |                 | None                                    |                 |
|                     | Price per Acre                 |                                       |                                         | +2.77           |                                         | +2.42           |                                         | +2.21           |

Adequate comparable data was available to develop a reliable sales comparison approach to value; therefore, the opinion of market value of the subject is based on the sales comparison approach. The range in unit value per square foot is Comp 1 at \$2.77, Comp 2 at \$2.42, and Comp 3 at \$2.21. The appraiser used the weighted average of all three comparable site size sales and estimates the indicated unit value per square foot to be \$2.47 per sf. Note: Because the site has limited frontage, utility, and marketability; the proposed site is inferior to the comparables. The appraiser has discounted the proposed site by 75%.

### CONCLUSION of OPINION OF MARKET VALUE

0.14 ac (6005.02 sf) x \$2.47= \$14,800 (ROUNDED)

ESTIMATED OPINION OF VALUE OF 0.14 ACRES:

FOURTEEN THOUSAND EIGHT-HUNDRED DOLLARS (\$14,800)

## GENERAL ASSUMPTIONS AND LIMITING CONDITIONS

The Appraisal Report and resulting estimate of value, made expressly for The City of Portland is subject to the following assumptions and limiting conditions:

1. The forecasts, projections, or operating estimates contained herein are based upon current market conditions, anticipated short-term supply and demand factors, and a continued stable economy. Therefore, these forecasts are subject to change in the future conditions. Value estimates in this appraisal report are stated in United States currency as of the date of appraisal.
2. No responsibility is assumed for the legal description or for matters including legal or title considerations. Title to the property is assumed to be good and marketable and in Fee Simple, unless otherwise stated in the report.
3. The property is appraised free and clear of all existing liens and encumbrances, including deed restrictions and developers agreements, unless otherwise states in this appraisal report.
4. Information furnished by others is believed to be true, correct, and reliable. A reasonable effort has been made to verify such information; however, no responsibility for its accuracy is assumed by the appraiser(s).
5. Maps, plats, and exhibits included in this appraisal report are for illustration only, as an aid in visualizing matters discussed within the report. They should not be considered as surveys or relied upon for any other purpose. The appraiser(s) has not made a survey of the property, and no responsibility is assumed in connected with such matters.
6. The physical condition of the improvements described herein was based on visual, walk-through inspection. No liability is assumed for the soundness of structural members, building components, mechanical equipment, plumbing, or electrical components as no professional tests were made of the same. The appraiser(s) assumes that no hidden or unapparent conditions of the property, subsoil, or structures exist, which would render the property more or less valuable. The appraiser(s) assumes no responsibility for such conditions, or for engineering, which might be required to discover such factors. The appraiser(s) recommends that the client obtain an opinion from a competent engineering firm.
7. It is assumed that there is fill compliance will all applicable federal, state, and local environmental regulations and laws unless noncompliance is stated, defined, and considered in this appraisal report.
8. It is assumed that all applicable zoning and use regulations and restrictions have been complied with, unless nonconformity has been stated, defined, and considered in this appraisal report.
9. It is assumed that all required licenses, certificates of occupancy, consents, or other legislative or administrative authority from any local, state, or national government or private entity or organization have been or can be obtained or renewed for any use on which the value estimate(s) contain in this report is based.
10. It is assumed that the utilization of the land and improvements is within the boundaries or property lines of the property described and that no encroachment or trespass exists, unless noted in this appraisal report.
11. Value estimates in this appraisal report apply only to the entire property, and cannot be prorated to individual portions or fractional interests. Any proration or division of interest will invalidate the vale estimate(s), unless such proration or division of interests is set forth in the appraisal report.
12. The appraiser(s) is not required to give testimony or attendance in court by reason of this appraisal, with reference to the property in question, unless arrangements have been made previously therefore. The fee charged for this appraisal does not include payment for court testimony or for further consultation.
13. Unless otherwise stated in this appraisal report, the appraiser(s) did not observe the existence of hazardous material, which may or may not be present on the property. The appraiser(s) has no knowledge of the existence of such materials on or in the property. The appraiser(s), however, is no qualified to detect such substances. The presence of substances such as asbestos, urea-formaldehyde foam insulation or other potentially hazardous materials may affect the value of the property. Value estimates within this appraisal report are predicated on the assumption that there is no such material on or in the property, which would cause a loss in value. No responsibility is assumed for any expertise or engineering knowledge required to discover them. The appraiser(s) recommends that appropriate experts be retained to investigate and determine to what extent, if any, such substances are present and what risks, if any, are involved.

14. The determination concluded in this appraisal, as to whether or not the subject property is located within a Flood Hazard Zone, is based solely on an inspection of available Flood Insurance Rate Map(s) (FIRM) which are distributed by the National Flood Insurance Program (NFIP). The NFIP maps represent the most recent revisions available after reasonable investigations. Although these maps are the basis for flood hazard determination, the map scale is typically not adequate for accurate comparisons with other maps and/or surveys. Therefore, the determination presented herein regarding location of the subject property outside or within a flood hazard zone should not be construed as a guarantee or certification. Certification of this can only be provided by a qualified engineer and/or surveyor. If there is any possibility that the subject is within an identified flood hazard zone, we recommend that the property should be covered by adequate flood insurance.

15. Unless otherwise noted in this appraisal report, no consideration in the valuation process has been given to subsurface rights (minerals, oils, water, etc.) that may be found on the subject property.

16. Any proposed or incomplete improvements included in this appraisal report are assumed to be completed in accordance with approved plans and specifications and in a workmanlike manner.

17. The appraiser(s) reserves the right to alter opinions of value contained in this appraisal report on the basis of information withheld or not discovered in the normal course of a diligent investigation.

18. The Americans with Disability Act (ADA) became effective July 26, 1992. The appraiser has not made a specific compliance survey and analysis of this property to determine whether or not it is in conformity with the various detailed requirements of the ADA. It is possible that a compliance survey and analysis of this property to determine whether or not it is in conformity with the various detailed requirements of the ADA. It is possible that a compliance survey of the property together with a detailed analysis would reveal the need for renovations to comply with that statute. Such a requirement could have an adverse impact on the market value of the property. Because the appraiser has no direct evidence relating to this issue, the appraiser did not consider possible noncompliance with the requirements of the ADA in this report.

## CERTIFICATION OF THE APPRAISER

I certify that, to the best of our knowledge and belief...

1. The statements of fact contained in this report are true and correct.
2. The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and is my personal, impartial, unbiased professional analyses, opinions and conclusions.
3. I have no present or prospective interest in the property that is the subject of this report, and I have no personal interest or bias with respect to the parties involved.
4. I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
5. My engagement in this assignment was not contingent upon developing or reporting predetermined results.
6. My compensation is not contingent upon the reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.
7. My analyses, opinion and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice and the Codes of Ethics of the Appraisal Institute.
8. The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
9. Luther Bratton made a personal inspection of the property that is the subject of this report.
10. As of the date of this report, I, Luther Bratton, have completed the requirements of the continuing education as required by.
11. Luther Bratton hereby certifies that he is a Tennessee State Certified Real Estate Appraiser and his certification number is CR-621.
12. This appraisal assignment was not made, nor was the appraisal rendered on the basis of a requested minimum valuation, specific valuation, or an amount, which would result in the approval of a loan.
13. I have not appraised this property in three years prior to accepting this assignment. I have performed no other services, as an appraiser or in any other capacity, regarding the property that is the subject of this report within three-year period immediately preceding acceptance of this assignment.
14. The appraisal is in conformity with Uniform Standards of Professional Appraisal Practice.



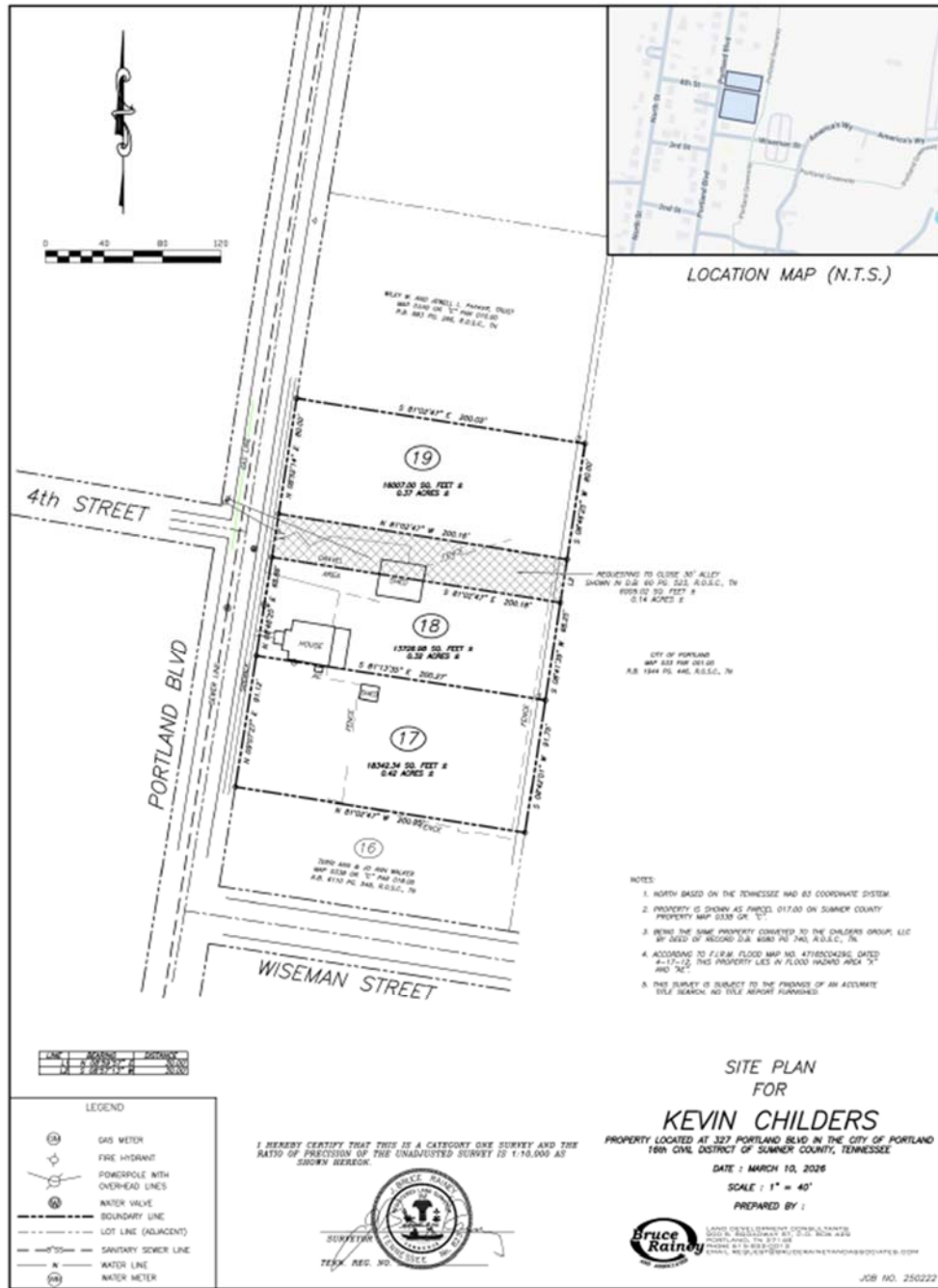
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Luther Bratton  
Certified Real Estate Appraiser, CR-621

