



**CITY OF PORTLAND
BOARD OF MAYOR AND ALDERMEN
AGENDA for March 18, 2024**

1. Call to Order

2. Prayer and Pledge

3. Roll Call

4. Approval of Agenda

5. Public Comment Period

In accordance with Tennessee Public Chapter No. 300, public comments are allowed when those comments are germane to actionable agenda items, except where otherwise prohibited; and the number of individuals speaking may be limited to ensure opposing viewpoints are fairly represented.

6. Communications from Council Members

7. Mayor's Report

8. Consent Calendar

A. Approval of Minutes - March 4, 2024

B. Department Reports

C. Ordinance No. 24-13 – Second Reading - An Ordinance to amend Ordinance Number 21-03 authorized positions for the City of Portland.

D. Ordinance No. 24-14 – Second Reading - An Ordinance to enter an agreement with Bobby Luttrell and Sons, LLC for the 12-inch waterline improvements along Highway 52W from Searcy Ln to Sandye Ave and along S Broadway (SR-109) from East Knight St to Village Dr.

E. Ordinance No. 24-15 –Second Reading - An Ordinance to authorize the Mayor to enter into a Developer's Agreement with Brimstone Builds, LLC on the Ricky Hartley Estates, located at 341 Woods Road in Portland, Tennessee, which will include the installation of an eight (8) inch water main along Woods Rd.

F. Ordinance No. 24-16 –Second Reading – An Ordinance to authorize the Mayor to enter into a Developer's Agreement with Stratton-Taylor Builders on the Harbin Sandye Avenue Development, which will include the installation of an eight (8) inch water main along West Market St and Sandye Avenue in Portland, Tennessee.

9. Community Development – Alderwoman Megann Thompson

10. Finance – Alderwoman Penny Barnes

11. Fire Department – Vice Mayor Jody McDowell

12. Human Resources – Alderwoman Penny Barnes

- A.** Ordinance No. 24-18 – First Reading – An Ordinance to accept the Comprehensive Compensation Study bid from Arthur J. Gallagher & Co. for the City of Portland, Tennessee.

13. Legislative – Mayor Mike Callis

- A.** Resolution No. 24-21 - A Resolution to adopt Guidelines for Public Comments during Public Meetings.

14. Municipal Airport – Alderman Mike Hall

15. Parks & Recreation – Alderman Brian Woodall

16. Planning & Codes – Alderwoman Megann Thompson

- A.** Discussion - Traffic Studies

17. Police Department – Alderman Drew Jennings

18. Public Works – Alderwoman LaToya Holcomb

- A.** Ordinance No. 24-17 – First Reading – An ordinance authorizing the acceptance of the best bid for the City of Portland Public Works/Stormwater Building, containing 4,950 square feet.
- B.** Discussion - Traffic Patterns

19. Utility Infrastructure – Alderman Brian Woodall

- A.** Ordinance No. 24-19 – First Reading - An Ordinance to enter into an agreement with Gresham Smith to provide engineering services for the City of Portland 2024 TGT Road Gas Line Improvements Project.
- B.** Ordinance No. 24-20 – First Reading - An Ordinance to rescind in its entirety ordinance 23-15 and replace with this Ordinance for water, sewer, natural gas, and Capacity Letter Maintenance Fees.
- C.** Resolution No. 24-22 - A Resolution rescinding and revising Resolution 23-43 to include all areas outside the city limits of Portland for issuing any new water capacity request.
- D.** Resolution No. 24-23 - A Resolution to rescind and replace in its entirety Resolution 23-79 authorizing the developer to pay-in-lieu of installing 105 linear feet of 12-inch water main for the entire length of their road frontage, along Highway 52W, for the Waffle House Development, located at 405 Highway 52W in Portland, Tennessee.
- E.** Resolution No. 24-24 - A Resolution to rescind and replace in its entirety Resolution 23-93 authorizing the developer to pay-in-lieu of installing 1,060 linear feet of 12-inch water main for the entire length of L&W Properties, GP, road frontage, along Highway 52W, from W Market Street to Sandye Ave in Portland, Tennessee

Adjournment



BOARD OF MAYOR AND ALDERMEN MINUTES

March 4, 2024 at 5:00 PM

1. Call to Order

Mayor Mike Callis called the meeting to order at 5:05 pm.

2. Prayer and Pledge

Mayor Mike Callis lead the prayer and pledge.

3. Roll Call

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

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

4. Approval of Agenda

Motion to: Amend the following:

Remove Item 17. Parks - ItemB. Ordinance 24-12

Move Item F. Discussion - City Lake from 20. Utilities to after 9. Consent Calendar

Move Item G. Discussion - WWTP from 20. Utilities to after 9. Consent Calendar

Add to 20. Utilities Item H. Discussion - Pause of Water Taps

By: Vice-Mayor McDowell

Second: Alderwoman Barnes

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

Motion Passed(voice vote)

5. Public Recognition

Request to speak by Thomas Dillard on Wage Assignments. No actionable item on the agenda. Request by Mr. Dillard to have the rules suspended to address the Board. No motion on the floor.

6. Public Hearing

A. Ordinance No. 24-10 – An Ordinance to amend the City of Portland, Tennessee Zoning Map by rezoning 120,126, and 128 Davis Street, from Heavy Commercial District to Industrial General.

- No one spoke.

7. Communications from Council Members

- Alderman Woodall reminded everyone of the Easter Egg Hunt on March 24th at 2pm in Richland Park.
- Alderman Woodall advised that the Richland Gym will be closed to the public for a couple more weeks due to renovation work.

8. Mayor's Report

- CEMC update - They have replaced 200 streetlights, changed policy, had crews come in before daylight, partnered with the City to report outages.
- Will be creating Public Comment Policy based on the recommendations from the Comptroller's Office.
- A non-profit donation policy will be created to bring to the Council.
- Gun locks were provided during SAVE training and will be handed out in the Business Office.
- The City had an emergency purchase related to the water main break on Highway 52E. A third party had to be brought in to assist with the repairs, at a cost of \$13,936.28.
- The Planning Commission deadlines have been moved up to insure the agenda can be posted in a timely manner.

- Currently working on a plan on when and how to use third party reviews.
- Update on the TDEC collective Water Pipeline Project - the right-away process is beginning and should have bids by the summer.
- The City continues to get requests for speed bumps on residential roads. The Mayor will be presenting available options at the next meeting.

9. Consent Calendar

Motion to: Approve

By: Alderman Jennings

Second: Alderwoman Thompson

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

Motion Passed(voice vote)

- A.** Minutes from February 5, 2024 - Work Study Meeting
- B.** Minutes from February 5, 2024 - City Council Meeting
- C.** Resolution No. 24-17 - A Resolution to re-appoint Portland's City Historian, Nathan Shadowens.
- D.** Resolution No. 24-18 - A Resolution to re-appoint one existing member, Gail Gentry, to the Portland Municipal Board of Appeals.
- E.** Ordinance No. 24-11 – Second Reading - An Ordinance to authorize the Mayor to enter into a Developer's Agreement with Jackson-Reed Properties, LLC on the North Harris Lane sewer extension, which will include the installation of sewer improvements, located at North Harris Lane in Portland, Tennessee.

10. Utility Infrastructure - Alderman Brian Woodall

- A.** Discussion - City Lake - Greg from OHM reported about the lake dam.
 - Erosion was found under the concrete spillway.
 - Looking at temporary repairs to stop the erosion.
 - A recommendation was made to keep the lake levels below this failure.
 - They continue to check the lake flows coming into and out of the lake.
- B.** Discussion - Wastewater Treatment Plant - Bryant with Health Coat and Davis reported on the Wastewater Treatment Plant.
 - WWTP is over 50% complete.
 - Anticipate to be under original projected cost.
 - On schedule to be substantially complete by the first of November.
 - A change order with additional working dates should be presented soon.
 - When complete, the discharge permit will go from the current 3.8 MGD to 5.6 MGD/day.
 - All the concrete is complete, and the only delay could be if equipment is not delivered on time.

11. Community Development – Alderwoman Megann Thompson - No Items

12. Finance – Alderwoman Penny Barnes

- A.** Resolution No. 24-19 - A Resolution pursuant to authority granted by Section 6-54-111 of the Tennessee Code Annotated and in accordance with Section 0380-3-7-02 of the Official Compilation Rules and regulations of the State of Tennessee which authorizes appropriations for financial aid for Nonprofit Charitable Organizations whose services benefit the general welfare of the residents of this municipality.

Motion to: Approve

By: Alderwoman Barnes

Second: Alderman Woodall

Discussion: Alderman Woodall reported this was the recommendation from the Ad Hoc Committee. It leaves \$1800 below budget.

Alderwoman Thompson advised the committee worked with Rachel Slusser to determine if they were non-profit and were a benefit to the citizens of Portland.

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

Motion Passed(voice vote)

13. Fire Department – Vice Mayor Jody McDowell

- A.** Ordinance No. 24-13 – First Reading - An Ordinance to amend Ordinance Number 21-03 authorized positions for the City of Portland.

Motion to: Approve

By: Vice-Mayor McDowell

Second: Alderman Woodall

Discussion: Mayor Callis advised this was a name change only, to be uniform with other Fire departments.

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

Motion Passed(voice vote)

14. Human Resources – Alderwoman Penny Barnes

- A.** Discussion - Wage Study

- Hazel Johnson distributed the three proposals.
- A discussion was held about the cost differences and company references.
- The Council asked if Ms. Johnson had a recommendation. She said she was familiar with Gallagher and not the other two companies.
- Mayor Callis advised the two proposals over \$60,000 would require an Ordinance with two Council readings.
- Alderman Woodall commented he wanted better quality instead of rushing the process.
- It was determined the timeline, including ordinance readings and contract signing, would be four to five months to complete.
- A discussion was held about whether the Council is committed to implementing the recommendations.
- It was determined that the study would not be completed in time for 2023-24 FY Budget, so it would be used for 2024-25 FY Budget.
- Mayor Callis reported they would have an Ordinance ready for the next Council Meeting.

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 – Alderwoman Megann Thompson

- A.** Ordinance No. 24-10 – Second Reading - An Ordinance to amend the City of Portland, Tennessee Zoning Map by rezoning 120,126, and 128 Davis Street, from Heavy Commercial District to Industrial General.

Motion to: Approve

By: Alderwoman Thompson

Second: Alderwoman Barnes

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

Motion Passed(voice vote)

- B.** Ordinance No. 24-12 - First Reading - An Ordinance to amend the City of Portland, Tennessee zoning map by rezoning 523 West Market Street, from RS-20 (single family residential) to R-15 (low density residential).
Removed from Agenda

19. Police Department – Alderman Drew Jennings

- No Items

20. Public Works – Alderwoman LaToya Holcomb

- No Items

21. Utility Infrastructure – Alderman Brian Woodall

- A.** Ordinance No. 24-14 – First Reading - An Ordinance to enter an agreement with Bobby Luttrell and Sons, LLC for the 12-inch waterline improvements along Highway 52W from Searcy Ln to Sandye Ave and along S Broadway (SR-109) from East Knight St to Village Dr.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Barnes

Discussion: Mayor Callis advised the cost was estimated, and the second reading would have updates on the cost.

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

Motion Passed(voice vote)

- B.** Ordinance No. 24-15 – First Reading - An Ordinance to authorize the Mayor to enter into a Developer's Agreement with Brimstone Builds, LLC on the Ricky Hartley Estates, located at 341 Woods Road in Portland, Tennessee, which will include the installation of an eight (8) inch water main along Woods Rd.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Holcomb

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

Motion Passed(voice vote)

- C.** Ordinance No. 24-16 – First Reading – An Ordinance to authorize the Mayor to enter into a Developer's Agreement with Stratton-Taylor Builders on the Harbin Sandye Avenue Development, which will include the installation of an eight (8) inch water main along West Market St and Sandye Avenue in Portland, Tennessee.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Barnes

Discussion: Mayor Callis reported that this property's plat showed that sewer was available.
There is not a sewer line there, so the City is required to install and pay for sewer lines.

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

Motion Passed(voice vote)

- Mayor Callis reported he had received a list of mapped plats of less than five acres inside the City limits, with no dwelling.
- Work has begun to add what available utilities are listed on the mapped plat and what utility lines are run on the property.

- D.** Resolution No. 24-20 –A Resolution to approve final adjusting change order #1 for the Underground Storage Tank Closure Project with EnSafe, Inc. at the Water Treatment Plant.

Motion to: Approve

By: Alderman Woodall

Second: Alderwoman Barnes

Discussion: Mayor Callis advised there is no cost adjustment, just closing out the project.

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

Motion Passed (voice vote)

E. Discussion - Water Treatment Plant Production

- Mayor Callis distributed information about water usage related outside the city limits.
- Kristi Gibbs prepared a three-month average between restaurants and homes.

F. Discussion - City Lake by OHM

Moved to after the Consent Calendar.

G. Discussion - Wastewater Treatment Plant by Hethcoat Davis

Moved to after the Consent Calendar.

H. Discussion - Deferred Resolution - Outside City limits water capacity limits. The Resolution to pause issuing water taps outside city limits.

- Fees are being reviewed
- Mayor Callis reviewed the language changes.
- MTAS recommended not taking deposits for water taps.
- Mayor Callis hopes to bring it to the next meeting in the form of an Ordinance with a fee schedule.

Adjournment

Motion to Adjourn by Alderman Hall; Second by Vice-Mayor McDowell;

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



CITY OF PORTLAND, TENNESSEE

OFFICE OF ECONOMIC & COMMUNITY DEVELOPMENT

DENISE GEMINDEN, DIRECTOR

JANUARY, 2024

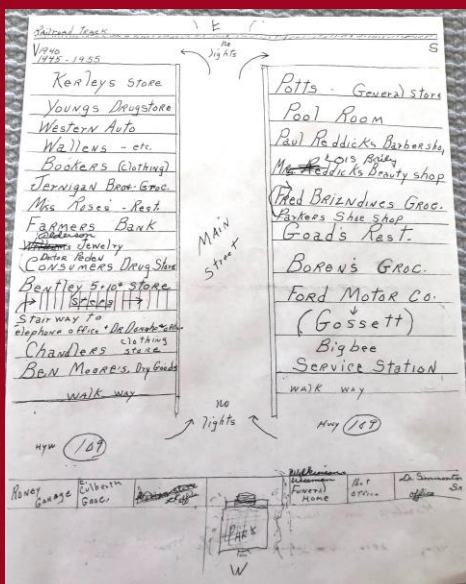


Panel discussion of the pros and cons of retail locators at the Preserving Portland Public Meeting.



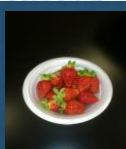
TCAT Portland now provides day and night classes for Welding. Nursing, Cosmetology and Construction Classes have also been added to IT, Advanced Manufacturing and Tool and Die Classes.
For More Information Call: 615/325-5575

www.templetheatretn.com
for Upcoming
Shows and Events



Above is Mrs. Lila Brewer's hand drawn map of business owners on Main Street approximately 1945-1955. Notice there are three grocery stores and no vacancies.
Thanks to Kenneth Brewer for offering this.

- Provided Portland's Joint Economic and Community Development's dual capacity and interlocal agreement to Sumner County.
- Provided updated information to Middle Tennessee Industrial Development Association's community profile for the 2024 Data Sheets.
- Attended the Forward Sumner Economic Development Partnership meeting on Friday, January 26th.
- Updated the City of Portland's Systems Award Management (SAM) federal file for this year on January 31st. Notified employees whose names are on file of the renewal status.
- Forwarded a request from a new locator for a ribbon cutting/announcement to the Chamber of Commerce.
- Reviewed and offered correction to the "Public Infrastructure Needs" Inventory to Greater Nashville Regional Council.
- Provided "Community Profile Comparisons" for several communities and Portland to the Mayor & Council in January.



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



January 2024

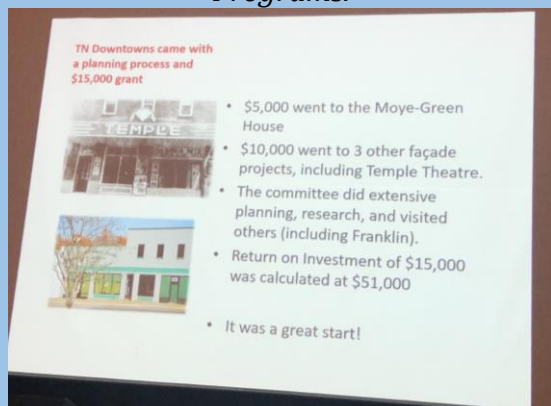
**Commemorative Engraved Bricks are available from
the Preservation Foundation.
Please help us pave the Way!
For more information visit our website
templetheatretn.com**



*Paul Degges listens intently to a presentation
provided by Representative John Rose at the Forward
Summer Luncheon in January.*



*Nancy Williams presented slides depicting
Portland's Downtown Development and
participation with the Certified Downtown
Programs.*



DOWNTOWN, DOWNTOWN, DOWNTOWN



*The Portland Preservation
Foundation and the Certified
Downtown Committee met in
January.*



***Help Pave the Way
Thank you for
supporting the Temple Theatre Restoration***

- Provided community data to a Quick Service Restaurant including maps, traffic counts and incomes.
- Sent reminders and attended Preserving Portland's second public meeting to receive public input for the Comprehensive Plan being prepared by Greater Nashville Regional Council. Honored to see Nancy Williams, our mentor with our Downtown Certification process back in Portland once again.
- Provided the Temple Theatre information as an update to the TN Three-Star and TN Arts Commission website.



*Sometimes we fail to realize the importance of our airport.
Here a local business -owner and investor takes advantage of
the convenience of the airport.*



Slides provided by GNRC proving emerging themes.



SUSTAINING EXISTING ECONOMIC DEVELOPMENT

- The Industrial Listing was updated this month including changes to Human Resource and Plant Managers, etc.
- Presented the Economic & Community Development 5-year plan.
- Renewed annual International Council of Shopping Center registration.
- Communication was initiated with new business locators.
- Learned the Puritan property at Exit 117 inside the city limits of Orlinda would be back on the market soon. Secured utility mapping and utility fees and forwarded to the industrial realtors representing this property.
- Researched property on Vaughn Parkway and provided the history of the abatement.
- Uploaded data to the Wage/Benefit Survey this month from respondents.
- Forwarded questions from an existing industry with growth plans to the attorneys for the IDB.
- Followed through with a call from Placer AI to learn how they use their data to assist communities in retail recruitment.
- Forwarded a Save the Date for the Water Quality Presentation to be held in February to the industrial contact data base.
- Responded to TVA's questions regarding Project Mockingbird.
- Attended pre-application meetings as necessary in January.
- Hosted TVA representative and our newly appointed Economic & Community Development Business Representative with a tour of the industrial parks providing updates on potential expansions on January 23rd.
- Provided resolutions for the appointment/reappointments of five members to the Industrial Development Board.
- Provided records to Planning to explain "Automotive Way" as a city owned road.

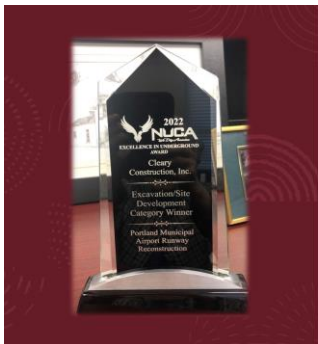


**Spending money in Portland, Tennessee brings my money back to me ~
Half of our sales tax dollars support our Sumner County Schools.**

January 2024

Portland Municipal Airport

- Billed the ground lease payments in January with a copy to the finance office.
- Submitted Pay Request #6 for the Airport Land Acquisition Project.
- Secured the close-out reports, federal forms, and certified payrolls to provide to the auditors for the Runway Resurfacing Project.
- Provided the grant allocations spreadsheet to finance as prepared by the Airport Director.
- Distributed the Cleary Construction NUCA Award for the Portland Airport Runway Resurfacing Project.
- Provided a resolution to re-appoint Jeff Collins to the Airport Authority.



**Cleary Construction
won the 2022 NUCA**
* National Utility Contractors Association
**Excellence in Underground
Award in the
Excavation and Site
Development
Category**

*For the Portland Municipal Airport Runway
Reconstruction Project*

*Representing the best of the best with a job
illustrating the highest quality of work the
industry has to offer.*



***Thank you for your continued support of
The Portland Municipal Airport***



www.cityofportlandtn.gov

Portland Building Codes Department
February 2024 Monthly Report

<u>PERMIT TYPE</u>	<u>No. of Permits</u>	<u>Amount</u>
Use & Occupancy Permits	1	\$ 35.00
Swimming Pool	2	\$ 220.00
Plumbing	1	\$ 60.00
Mechanical	3	\$ 209.00
Stand Alone Building	-NA-	\$ -NA-
Residential Building	1	\$ 1,240.20
Fire Alarm / Fire Suppression	-NA-	\$ -NA-
Commercial/Industrial	1	\$ 505.00
Plan Review	2	\$ 286.32
Demolition	-NA-	\$ -NA-
Fire Works	-NA-	\$ -NA-
Moving	-NA-	\$ -NA-
TOTAL ALL PERMIT FEES	11	\$ 2,555.52
PORTLAND IMPACT FEE – PARKS		\$ 597.00
PORTLAND IMPACT FEE – POLICE		\$ 316.00
PORTLAND IMPACT FEE – FIRE		\$ 722.00
TOTAL – PORTLAND IMPACT FEES		\$ 1,635.00
GRAND TOTAL		\$ 4,190.52

Portland Building Codes Department
January 2024 Monthly Report

<u>PERMIT TYPE</u>	<u>No. of Permits</u>	<u>Amount</u>
Use & Occupancy Permits	1	\$ 35.00
Swimming Pool	-NA-	\$ -NA-
Plumbing	3	\$ 359.00
Mechanical	2	\$ 321.40
Stand Alone Building	3	\$ 1,083.93
Residential Building	1	\$ 1,469.17
Fire Alarm / Fire Suppression	-NA-	\$ -NA-
Commercial/Industrial	-NA-	\$ -NA-
Plan Review	3	\$ 181.48
Demolition	-NA-	\$ -NA-
Fire Works	-NA-	\$ -NA-
Moving	-NA-	\$ -NA-
TOTAL ALL PERMIT FEES	13	\$ 3,449.98
PORTLAND IMPACT FEE – PARKS		\$ 358.00
PORTLAND IMPACT FEE – POLICE		\$ 189.00
PORTLAND IMPACT FEE – FIRE		\$ 432.00
TOTAL – PORTLAND IMPACT FEES		\$ 979.00
GRAND TOTAL		\$ 4,428.98



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

*As of January 31, 2024
Fiscal Year has elapsed - 59%*

	Amount	Unspent Committed Funds
GO Bond 2020	\$3,921,537	\$2,622,837
W/S Bond 2020	\$18,238,174	\$4,561,616

	1/31/2024	Board Passed Budget	% of Budget
GENERAL FUND			
Revenue			
Taxes & Licenses	5,137,996	9,052,000	56.8%
Planning & Codes	455,043	675,750	67.3%
Intergovernmental	1,122,982	2,354,000	47.7%
Miscellaneous	16,758	29,600	56.6%
Court	74,431	152,500	48.8%
Other Revenues	427,941	157,300	272.1%
Loan Proceeds - Other Fin Source	874,383	900,000	97.2%
Grants & Special Projects	322,004	0	0.0%
TOTAL	8,431,538	13,321,150	63.3%
Expense			
General Government	1,487,752	1,975,061	75.3%
Administrative & Mayor	244,240	383,083	63.8%
Human Resources	68,170	120,726	56.5%
Planning & Zoning	187,982	324,945	57.9%
Codes	81,556	151,955	53.7%
Court	49,228	93,160	52.8%
Police	2,622,197	4,429,397	59.2%
Fire	2,407,220	3,468,260	69.4%
Streets & Highways	773,792	1,284,002	60.3%
City Garage	118,210	150,637	78.5%
State Street Aid	96,451	650,000	14.8%
Animal Control	51,275	69,600	73.7%
Grants & Special Projects	104,432	1,820,000	5.7%
Swimming Pool	0	0	0.0%
Parks & Recreation	647,035	949,920	68.1%
Community Development	70,663	125,402	56.3%
TOTAL	\$9,010,202	\$15,996,148	56.3%

WATER & SEWER		Board Passed		
		1/31/2024	Budget	% of Budget
Revenue				
	Revenue	6,621,152	9,792,000	67.6%
	TOTAL	6,621,152	9,792,000	67.6%
Expense				
	Water Plant	883,778	1,756,238	50.3%
	Water Distribution System	1,195,298	2,819,389	42.4%
	Grants & Projects	6,141,161	8,787,000	69.9%
	Sewer Collection	769,716	2,108,296	36.5%
	Sewer Plant	945,513	2,759,151	34.3%
	Business Office	250,991	476,334	52.7%
	Utility Administration	396,635	702,941	56.4%
	TOTAL w/ Bond	10,583,093	19,409,349	54.5%
AIRPORT FUND		Board Passed		
		1/31/2024	Budget	% of Budget
Revenue		\$2,473,347	\$368,000	672.1%
Expense		\$331,487	\$367,839	90.1%
DRUG FUND		Board Passed		
		1/31/2024	Budget	% of Budget
Revenue		\$5,204	\$4,000	130.1%
Expense		\$36,570	\$43,000	85.0%
STORMWATER		Board Passed		
		1/31/2024	Budget	% of Budget
Revenue		\$532,108	\$815,000	65.3%
Expense		\$613,281	\$1,201,659	51.0%
SOLID WASTE		Board Passed		
		1/31/2024	Budget	% of Budget
Revenue		\$836,934	\$1,355,603	61.7%
Expense		\$685,826	\$1,312,620	52.2%
GOLF COURSE		Board Passed		
		1/31/2024	Budget	% of Budget
Revenue		\$303,759	\$569,400	53.3%
Expense		\$334,428	\$563,713	59.3%

		Board Passed		
		1/31/2024	Budget	% of Budget
IMPACT FEES				
Revenue				
	Parks	26,114	20,000	130.6%
	Police	16,165	15,000	107.8%
	Fire	36,507	7,500	486.8%
	Interest	15,162	0	
	TOTAL	\$93,948	\$42,500	221.1%
Expense				
	Parks	63,988	65,000	98.4%
	Police	21,170	0	
	Fire	104,664	76,000	137.7%
	TOTAL	\$189,822	\$141,000	134.6%
DEBT SERVICE - GENERAL FUND				
Revenue	Transfer from General Fund	\$719,229	\$719,229	100.0%
Expense		\$168,157	\$719,229	23.4%
GAS				
Revenue		2,772,121	5,881,000	47.1%
Expense		2,418,001	6,770,369	35.7%

Rachel Slusser, CMFO



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

*As of February 29, 2024
Fiscal Year has elapsed - 67%*

	Amount	Unspent Committed Funds
GO Bond 2020	\$3,921,537	\$2,622,837
W/S Bond 2020	\$18,238,174	\$4,561,616

	2/29/2024	Board Passed Budget	% of Budget
GENERAL FUND			
Revenue			
Taxes & Licenses	7,340,049	9,052,000	81.1%
Planning & Codes	459,048	675,750	67.9%
Intergovernmental	1,352,671	2,354,000	57.5%
Miscellaneous	20,293	29,600	68.6%
Court	81,879	152,500	53.7%
Other Revenues	431,101	157,300	274.1%
Loan Proceeds - Other Fin Source	874,383	900,000	97.2%
Grants & Special Projects	551,301	0	0.0%
TOTAL	11,110,723	13,321,150	83.4%
Expense			
General Government	1,569,559	1,985,761	79.0%
Administrative & Mayor	270,218	383,083	70.5%
Human Resources	75,194	120,726	62.3%
Planning & Zoning	207,155	324,945	63.8%
Codes	92,176	151,955	60.7%
Court	55,295	93,160	59.4%
Police	2,941,436	4,549,397	64.7%
Fire	2,645,829	3,468,260	76.3%
Streets & Highways	868,462	1,304,002	66.6%
City Garage	131,104	150,637	87.0%
State Street Aid	226,585	650,000	34.9%
Animal Control	57,126	69,600	82.1%
Grants & Special Projects	362,175	1,820,000	19.9%
Swimming Pool	0	0	0.0%
Parks & Recreation	721,812	949,920	76.0%
Community Development	79,445	125,402	63.4%
TOTAL	\$10,303,569	\$16,146,848	63.8%

WATER & SEWER		2/29/2024	Board Passed Budget	% of Budget
Revenue				
	Revenue	7,477,763	9,792,000	76.4%
	TOTAL	7,477,763	9,792,000	76.4%
Expense				
	Water Plant	994,804	1,756,238	56.6%
	Water Distribution System	1,501,236	2,950,089	50.9%
	Grants & Projects	6,226,971	8,787,000	70.9%
	Sewer Collection	872,012	2,178,896	40.0%
	Sewer Plant	1,043,733	2,759,151	37.8%
	Business Office	288,191	476,334	60.5%
	Utility Administration	455,511	702,941	64.8%
	TOTAL w/ Bond	11,382,459	19,610,649	58.0%