# ADDENDA

14

## UNRECORDED SITE PLAN



## SUBJECT PHOTOGRAPHS



30' PUBLIC ALLEY



4TH STREET

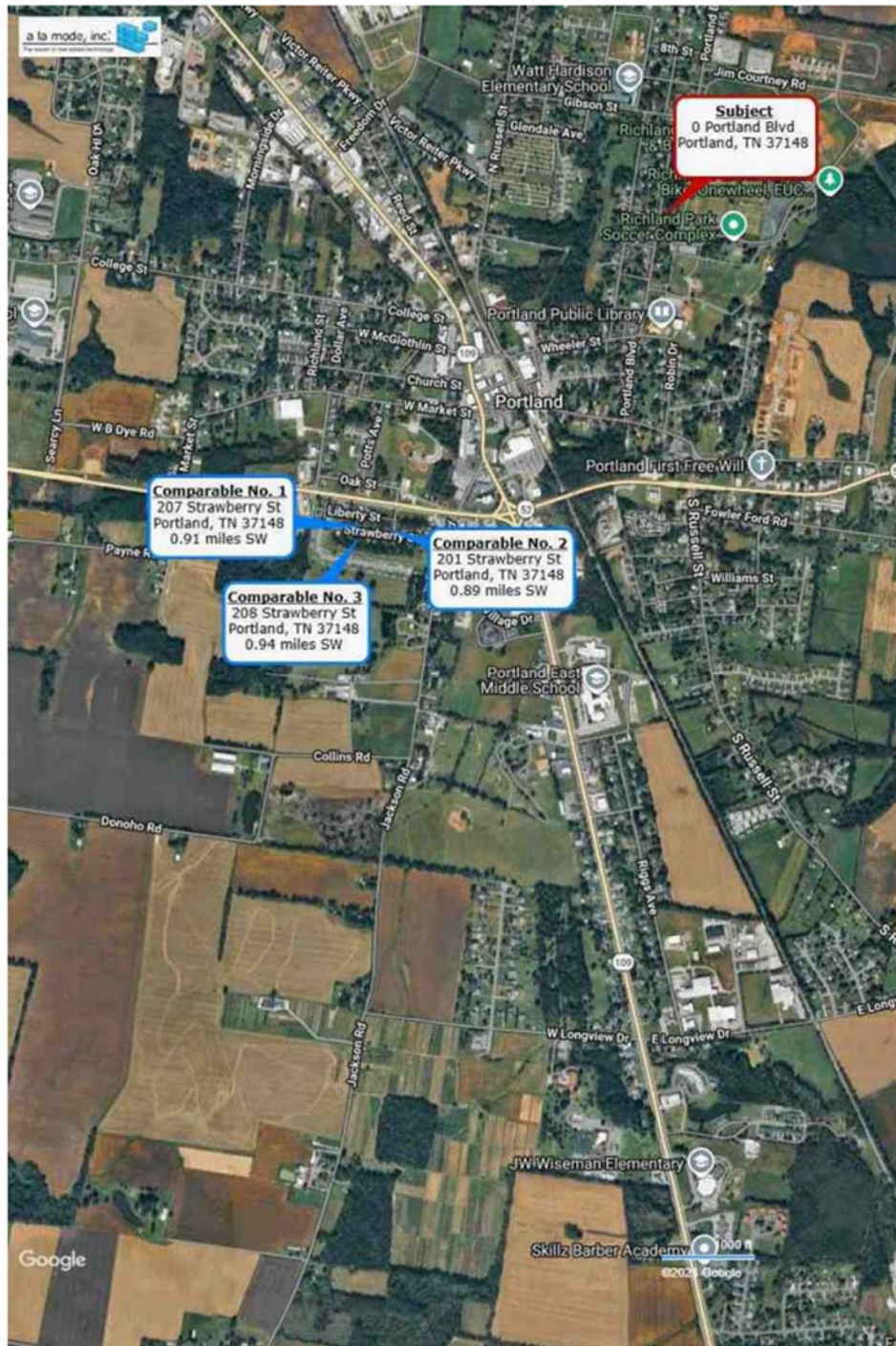


STREET VIEW



STREET VIEW (ALTERNATE VIEW)