		2/29/2024	Board Passed Budget	% of Budget
AIRPORT FUND				
Revenue		\$2,506,823	\$368,000	681.2%
Expense		\$405,765	\$367,839	110.3%

DRUG FUND				
Revenue		\$5,604	\$4,000	140.1%
Expense		\$36,570	\$43,000	85.0%

STORMWATER				
Revenue		\$659,558	\$815,000	80.9%
Expense		\$673,505	\$1,201,659	56.0%

SOLID WASTE				
Revenue		\$958,097	\$1,355,603	70.7%
Expense		\$768,308	\$1,312,620	58.5%

GOLF COURSE				
Revenue		\$342,420	\$569,400	60.1%
Expense		\$367,369	\$563,713	65.2%

		2/29/2024	Board Passed Budget	% of Budget
IMPACT FEES				
Revenue				
	Parks	26,711	20,000	133.6%
	Police	16,165	15,000	107.8%
	Fire	37,229	7,500	496.4%
	Interest	15,162	0	
	TOTAL	\$95,267	\$42,500	224.2%
Expense				
	Parks	63,988	65,000	98.4%
	Police	21,170	22,000	96.2%
	Fire	136,596	136,000	100.4%
	TOTAL	\$221,754	\$223,000	99.4%
DEBT SERVICE - GENERAL FUND				
Revenue	Transfer from General Fund	\$719,229	\$719,229	100.0%
Expense		\$168,157	\$719,229	23.4%
GAS				
Revenue		3,864,309	5,881,000	65.7%
Expense		3,218,437	6,821,369	47.2%

Rachel Slusser, CMFO

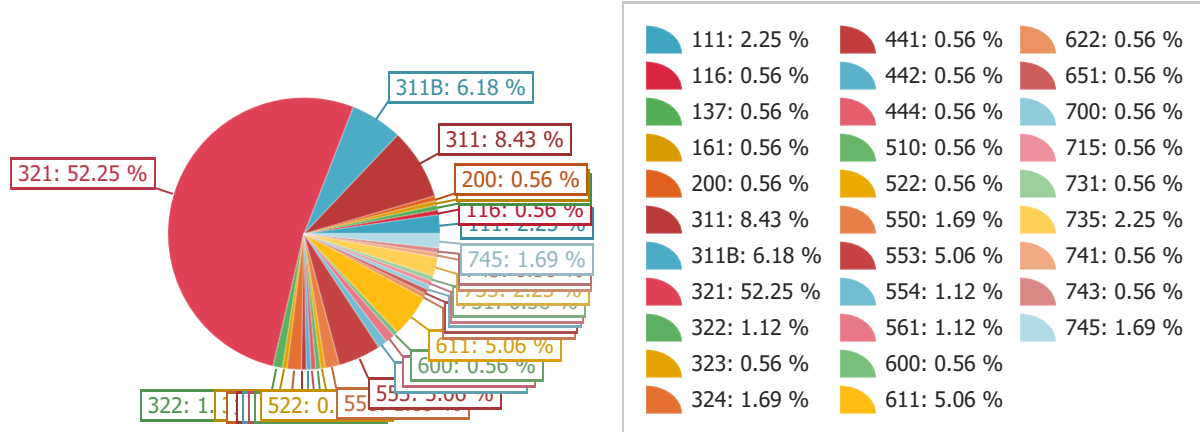


Portland Fire Department

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



Incident Reports By Incident Type, Summary



Incident Type	Total Incidents	Percent
111 - Building fire	4	2.25%
116 - Fuel burner/boiler malfunction, fire confined	1	0.56%
137 - Camper or recreational vehicle (RV) fire	1	0.56%
161 - Outside storage fire	1	0.56%
200 - Overpressure rupture, explosion, overhear other	1	0.56%
311 - Medical assist, assist EMS crew	15	8.43%
311B - Public Assist	11	6.18%
321 - EMS call, excluding vehicle accident with injury	93	52.25%
322 - Motor vehicle accident with injuries	2	1.12%
323 - Motor vehicle/pedestrian accident (MV Ped)	1	0.56%
324 - Motor vehicle accident with no injuries.	3	1.69%
441 - Heat from short circuit (wiring), defective/worn	1	0.56%
442 - Overheated motor	1	0.56%
444 - Power line down	1	0.56%
510 - Person in distress, other	1	0.56%
522 - Water or steam leak	1	0.56%
550 - Public service assistance, other	3	1.69%

Incident Type	Total Incidents	Percent
553 - Public service	9	5.06%
554 - Assist invalid	2	1.12%
561 - Unauthorized burning	2	1.12%
600 - Good intent call, other	1	0.56%
611 - Dispatched & canceled en route	9	5.06%
622 - No incident found on arrival at dispatch address	1	0.56%
651 - Smoke scare, odor of smoke	1	0.56%
700 - False alarm or false call, other	1	0.56%
715 - Local alarm system, malicious false alarm	1	0.56%
731 - Sprinkler activation due to malfunction	1	0.56%
735 - Alarm system sounded due to malfunction	4	2.25%
741 - Sprinkler activation, no fire - unintentional	1	0.56%
743 - Smoke detector activation, no fire - unintentional	1	0.56%
745 - Alarm system activation, no fire - unintentional	3	1.69%

Total Number of Incidents: 178

Total Number of Incident Types: 31

Incident Type

Total Incidents

Percent

Report Filter Settings

Report File Name: Incident Reports by Incident Type, Summary

Filter Name: Last Calendar Month

Filter Expression: [AlarmDateTime] is between '1/1/2024 12:00:00 AM' and '1/31/2024 11:59:59 PM'

Portland Fire Department
Comp Time Report
January 2024

The following is the amount of overtime hours that have been converted to comp time as well as the monetary value of the comp time. In addition the column will give the reason for the additional overtime. An explanation of each column is as follows:

- Pay Period Ending: This will be the Sunday that the City of Portland's weekly pay period ends on.
- Fill-In Overtime Comped: This is the overtime that has been earned by filling in a position when a person is off. On January 1, 2024, when we went to 9 personnel per shift, we allow 1 person off and do not fill in that position. When any additional personnel are off on that shift we do back fill those position(s).
- Training Overtime Comped: This is hours earned by attending training that has been approved and the individual has elected to comp the training hours.
- Call Backs Comped: This is the time earned that they have elected to comp when the member has chosen to come back in for a emergency call that requires either additional personnel at the scene or to back fill the station while on duty personnel are at an emergency scene.
- Fill-in Hours Not Back Filled: This is the hours that prior to Jan. 1, 2024 we would have back filled and the value has been calculated by the average overtime rate of the department. Prior to 1/1/2024 we would have back filled 7 P.M. – 7 A.M. Monday through Friday and the entire shift on Saturday and Sunday.

The month of January we conducted a 3-day new hire class that involved 5 new hires that had started in the last 3 months and 2 shift supervisors teaching the class. At the end of the month, we had 6 personnel that did not have their medical license attend the EMR course which was taught by 2 of our other personnel who are certified instructors. This is the reason for the increased training time during January.

Pay period ending	Fill-in Overtime Comped		Training OT Comped		Call Backs Comped		Fill-in Hours Not Back Filled	
	Hours	Vale	Hours	Value	Hours	Value	Hours	Value (\$24.61/hr)
1/7/2024	7	\$ 162.86	40	\$ 991.70	-	\$ -	84	\$ 2,067.24
1/14/2024	14	\$ 343.77	-	\$ -	-	\$ -	108	\$ 2,657.88
1/21/2024	-	\$ -	-	\$ -	-	\$ -	24	\$ 590.64
1/28/2024	-	\$ -	222	\$ 4,915.99	-	\$ -	96	\$ 2,362.56

The month of January had a total of 283 overtime hours converted to comp time with a value of \$6,414.32. By not back filling when someone takes off we saved approximately \$7,678.32.

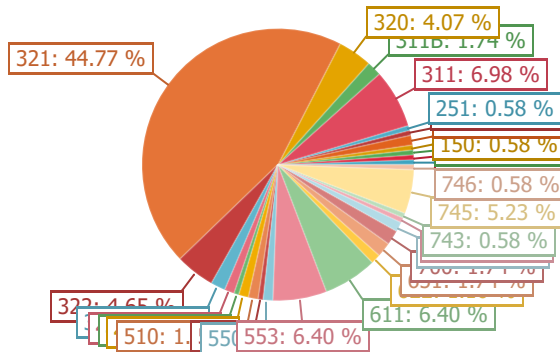


Portland Fire Department

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



Incident Reports By Incident Type, Summary



111: 0.58 %	322: 4.65 %	651: 1.74 %
142: 0.58 %	324: 1.74 %	700: 1.74 %
143: 0.58 %	412: 1.16 %	735: 1.16 %
150: 0.58 %	413: 0.58 %	740: 0.58 %
151: 1.16 %	444: 1.16 %	743: 0.58 %
153: 0.58 %	510: 1.16 %	745: 5.23 %
251: 0.58 %	520: 0.58 %	746: 0.58 %
311: 6.98 %	550: 1.16 %	
311B: 1.74 %	553: 6.40 %	
320: 4.07 %	611: 6.40 %	
321: 44.77 %	622: 1.16 %	

Incident Type

Total Incidents

Percent

111 - Building fire	1	0.58%
142 - Brush or brush-and-grass mixture fire	1	0.58%
143 - Grass fire	1	0.58%
150 - Outside rubbish fire, other	1	0.58%
151 - Outside rubbish, trash or waste fire	2	1.16%
153 - Construction or demolition landfill fire	1	0.58%
251 - Excessive heat, scorch burns with no ignition	1	0.58%
311 - Medical assist, assist EMS crew	12	6.98%
311B - Public Assist	3	1.74%
320 - Emergency medical service incident, other	7	4.07%
321 - EMS call, excluding vehicle accident with injury	77	44.77%
322 - Motor vehicle accident with injuries	8	4.65%
324 - Motor vehicle accident with no injuries.	3	1.74%
412 - Gas leak (natural gas or LPG)	2	1.16%
413 - Oil or other combustible liquid spill	1	0.58%
444 - Power line down	2	1.16%
510 - Person in distress, other	2	1.16%

March 04, 2024 10:00

Page 1 of 3

Incident Type	Total Incidents	Percent
520 - Water problem, other	1	0.58%
550 - Public service assistance, other	2	1.16%
553 - Public service	11	6.40%
611 - Dispatched & canceled en route	11	6.40%
622 - No incident found on arrival at dispatch address	2	1.16%
651 - Smoke scare, odor of smoke	3	1.74%
700 - False alarm or false call, other	3	1.74%
735 - Alarm system sounded due to malfunction	2	1.16%
740 - Unintentional transmission of alarm, other	1	0.58%
743 - Smoke detector activation, no fire - unintentional	1	0.58%
745 - Alarm system activation, no fire - unintentional	9	5.23%
746 - Carbon monoxide detector activation, no CO	1	0.58%
Total Number of Incidents:		172
Total Number of Incident Types:		29

Incident Type

Total Incidents

Percent

Report Filter Settings

Report File Name: Incident Reports by Incident Type, Summary

Filter Name: Last Calendar Month

Filter Expression: [AlarmDateTime] is between '2/1/2024 12:00:00 AM' and '2/29/2024 11:59:59 PM'

Portland Fire Department
Comp Time Report
February 2024

The following is the amount of overtime hours that have been converted to comp time as well as the monetary value of the comp time. In addition the column will give the reason for the additional overtime. An explanation of each column is as follows:

- Pay Period Ending: This will be the Sunday that the City of Portland's weekly pay period ends on.
- Fill-In Overtime Comped: This is the overtime that has been earned by filling in a position when a person is off. On January 1, 2024, when we went to 9 personnel per shift, we allow 1 person off and do not fill in that position. When any additional personnel are off on that shift we do back fill those position(s).
- Training Overtime Comped: This is hours earned by attending training that has been approved and the individual has elected to comp the training hours.
- Call Backs Comped: This is the time earned that they have elected to comp when the member has chosen to come back in for a emergency call that requires either additional personnel at the scene or to back fill the station while on duty personnel are at an emergency scene.
- Fill-in Hours Not Back Filled: This is the hours that prior to Jan. 1, 2024 we would have back filled and the value has been calculated by the average overtime rate of the department. Prior to 1/1/2024 we would have back filled 7 P.M. – 7 A.M. Monday through Friday and the entire shift on Saturday and Sunday.

The month of February we had 6 personnel that did not have their medical license attend the 2nd week of EMR which was taught by 2 of our other personnel who are certified instructors. We also had 10 members attend refresher courses for their level of medical license taught at station 1 by Vol. State Comm. College instructors. This is the reason for the training time during February.

Pay period ending	Fill-in Overtime Comped		Training OT Comped		Call Backs Comped		Fill-in Hours Not Back Filled	
	Hours	Vale	Hours	Value	Hours	Value	Hours	Value (\$24.61/hr)
2/4/2024	36	\$ 919.08	205	\$ 4,558.52	2	\$ 51.65	96	\$ 2,362.56
2/11/2024	45	\$ 1,201.50	56.5	\$ 1,391.06	-	\$ -	96	\$ 2,362.56
2/18/2024	12	\$ 279.18	16	\$ 41.12	-	\$ -	96	\$ 2,506.56
2/25/2024	-	\$ -	-	\$ -	3	\$ 59.00	84	\$ 2,193.24

The month of February had a total of 375.5 overtime hours converted to comp time with a value of \$8501.11. By not back filling when someone takes off, we saved approximately \$9,424.92.

Human Resources Monthly Report January 2024

New Hire Orientations	December	YTD
Full-Time	3	3
Re-Hires	0	3
Part-Time	3	3
Retirements	0	0
Severances		
• Voluntary	1	1
• Involuntary	0	0
Workers Comp Claims	2	2
Current posted positions	5	

Human Resources Monthly Report February 2024

New Hire Orientations	February	YTD
Full-Time	4	7
Re-Hires	0	0
Part-Time	0	3
Retirements	0	0
Severances		
• Voluntary	3	4
• Involuntary	0	0
Workers Comp Claims	0	2
Current posted positions	5	



Monthly Report / January-February 2024
Jamie White, Parks Director
Tammy Groves, Assistant Parks Director
Trent Stephens, Park Maintenance Supervisor
Marty Bullington, Golf Course Manager

Civic Club

Portland Youth Football League	Off Season
Portland Soccer Club	Sign-ups
Dixie Youth Baseball	Sign-ups

Parks and Recreation Programs and Events

Maintenance Staff cleared out the old bushes and trees at the War Memorial at Richland Park. Staff will start back on this project in late April or early May. Staff will have to pull off to begin work on baseball and soccer fields for upcoming spring seasons.

Work has started on replacing the windows at Richland Gym. The bottom of the windows on the north and south walls will have new block on the inside and brick on the outside.

Bid package has been posted to receive bids on painting the interior of Richland Gym.

We are having the roof and cutters inspected at Richland Gym to see what condition they are in. We know of some cutter problems that exist.

Golf Course greens aerification is set for the first week in March.

Maintenance staff are prepping athletic fields for the spring season. Put field conditioner on baseball fields.

Easter Egg Hunt is set for Sunday March 24 at Richland Park Soccer Fields starting at 2:00 pm.



January 2024

<u>Category</u>	<u>Items Sold</u>	<u>Total Sales</u>
Daily Rounds	88	\$1,980.00
Cart Rentals	6	\$30.00
Concessions	44	\$72.00
Pro Shop	9	\$784.00
Total:		\$2,866.00

February 2024

<u>Category</u>	<u>Items Sold</u>	<u>Total Sales</u>
Annual Memberships	21	\$25,050.00
Daily Rentals	446	\$11,335.00
Cart Rentals	68	\$340.00
Concessions	255	\$451.00
Pro Shop	75	\$3,995.28
Shed Rentals	1	\$300.00
Total:		\$41,471.28

PORTLAND POLICE DEPARTMENT MONTHLY REPORT

1/1/2024 TO 1/30/2024

CID ACTIVITY					
Cases Assigned	20	Interviews Conducted	97	Asset Forfeitures	0
Cases Closed	0	Monitored Interviews	0	DCS/AOA	31
Cases Cleared	21	Search Warrants	21	Knock and Talk	20
Call outs	0	Judicial Subpoenas	10	Assist Patrol Units	12
Grand Jury Cases	1	General Sessions Cases	1	Forensic Interviews	0
Grand Jury Hours	2	General Sessions Hours	2	Fire Investigations	0
Juv Court Cases	0	Criminal Court Cases	1		
Juv Court Hours	0	Criminal Court Hours	2		

Records Activity			
Copies Distributed		Background Checks	
Walk-ins	9	Government	1
E-mails	23	Public Housing	0
Grand Jury & DA Copies	5	Local	0
Arrest Reports	32	Incident Reports	67
Written Warnings	77	City Citations	48

ANIMAL CONTROL ACTIVITY					
CALLS ANSWERED	70	WILDLIFE	0	DECLARED VICIOUS	0
ANIMALS PICKED UP	18	RETURNED TO OWNER OR RESCUE	6	BARKING COMPLAINT	0
SENT TO S.C.S.C.	0	TRAPPED ANIMALS	0	CRUELTY & WELFARE COMPLAINTS	2
DOGS	18	ANIMAL BITE ON ANIMAL	0	WILDLIFE/LIVESTOCK COMPLAINTS	0
CATS	2	ANIMAL BITE ON HUMANS	2	TICKETS/WARRANTS/ARRESTS	0
LIVESTOCK	0	EUTHANASIA	0	WARNINGS	2
		ADOTPTIONS	2	REPORTS	1
SPECIAL ASSIGNMENTS	1	INTAKE	10		

PROPERTY MAINTENANCE / CODES			
CASE NUMBERS	9	RESOLVED BY CONTACT/PHONE	2
NON-COMPLIANCE LETTERS	9	CITY COURTS DATES	2
NEW GRASS/RUBISH COMP	9	CITY HALL BANK ESCORTS	19
RE-INSPECTIONS	2	MAIL DELIVERY	19
PARKING COMPLAINTS	0	ASSIST ANIMAL CONTROL	14
FOLLOW-UP PARKING COMP	0	ARRESTS	CIVIL WARRANT
VEHICLES (NON-COMP)	1	REPORTS	0
WORK ORDERS	2	CITATIONS	0
PROPERTY LIENS	0	WRITTEN WARNINGS	0
RELEASE OF LIENS	0		

CALLS FOR SERVICE					
911 HANG UP	21	911 MISDIAL	29	911 MISDIRECT	1
911 OPEN LINE	17	ABANDONED VEHICLE	4	ABUSE INVESTIGATION	0
ACCIDENT INJURY	4	ACCIDENT INJURY HIT/RUN	0	ACCIDENT PROPERTY	28
ACCIDENT PROPERTY HIT/RUN	5	ACCIDENT SERIOUS INJURY	0	ACTIVE SHOOTER	0
ADMIN INVESTIGATION	0	AIRCRAFT EMERGENCY	0	ALARM	46
ALARM HOLDUP/PANIC	1	ALARM TEST	0	ANIMAL CALL	57
APARTMENT CHECK	6	ARMED SUBJECT	0	ARSON	0
ASSAULT	1	ASSIST CITIZEN	39	ASSIST EMS	14
ASSIST FIRE	10	ASSIST OTHER AGENCY	20	ATTEMPT TO LOCATE	7
BARRICADED SUBJECT	0	BOLO	1	BOMB THREAT	0
BURGLARY	2	BUSINESS CHECK	366	CAR SEAT CHECK	0
CHECKPOINT	0	CITY CALL OUT	1	CIVIL MATTER	4
CODE 99-OFFICER IN TROUBLE	0	CODES	7	DAMAGE TO PROPERTY	5
DEATH INVESTIGATION	4	DELIVER MESSAGE	2	DISORDERLY CONDUCT	0
DISTURBANCE	11	DOMESTIC	13	DRILL	1
DUI	3	DRUG INVESTIGATION	2	ESCORT	11
EVADING	0	EXPARTE SERVICE	0	EXTRA PATROL	249
FIELD INTERVIEW	0	FIGHT	0	FIREARM DENIAL	0
FIREWORKS	0	FOLLOW-UP	30	FORGERY	0
FRAUD	7	HANGING	0	HARASSMENT	3
HOSTAGE SITUATION	0	HOTEL CHECK	0	ILLEGAL DUMPING	0
INDECENT EXPOSURE	0	INVESTIGATION	0	JUVENILE	4
JUVENILE TRANSPORT	0	KIDNAPPING	0	KNOCK AND TALK	0
LAKE CHECK	0	LOCK OUT	1	LOCKOUT URGENT	1
LOST/FOUND PROPERTY	8	LPR HIT	3	MENTAL TRANSPORT	0
MISC. MATTER OF RECORD	15	MISSING ADULT	0	MISSING JUVENILE	1
NOISE COMPLAINT	4	OPEN DOOR	4	OVERDOSE	0
PARK CHECK	78	PARKING COMPLAINT	3	PHONE MESSAGE	0
PRISONER ESCAPE	0	PRISONER TRANSPORT	0	PRIVATE PROPERTY TOW	0
PROSTITUTION	0	PROWLER	0	PUBLIC INTOXICATION	2
RADIO COMMUNICATION	0	RESCKLESS DRIVER	31	REFERRAL	4
REPO	2	RIOT	0	ROBBERY	0
RUNAWAY	1	SCAM	2	SCHOOL CHECK	39
SCHOOL ZONE	10	SEX OFFENDER REG/VIOLATION	0	SEXUAL ASSAULT	0
SHOOTING	0	SHOPLIFTING	1	SHOTS FIRED OR HEARD	3
SOLICITOR	0	SPECIAL ASSIGNMENT	1	SPECIAL ASSIGNMENT-COMMUNITY	2
STABBING	0	STALKING	0	STOLEN VEHICLE	0
SUBDIVISION CHECK	17	SUBJECT CHECK	20	SUICIDAL SUBJECT	4
SUSPICIOUS INCIDENT	27	SUSPICIOUS PERSON	11	SUSPICIOUS VEHICLE	6
TALK TO OFFICER	136	TEST CALL	2	TEST CALL-ALL AGENCIES	0
THEFT	2	THREATS	2	TRAFFIC COMPLAINT	2
TRAFFIC ENFORCEMENT	4	TRAFFIC HAZARD	11	TRAFFIC STOP	216
TRAIN DERAILMENT	0	TRSPASS	3	TROUBLE AT HEADQUARTERS	0
UNAUTHORIZED USE OF VEHICLE	3	UNKNOWN SITUATION	1	VANDALISM	1
VECHILE BURGLARY	0	CEHICLE CHECK	42	VIOLATION CORRECTION VERIFY	3
VIOLATION OF ORDER OF PROTECTION	0	WARRANT CIVIL	0	WARRANT CRIMINAL	3
WARRANT EVICTION	0	WARRANT PROBATION	0	WEATHER RELATED ISSUES	0
WELFARE CHECK	21	GANG ACTIVITY	0	GAS DRIVE OFF	0

Total Calls for Service	1789
Total Written Warnings	77
Total Speeding Citations	24
Total all other city citations	24
Commercial vehicle enforcements	12
Total Arrest	33

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

Flex Unit reassigned to patrol for manpower

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

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

PORTLAND POLICE DEPARTMENT MONTHLY REPORT

2/1/2024 TO 2/29/2024

CID ACTIVITY					
Cases Assigned	29	Interviews Conducted	90	Asset Forfeitures	0
Cases Inactive	6	Monitored Interviews	6	DCS/AOA	45
Cases Cleared	21	Search Warrants	13	Knock and Talk	33
Call outs	3	Judicial Subpoenas	10	Assist Patrol Units	14
Grand Jury Cases	1	General Sessions Cases	1	Forensic Interviews	0
Grand Jury Hours	3	General Sessions Hours	3	Fire Investigations	0
Juv Court Cases	0	Criminal Court Cases	0		
Juv Court Hours	0	Criminal Court Hours	0		

Records Activity			
Copies Distributed		Background Checks	
Walk-ins	23	Government	0
E-mails	50	Public Housing	0
Grand Jury & DA Copies	2	Local	0
Arrest Reports	70	Incident Reports	92
Written Warnings	105	City Citations	92

ANIMAL CONTROL ACTIVITY					
CALLS ANSWERED	60	WILDLIFE	1	DECLARED VICIOUS	1
ANIMALS PICKED UP	12	RETURNED TO OWNER OR RESCUE	5	BARKING COMPLAINT	2
SENT TO S.C.S.C.	0	TRAPPED ANIMALS	0	CRUELTY & WELFARE COMPLAINTS	3
DOGS	14	ANIMAL BITE ON ANIMAL	0	WILDLIFE/LIVESTOCK COMPLAINTS	0
CATS	4	ANIMAL BITE ON HUMANS	2	TICKETS/WARRANTS/ARRESTS	0
LIVESTOCK	2	EUTHANASIA	1	WARNINGS	2
		ADOTPTIONS	4	REPORTS	5
SPECIAL ASSIGNMENTS	2	INTAKE	21		

PROPERTY MAINTENANCE / CODES			
CASE NUMBERS	7	RESOLVED BY CONTACT/PHONE	0
NON-COMPLIANCE LETTERS	7	CITY COURTS DATES	1
NEW GRASS/RUBISH COMP	9	CITY HALL BANK ESCORTS	21
RE-INSPECTIONS	2	MAIL DELIVERY	21
PARKING COMPLAINTS	0	ASSIST ANIMAL CONTROL	4
FOLLOW-UP PARKING COMP	0	ARRESTS	Civil warrant
VEHICLES (NON-COMP)	0	REPORTS	0
WORK ORDERS	0	CITATIONS	1
PROPERTY LIENS	0	WRITTEN WARNINGS	0
RELEASE OF LIENS	0		

CALLS FOR SERVICE					
911 HANG UP	24	911 MISDIAL	24	911 MISDIRECT	0
911 OPEN LINE	17	ABANDONED VEHICLE	2	ABUSE INVESTIGATION	0
ACCIDENT INJURY	8	ACCIDENT INJURY HIT/RUN	1	ACCIDENT PROPERTY	41
ACCIDENT PROPERTY HIT/RUN	5	ACCIDENT SERIOUS INJURY	4	ACTIVE SHOOTER	0
ADMIN INVESTIGATION	0	AIRCRAFT EMERGENCY	0	ALARM	32
ALARM HOLDUP/PANIC	3	ALARM TEST	0	ANIMAL CALL	46
APARTMENT CHECK	6	ARMED SUBJECT	0	ARSON	0
ASSAULT	0	ASSIST CITIZEN	24	ASSIST EMS	13
ASSIST FIRE	8	ASSIST OTHER AGENCY	22	ATTEMPT TO LOCATE	15
BARRICADED SUBJECT	0	BOLO	6	BOMB THREAT	0
BURGLARY	1	BUSINESS CHECK	462	Car seat check	0
CHECKPOINT	0	CITY CALL OUT	0	CIVIL MATTER	16
CODE 99-OFFICER IN TROUBLE	0	CODES	11	DAMAGE TO PROPERTY	8
DEATH INVESTIGATION	1	DELIVER MESSAGE	1	DISORDERLY CONDUCT	0
DISTURBANCE	10	DOMESTIC	17	DRILL	2
DUI	8	DRUG INVESTIGATION	2	ESCORT	10
EVADING	0	EXPORTE SERVICE	0	EXTRA PATROL	323
FIELD INTERVIEW	0	FIGHT	0	FIREARM DENIAL	0
FIREWORKS	0	FOLLOW-UP	52	FORGERY	0
FRAUD	8	HANGING	0	HARASSMENT	8
HOSTAGE SITUATION	0	HOTEL CHECK	1	ILLEGAL DUMPING	1
INDECENT EXPOSURE	0	INVESTIGATION	6	JUVENILE	5
JUVENILE TRANSPORT	0	KIDNAPPING	0	KNOCK AND TALK	2
LAKE CHECK	0	LOCK OUT	1	LOCKOUT URGENT	0
LOST/FOUND PROPERTY	7	LPR HIT	2	MENTAL TRANSPORT	0
MISC. MATTER OF RECORD	5	MISSING ADULT	1	MISSING JUVENILE	0
NOISE COMPLAINT	7	OPEN DOOR	2	OVERDOSE	1
PARK CHECK	82	PARKING COMPLAINT	4	PHONE MESSAGE	0
PRISONER ESCAPE	0	PRISONER TRANSPORT	0	PRIVATE PROPERTY TOW	0
PROSTITUTION	0	PROWLER	0	PUBLIC INTOXICATION	1
RADIO COMMUNICATION	0	RESCKLESS DRIVER	17	REFERRAL	3
REPO	4	RIOT	0	ROBBERY	0
RUNAWAY	0	SCAM	1	SCHOOL CHECK	46
SCHOOL ZONE	34	SEX OFFENDER REG/VIOLATION	0	SEXUAL ASSAULT	1
SHOOTING	0	SHOPLIFTING	0	SHOTS FIRED OR HEARD	3
SOLICITOR	0	SPECIAL ASSIGNMENT	1	SPECIAL ASSIGNMENT-COMMUNITY	1
STABBING	0	STALKING	0	STOLEN VEHICLE	2
SUBDIVISION CHECK	7	SUBJECT CHECK	24	SUICIDAL SUBJECT	1
SUSPICIOUS INCIDENT	28	SUSPICIOUS PERSON	26	SUSPICIOUS VEHICLE	6
TALK TO OFFICER	157	TEST CALL	0	TEST CALL-ALL AGENCIES	1
THEFT	7	THREATS	3	TRAFFIC COMPLAINT	0
TRAFFIC ENFORCEMENT	4	TRAFFIC HAZARD	13	TRAFFIC STOP	375
TRAIN DERAILMENT	0	TRESPASS	4	TROUBLE AT HEADQUARTERS	0
UNAUTHORIZED USE OF VEHICLE	0	UNKNOWN SITUATION	1	VANDALISM	1
VECHILE BURGLARY	0	CEHICLE CHECK	53	VIOLATION CORRECTION VERIFY	4
VIOLATION OF ORDER OF PROTECTION	0	WARRANT CIVIL	1	WARRANT CRIMINAL	0
WARRANT EVICTION	0	WARRANT PROBATION	0	WEATHER RELATED ISSUES	0
WELFARE CHECK	12	GANG ACTIVITY	0	GAS DRIVE OFF	0