## SUBJECT LOCATION MAP



# SUBJECT AERIAL MAP



## SUBJECT CRS PLAT MAP

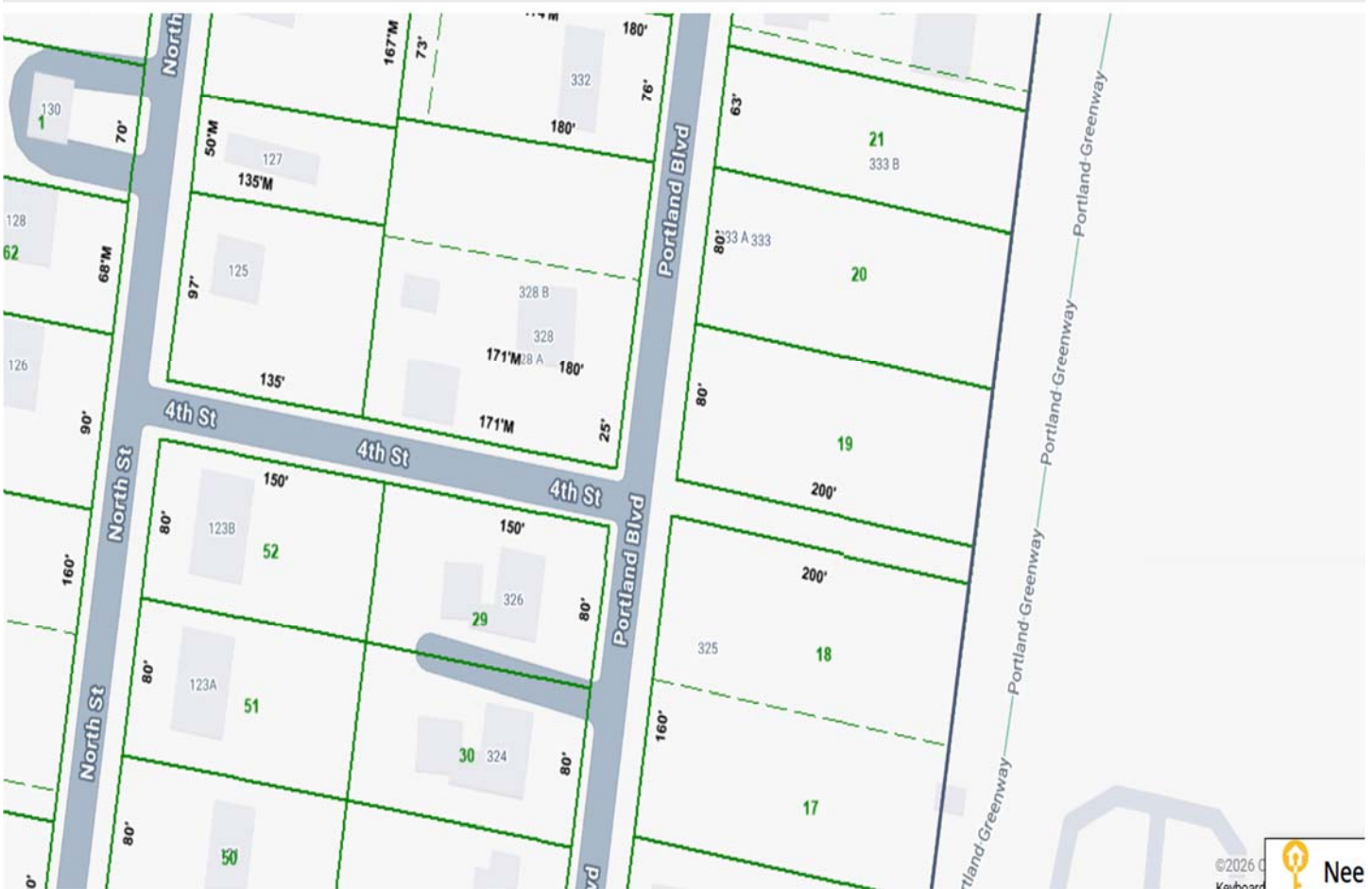


Property Report

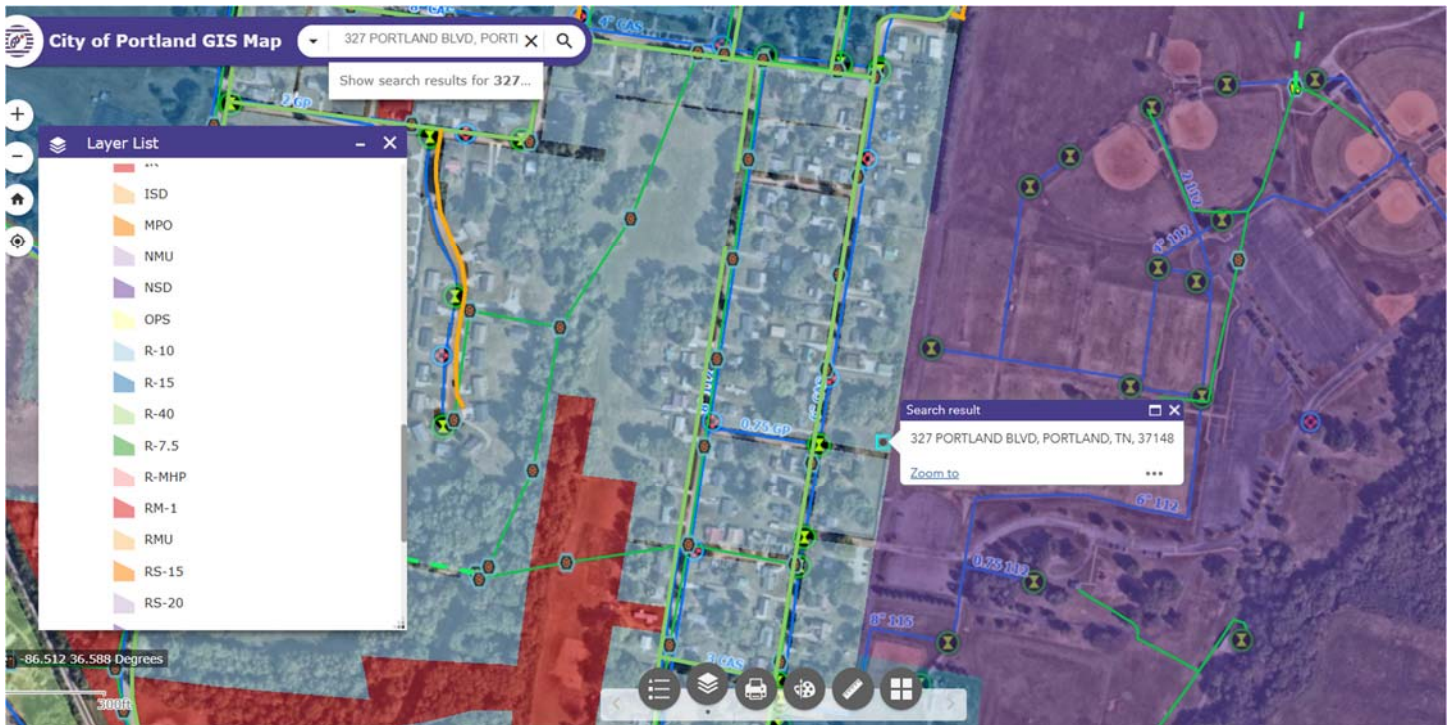
Comparables

Prospecting

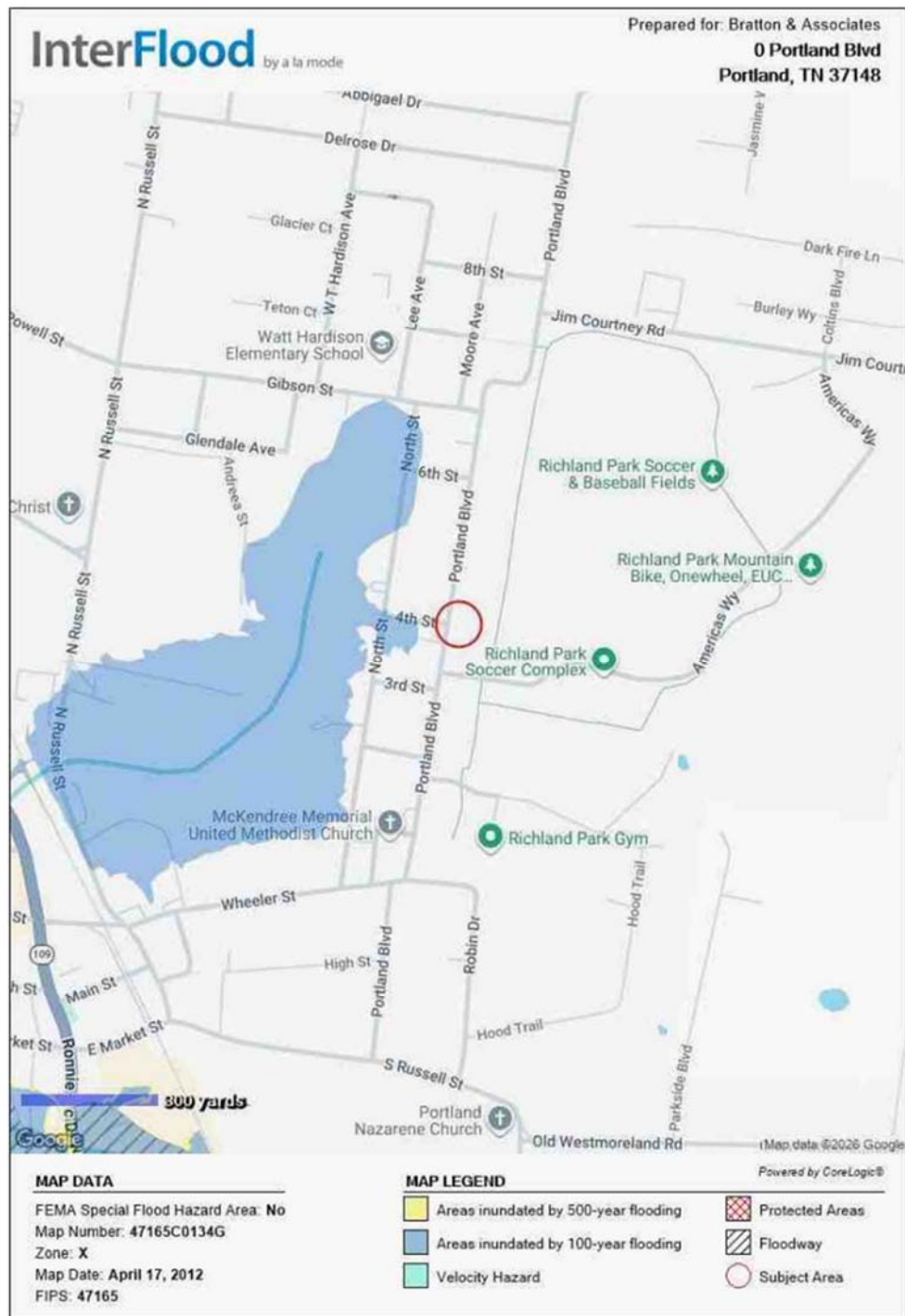
Facts & Figures



## SUBJECT ZONING MAP



# SUBJECT FLOOD MAP



| FROM:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                  | <b>INVOICE</b>                                                                                                                                                                                                |  |                                                                                                                                                                                           |                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Bratton & Associates<br>820 S Broadway St<br>Portland, TN 37148-1622<br><br>Telephone Number: (615) 325-2233      Fax Number:                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                  | <b>INVOICE NUMBER</b><br>0009064                                                                                                                                                                              |  |                                                                                                                                                                                           |                                                                                  |
| <b>TO:</b><br><br>The City of Portland<br>100 South Russell Street<br>Portland, TN 37148<br><br>E-Mail:<br>Telephone Number: (615) 325-6776      Fax Number:<br>Alternate Number:                                                                                                                                                                                                                                                                                                                                                                              |                                                                                  | <b>DATES</b><br>Invoice Date: 06/09/2026<br>Due Date:                                                                                                                                                         |  |                                                                                                                                                                                           |                                                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                  | <b>REFERENCE</b><br>Internal Order #: 0009064<br>Lender Case #:<br>Client File #: PO #101176<br>FHA/VA Case #:<br>Main File # on form:<br>Other File # on form:<br>Federal Tax ID: 39-4757445<br>Employer ID: |  |                                                                                                                                                                                           |                                                                                  |
| <b>DESCRIPTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                  |                                                                                                                                                                                                               |  |                                                                                                                                                                                           |                                                                                  |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">               Lender: N/A<br/>               Purchaser/Borrower: The City of Portland, Tennessee<br/>               Property Address: 0 Portland Blvd<br/>               City: Portland<br/>               County: Sumner<br/>               Legal Description: Sumner Co- DB 60 PG 523             </td> <td style="width: 50%;">               Client: The City of Portland, Tennessee<br/><br/><br/><br/>               State: TN      Zip: 37148             </td> </tr> </table> |                                                                                  |                                                                                                                                                                                                               |  | Lender: N/A<br>Purchaser/Borrower: The City of Portland, Tennessee<br>Property Address: 0 Portland Blvd<br>City: Portland<br>County: Sumner<br>Legal Description: Sumner Co- DB 60 PG 523 | Client: The City of Portland, Tennessee<br><br><br><br>State: TN      Zip: 37148 |
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| <b>FEES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                  | <b>AMOUNT</b>                                                                                                                                                                                                 |  |                                                                                                                                                                                           |                                                                                  |
| Appraisal Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                  | 1,500.00                                                                                                                                                                                                      |  |                                                                                                                                                                                           |                                                                                  |
| SUBTOTAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                  | 1,500.00                                                                                                                                                                                                      |  |                                                                                                                                                                                           |                                                                                  |
| <b>PAYMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                  | <b>AMOUNT</b>                                                                                                                                                                                                 |  |                                                                                                                                                                                           |                                                                                  |
| Check #:      Date:      Description:<br>Check #:      Date:      Description:<br>Check #:      Date:      Description:                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                  |                                                                                                                                                                                                               |  |                                                                                                                                                                                           |                                                                                  |
| SUBTOTAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                  | 0                                                                                                                                                                                                             |  |                                                                                                                                                                                           |                                                                                  |
| TOTAL DUE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                  | \$ 1,500.00                                                                                                                                                                                                   |  |                                                                                                                                                                                           |                                                                                  |

ORDINANCE

City of Portland, Tennessee

No. 26 – 39

First Reading

**AN ORDINANCE TO ENTER AN AGREEMENT WITH OHM ENGINEERING TO PROVIDE ENGINEERING SERVICES FOR STABILIZATION FOR THE AREA AT THE SHAUB ROAD NATURAL GAS STATION**

**WHEREAS**, this project is deemed necessary to eliminate erosion problems from the Sumner branch to the Shaub Road Natural Gas Station; and

**WHEREAS**, funding for this engineering task order is a budgeted expense; and

**WHEREAS**, OHM Engineering has provided the following task order fees, and the completed proposal is attached:

|                             |           |               |
|-----------------------------|-----------|---------------|
| • Survey                    | \$        | 5,000         |
| • Construction Plans        | \$        | 36,000        |
| • ARAP                      | \$        | 5,000         |
| • Pre-Construction Services | \$        | 14,000        |
| <b>TOTAL</b>                | <b>\$</b> | <b>60,000</b> |

**NOW, THEREFORE BE IT ORDAINED** by the Mayor and Board of Aldermen of the City of Portland to enter an agreement with OHM Engineering in the amount of \$60,000 to provide engineering services for the stabilization for the Shaub Road Natural Gas Station; and

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

\_\_\_\_\_  
Mike Callis, Mayor

\_\_\_\_\_  
Attest: Tracy Kizer, City Recorder

Passed First Reading:

Passed Second Reading:



May 7, 2026

Mr. Warren Garrett  
Director of Utilities  
Portland Department of Utilities  
100 S. Russel Street  
Portland, Tennessee 37148  
E: wgarrett@cityofportlandtn.gov  
P: 615-323-1437 ext. 622

**RE: Proposal for Professional Services  
Shaub Road Retaining Wall**

Dear Mr. Garrett:

Thank you for the opportunity to submit this proposal for professional services. This letter presents our understanding of the project and our proposed scope of services, time schedule, and fee.