Total Calls for Service	2210
Total Written Warnings	105
Total Speeding Citations	45
Total all other city citations	92
Commercial vehicle enforcements	14
Total Arrest	70

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

Flex Unit reassigned to patrol for manpower

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

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



CITY OF PORTLAND
GRANT PROGRAMS
SUE KIM – ADMIN. CLERK II
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone 615-325-6776

Grant Programs Monthly Report

Active Projects

Safe Routes to School Grant <Portland West Middle School (PWMS)>
Railroad Crossing <Downtown Intersections - E Market, Main, E McGlothlin Street (CSX/TDOT)>
CMAQ (Congestion Mitigation and Air Quality) <Hwy 109 from College St. to Hwy 52>
Surface Transportation Block Grant (STBG)<Scattersville Rd. & New Deal Potts Rd>
Surface Transportation Block Grant (STBG) <Kirby Dr. & S Russell St.>
Surface Transportation Block Grant (STBG)<Pedestrian Connector Project - College Street>

Project Status

PWMS - Closing phase.
Scattersville Road – Closing phase.
Railroad Crossing – City is contracted with Stansell Electric Company for Signal Light, Campbell Partners Concrete for Sidewalk and Kerr Bros. & Assoc. for Signing & Striping.
CMAQ – Design phase. Waiting on TDOT to confirm budget amendment to include mast arms.
STBG Kirby Rd. & S. Russell St. Resurface – Design Phase and, requested to TDOT for core drilling.
STBG College St. sidewalks – NEPA phase and, waiting on ESR.

Reimbursement Status

PWMS - Received final reimbursement for the Portland West Middle School amount of \$16,886.00 on February 8, 2024
STBG Kirby Rd. & S. Russell St. Resurface - Request reimbursement for DESIGN FY 22-23 #1 \$12,327.00 (\$15,408.75) on 1/12/24 and under process.
STBG College St. sidewalks - Received reimbursement by TDOT NEPA FY 22-23 #3 amount of \$27,507.65 (\$34,384.56) on February 16, 2024
Received reimbursement for NEPA FY 22-23 #4 \$18,509.20 (\$23,136.50) on February 14, 2024.



CITY OF PORTLAND

GRANT PROGRAMS

SUE KIM – ADMIN. CLERK II

100 SOUTH RUSSELL STREET

PORTLAND, TENNESSEE 37148

Telephone 615-325-6776

Name	Funding Type	Description	Total Contract Amount	Total City Expenditures	Current FY 23-24 Reimbursement	Total Reimb. Amount
PWMS	SRTS&TAP	Sidewalks	\$ 204,694.85	\$ 198,151.24	\$ 24,904.74	\$ 194,605.74
Scattersville	STBG	Resurfacing	\$ 454,240.20	\$ 408,141.38	\$ 300,847.64	\$ 326,047.64
CMAQ	ITS	Traffic Signals	\$ 762,662.50	\$ 39,478.85	-	\$ 39,478.85
College	STBG	Sidewalks	\$1,139,215.00	\$115,728.11	\$46,016.85	\$ 82,516.42
Kirby & S. Russell	STBG	Resurfacing	\$446,295.00	\$61,540.24	\$ 7,924.50	\$17,610.00
Volkswagen Diesel	TDEC	Large Truck	\$98,437.50	\$148,950.00	-	\$ 98,437.50
Volkswagen Diesel	TDEC	Midum Trucks	\$113,328.75	\$157,900.00	-	\$118,425.00
			\$76,233.48	\$91,818.00	-	\$68,863.50



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

Date: 3/7/2024

Stormwater Management Monthly Report- February 2024

Water Quality Presentation

On Thursday, February 29th the Stormwater Department, in collaboration with the Department of Utilities, gave a presentation at city hall about illicit discharges to the public. Twenty-four people were in attendance and the city provided snacks for them as well.

Illicit Discharge Detection and Elimination

The Stormwater Department received a complaint about a possible illicit discharge from the back of the Strawberry Station building on Main Street. It turned out to be leaking city water that has since been worked on.

Construction Site Runoff Control

Pre-Construction Meetings: 1

LDPs issued: 2

CGP Inspections: 9

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

Permanent Stormwater Management

New LTMAAs received: 0

LTMA Inspections Received: 0

Good Housekeeping

Jacob Robertson, Stormwater Technician, attended a Confluence Summit on February 28th at the Wilson County Fairgrounds. The attendees were educated on typical stormwater regulations along with flood plain regulations. The idea was to get the two different fields in the same room and learn what each one does and to also see how they can help each other to improve Tennessee waters.

Stormwater Field Crew Council Report

Submitted by: David Harris

Data for the month of Jan. & Feb. 2024

Meeting Date: Mar. 18, 2024

Called in Tn One Call tickets

Met with homeowners about drainage issues or upcoming jobs

Equipment – Maintenance, clean up, and haul to various job sites

Placed order for supplies needed for upcoming jobs. Unload deliveries.

Prep and move supplies, trucks and equipment for upcoming jobs.

Cleaned and service equipment

Checked and cleaned tiles and storm drains throughout the city

Cleared beaver dams and reset them - Various locations

City Dump project: ditch and dirt work, move brush to pit, burn brush

Picked up parts at various locations to repair equipment

Touch A Truck - At Cylde Riggs Elem. School

Repairs made to equipment: Alternator, Battery, Tire etc....

Snow removal: Street, sidewalks, parking lots etc....

Jason Ct - Driveway Tile installation

Tree work - Gym/Library property

Helped Sanitation Dept

Salt Shed - Set blocks, Ditch work, electrical and plumbing

Trained crew on how to do yard repairs

Helped Water Distribution - Main Break on Hwy 52 E

Check and cleared ditch and catch basins

Put out message boards

Road cut - Airport Rd and City dump

Clean up at the shop

Street Dept Council Report

Submitted by: Martin Weekley
Data for the month of Jan. and Feb.
Meeting Date: March 18, 2024

Maintain the downtown area - pick up trash, empty cans, water flowers, etc....
Maintain sidewalks and roadways - pick up trash, weed eat and spray
Maintain all the intersection islands and curbs.
Maintenance of traffic signals, school zone lighting and decorative street lights.

Trimmed low hanging branches and tree's that fell over the roadway
Signage - Replaced stop signs, brackets, replace post, install new signage & post.
Potholes: checked, graveled or patched with hot mix. Cold patch as needed
Road Cuts: gravel filled until patched with hot mix
Roadway crack sealing: Various locations
Repaired edge of multiple roadways
Picked up asphalt - Cross Plains
Graveled around mailboxes (USPS request)
Brush & Bulk (Chipper truck, 2 claw trucks, truck with trailer) numerous loads

Office paperwork - Time sheets, po request, review work orders and route sheets
Training @ City Hall and traing class (Murfreesboro)
Clean, Check and Maintenance trucks and equipment
Clean at the Shop / put away tools - Daily
Clean up at shop (organize signage and other materials)
Straighten up yard: all tractors, trailers, backhoe, and other equipment
Hauled away scrap metal

Removed debris and dead animal from roadway
Helped check storm drains -city wide
Codes enforcement lot - cleaned up and weed eat around the property

Repair equipment and tools (Tires, batteries, hoses, decks, fluids, fittings, blades, etc.)
Repairs made on tractors, chipper, trailers, hot box, backhoe etc.....
Took truck and equipment to get repairs - Local mechanic shop and outside source.

Convenience Center
Attendant on site on Wednesday's & Saturday's
Smash down the dumpsters to be hauled to Gallatin
Call and schedule dumpster hauls with Volunteer Recycling Center
Cleaned out the hot box

Street Dept

Council Report

Winter weather event: put on plow, blower, salt spreader, and blades on trucks

Cleared roadways, parking lots, sidewalks

Put equipment on trucks (Salt spreader, snow plow etc..)

Flagging for the paving crew - On Hwy 109

Removed Christmas lights, banners and décor, Took to storage area

Trained new hire of city limits, city property, power for lights

Helped Stormwater Dept

Helped in Sanitation Dept

Random Drug Testing

Received brime machine

Removed road plates

Removed gravel from Hwy 109 (Roadcut)

Recompact Grassmere Ct

Leveled gravel in bay #3

Hauled off concrete and stump

Helped clean up trash along roadways

Touch a truck @ Clyde Riggs School

Concrete work

Repair Hwy 109 Water Leak (Cut road, made repair, backfill material, compact)

Repair Hwy 109 (Kept refilling hole until road gets patched. Placed detour signage and flagged for paving crew.)

Kirby Rd - Baricades/rd plates, saws, etc...

Salt shed - Pick up nails/Screws - old concrete, unload blocks, built ramp, foam walls, built shelves, trench etc...

Poured concrete pad and fabricated 2 post for Golf Course sign

Sanitation Dept Council Report

Monthly Report for Jan. & Feb. 2024

Meeting Date: March 18, 2024

Sanitation Dept is responsible for picking up, disposing of household trash and bulk items.

Pick up bulk items - Furniture, appliances, etc.....

Pick up brush (Claw truck, and chipper)

Pick up trash carts at curb repair or replace damaged carts

Keep trucks and equipment in working condition.

Travel to Sumner Co. Resource Authority to empty

2 claw trucks picking up bulk items and brush at curbside

Sumner Co. Resource

Authority	# of loads	Tonnage	Per Ton	Dumping fee	
City of Portland	58	503.74	55.00	27,766.10	Math is off due to various small loads at different rate
Volunteer Recycling	7	26.03	55.00	1,431.65	
		529.77		\$29,197.75	

Volunteer Recycling

Center	# of loads	Haul cost	Hauling Total
City of Portland	7	275.00	\$1,925.00
Portland Cares	0	137.50	\$0.00
			\$1,925.00

Monthly Dump Fee	\$29,197.75		
Monthly Haul Fee	\$1,925.00		
	\$31,122.75	Jan.	2024

Sumner Co. Resource

Authority	# of loads	Tonnage	Per Ton	Dumping fee
City of Portland	50	463.49	55.00	25,491.95
Volunteer Recycling	13	40.54	55.00	2,229.70
		504.03		\$27,721.65

Volunteer Recycling

Center	# of loads	Haul cost	Hauling Total
City of Portland	13	275.00	\$3,575.00
Portland Cares	0	137.50	\$0.00
			\$3,575.00

Monthly Dump Fee	\$27,721.65		
Monthly Haul Fee	\$3,575.00		
	\$31,296.65	Feb.	2024

ORDINANCE

City of Portland, Tennessee

No. 24 - 13

Second Reading

AN ORDINANCE TO AMEND ORDINANCE NUMBER 21-03 AUTHORIZED POSITIONS FOR THE CITY OF PORTLAND.

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

WHEREAS, this is not the creation of new positions nor does this affect the Fire Department Pay Step Plan except for title only; and

WHEREAS, the following title changes are recommended

- Lieutenant will forthwith be Captain
- Captain will forthwith be Battalion Chief
- Lieutenant will be deleted in its entirety; and

WHEREAS, the position of Captain will be defined as the officer in charge of an engine, ladder, or rescue company; and

WHEREAS, the position of Battalion Chief will be defined as the shift supervisor with direct oversight of the captains assigned to their respective shift and in charge of the daily operation of their respective shift.

NOW THEREFORE BE IT ORDAINED, by the Mayor and Board of Alderman of the City of Portland, Tennessee that The City of Portland Authorized Positions list adopted by Ordinance 21-03 is hereby amended to include the updated positions within the fire department as mentioned above and is reflected in the attached be adopted with passage of this Ordinance; and

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

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Passed First Reading: March 4, 2024

Passed Second Reading:

Fire Department Approved Positions List

Fire

Chief

Assistant Chief – Safety Officer/Inspector

Admin 1

Battalion Chief

Captain

Engineer

Firefighter 2 w/medical

Firefighter 1 w/medical

Firefighter 2

Firefighter 1

Firefighter Basic

Part-Time Firefighter

ORDINANCE

City of Portland, Tennessee

No. 24 - 14

First Reading

AN ORDINANCE TO ENTER AN AGREEMENT WITH BOBBY LUTTRELL AND SONS, LLC FOR THE 12-INCH WATERLINE IMPROVEMENTS ALONG HIGHWAY 52W FROM SEARCY LN TO SANDYE AVE AND ALONG S BROADWAY (SR-109) FROM EAST KNIGHT ST TO VILLAGE DR

WHEREAS, the City of Portland deems it necessary to install a twelve (12) inch water main along Highway 52 West from Sandye Avenue to Searcy Lane and along S Broadway (SR-109) from E Knight St to Village Drive to improve capacity and operational integrity of the water system; and

WHEREAS, funding for this project will be partially from the \$5,000,000 loan the City received on March 6, 2023 as per Resolution 23-24; and

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

<u>CONTACTORS</u>	<u>BASE BID</u>
Bobby Luttrell and Sons, LLC	\$686,851.25
Infinity Pipeline, LLC	\$688,800.00
Cumberland Pipeline, LLC	\$715,184.00
Long Branch Construction, LLC	\$836,050.22
Norris Bros Excavating, LLC	\$971,250.00
REV Construction, LLC	\$1,428,340.00

WHEREAS, after careful consideration, the bid from Bobby Luttrell and Sons, LLC has been recommended as best bid for the 12-Inch Waterline Improvements along Highway 52W and S Broadway (SR-109); and

NOW, THEREFORE BE IT ORDAINED, by the Mayor and Board of Aldermen of the City of Portland to enter in an agreement with Bobby Luttrell and Sons, LLC in the amount of \$686,851.25 as best bid for the 12-Inch Waterline Improvements along Highway 52W and S Broadway (SR-109); and

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

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Passed First Reading: March 4, 2024

Passed Second Reading:

BID TABULATION				Bobby Luttrell and Sons, LLC		Infinity Pipeline, Inc.		Cumberland Pipeline, LLC		Long Branch Construction, LLC		Norris Brothers Excavating, LLC		REV Construction, Inc.	
City of Portland Hwy 52 & S Broadway (SR 109) 12" Waterline Improvements				190 Bank Circle Dr		181 Dillard Road		2909 Cane Valley Mill Road		6518 Long Branch Drive		22 Northside Lane		5801 Grover Burchfield Dr	
PDU No: 0101-211				Dundee, KY 42338		Bowling Green, KY 42104		Columbia, KY 42728		Greenbrier, TN 37073		Crossville, TN 38571		Tuscaloosa, AL 35401	
Bid Date/Time: Wednesday, February 7, 2024 at 11:30 a.m. (CST)															
Item	Description	EST QTY	UNIT	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	12" DIP CL 350 Water Line, Open Cut	3,000	LF	\$ 106.75	\$ 320,250.00	\$ 121.50	\$ 364,500.00	\$ 109.00	\$ 327,000.00	\$ 148.95	\$ 446,850.00	\$ 175.00	\$ 525,000.00	\$ 220.00	\$ 660,000.00
2	12" DIP CL 350 Water Line, Open Cut, Remove & Replace in Same Trench (Sheet CU-105)	560	LF	\$ 137.50	\$ 77,000.00	\$ 165.00	\$ 92,400.00	\$ 132.00	\$ 73,920.00	\$ 191.42	\$ 107,195.20	\$ 180.00	\$ 100,800.00	\$ 399.00	\$ 223,440.00
3	12" DIP w/ 20" Steel Casing Pipe, Open Cut at W Market St	50	LF	\$ 476.00	\$ 23,800.00	\$ 425.00	\$ 21,250.00	\$ 340.00	\$ 17,000.00	\$ 499.68	\$ 24,984.00	\$ 320.00	\$ 16,000.00	\$ 650.00	\$ 32,500.00
4	6" DIP CL 350 Water Line, Open Cut	40	LF	\$ 109.50	\$ 4,380.00	\$ 98.00	\$ 3,920.00	\$ 76.00	\$ 3,040.00	\$ 109.20	\$ 4,368.00	\$ 80.00	\$ 3,200.00	\$ 250.00	\$ 10,000.00
5	12" Gate Valve	3	EA	\$ 5,100.00	\$ 15,300.00	\$ 5,200.00	\$ 15,600.00	\$ 5,874.00	\$ 17,622.00	\$ 5,882.45	\$ 17,647.35	\$ 4,000.00	\$ 12,000.00	\$ 9,000.00	\$ 27,000.00
6	6" Gate Valve	1	EA	\$ 2,150.00	\$ 2,150.00	\$ 2,100.00	\$ 2,100.00	\$ 2,169.00	\$ 2,169.00	\$ 2,309.91	\$ 2,309.91	\$ 2,200.00	\$ 2,200.00	\$ 4,000.00	\$ 4,000.00
7	Remove 6" Gate Valve, 12" x 6" Reducer (Sta. 0+11 Sheet CU-105)	1	EA	\$ 2,000.00	\$ 2,000.00	\$ 1,100.00	\$ 1,100.00	\$ 2,760.00	\$ 2,760.00	\$ 1,500.06	\$ 1,500.06	\$ 3,500.00	\$ 3,500.00	\$ 1,000.00	\$ 1,000.00
8	Remove & Replace Type A Asphalt Pavement	200	SY	\$ 315.00	\$ 63,000.00	\$ 95.00	\$ 19,000.00	\$ 250.00	\$ 50,000.00	\$ 265.40	\$ 53,080.00	\$ 80.00	\$ 16,000.00	\$ 365.00	\$ 73,000.00
9	Remove & Replace Concrete Sidewalk	185	SY	\$ 155.25	\$ 28,721.25	\$ 106.00	\$ 19,610.00	\$ 167.00	\$ 30,895.00	\$ 162.00	\$ 29,970.00	\$ 80.00	\$ 14,800.00	\$ 280.00	\$ 51,800.00
10	Remove & Replace Concrete Curb	160	LF	\$ 40.25	\$ 6,440.00	\$ 85.00	\$ 13,600.00	\$ 67.00	\$ 10,720.00	\$ 42.00	\$ 6,720.00	\$ 45.00	\$ 7,200.00	\$ 185.00	\$ 29,600.00
11	6" x 6" Tapping Sleeve and Valve	2	EA	\$ 3,950.00	\$ 7,900.00	\$ 6,400.00	\$ 12,800.00	\$ 6,364.00	\$ 12,728.00	\$ 7,154.98	\$ 14,309.96	\$ 6,800.00	\$ 13,600.00	\$ 13,000.00	\$ 26,000.00
12	Connect to Existing 12" WL or Gate Valve	2	EA	\$ 2,500.00	\$ 5,000.00	\$ 2,025.00	\$ 4,050.00	\$ 6,239.00	\$ 12,478.00	\$ 4,501.03	\$ 9,002.06	\$ 9,000.00	\$ 18,000.00	\$ 8,000.00	\$ 16,000.00
13	Fire Hydrant Assembly	7	EA	\$ 7,830.00	\$ 54,810.00	\$ 9,400.00	\$ 65,800.00	\$ 9,230.00	\$ 64,610.00	\$ 8,463.01	\$ 59,241.07	\$ 4,950.00	\$ 34,650.00	\$ 15,000.00	\$ 105,000.00
14	Reconnect Water Services	4	EA	\$ 1,250.00	\$ 5,000.00	\$ 1,500.00	\$ 6,000.00	\$ 2,323.00	\$ 9,292.00	\$ 1,227.52	\$ 4,910.08	\$ 1,200.00	\$ 4,800.00	\$ 5,000.00	\$ 20,000.00
15	Erosion Control	1	LS	\$ 25,000.00	\$ 25,000.00	\$ 15,000.00	\$ 15,000.00	\$ 25,300.00	\$ 25,300.00	\$ 9,802.50	\$ 9,802.50	\$ 140,000.00	\$ 140,000.00	\$ 75,000.00	\$ 75,000.00
16	Temporary Water Services (See Sheet CU105)	1	LS	\$ 14,600.00	\$ 14,600.00	\$ 900.00	\$ 900.00	\$ 6,900.00	\$ 6,900.00	\$ 4,000.00	\$ 4,000.00	\$ 4,500.00	\$ 4,500.00	\$ 20,000.00	\$ 20,000.00
17	Clearing and Grubbing (Sta. 5+50 to 12+50 Sheets CU-101 and 102)	1	LS	\$ 11,500.00	\$ 11,500.00	\$ 11,170.00	\$ 11,170.00	\$ 28,750.00	\$ 28,750.00	\$ 20,160.03	\$ 20,160.03	\$ 35,000.00	\$ 35,000.00	\$ 34,000.00	\$ 34,000.00
18	Project Allowance	1	LS	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
TOTAL BASE BID				\$ 686,851.25		\$ 688,800.00		\$ 715,184.00		\$ 836,050.22*		\$ 971,250.00		\$ 1,428,340.00	

Alternate Item				Bobby Luttrell and Sons, LLC		Infinity Pipeline, Inc.		Cumberland Pipeline, LLC		Long Branch Construction, LLC		Norris Brothers Excavating, LLC		REV Construction, Inc.	
Item	Description	EST QTY	UNIT												
A1	Material Substitution on Pay Items 1-3 to Include 12" PVC DR 14 C-900 instead of DIP CL 350	3,610	LF	\$ 4.50	\$ 16,245.00	\$ 3.40	\$ 12,274.00	\$ 104.00	\$ 375,440.00	\$ 180.40	\$ 651,244.00	\$ 142.00	\$ 512,620.00	\$ -	\$ -
				\$ 703,096.25		\$ 701,074.00		\$ 1,090,624.00		\$ 1,487,294.22		\$ 1,483,870.00		\$ 1,428,340.00	

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





CITY OF PORTLAND
MEGAN HEISLER, P.E. – UTILITIES ENGINEER
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone 615-323-1437
Email Address: mheisler@cityofportlandtn.gov

February 23, 2024

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

RE: RECOMMENDATION OF AWARD
CITY OF PORTLAND, TENNESSEE
HIGHWAY 52 AND S BROADWAY (SR-109) 12" WATERLINE IMPROVEMENTS

Mr. Price:

On Wednesday, February 7, 2024, at 11:30 a.m. CST, six (6) separate sealed bids were received for the subject project referenced above. Bobby Luttrell and Sons, LLC was the apparent low bidder with a total bid amount of \$686,851.25.

The certified bid tabulation is attached for your use and a summary of the six (6) bids are shown below for your reference. The Contractor has met and delivered all required documentation as prescribed in the approved bid documents. Based on our findings, it is recommended that the Board of Mayor and Aldermen (BOMA) consider awarding this contract in the amount of \$686,851.25 to Bobby Luttrell and Sons, LLC, as the successful, responsive, low bidder.

Bidder	Bid Amount
Bobby Luttrell and Sons, LLC	\$686,851.25
Infinity Pipeline, LLC	\$688,800.00
Cumberland Pipeline, LLC	\$715,184.00
Long Branch Construction, LLC	\$836,050.22
Norris Brothers Excavating, LLC	\$971,250.00
REV Construction, LLC	\$1,428,340.00

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

Sincerely,

Megan Heisler, P.E.
Utilities Engineer



ORDINANCE

City of Portland, Tennessee

No. 24 - 15

Second Reading

AN ORDINANCE TO AUTHORIZE THE MAYOR TO ENTER INTO A DEVELOPER'S AGREEMENT WITH BRIMSTONE BUILDS, LLC ON THE RICKY HARTLEY ESTATES, LOCATED AT 341 WOODS ROAD IN PORTLAND, TENNESSEE, WHICH WILL INCLUDE THE INSTALLATION OF AN EIGHT (8) INCH WATER MAIN ALONG WOODS RD.

WHEREAS, the City of Portland, Tennessee has determined that improvements need to be made to City infrastructure, including the water system, as outlined in the attached agreement; and

WHEREAS, the Portland Department of Utilities has approved the Water and Sewer Capacity Letter (see Exhibit A), stating the Water Systems have capacity for the proposed 18-unit development, Ricky Hartley Estates, once improvements are made; and

WHEREAS, the Developer has agreed to be fully responsible for the cost of the improvements to City infrastructure, including the water system, as outlined in the attached agreement; and

NOW THEREFORE, BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland authorize the Mayor to enter into the attached Developer's Agreement with Brimstone Builds, LLC for the Ricky Hartley Estates, located at 341 Woods Road, Tax Map 016, Parcel 026.00, and

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

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Passed First Reading: March 4, 2024
Passed Second Reading:

DEVELOPMENT AGREEMENT FOR RICKY HARTLEY ESTATES

CITY OF PORTLAND, TENNESSEE

This Development Agreement (“AGREEMENT”) is made and entered into on this ____ day of _____, 2024 by and between Brimstone Builds, LLC (“DEVELOPER”) and the City of Portland, Tennessee, a municipality organized and existing under the laws of the State of Tennessee (“CITY”).

WHEREAS, the DEVELOPER owns and desires to develop an 18-unit development, located at 341 Wood Rd, Tax Map 016, Parcel 026.00, in Portland, Tennessee (hereinafter called the "PROJECT"); and

WHEREAS, DEVELOPER has received a letter stating the existing Water System does not have capacity for the development and will require fees to be paid for upgrading our System, along with improvements installed by the Developer, from the Portland Department of Utilities on the 27th day of **April, 2023** (the “LETTER”). A copy of the Letter is attached to this Agreement as Exhibit A; and

WHEREAS, in order to provide the same level of service throughout the Water System for the PROJECT and the general public, it will be necessary for certain improvements to be constructed to serve the PROJECT. Said improvements include the IMPROVEMENTS (as defined below); and

WHEREAS, in order for said IMPROVEMENTS to be fully integrated with the public infrastructure of the CITY and to function in a satisfactory manner, the DEVELOPER has agreed to be responsible for design, permitting, construction, and inspection associated with the IMPROVEMENTS as set forth in this AGREEMENT.

WHEREAS, the DEVELOPER shall be responsible for all design, permitting, construction, and inspection of the IMPROVEMENTS. The IMPROVEMENTS shall be constructed by the DEVELOPER in accordance with the Portland Department of Utilities Standard Specifications and with the approval of the Construction Plans, and other rules, regulations, and ordinances of the CITY in said project and the terms of this Agreement, and

NOW, THEREFORE, in consideration of the premises and mutual covenants of the parties herein contained, it is agreed and understood as follows:

I. GENERAL CONDITIONS

A. Construction Costs

The DEVELOPER shall be responsible for all design, permitting, construction, and inspections necessary to install and complete approximately 470 linear feet (LF) of eight (8) inch water main and all required appurtenances, the IMPROVEMENTS in accordance with this agreement.

B. City Ordinances, Rules and Regulations

All currently existing CITY ordinances, and rules & regulations adopted by the Board of Mayor and Aldermen are made a part of this agreement. In the event of a conflict between the terms of this agreement and a CITY ordinance, the ordinance shall prevail. All work done under this agreement is to be performed in accordance with plans, and specifications approved by the CITY and made a part, hereof.

C. Agreement Not Assignable

No third party shall obtain any benefits or rights under this agreement, nor shall the rights or duties be assigned by either party.

D. Revocation and Interpretation

This agreement shall bind the DEVELOPER when executed by the DEVELOPER and may not be revoked by the DEVELOPER without permission of the CITY, even if the agreement has not been executed by the CITY, or does not bind the CITY, for other reasons. This agreement shall be interpreted in accordance with Tennessee law and may only be enforced in the Chancery Court or Circuit Court or Court of competent jurisdiction of Sumner County, Tennessee, and Tennessee Appellate Courts.

E. No Oral Agreement

This agreement may not be orally amended and supersedes all prior negotiations, commitments, or understandings. The Developer and Portland Board of Mayor and Aldermen must approve any written modification to this agreement.

F. Separability

If any portion of this agreement is held to be unenforceable, the court of competent jurisdiction shall have the right to determine whether the remainder of the agreement shall remain in effect or whether the agreement shall be void and all rights of the DEVELOPER and CITY pursuant to this agreement terminated.