### **Statement of Understanding**

- ▶ Client: City of Portland
- ▶ Current Property Owner: Jonathon Hancock and Tammy Hancock
- ▶ Project Location: 400 Shaub Road, Portland, TN 37148 (Parcel ID: 019 04402 000)

### **Scope of Services**

#### ▶ **Task 1: Survey**

The survey will include the field and office work necessary to survey the visible physical improvements (utilities, pavement, curbs, structures, culverts, signs, poles, fencing, etc.) within the survey limits shown in Attachment 2. The survey will depict 1 foot contour intervals. This work will be used to prepare a survey of the project site in pdf and AutoCAD format. The horizontal controls will be based on Tennessee State Plane Coordinate System (NAD83), and vertical controls using NAVD 88 datum. OHM will contact Tennessee 811 to mark the location of existing utilities onsite, and within the limits shown on the attached survey exhibit. Only storm sewer and sanitary sewer inverts will be shown on the survey unless otherwise requested due to implications of confined space entry. Vertical elevations for underground utilities with no access will need to be field verified prior to construction as deemed necessary. The attached exhibit indicates the proposed supplemental survey limits. The subject parcel's property boundary within the survey limits will be shown on the survey. The survey will be signed and sealed by OHM's Professional Land Surveyor licensed in Tennessee. This scope of work does not include a complete boundary survey of the entire subject parcel. An ALTA survey is not included in this scope of work.

#### ▶ **Task 2: Construction Plans**

OHM will prepare construction plans for the proposed ~150' long segmental block retaining wall along the northern streambank of Summer Branch. The following items are included in OHM's scope of work:



- I. Engineering Design of appropriate bank stabilization techniques. It is anticipated that specific tasks will be as follows:
  - a. Hydrologic Analysis
    - i. Determine reach discharge using USGS Regression equations for the 5yr, 10yr, and 50yr storm events.
  - b. Hydraulic Analysis
    - i. Derive stream characteristics from survey information (i.e. channel slope, channel width, toe slope, etc.) to establish cross sections and calculate velocities for interval storm events.
    - ii. Determine shear stress for interval storm events.
  - c. Stabilization Design
    - i. Compare calculated erosive forces against erosion resistance of stabilization techniques as provided by proprietary product information and commonly accepted guidelines. OHM will recommend a proprietary product or approved equal. Stabilization recommendation is also dependent on site constraints. It is understood that a segmental block type retaining wall is the preferred method of hard armoring.
  - d. Traffic Control Plan
    - i. Develop traffic control plan for Shaub Road in accordance with the latest revision of the MUTCD.
- II. Produce Construction Plans consisting of (approx. number of sheets):
  - i. Cover (1)
  - ii. General Notes (1)
  - iii. Existing Conditions and Removal Plan (1)
  - iv. Construction Plan (1)
  - v. Temporary Stream Diversion Plan (1)
  - vi. Initial and Final Erosion Prevention and Sediment Control Plan (2)
  - vii. Traffic Control Plan (1)
  - viii. Construction Details (2)

Final Construction Plans will be signed and sealed by a Professional Engineer, licensed in the State of Tennessee.

Deliverables for this task include up to three (3) full-size sets of final construction plans, digital plans in PDF format, AutoCAD (.dwg) design files, basis-of-design calculations and supporting documentation in digital format.

### ▼ **Task 3: Aquatic Resources Alteration Permit (ARAP)**

OHM will prepare documents, plans, and specifications for submittal to the Tennessee Department of Environment and Conservation for issuance of an Aquatic Resources Alteration Permit (ARAP). It is anticipated that this work will be covered under TDEC's general permit and will be concurrent with Task 2 identified above. OHM's scope includes the following:

- a. Develop narrative project description, including existing stream conditions and proposed stream conditions
- b. Develop narrative for project rationale
- c. Develop drawings and specifications to be included with permit application
- d. Address up to one (1) round of comments from TDEC

Deliverables for this task include digital copy in PDF format of ARAP permit, to be submitted to TDEC by the City.

### ▼ **Task 4: Pre-Construction Services**

OHM will prepare construction documents and specifications in preparation for project bidding. OHM will coordinate project bidding through Notice to Proceed. OHM's scope includes the following:

1. Pre-Construction Services
  - a. Estimate construction quantities. Plans will include tabulated quantities and associated footnotes



- for clarification.
- b. Prepare construction contracts and technical specifications
- c. Prepare Advertisement for Bids
- d. Respond to contractor requests for bid documents and maintain plan holders list.
- e. Attend one (1) bid opening meeting. Review bids for responsiveness, mathematical and material balance, and prepare a tabulation of bids.
- f. Prepare and issue Recommendation of Award to City of Portland. Attend one (1) City Council meeting for resolution to award.
- g. Issue Notice of Award after concurrence from the City.
- h. Prepare and issue three (3) printed copies of the Contract Book to Contractor for execution (provide one copy of executed contract for Contractor, City, and Engineer).
- i. Conduct and attend one (1) pre-construction meeting with Client and Contractor.
- j. Prepare and issue Notice to Proceed.

Deliverables for this task include bid tabulation, executed contract books, one digital file of bid advertisement, one digital copy of Notice of Award, one digital copy of Notice to Proceed.

### **Exclusions**

- ▶ Design or analysis of offsite infrastructure (road, water, sanitary, storm, gas, electric, telecoms) which is not explicitly included in the scope of services above
- ▶ Easement or right of way acquisition and coordination
- ▶ Permitting with U.S. Army Corps of Engineers, FEMA, TVA, TDOT, or other agency that is not explicitly listed in the scope of work above
- ▶ Local city permits (assumed to be the client's responsibility rather than OHM's)
- ▶ TDEC individual ARAP (general ARAP is included in the scope)
- ▶ Preparation or modification of property record documents (easements, plat, legal description, horizontal property regime (HPR), declaration of restrictions/covenants, long-term maintenance agreements, etc.)
- ▶ Structural design beyond what is strictly necessary for the proposed segmental block retaining wall
- ▶ No-rise study, FEMA CLOMR, LOMR, LOMA, or elevation certificate
- ▶ Construction cost estimates
- ▶ Construction staking/layout
- ▶ Construction Administration (pay application reviews, onsite inspections, change orders, etc.)
- ▶ Construction inspection/resident project representative
- ▶ Traffic, ecological, environmental, or geotechnical studies
- ▶ Any permitting or application fees to municipalities/agencies associated with this project

### **Schedule**

OHM Advisors is available to commence with this assignment upon approval and execution of this Letter Proposal. We anticipate that our effort will span a period of 1 month for Task 1, 3 months for Task 2, 3 months for Task 3, and 2 months for Task 4.

Potential schedule related items that may impact task durations are as follows:

- ▶ Factors outside of OHM's control such as Owner/Client directed changes or delays
- ▶ Restrictions due to unforeseen disruptions such as natural disasters, and/or world health issues.

### **Compensation**

OHM Advisors will provide the above-outlined professional services and will be compensated on the basis of a fixed fee for a total amount of **\$60,000**. We will not exceed the total proposal amount without the Client's prior written approval. We will notify you in advance if we become aware of unforeseen conditions impacting the cost of services. Invoices will be submitted monthly for work performed.



| <b>Task Name</b>                  | <b>Fee</b>      | <b>Fee Type</b>  |
|-----------------------------------|-----------------|------------------|
| Task 1: Survey                    | \$5,000         | Fixed Fee        |
| Task 2: Construction Plans        | \$36,000        | Fixed Fee        |
| Task 3: ARAP                      | \$5,000         | Fixed Fee        |
| Task 4: Pre-construction Services | \$14,000        | Fixed Fee        |
| <b>Total</b>                      | <b>\$60,000</b> | <b>Fixed Fee</b> |

The Client may request additional services that are not included with the original Scope of Services. The Consultant will provide an Amendment to this Letter Proposal outlining the specific Scope of Services to be added. Compensation and schedule for any Additional Services will be detailed within the Amendment.

### **Special Notes**

Due to current volatility regarding the availability and cost of materials and labor, we will make every effort to be as accurate as possible with our budget projections, but we cannot predict or control the effect that rapidly changing economic conditions will have on costs.

### **Contract Terms and Conditions**

Exhibit 1 (attached), "Standard Terms and Conditions", is incorporated into this proposal by reference.

### **Authorization and Acceptance**

If this proposal is acceptable to you, your signature on this letter with a copy returned to me will serve as our authorization to proceed.

Thank you for the opportunity to be of service. We look forward to working with you on this project. This proposal is valid for 90 days from the date of this letter. If you have any questions or comments, please contact me.

Sincerely,  
**OHM Advisors**  
 (Consultant)

Acceptance  
**City of Portland**  
 (Client)

*Harrison Hilt*

Signature \_\_\_\_\_

Harrison Hilt, P.E.

Name \_\_\_\_\_

Project Manager

Title \_\_\_\_\_

April 7, 2026

Date \_\_\_\_\_

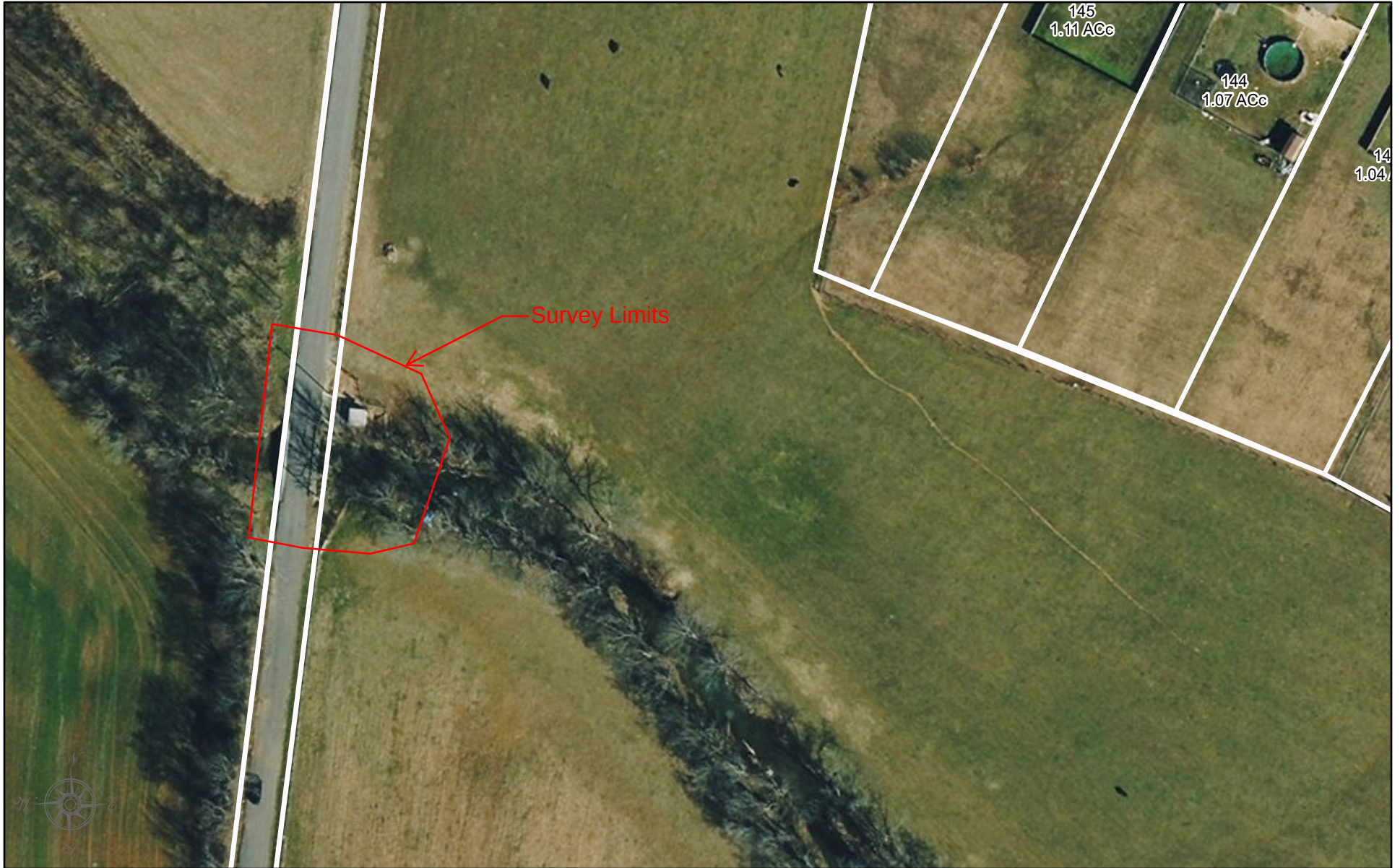
Attachment 1: Standard Terms and Conditions

Attachment 2: Survey Limits

## 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.

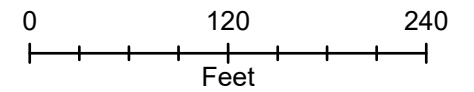
17. OPINIONS OF PROBABLE COST. OHM ADVISORS preparation of Opinions of Probable Cost represents OHM ADVISORS' best judgment as a design professional familiar with the industry. CLIENT recognizes that OHM ADVISORS has no control over costs of labor, equipment, materials, or a contractor's pricing. OHM 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.



## SUMNER COUNTY, TENNESSEE

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

MAP DATE: April 20, 2026



ORDINANCE

City of Portland, Tennessee

No. 26 - 40

First Reading

**AN ORDINANCE AUTHORIZING TO RESCIND AND REPLACE IN ITS ENTIRETY ORDINANCE NO. 22-78 AND ADOPT THE MOST RECENT APPROVED TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION (TDEC) DROUGHT MANAGEMENT PLAN FOR THE CITY OF PORTLAND**

**WHEREAS**, TDEC requires regular updates to the City's Drought Management Plan; and

**WHEREAS**, updates have been made for statistical data, and revised listing for boards members; and

**WHEREAS**, the Drought Management Board has reviewed and reviewed the revisions; and

**NOW, THEREFORE BE IT ORDAINED** by the Mayor and Board of Aldermen of the City of Portland to rescind and replace in its entirety Ordinances 11-33, 12-43 and 22-78, and adopt the City's most recent TDEC-approved Drought Management Plan; and

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

---

Mike Callis, Mayor

---

Attest: Tracy Kizer, City Recorder

Passed First Reading:

Passed Second Reading:

# **DROUGHT MANAGEMENT PLAN**

## **FOR THE**

# **CITY OF PORTLAND**



PREPARED BY

City of Portland Department of Utilities  
124 Morningside Dr  
Portland TN 37148

PHONE: (615) 323-1437  
FAX: (615) 323-8247

JANUARY 2011

Revised March 2022  
Revised June 2026

## SECTION 1 - PREPLANNING

### Authority and Status to Plan

The City of Portland in Sumner County, Tennessee, hereinafter referred to as the “City,” is a de jure public corporation created under the laws of the State of Tennessee, pursuant to what is known as “The Tennessee Utility City Act of 1937,” and being more specifically identified as Sections 7-82-101 et seq. of the Tennessee Code Annotated (TCA). The City was formally incorporated pursuant to an Order of the County Court of Sumner County, Tennessee, as recorded in Minute Book 10, Page 95, dated February 12, 1965, as amended by Order of Record dated December 10, 1968 and entered in the Minute Book on January 27, 1969. Further, pursuant to an Order of the County Executive of Sumner County, Tennessee, dated July 26, 1979.

As set forth in TCA §§ 7-82-101 et seq., and specifically in TCA §§ 7-82-302, any City created under the authority of said Chapter is empowered to conduct, operate and maintain a system or systems for the furnishing of water (as well as other specific items or services as defined in the Chapter but not germane hereto) to customers within its designated service area(s). The Chapter further states that in order to reasonably accomplish its responsibilities, any such City has the power and authority to acquire, construct, reconstruct, improve, better, extend, consolidate, maintain and operate such system or systems within its service area and to purchase from, and deliver from, and furnish, deliver and sell to any municipality, the state, any public institution and the public, generally, any of the services authorized by §§ 7-82-302.

According to the original Order which created the City, *“the powers of the City shall be and are hereby vested in and exercised by the Board of Alderman of said City, heretofore appointed, and a majority of the members of said Board of Alderman shall control and exercise the powers of the entire Board.”* Also, and again quoting from said Order, *“It is further ordered, adjudged and decreed that from and after this date, the City of Portland in Sumner County, Tennessee, and the territory embraced within its boundaries, shall be and is hereby constituted a municipal or public corporation in perpetuity, under the corporate name stated, and the same is hereby constituted a body politic with power of perpetual succession, exercising all the powers permitted by law, but without any power to levy or collect taxes.”* In accordance with the City’s powers, the Board of Alderman and / or its designated representative(s) have the authority to create, or to have created, and to activate drought management responses as outlined in this plan, the public welfare requiring the same.

This Plan has been reviewed by the members of the City of Portland’s Board of Alderman, by the City’s attorney and by the City’s management staff. By unanimous

affirmative vote of the Board of Alderman at its October 5, 2011 meeting approved the proposed Drought Management Plan (DMP), the plan was adopted by the Board as its official guideline for addressing drought conditions. Concurrence with appropriate neighboring utility systems, City and county departments and agencies was sought since some of the responses and measures outlined in this Plan could need to be implemented in a coordinated effort involving other agencies, potentially impacting staffs and budgets.

The three-tier rate structure that may be instituted during drought conditions was specifically addressed at the Public Hearing. This rate structure helps to ensure water conservation via rate adjustments that are applicable to various drought management phases, which are outlined later in this Plan. Appendix A includes the three-tier rate structure adopted by City of Portland in concurrence with the Drought Management Plan.

## **System Characteristics and Risks**

The City of Portland Water System (PWSID #0000559) obtains raw water from two sources. The first source of raw water for the water treatment plant is Drakes Creek. This is the primary source for raw water. The City obtains water from Drakes Creek when there is sufficient flow. Due to the location of the intake, the City is able to use this source the majority of the time.

The second source is a thirty-five (35) acre man made reservoir. This reservoir is named City Lake. This reservoir has a capacity of 120 million gallons. The intake from City Lake is a gravity-type intake. Water from City Lake is normally only used to when Drakes Creek cannot supply the needed demand; however, water can be used to 100% whenever Drakes Creek does not have sufficient flow to support the city's potable water demand.

The intake into the West Fork of Drakes Creek consists of one 24" schedule 80 PVC pipe with a stainless-steel basket strainer extending into a large pool. The creek is the main source of raw water for potable water by the City. The City Lake impoundment reservoir is typically only utilized during times of increased demand or drought conditions have been identified. Both sources are withdrawn and mixed before pumping to the water treatment plant. Water from City Lake is used exclusively whenever Drakes Creek gets too turbid following a heavy rainfall.

There are three intakes pumps within the intake structure. Each pump is rated 1100 gallons per minute (gpm) each. Gate valves are located on the discharge end of all three pumps as well as in the influent line in the filter plant to allow the operators to throttle back pumps in accordance with water demand and appropriate plant operating schedule. There is a 16" diameter raw water transmission line from the intake structure to the water treatment plant.

The City's Water Treatment Plant was renovated in 2002 to treat up to 2080 gallons per minute (gpm) or three million gallons per day (mgd) of water. Current unit processes within the treatment plant include iron and manganese oxidation, chemical mixing, flocculation, sedimentation, filtration, pre- and post-disinfection, fluoridation and corrosion control. The City has the ability to add carbon when necessary to improve

water quality to the customers. The average daily demand for potable water by the City's customers is approximately 2.27 mgd.