G. Transferability

The DEVELOPER and/or Owner agrees that he/she will not transfer the property on which the PROJECT is to be located without first providing the CITY with notice of when the transfer is to occur and who the proposed transferee is, along with address and telephone numbers (except that no notice, consent or other requirement shall apply to the transfer or creation of any security or other interest pursuant to a deed of trust or other Owner financing). If it is the transferee's intention to develop this property in accordance with the agreement, the DEVELOPER agrees to provide the CITY an Assumption Agreement whereby the transferee agrees to perform the improvements required under this agreement and to provide the security needed to assure such performance. Said agreement will be subject to the approval of the CITY Attorney. The DEVELOPER and/or Owner understand that if he/she transfers said property without providing the notice of transfer and Assumption Agreement as required herein, he will be in breach of this agreement and that any surety held by the CITY to secure the agreement may be called. The DEVELOPER further agrees that

he shall remain liable under the terms of this agreement though a subsequent sale of all or part of said property occurs, unless an Assumption Agreement is entered into between the new owners and the CITY, and a new agreement is issued naming the new owners as Developer.

II. UTILITIES

A. Water Distribution System

a. Installations:

The DEVELOPER will be required to install approximately 470 LF of eight (8) inch water main with all associated appurtenances.

b. Improvement Fees:

The DEVELOPER shall be required to pay **\$25,500** in Water Improvement fees, (One existing tap on the property for water). All payments must be made prior to PDU signing the Final Plat.

c. Surety Amount:

The DEVELOPER shall provide a Letter of Credit or cash escrow to the CITY in the amount of **\$95,625.00** for the Water Distribution System surety for the PROJECT, prior to PDU signing the Final Plat. Any surety for utilities will be kept and renewed each year until the City has inspected and approved the utility. For each year of renewal, there shall be an additional 10% increase added to the surety amount. Once the utility is accepted by the City, a 12-month maintenance surety in the amount of **\$14,343.75** will be held. In the case that the utilities are installed prior to the City signing the Final Plat, the utilities must be tested, approved, and accepted by PDU, which the City of Portland will still require a maintenance surety to be held of the amount above 12 months after PDU's acceptance date or the taps will not be issued.

B. Sewer Collections System

a. Improvement Fees:

The Developer will be required to pay **\$17,000** in Sewer Improvement fees and \$29,750 in Sewer Capacity Fees for all 17 units. (One existing tap on the property for sewer)

Developer's payment to the CITY in the amount of (i) **\$42,500** as the PROJECT's share of the cost for both WATER and SEWER IMPROVEMENT fees, (ii) a total SURETY amount of **\$95,625.00** for the PROJECT's utilities, and (iii) **\$29,750** for SEWER CAPACITY fees, and shall satisfy all Developer and Owner obligations with respect to all improvements, including without limitation the WATER IMPROVEMENTS. The WATER IMPROVEMENTS are referred to herein as the "IMPROVEMENTS".

IV. VIOLATIONS AND REMEDIES

In the event of a default in the performance by either party of its obligation hereunder, the other party, in addition to any and all remedies set forth herein, shall be entitled to all

remedies provided by law or in equity, including the remedy of specific performance or injunction.

V. BINDING EFFECT

The covenants and agreements herein contained shall bind and endure to the benefit of the parties hereto, their respective heirs, personal representatives, successors, and assigns, as appropriate.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in multiple originals by persons properly authorized so to do on or as of the day and year first given.

OWNER

DEVELOPER

TITLE

TITLE

ATTEST:

ATTEST:

TITLE

TITLE

CITY OF PORTLAND (COUNTY OF
SUMNER), TENNESSEE

BY:

MAYOR
APPROVED AS TO FORM:

DATE

BY: _____
CITY ATTORNEY

DATE

EXHIBIT A



CITY OF PORTLAND
MEGAN HEISLER, P.E. – UTILITIES ENGINEER
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone 615-323-1437
Email Address: mheisler@cityofportlandtn.gov

Brimstone Builds LLC
P.O. Box 391
Portland, TN 37148

Date: 4/27/2023

Re: WATER & SEWER CAPACITY LETTER
341 WOODS RD, PORTLAND, TN 37148
SUMNER COUNTY – TAX MAP 018, PARCEL 5.00

Portland Department of Utilities (PDU) has completed its review of your application for water services for the proposed eighteen (18) unit development. The above referenced location has one (1) existing water tap and one (1) existing sewer tap, equating to the Developer needing services for seventeen (17) units. Please see below for the capacity details.

WATER:

The system does have capacity for the seventeen (17) proposed units once improvements are made. To be able to serve this development, PDU will require the Developer to upsize the existing four (4) inch waterline to an eight (8) inch water main from the soon to be installed 8-inch main along the Jennings Estate development (361 Woods Road) to the existing water main along Hwy 259. This will entail approximately 500 feet of eight (8) inch blue C900 DR 14 PVC or class 250 ductile iron pipe and all associated appurtenances. The Developer will be required to pay water improvement fees per unit.



Picture 1: Woods Rd Upsizing Route (Yellow)

SEWER:

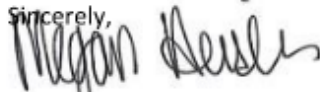
The Developer will need to get with the City of Mitchellville to determine whether any sewer taps are available. PDU will not approve any sewer taps until seventeen (17) sewer taps are available from the City of Mitchellville for this development. The Developer will need to provide PDU with a letter from the City of Mitchellville stating that seventeen (17) sewer taps have been allocated to this development. Once the Developer submits the item stated above to PDU, we will review and, if approved, will issue a revised Capacity Letter.

No approval of any services is indicated. Construction plans will be required to be submitted and approved by PDU for the water main being upsized as stated above. An individual Residential Service Availability Request Form must be completed for each lot within this subdivision once the water line installation is complete and has been accepted by PDU. The fees associated with each lot (i.e. tap, connection fees, etc.) will be determined once that form is filled out and submitted to PDU.

Also, all future parcels must have the utility main along the parcels' road frontage to be approved for service. All services must be located on the property being serviced and not more than twenty (20) feet from the Public right-of-way. The City does not allow utility services within a private easement. All of this was approved by Resolution 19-27 (Water).

All fees, rates, and conditions noted in this letter are current as of the date of this letter and are subject to change over time. PDU will hold the fees at the amount stated above for a 12-month period past the date of this letter. After the 12-month period expires, fees are subject to re-calculation and potential increases. You may request an extension of the fee status in writing prior to expiration of the 12-month period. PDU will review the request and either deny or grant the request in writing.

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

Sincerely,


Megan Heisler, P.E.

MNHAV001254

cc.

PDU Office

City of Mitchellville

1003 N. Church St
P.O. Box 13
Mitchellville, Tn 37119
(615) 325-6020

June 8, 2023

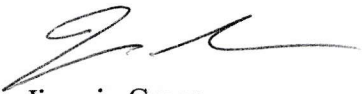
Attn: Brimstone Builds, LLC

The City of Mitchellville requested a sewer capacity increase from the City of Portland, and we have secured eight (8) sewer taps to issue to your future properties on your project on Woods Rd.

Portland does require that any taps released must be installed with two (2) years of their approval. This puts an expiration date of these tap approvals on June 5, 2025.

Feel free to contact me if you have any further questions.

Thank you for your support in building up our community,



Jimmie Green
Mayor of Mitchellville
mayor@cityofmitchellville.com
615-438-3089

Resolution

City of Portland, Tennessee

No. 23 - 70

A RESOLUTION TO AUTHORIZE THE CITY OF PORTLAND TO ALLOW TEN ADDITIONAL SEWER TAPS FOR THE CITY OF MITCHELLVILLE

WHEREAS, in a letter dated May 8, 2023 the City of Mitchellville, TN requested that the City of Portland, TN release ten (10) residential sewer taps to be used within the city limits of Mitchellville in addition to the thirty-seven (37) sewer taps granted in Resolution No. 22-53; and

WHEREAS, in discussion at the City of Portland Council meeting on June 5, 2023 the Council agreed to the release of ten (10) more residential sewer taps noting that any further release of taps would be based on projection of needs by the City of Portland Utility department; and

WHEREAS, the availability of these ten (10) residential-only sewer taps are subject to review and expiration based on Resolution No. 23-45; and

WHEREAS, it is incumbent upon the City of Mitchellville, TN to maintain accurate records to track all sewer taps and submit copies of these records to the City of Portland within 30 days for each tap that is released; and

WHEREAS, all current City of Portland fees per sewer tap release are owed to the City of Portland and those fees are separate from any fees that the City of Mitchellville may charge; and

NOW THEREFORE BE IT RESOLVED by the Mayor and Board of Alderman of the City of Portland, TN that an additional ten (10) residential-only sewer taps be approved to be used within the city limits of the City of Mitchellville, TN as agreed upon at the June 5, 2023 Portland Council meeting; and

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



Mike Callis, Mayor



Attest: Rachel Slusser, City Recorder

Approved this 10th day of July 2023.

ORDINANCE

City of Portland, Tennessee

No. 24 - 16

Second Reading

AN ORDINANCE TO AUTHORIZE THE MAYOR TO ENTER INTO A DEVELOPER'S AGREEMENT WITH STRATTON-TAYLOR BUILDERS ON THE HARBIN SANDYE AVENUE DEVELOPMENT, WHICH WILL INCLUDE THE INSTALLATION OF AN EIGHT (8) INCH WATER MAIN ALONG WEST MARKET ST AND SANDYE AVENUE IN PORTLAND, TENNESSEE.

WHEREAS, the City of Portland, Tennessee has determined that improvements need to be made to City infrastructure, including the water system, as outlined in the attached agreement; and

WHEREAS, the Portland Department of Utilities has approved the Water and Sewer Capacity Letter (see Exhibit A), stating the Water Systems have capacity for the Harbin Sandye Avenue Development once improvements are made; and

WHEREAS, the Developer has agreed to be fully responsible for the cost of the improvements to City infrastructure, including the water system, as outlined in the attached agreement; and

NOW THEREFORE, BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland authorize the Mayor to enter into the attached Developer's Agreement with Stratton-Taylor Builders for the Harbin Sandye Avenue Development, located at the intersection of W Market St and Sandye Ave, Tax Map 034E, Group B, Parcel 014.02, 014.03, 014.04, & 014.05; and

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

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Passed First Reading: March 4, 2024
Passed Second Reading:

DEVELOPMENT AGREEMENT FOR HARBIN SANDYE AVENUE

CITY OF PORTLAND, TENNESSEE

This Development Agreement (“AGREEMENT”) is made and entered into on this ____ day of _____, 2024 by and between Stratton-Taylor Builders (“DEVELOPER”) and the City of Portland, Tennessee, a municipality organized and existing under the laws of the State of Tennessee (“CITY”).

WHEREAS, the DEVELOPER owns and desires to develop a 8-lot development, located at the intersection of W Market St and Sandye Ave, Tax Map 034E, Group B, Parcel 014.02, 014.03, 014.04, & 014.05, in Portland, Tennessee (hereinafter called the "PROJECT"); and

WHEREAS, DEVELOPER has received a letter stating the existing Water System does not have capacity for the development and will require fees to be paid for upgrading our System, along with improvements installed by the Developer, from the Portland Department of Utilities on the **4th** day of **April, 2023** (the “LETTER”). A copy of the Letter is attached to this Agreement as Exhibit A; and

WHEREAS, in order to provide the same level of service throughout the Water System for the PROJECT and the general public, it will be necessary for certain improvements to be constructed to serve the PROJECT. Said improvements include the IMPROVEMENTS (as defined below); and

WHEREAS, in order for said IMPROVEMENTS to be fully integrated with the public infrastructure of the CITY and to function in a satisfactory manner, the DEVELOPER has agreed to be responsible for design, permitting, construction, and inspection associated with the IMPROVEMENTS as set forth in this AGREEMENT.

WHEREAS, the DEVELOPER shall be responsible for all design, permitting, construction, and inspection of the IMPROVEMENTS. The IMPROVEMENTS shall be constructed by the DEVELOPER in accordance with the Portland Department of Utilities Standard Specifications and with the approval of the Construction Plans, and other rules, regulations, and ordinances of the CITY in said project and the terms of this Agreement, and

NOW, THEREFORE, in consideration of the premises and mutual covenants of the parties herein contained, it is agreed and understood as follows:

I. GENERAL CONDITIONS
A. Construction Costs

The DEVELOPER shall be responsible for all design, permitting, construction, and inspections necessary to install and complete approximately 811 linear feet (LF) of eight (8) inch water main with all required appurtenances. The DEVELOPER shall be responsible for all design and permitting for 433 linear feet (LF) of eight (8) inch

sewer main and all the required appurtenances, the IMPROVEMENTS in accordance with this agreement.

B. City Ordinances, Rules and Regulations

All currently existing CITY ordinances, and rules & regulations adopted by the Board of Mayor and Aldermen are made a part of this agreement. In the event of a conflict between the terms of this agreement and a CITY ordinance, the ordinance shall prevail. All work done under this agreement is to be performed in accordance with plans, and specifications approved by the CITY and made a part, hereof.

C. Agreement Not Assignable

No third party shall obtain any benefits or rights under this agreement, nor shall the rights or duties be assigned by either party.

D. Revocation and Interpretation

This agreement shall bind the DEVELOPER when executed by the DEVELOPER and may not be revoked by the DEVELOPER without permission of the CITY, even if the agreement has not been executed by the CITY, or does not bind the CITY, for other reasons. This agreement shall be interpreted in accordance with Tennessee law and may only be enforced in the Chancery Court or Circuit Court or Court of competent jurisdiction of Sumner County, Tennessee, and Tennessee Appellate Courts.

E. No Oral Agreement

This agreement may not be orally amended and supersedes all prior negotiations, commitments, or understandings. The Developer and Portland Board of Mayor and Aldermen must approve any written modification to this agreement.

F. Separability

If any portion of this agreement is held to be unenforceable, the court of competent jurisdiction shall have the right to determine whether the remainder of the agreement shall remain in effect or whether the agreement shall be void and all rights of the DEVELOPER and CITY pursuant to this agreement terminated.

G. Transferability

The DEVELOPER and/or Owner agrees that he/she will not transfer the property on which the PROJECT is to be located without first providing the CITY with notice of when the transfer is to occur and who the proposed transferee is, along with address and telephone numbers (except that no notice, consent or other requirement shall apply to the transfer or creation of any security or other interest pursuant to a deed of trust or other Owner financing). If it is the transferee's intention to develop this property in accordance with the agreement, the DEVELOPER agrees to provide the CITY an Assumption Agreement whereby the transferee agrees to perform the improvements required under this agreement and to provide the security needed to assure such performance. Said agreement will be subject to the approval of the CITY Attorney. The DEVELOPER and/or Owner understand that if he/she transfers said

property without providing the notice of transfer and Assumption Agreement as required herein, he will be in breach of this agreement and that any surety held by the CITY to secure the agreement may be called. The DEVELOPER further agrees that he shall remain liable under the terms of this agreement though a subsequent sale of all or part of said property occurs, unless an Assumption Agreement is entered into between the new owners and the CITY, and a new agreement is issued naming the new owners as Developer.