The design capacity of the water treatment plant is as follows:

|                                   |                 |
|-----------------------------------|-----------------|
| Clear well capacity (MG)          | 500,000 gallons |
| Design capacity (MGD)             | 3 mgd           |
| Average daily demand (MGD)        | 2.17 mgd        |
| Peak daily demand (MGD)           | 2.794 mgd       |
| Average daily pumping time (Hrs.) | 20 hrs          |

The following is a description of the pumps stations within the City's system:

Raw Water: 3 each at 1,040 gpm

High Service Pumps: 3 each at 1000 gpm

Oak Grove Booster Station: 2 each at 200 gpm

The City of Portland's water system contains has approximately 300 miles of water lines within its service area. The City has about 9,506 residential, commercial, and industrial connections serving an estimated population of 23,509 persons (based on 2.47 persons per connection, per most recent TDEC Sanitary Survey). The Portland water service area extends east to within one mile of Westmoreland, Tennessee city limits, northeast to the Oak Grove community, north to the Kentucky state line near Mitchellville, Tennessee, west to northeast Robertson County including Orlinda, Tennessee, and south to State Highways 109 and 76. In 2025, the Portland water system experienced a water loss of approximately 25%.

### **Risk to the Water System from Competing Users**

The City of Portland is not aware of competition for raw water resources with respect to Drakes Creek or the City Lake.

On days of peak water demand, but not necessarily during a severe drought, customer account categories typically reflect the following demands:

**Table 1: Water Use by Customer Account Categories  
During Periods of Peak Demand**

| Customer Account Category    | Definition of Customer Account Category                                                                                                                                                                               | Percentage of Peak Water Demand |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Residential                  | Potable water used for human consumption, including domestic sanitation, livestock watering and residential lawn watering                                                                                             | 70%                             |
| Commercial - Institutional   | Potable water consumption related to medical facilities, nursing homes, care for the elderly, apartments, restaurants, offices, retail space, schools, commercial car washes, recreation including golf courses, etc. | 16%                             |
| Public Use and System Losses | Potable water used for fire protection, flushing to maintain water quality, line breaks and leaks, system usage, etc.                                                                                                 | 3%                              |
| Industrial                   | Potable water used for sanitation, process, cooling, etc. by industrial customers.                                                                                                                                    | 11%                             |

On an average day, when considered on an annual basis, water use or demand by the City's system is approximately 2.17 million gallons. The lowest monthly use or base use typically occurs in March, when the average daily use is about 2.0 million gallons. Peak demands typically occur in July or August, with average peak day demands of approximately 2.7 million gallons.

### **Purpose of the Drought Management Plan**

The purpose of this DMP is to identify implementable strategies for reducing potable water demand and to identify potential strategies for supplementing available drinking water supplies in the event of a drought or whenever existing water supplies become inadequate to meet the then-current demand for potable water.

The significance of taking into account potable water usage on average days and during peak water demand periods, though such periods may not reflect an extreme or exceptional drought, is to enable City personnel to identify water uses that have the potential to be reduced more easily than other uses, e.g. to identify potential discretionary or non-essential water uses as opposed to essential uses. Based on the information presented on the previous page, as well as the information summarized in Table 2 on the next page, it is evident that peak water use by residential customers

typically increases about 20 percent over their average and base water uses. The increase is likely attributable to multiple types of water use, including lawn and landscape watering, swimming pool use and personal bathing and laundry activities. There was a 3 percent increase in commercial - institutional use. Public use decreased by 3 percent due to increased flushing activities to maintain water quality during the peak month and additional irrigation at city parks. There was no change in industrial usage percentages between base and peaks usage periods. Overall, the peak water use is approximately 21 percent greater than the base use.

Table 2: Daily Water Use - Average and Peak Demands

| (1)                            | (2)                                                 | (3)                                  | (4)                                             | (5)                                  | (6)                       | (7)                                                  |
|--------------------------------|-----------------------------------------------------|--------------------------------------|-------------------------------------------------|--------------------------------------|---------------------------|------------------------------------------------------|
| Water<br>Water Use<br>Category | Water Use<br>In Gallons<br>(February -<br>Base Use) | Water<br>Use<br>(As A %<br>Of Total) | Water Use<br>In Gallons<br>(July -<br>Peak Use) | Water<br>Use<br>(As A %<br>Of Total) | Increase<br>In<br>Gallons | Percent<br>Increase<br>(Peak<br>Over<br>Base<br>Use) |
| Residential                    | 27,434,711                                          | 70%                                  | 34,259,381                                      | 70%                                  | 6,824,670                 | 20%                                                  |
| Commercial -<br>Institutional  | 5,065,791                                           | 13%                                  | 8,014,449                                       | 16%                                  | 2,948,658                 | 37%                                                  |
| Public Use                     | 2,389,740                                           | 6%                                   | 1,578,131                                       | 3%                                   | -811,609                  | -33%                                                 |
| Industrial                     | 4,264,659                                           | 11%                                  | 5,388,175                                       | 11%                                  | 1,123,516                 | 21%                                                  |
| Total                          | 39,154,901                                          | 100.00                               | 49,240,136                                      | 100.00                               | 10,085,235                | 21%                                                  |

Since the above water use data reflect a typical peak summer water use, but not necessarily a moderate, severe or extreme drought, as characterized by the National Drought Mitigation Center, the City's management staff believe some very limited additional water use might be expected by a few residential customers of the system to water cattle and other livestock, even though those customers usually rely on ponds and small streams that may be depleted in a severe drought. However, the staff believes that such additional water use would be limited, since there are no large-scale livestock operations within the City's service area. Also, since many of the small streams in the area dry up every summer, many of the users of water for farming operations would already be using water from the City throughout the summer, thereby mitigating additional demands that might be expected in other situations.

As the City collects additional data to try and correlate drought conditions or levels with water use, planning for different levels of drought may be more finely tuned. Since such data is lacking at the present time, the management staff will assume that the demand could be reduced to the base water use plus some incremental additional use (such as for watering livestock and limited irrigation) to be the system's drought management

goal. Such a level of use would likely correspond to the water system's average monthly use of approximately 2.16 MGD plus an incremental increase.

The total water system demands are met solely by the production of potable water at the City's water treatment plant. To help the City plan for meeting system demands in emergency situations, the City maintains metered connections so that water may be purchased from the White House Utility District and the City of Westmoreland.

In reviewing the increases in water use (i.e. peak over average) during summer months, and particularly the substantial increases in residential, industrial and public use needs, the City's management staff has determined that most of the increase is likely the result of the watering of lawns, increased flushing and landscape watering. Since the preparation of this DMP involved a comprehensive evaluation of all water uses, it was important to accurately determine the primary water uses and customers responsible for the increased usage during summer months.

### **Drought Management Plan within the Context of the Emergency Operations Plan**

The development of the City's DMP and Emergency Operations Plan (EOP) were assigned to the manager of the City's water system. A team of individuals were organized to help develop the plan, which includes both residential customers and business owners within the City's service area. The EOP addresses several potential events detrimental to the operation of the water system, such as severe weather events, earthquakes, major line breaks, chemical contamination, biological contamination, nuclear contamination, long term power outages, getting water to the public in the event that the system is inoperable, and flooding events. The DMP is incorporated into the EOP, but is a standalone document that focuses attention on managing supplies and water demand during a declared drought. Also, the procedure to disinfect water tanker trucks used for potable water can be found in the Water Treatment Plants emergency operations plan (EOP).

## **SECTION 2 – ORGANIZING THE PLAN**

### **The Planning Committee, Planning Process, Public Involvement and Public Review**

City of Portland's DMP is a separate component of the EOP, as mentioned previously in this Plan. It was created by a consulting engineer working with the City's staff, but also included input from a focus group in both the development and review of the DMP. Unlike the EOP, the DMP contains standby rate structures, and restricts and/or bans certain water uses in times of a declared drought. The DMP was adopted by the Board of Alderman for the City. Adoption of the DMP followed rules and procedures required by the Board of Alderman, which incorporated a time frame for public review. The approximate timeline outlining the high points involved in the Plan development process are as follows:

- 1) December 2010 and January 2011 – Development of the Drought Management Group (DMG);
- 2) December 2010 and January 2011 – Preparation of DMP outline and preliminary draft via input of City Manager, DMG, and consultant engineer;
- 3) February 2011 - Preparation of final DMP draft for Public Hearing and Board of Alderman approval;
- 4) October 2011 – Public hearing and Board of Alderman approval of DMP.

### **The Identification of Goals – Objectives and Priorities**

The goal of this Plan was to provide water for all priority uses, as established by the water system, under worsening levels of drought conditions. The three (3) major priority uses listed in order of importance are as follows:

- 1) Maintenance of public health and safety;
- 2) Sustaining economic activity; and,
- 3) Preserving critical environmental resources and life activities.

Water uses and the levels of water availability were taken into account when establishing these priority uses of water.

### **Priority Water Uses in Order of General Importance**

As outlined in the previous sub-section, the maintenance of public health and safety is the most important goal for the City. Listed below are general water uses shown in order of priority.

- 1) Human consumption for drinking water, domestic cooking, bathing and toilet use;
- 2) Fire protection;
- 3) Livestock;
- 4) Schools and institutional uses;
- 5) Industry, manufacturing, and commercial;
- 6) Environmental and aquatic habitats;
- 7) Landscape and agricultural watering;
- 8) Lawn watering and vehicle washing;
- 9) Recreation.

The prioritization of specific uses in no way excuses certain water customers from adhering to the City's expectations for water restrictions and/or reductions during a declared drought situation. All water customers shall be required to adhere to DMP policies regardless of their level of priority.

## **Larger Resources Planning Context**

The City of Portland should be able to meet the demands of their water customers during a declared drought event via utilization of their existing raw water supply. As previously mentioned in this report, the City has two (2) raw water sources serving a Water Treatment Plant with a peak capacity of 3.0 MGD. Peak flows without drought restrictions are presently approximately 2.7 MGD in the summer months.

However, it is the intent of City to maintain interconnections with two (2) neighboring utilities, as previously identified. This will significantly enhance the water system's capability to manage a severe or exceptional drought, as well as improve the City's ability to meet future water system demands.

## **SECTION 3 – IDENTIFY EXISTING PLANS, PARTNERSHIPS, POLICIES AND PROCEDURES**

### **Existing Emergency Operations Plans and Drought Management Plans**

The City of Portland has an Emergency Operations Plan (EOP) that addresses severe weather events, earthquakes, major line breaks, chemical contamination, biological contamination, nuclear contamination, long term power outages, getting water to the public in the event that the system is inoperable, and flooding events. However, the EOP is separate from the City's Drought Management Plan and is generally unavailable for public review.

Since droughts emerge more slowly than the threats addressed by the EOP, public involvement in the development of a DMP has significant advantages. Communities and water systems usually deal with limited water availability over a much longer period of time requiring longer-term reductions in water use during a drought. Public involvement in developing the DMP greatly increases the likelihood that the public will understand and accept the Plan when it is necessary to execute it.

### **Interconnections, Agreements and Backup Sources**

The City of Portland has interconnections with two (2) neighboring water systems: White House Utility District and the City of Westmoreland. There are two (2) interconnections with White House Utility District and one (1) interconnection with the City of Westmoreland. There are agreements in effect between the City and these neighboring water systems, which will allow for water to be purchased during emergency and/or drought conditions.

## **Ordinances, Policies and Legal Requirements**

The City of Portland's DMP, rules, ordinances, and policies are available for review at the City Hall located at 100 South Russell Street, Portland, Tennessee 37148, Phone (615) 325-6776.

### **SECTION 4 – COORDINATION WITH STATE AND REGIONAL AGENCIES**

#### **Identify Stakeholders to Clarify and Resolve Potential Conflicts**

The City of Portland has not experienced any significant decrease in the availability of raw water supply during previous drought events. However, the potential for a decrease in the availability of raw water supply is always a possibility.

In the event that neither Drakes Creek nor the City Lake could safely yield sufficient raw water for the water treatment plant, the City of Portland would immediately contact neighboring utilities in order to utilize interconnections. This is one of the trigger points discussed later in the Plan. If neighboring utilities were not able to assist the City due to restrictions or unavailability of water, City would utilize their existing two (2) raw water sources to the greatest extent possible. This is also a trigger point discussed later in the Plan.

Coordination with the Tennessee Department of Environment and Conservation (TDEC) and the local stakeholders, the White House Utility District and City of Westmoreland, is mandatory via the DMP upon declaration of a drought condition.

## **SECTION 5 –PLAN MANAGEMENT PHASES AND RESPONSES/ TRIGGER POINTS**

### **Phased Management**

The DMP is broken into the following four (4) management phases:

- 1) Drought Alert;
- 2) Voluntary Water Reductions;
- 3) Mandatory Water Restrictions; and,
- 4) Emergency Water Management.

These drought management phases and the related trigger points along with their associated goals as described in this Section. Failure to achieve the goals of any management phase within a reasonable time frame will automatically result in the implementation of the next phase.

### **Drought Alert**

Presently peak demand for City is approximately 2.794 MGD with an average daily demand of 2.17 MGD. In the “Drought Alert” phase, no reduction in the amount of water use demand is planned. The City will concentrate on monitoring conditions, prepare for the possible implementation of the next phase “Voluntary Reductions”, and call the drought management group together to review the DMP and evaluate next-step actions, if such action is deemed appropriate by the City’s Director of Utilities.

### **Drought Alert**

#### **Trigger points and implementation of phases**

A Drought Alert may be issued when the US Drought Monitor includes the City of Portland in the “D1” classification for two (2) or more consecutive weeks, which is a moderate drought resulting in either agricultural or hydrologic impacts. Once the water system is included in this classification, officials responsible for monitoring drought trigger points will initiate appropriate monitoring activities.

### **Contact Division of Water Resources**

The Director of Utilities will notify the Division of Water Supply’s Nashville Environmental Field Office Via telephone at 615-687-7000 within 30 days of the City’s determination that a “Drought Alert” Phase has been initiated.

## **Voluntary Water Reductions**

As a first step, the Director of Utilities and Drought Management Group (DMG) feel that it is critical to reduce water demand to more sustainable levels via the timely implementation of the “Voluntary Water Reductions” phase. During this phase water levels cannot be maintained during peak flows without significantly drawing down water levels in the storage tanks and/or stressing the system hydraulically. City has established a water reduction goal of **10** percent based upon the peak demand of 2.794 MGD for the “Voluntary Water Reductions” phase. This figure corresponds to a reduction in water usage of approximately 0.28 MGD. Peak demand would then be 2.5 MGD during this phase with an average daily demand of 2.1 MGD or less.

Customers will be encouraged to use efficient water practices, such as watering lawns outside of daylight hours and more careful watering of shrubs and landscape plantings. In addition, the City will encourage that the domestic washing of cars, as well as sidewalks and parking lot washing, be limited as much as possible. The first-tier water rate increase of **5** percent, in the three-tier rate structure, may be enforced in this phase per Appendix A of the DMP. This surcharge to water rates will be applied to further encourage a reduction in water use. There will be no rate increase to a minimum bill. TDEC and neighboring interconnected water systems will be informed that City of Portland has initiated the “Voluntary Water Reductions” phase of their DMP.

## **Voluntary Water Reductions**

### **Trigger points and implementation of phases**

The trigger points for implementing the “Voluntary Water Reductions” phase includes various hydraulic issues, which are as follows:

- 1) Water pressures observed during peak demand at higher elevations in the distribution system that have a pressure drop greater than **10** psi, beyond the normal pressures for peak demand periods, over ten (10) consecutive days or greater;
- 2) Numerous customer complaints of low water pressure, especially from customers located in areas of higher elevation;
- 3) Customer complaints for low water pressure in areas that are immediately upstream of booster stations; and,
- 4) Water demand exceeds the level of **75%** of the capacity of the water treatment plant for ten (10) consecutive days or more.

Upon verification of any or all of these trigger points, the implementation of the “Voluntary Reductions” phase may begin.

## **Purchase of water**

The Director of Utilities will coordinate the purchase from other utilities, once “Voluntary Water Reductions” phase has been initiated.

## **Enforcement**

The goal of this phase is to bring water use demand to a level that is sustainable for at least 90 days under present drought conditions. The “Voluntary Water Reductions” phase calls for some restraint from users and operates under the premise that the expectation of rainfall is likely, on a statistical basis, to replenish water supplies. This phase would likely correspond to either abnormally dry or moderate drought as described by the US Drought Monitor. However, it is possible that conditions might even be described as a severe drought, depending on local conditions. It may also be possible that the City’s water supply may be unaffected, even though the US Drought Monitor includes the City’s service area in a drought condition. The Director of Utilities should thoroughly evaluate local conditions prior to implementing the Voluntary Water Reductions.

Customer Outreach – City of Portland’s automated calling system (Code Red) may be used in conjunction with other media sources to get information to customers about the Voluntary Water reductions. The City’s website will also be used to post messages. With details regarding an established water reduction goal of 10 percent and water rate increase of 5 percent, in the three-tier rate structure.

## **Contact Division of Water Supply**

The Director of Utilities will notify the Division of Water Supply’s Nashville Environmental Field Office Via telephone at 615-687-7000 within 24 hours of the City’s determination that a Voluntary Water reduction Phase has been initiated.

## **Monitoring conditions**

The City will concentrate on monitoring weather conditions, the level of City Lake, storage tank levels and may implement hydrologic modeling, in order to prepare for the possible implementation of the next phase “Mandatory Water Restrictions”, and call the drought management group together to review the DMP and evaluate next-step actions, if such action is deemed appropriate by the City’s Director of Utilities.

## **Mandatory Water Restrictions**

The goal of activating a “Mandatory Water Restrictions” phase would be to reduce water demand by 20 percent based upon the peak demand of 2.794 MGD, which corresponds to a reduction in water usage of approximately 0.56 MGD, or a peak demand of 2.2 MGD. The average daily demand will be reduced to about 2.0 MGD, a reduction of approximately 20 percent, during this phase.

Reductions in use will be accomplished by requiring customers to do the following:

- 1) Observe timeframes for watering shrubs and landscape plantings allowing only handheld means of watering;
- 2) Watering of shrubs and landscape plantings, and lawn watering shall be performed only outside of daylight hours;
- 3) Imposing a ban on sidewalk and parking lot washing, and domestic car washing as outlined in the “Voluntary Water Restrictions” phase;
- 4) Applying a 15 percent surcharge to water rates per Appendix A of the DMP;
- 5) Imposing a ban of commercial car washes that do not utilize recycled water.

Compliance fees will be funded by increase in water rates upon the implementation of this phase. There will be no rate increase to a minimum bill.

Neighboring interconnected water systems will be informed that the City has initiated the “Mandatory Water Restrictions” phase of their DMP.

### **Mandatory Water Restrictions Trigger points and implementation of phases**

The trigger points for implementing the “Mandatory Water Restrictions” phase are as follows:

- 1) Water pressures observed during peak demand at higher elevations in the distribution system that have a pressure drop greater than 20 psi, beyond the normal pressures for peak demand periods, over ten (10) consecutive days or greater;
- 2) Inability of the water treatment plant to operate at peak capacity, as required to maintain tank levels and system pressures during peak demand periods, due to a reduction in the yield of the raw water supplies; and,
- 3) Inability of any one of the distribution system’s storage tanks to not fully recover to full capacity during an overnight period.
- 4) Inability of Drakes Creek to safely yield sufficient raw water, causing the Water Treatment Plant to pull raw water 50% from City Lake.
- 5) Water demand exceeds the level of 80% of the capacity of the water treatment plant for ten (10) consecutive days or more.

Upon verification of any or all of these trigger points, the implementation of the “Mandatory Water Restrictions” phase may begin.

### **Purchase of water**

The Director of Utilities will coordinate the purchase from other utilities, once “Mandatory Water Restrictions” phase has been initiated.

## **Enforcement**

### **Mandatory Restriction Phase enforcement**

- 1) Warning – One warning will be given to customers not complying with the mandatory restrictions. This warning will be delivered in writing to the customer that appears on the application/contract for water service. Also, City of Portland personnel will verbally warn customers on site if customers are found on-site.
- 2) Schedule of penalties – if a customer fails to comply with mandatory water use reductions after being issued a warning, a penalty of \$200 will be issued to the account of the offending customer for each day the customer is in violation of the restrictions.
- 3) Termination of service – If a customer fails to comply with the mandatory restriction phase for more than three consecutive days, the customer's water service shall be terminated. Once payment for penalty has been received water service will be reinstated.
- 4) Personal participation by the customer in any such violation shall not be necessary to impose responsibility on the customer.

The goal of this phase is to bring water use demand to a level that is sustainable for at least 60 days under present drought conditions. The "Mandatory Water Restrictions" phase calls for some restraint from users and operates under the premise that the expectation of rainfall is likely, on a statistical basis, to replenish water supplies. This phase would likely correspond to either severe or extreme drought as described by the US Drought Monitor. It is possible that conditions might even be described as an exceptional drought.

### **Contact Division of Water Supply**

The Director of Utilities will notify the Division of Water Supply's Nashville Environmental Field Office Via telephone at 615-687-7000 within 24 hours of the City's determination that a "Mandatory Restriction" Phase has been initiated.

### **Monitoring conditions**

The City will concentrate on monitoring weather conditions, the level of City Lake, and storage tank levels using the Water Treatment Plant's SCADA system. The implementation of hydrologic modeling software, in order to prepare for the possible implementation of the next phase "Emergency Water Management", and call the drought management group together to review the DMP and evaluate next-step actions, if such action is deemed appropriate by the City's Director of Utilities.

## Emergency Water Management

The “Emergency Management” phase of the drought management process will be triggered by severe hydraulic issues such as pressure loss or temporary loss of service in the distribution system. The purpose of this phase is to reduce water supply by 35 percent of the peak demand or approximately 1.0 MGD. Peak demand should be approximately 1.8 MGD with average daily demands not to exceed approximately 1.4 MGD during the “Emergency Management” phase. Average daily demands will be reduced by approximately 20 percent.

Reductions in water use will be accomplished by a 25 percent increase in water rates per Appendix A, and adherence to the City’s water use priorities as outlined under “Priority Water Uses in Order of General Importance” in Section 2 of the DMP. There will be no rate increase to a minimum bill. Additional uses that may be banned under this phase are watering of lawns, athletic fields, landscape plantings, shrubs, and trees. All car washing, both domestic and commercially owned, will be banned under this phase. Neighboring interconnected water systems will be informed that the City has initiated the “Emergency Water Management” phase of their DMP.

### Emergency Water Management Trigger points and implementation of phases

The trigger points for implementing the “Water Emergency Management” phase are as follows:

- 1) Water pressures observed in the distribution system that are nearing 20 psi;
- 2) Inability of the water treatment plant to operate at 60 percent of its peak capacity due to a reduction in the raw water supply available from Drakes Creek and the City Lake; and,
- 3) Inability of any one of the distribution system’s storage tanks to not recover to a 75 percent capacity during an overnight period.
- 4) Reduction of City Lake to 50%

Upon verification of any or all of these trigger points, the implementation of the “Water Emergency Management” phase may begin.

## Enforcement

### Emergency Water Management enforcement

- 1) Warning – One warning will be given to customers not complying with the Emergency Water Management restrictions. This warning will be delivered in writing to the customer that appears on the application/contract for water service. Also, City of Portland personnel will verbally warn customers on site if customers are found on-sit.

- 2) Schedule of penalties – if a customer fails to comply with Emergency Water Management reductions after being issued a warning, a penalty of \$200 will be issued to the account of the offending customer for each day the customer is in violation.
- 3) Termination of service – If a customer fails to comply with the Emergency Water Management phase for more than two consecutive days, the customer's water service shall be terminated. Once payment for penalty has been received water service will be reinstated.
- 4) Personal participation by the customer in any such violation shall not be necessary to impose responsibility on the customer.

The goal of this phase is to bring water use demand to a level that is sustainable for an extended period of time under the present drought conditions. The "Water Emergency Management" phase calls for sacrifices by all users. It operates under the premise that rainfall is not likely to occur, and that extremely limited supplies must be reserved for supporting life and necessary sanitary uses. Human consumption shall be the primary, but not sole, utilization of available water resources. Hardship cases involving livestock, businesses, etc. shall be evaluated by the Director of Utilities as a first source, but may go to the DMG for further review if so approved by the Board of Alderman. This phase would likely correspond to conditions described as an exceptional drought by the US Drought Monitor.

### **Contact Division of Water Supply**

The Director of Utilities will notify the Division of Water Supply's Nashville Environmental Field Office Via telephone at 615-687-7000 within 24 hours of the City's determination that the Emergency Water Management Phase has been initiated.

### **Monitoring conditions**

The City will concentrate on increased monitoring of conditions. The City will continue monitoring distribution system operational changes, raw water level, water purchases from neighboring systems and focus on increased efforts to reduce consumption to preserve adequate levels of service. Also, call the drought management group together to review the DMP and evaluate next-step actions, prepare for the possible implementation of "Rationing", see (Limiting Factors and Critical Customers), if such action is deemed appropriate by the Director of Utilities.

### **Public Notification**

The public will be notified upon the implementation of any phase of the Drought Management Plan. Public notification may consist of news releases to the media, including but not limited to local newspapers, local radio, social media, regional television stations, print and printing on the water bills may be used to notify larger portions of the customer base.

In addition, City staff will be assigned to contact or visit major water users such as schools, golf courses, and commercial establishments to distribute information regarding the necessary reduction of water use during the various management phases outlined in the City's DMP. The City will attempt to have their Director of Utilities scheduled to speak at various civic clubs, schools and places of business, in order to both stress the need to reduce water use and the implementation of the phases outlined in the City's DMP.

### **Water Quality Issues**

During periods of drought it is common for the quality of source waters to be altered, due to increased likelihood of anaerobic conditions and algae growth. Often times, customer taste and odor complaints correspond to drought conditions.

It is the intent of the City to address taste and odor complaints to the greatest extent possible via the addition of sodium permanganate to the treatment process and increased flushing of water lines. However, under the "Water Emergency Management" phase, additional flushing will not be allowed, and priority shall be given to maintaining operation of the water system.

### **Limiting Factors and Critical Customers**

The limiting factor for providing water to the City's customers is the yield of the raw water sources. The sub-section "Priority Water Uses in Order of General Importance" in Section 2 of this Plan lists critical water usage categories in their order of importance. It is the intent of the City of Portland to follow this order of priority to the greatest extent possible during severe drought conditions.

## **SECTION 6 – IDENTIFY THE MANAGEMENT TEAM'S PURPOSE, STRUCTURE, ROLES AND FUNCTIONS**

### **Establish Management Team**

The City of Portland has designated the Director of Utilities to serve as the DMP Implementation Manager. He or she is ultimately responsible for the management of the water system. In addition, there will be a Drought Management Group (DMG) to assist the Director of Utilities in overseeing the implementation of the DMP. The names and contact information for DMG members is on file at the City Hall and is available to the public upon request. Terms of service shall generally be 3 years and staggered after initial DMG is established. However, individual members of the DMG may be reappointed at the end of their term, if they are willing to continue serving in such capacity. DMG members will be representative of the City's customer base and structured as follows:

- 1) A Member of the Board of Alderman;
- 2) City of Portland Director of Utilities;
- 3) City of Portland Engineer;
- 4) Chief Water Treatment Plant Operator;
- 5) **City of Portland Fire Chief;**
- 6) Two (2) commercial account representatives; and
- 7) Two (2) residential account representatives.

This management group will advise and assist the Director of Utilities in gathering information, assessing the situation, and then recommend, advise and ultimately approve the Director of Utilities' course of action. Once a "Drought Alert" has been initiated, the management group will be activated and will meet as often as required. The management group monitors water system conditions, including water demand, water supply, forecasted conditions, hydraulic conditions water quality issues, impacted communities, public notification, plan modifications, staffing, trigger points, and other issues related to the implementation of the plan, using information provided by the City's staff. In addition, the DMG and Director of Utilities must maintain a record of their actions, system conditions at the time management actions are taken, and document the effects of these actions. In closing, the drought management group and Director of Utilities must also determine and announce the step-down and/or deactivation of the Plan. This is particularly important since water rates are tied to the DMP, and customers have to know when rates go up and down.

## **SECTION 7 – REVIEW, EVALUATE, AND UPDATE THE DROUGHT MANGEMENT PLAN**

### **Periodic Review and Update the Drought Management Plan**

The Drought Management Plan was adopted by the City of Portland on February 10, 2011. Two (2) additional policies, in reference to the DMP, were also adopted on this date and are as follows:

- 1) A policy to review the DMP within 6 months after any phase of the Plan has been implemented. This policy will be referred to as the Activation Review Policy and will require a review of the procedures for activating the phases and their effectiveness. Upon completion of the review, the DMP will be updated as required.
- 2) A policy to review the Plan every 3 years. This policy will be referred to as the 3-Year Review Policy and will require the consideration of any new circumstances affecting water supply and/or demand that have occurred over this time period. Upon completion of the review, the DMP will be updated as required.

Updates to the Drought Management Plan will be made as necessary. The DMG has the authority to update the DMP at any time but is required at minimum to update the DMP at the times outlined in the Activation Review Policy and 3-Year Review Policy.

The Director of Utilities is the drought manager. The Director of Utilities/drought manager is responsible for making all reviews. He or she is also responsible for presenting the results of their reviews along with any recommendations for revisions or updates to the City's Board of Alderman for approval.

# APPENDIX A

## Three-Tier Rate Structure

| <u>Tier</u>     | <u>Rate Increase*</u> | <u>Occurrence</u>            |
|-----------------|-----------------------|------------------------------|
| 1 <sup>st</sup> | 5.0%                  | Voluntary Water Reductions   |
| 2 <sup>nd</sup> | 15.0%                 | Mandatory Water Restrictions |
| 3 <sup>rd</sup> | 25.0%                 | Emergency Water Management   |

**\*No rate increases shall occur to the minimum bill.**

RESOLUTION

City of Portland, Tennessee

No. 26 – 67

**A RESOLUTION TO APPROVE A SECOND BOAT RAMP AT THE PORTLAND CITY LAKE TO FACILITATE SAFETY AND EASE OF USE**

**WHEREAS**, the Portland City Lake is a popular amenity that regularly sees fishing boats, kayaks, and canoes; and

**WHEREAS**, the lake currently only has one boat ramp access and during busy times it creates congestion along the roadway therefore a second ramp is being proposed on the other side of the lake near the expanded parking area; and

**WHEREAS**, construction would take place under the current concrete contract with a projected estimate of \$25,000 and funding would be provided from the available cash reserves in water; and

**WHEREAS**, project scheduling would coordinate with water treatment plant operations for the best times and dates to perform the work:

**NOW THEREFORE BE IT RESOLVED** by the Mayor and Board of Aldermen of the City of Portland that a second boat ramp be constructed at the City lake with a projected cost of \$25,000 with funding to come from cash reserves in water.

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

\_\_\_\_\_  
Mike Callis, Mayor

\_\_\_\_\_  
Attest: Tracy Kizer, City Recorder

Approved this      day of