II. UTILITIES

A. Water Distribution System

a. Installations:

The DEVELOPER will be required to install approximately 811 LF of eight (8) inch water main with all associated appurtenances.

b. Improvement Fees:

The DEVELOPER shall be required to pay **\$12,000** in Water Improvement fees for 8 units as per the approved Construction Plans. All payments must be made prior to PDU signing the Final Plat.

c. Surety Amount:

The DEVELOPER shall provide a Letter of Credit or cash escrow to the CITY in the amount of **\$174,562.50** for the Water Distribution System surety for the PROJECT, prior to PDU signing the Final Plat. Any surety for utilities will be kept and renewed each year until the City has inspected and approved the utility. For each year of renewal, there shall be an additional 10% increase added to the surety amount. Once the utility is accepted by the City, a 12-month maintenance surety in the amount of **\$26,184.38** will be held. In the case that the utilities are installed prior to the City signing the Final Plat, the utilities must be tested, approved, and accepted by PDU, which the City of Portland will still require a maintenance surety to be held of the amount above 12 months after PDU's acceptance date or the taps will not be issued.

B. Sanitary Sewer Collections System

a. Installations:

The CITY will be required to install approximately 433 LF of eight (8) inch gravity sewer main, with all associated appurtenances with said installation. The CITY is required to install the sewer main as per Plat Book 20 Page 72.

b. Improvements Fees:

The DEVELOPER shall be required to pay **\$8,000** in Sewer Improvement fees, as per the attached Capacity Letter. All payments must be made prior to PDU signing the Final Plat.

Developer's payment to the CITY in the amount of (i) **\$20,000** as the PROJECT's share of the cost of WATER and SEWER IMPROVEMENT fees and (ii) a total SURETY amount of **\$174,562.50** for the PROJECT's utilities, and shall satisfy all Developer and Owner obligations

with respect to all improvements, including without limitation the WATER IMPROVEMENTS. The WATER IMPROVEMENTS are referred to herein as the "IMPROVEMENTS".

IV. VIOLATIONS AND REMEDIES

In the event of a default in the performance by either party of its obligation hereunder, the other party, in addition to any and all remedies set forth herein, shall be entitled to all remedies provided by law or in equity, including the remedy of specific performance or injunction.

V. BINDING EFFECT

The covenants and agreements herein contained shall bind and endure to the benefit of the parties hereto, their respective heirs, personal representatives, successors, and assigns, as appropriate.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed in multiple originals by persons properly authorized so to do on or as of the day and year first given.

OWNER

DEVELOPER

TITLE

TITLE

ATTEST:

ATTEST:

TITLE

TITLE

CITY OF PORTLAND (COUNTY OF
SUMNER), TENNESSEE

BY:

MAYOR
APPROVED AS TO FORM:

DATE

BY: _____
CITY ATTORNEY

DATE

EXHIBIT A



CITY OF PORTLAND

MEGAN HEISLER, P.E. – UTILITIES ENGINEER
100 SOUTH RUSSELL STREET
PORTLAND, TENNESSEE 37148
Telephone 615-323-1437
Email Address: mheisler@cityofportlandtn.gov

Brian Harbin
Stratton – Taylor Builders
4015 Calista Rd
Cross Plains, TN 37049

Date: 4/4/2023

Re: WATER & SEWER CAPACITY LETTER
W MARKET ST & SANDYE AVE, PORTLAND, TN 37148
SUMNER COUNTY – TAX MAP 034E, GROUP B, PARCELS 14.02, 14.03, 14.04, 14.05

Portland Department of Utilities (PDU) has completed its review of your application for water and sewer services for the proposed nine (9) unit development at the above referenced location. Please see below for the capacity details.

WATER:

The system does have capacity for the nine (9) proposed units once improvements are made. The City's minimum requirement for water main diameter within City Limits is eight (8) inches. Currently, at this location, there is a six (6) inch diameter water main. PDU will require this development to upsize the water main from the intersection of W Market St and Richland St, along the entire properties' road frontage to an eight (8) inch diameter water main. This will entail approximately 650 feet of eight (8) inch blue C900 DR 14 PVC or class 250 ductile iron pipe and all associated appurtenances. The Developer will be required to pay water improvement fees per unit.

SEWER:

Sewer is available for the nine (9) units. The Developer will be required to pay sewer improvement fees per unit.

Also, all future parcels must have the utility main along the parcels' road frontage to be approved for service. All services must be located on the property being serviced and not more than twenty (20) feet from the public right-of-way. The City does not allow utility services within a private easement. All of this was approved by Resolution 19-27 (Water).

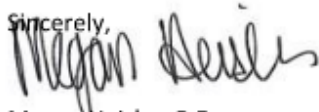
No approval of any services is indicated. Construction plans will be required to be submitted and approved by PDU for the water main being extended as stated above. Also, a legal document (i.e. recorded metes & bounds or recorded Plat) will need to be provided for each lot for PDU to verify that each lot has road frontage, as per Resolution 19-27.

An individual Residential Service Availability Request Form must be completed for each unit within this subdivision once the water line installation is complete and has been accepted by PDU. The fees associated with each unit (i.e. tap, connection, capacity fees, etc.) will be determined once that form is filled out and submitted to PDU.

This letter shall expire in 90 days. All fees, rates, and conditions noted in this letter are current as of the date of this letter and are subject to change over time. PDU will hold the fees at the amount stated above for a 90-day period after the date of this letter. After the 90-day period expires, fees are subject to re-calculation and potential increases. You may request an extension of fee status in **writing** prior to expiration of the 90-day period. PDU will review the request and either deny or grant the request in writing.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Megan Heisler", written over the word "Sincerely,".

Megan Heisler, P.E.

MNHAV001218

cc.

Bryan Price

Kim White

Darlene Baker

ORDINANCE

City of Portland, Tennessee

No. 24 - 18

First Reading

**AN ORDINANCE TO ACCEPT THE COMPREHENSIVE COMPENSATION STUDY
BID FROM ARTHUR J. GALLAGHER & CO. FOR THE CITY OF PORTLAND,
TENNESSEE**

WHEREAS, The City of Portland hereby acknowledges the need to have a compensation study done; and

WHEREAS, Arthur J. Gallagher & Co. has submitted a proposal to the City of Portland for this compensation study at an estimated amount of \$85,000; and

WHEREAS, The Mayor and Human Resource Director have reviewed the proposals and found it to be satisfactory; and

NOW THEREFORE BE IT ORDAINED, By the Mayor and City Council of the City of Portland that an agreement shall hereby be entered into with Arthur J. Gallagher & Co. to do a Compensation Study at an estimated amount of \$85,000.

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

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Passed First Reading:

Passed Second Reading:

Fee Schedule

Our fees to conduct the study outlined above (including out-of-pocket expenses) will be \$85,000. The table below outlines the price per phase.

Phase	Fees
PHASE 1: Study Administration * <i>Includes virtual meeting and ongoing project management meetings throughout.</i> <i>On-site meetings are available at an additional cost*</i>	
PHASE 2: Compensation Study **	\$85,000
PHASE 3: Project Finalization, Draft & Final Reports <i>Includes virtual meeting; On-site meetings are available at an additional cost *</i>	
TOTAL COST (inclusive of all tasks) will not exceed: \$85,000	

**On-site meetings are available at an additional cost.*

***Should the City request Gallagher to update/write job descriptions, those services will be priced separately since we are unable to determine the number that will be required. Pricing would be \$550 per job description and is in addition to the "Total Cost" identified above.*

Our study costs are directly derived from estimating the number of hours needed to perform the work and the level of the consultant charged with performing the work. Gallagher typically bills on a monthly basis up to the maximum of each deliverable. Please note, as phases sometimes run concurrently, a phase may not be completed at the time it is billed. All expenses are included in this quote. Should the City wish to have additional on-site presentation days or meetings, the estimated cost would be \$5,000 per day.

Any change to the scope of the assignment (beyond what is described above) as well as other work requested beyond this assignment will be billed based on our hourly rates, unless we mutually agree on a fixed fee for the additional work.

Contractual Consideration

Gallagher is pleased to submit this proposal to the City. While this proposal is not meant to constitute a formal offer, acceptance, or contract, notwithstanding anything to the contrary contained in the proposal, Gallagher is submitting this proposal with the understanding the parties would negotiate and sign a contract containing terms and conditions that are mutually acceptable to both parties.

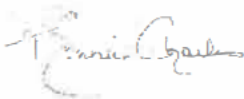
Our legal team has provided the following exceptions to the terms and conditions outlined in this proposal. **We are open to discussion on these.**

Gallagher is not a federal contractor or subcontractor. Therefore, Gallagher cannot agree to federal contracting provisions contained within the RFP.

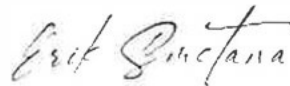
Section B (Last Bullet Point) (Page 3) - This section should make clear that Client shall own all final deliverables provided to Client by Gallagher as part of the services provided under this Agreement, provided however Gallagher shall retain sole and exclusive ownership of all right, title, and interest in, and to, its intellectual property and derivatives thereof which no data or Confidential Information of the Client was used to create and which was developed entirely using Gallagher's own resources, including any and all pre-existing or independently developed know-how, methods, processes and other materials prepared by Gallagher. To the extent Gallagher's intellectual property is necessary for the Client to use the deliverables provided under this Agreement, Gallagher grants to Client a non-exclusive, royalty-free license to Gallagher's intellectual property solely for Client's use of such deliverables.

Thank you for this opportunity to offer our services. Please contact us any time if you have any questions or need more information. We look forward to hearing from you soon.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Ronnie Charles'.

Ronnie Charles, SPHR, GPHR, IPMA-SCP
National Managing Director & Practice Leader
651.234.0848 | Ronnie_Charles@ajg.com

A handwritten signature in cursive script, appearing to read 'Erik Smetana'.

Erik Smetana, MBA, SPHR, SHRM-SCP
Managing Director & Operations Leader
314.494.4849 | Erik_HenrySmetana@ajg.com

RESOLUTION

City of Portland, Tennessee

No. 24 – 21

A RESOLUTION TO ADOPT GUIDELINES FOR PUBLIC COMMENTS DURING PUBLIC MEETINGS

WHEREAS, the need to formulate guidelines for public comments during public meetings is deemed necessary and has been recommended by the Office of the Comptroller; and

WHEREAS, such guidelines have been developed and are included as Attachment A: Guidelines for Public Comments; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the City of Portland that the “Guidelines For Public Comments” be adopted as shown in Attachment A of this Resolution; and

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

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Approved this day of

CITY OF PORTLAND

Attachment A

Guidelines for Public Comments

Adopted: March 18, 2024

Resolution #24-21

The City welcomes citizen participation during its public meetings and provides opportunities for individuals to address the governing body at certain meetings such as: City Council, Municipal Planning Commission, Board of Zoning Appeals, Public Hearings, and other various boards and committees.

Except where prohibited by statute, all meetings are open to the public and are announced/advertised in accordance with the Tennessee Code Annotated.

While meeting agendas make the public aware of items to be acted upon, there may be occasions where certain items must be added to the agenda without proper notice.

The City seeks to advertise meeting times, dates, and locations through multiple avenues such as: City web site, bulletin board postings at City Hall, social media, and newspapers.

The best and most up to date method of being aware of advertised meetings is through the official City web site www.cityofportlandtn.gov.

The following guidelines are presented to ensure proper decorum so that the people's business can be conducted in a timely manner.

There are also several opportunities for the citizenry to serve when openings arise on various boards and committees from time to time, and we invite you to participate, since the majority of the boards are made up of non-elected members.

Public Meeting Comments and Decorum

1. Workshops / Study Sessions /Ad-Hoc Committees

The purpose of these types of meetings is to allow staff and industry professionals to present material to the governing body in order for them to explore items in greater detail before any possible action is taken. Since any conclusion or action within these meetings is not binding (no formal Resolution or Ordinance has been adopted) these informational meetings will have limited agenda information.

While most of these meetings do not have a public comment section, the chair reserves the right to recognize certain individuals as needed to gain further clarity.

2. Meetings with Binding Action

The public comment section for actionable items during a public meeting of a governing body is not to be confused with a public hearing. Only actionable items (items requiring a vote) can receive public comments, and those public comments must be germane to the agenda item.

Items listed on the agenda for discussion are not presented as actionable items since no Resolution or Ordinance has been presented.

As permitted by State Statute, reasonable limitations on the number of speakers and time allowed to speak may be imposed by the presiding officer in order to keep the meeting moving. The public comment section aids the governing body in acquiring relative information before acting on an item.

3. Public Hearings

When an item requires a public hearing by statute, the presiding officer will facilitate that particular item(s) during the public hearing portion of the meeting. Public hearing comments can be made in the same manner as those in the public comment section for actionable agenda items. Reasonable limitations on the number of speakers and time allowed to speak may be imposed by the presiding officer in order to keep the public hearing moving. As in the public comment section of other meetings, public hearings are held to gather data and opinions from the citizenry before any binding action is taken; and the same rules for decorum apply to public hearing comments as they do for other public comments.

4. Guidelines for Public Comments and Audience Members

- **General Rules for the Speaker**

- Anyone wishing to comment on an actionable item on the agenda must sign up at the public podium before the start of the meeting in order to speak. An actionable item is one in which a Resolution or Ordinance has been prepared in anticipation of a vote. Discussion items are typically not actionable items.
- Anyone wishing to speak will wait until the presiding officer calls them to the podium.
- Each speaker must state their legal name, current address, and which item they choose to speak on.
- All comments must be germane to the actionable agenda item that the speaker chose to speak on.

- Each speaker is given up to 5-minutes to speak only on the item they identified. Once their respective time is up, they will return to their seat.
- Speakers should speak into the microphone and speak clearly and succinctly.
- Any unused time by the speaker cannot be transferred to another speaker.
- The number of speakers may be limited to ensure that opposing views are heard.
- No video or audio is allowed to be played by the speaker or audience members.
- Per the City's Utility Cyber-Security Policy Resolution #23-59 and the City's Sensitive Data and Intrusion Policy Ordinance No. 23-18, the public is not allowed to connect any electronic devices to the City's system. No USB devices, cell phones, computers, or other devices are allowed to be plugged in or connected.
- Any paper material the speaker would like distributed to the governing body must be given to the chair (or designee) before the start of the meeting.
- No speaker is allowed to approach the governing body or go beyond the public podium.
- All remarks should be directed at the governing body as a whole, rather than at any particular member.
- **General Rules of Decorum**
 - No recording devices (audio, video, etc.) for the purpose of recording (this includes members of the news media), or otherwise, are allowed to be placed on the public podium, the desk or work areas of the governing body or their staff, in empty chairs, in any area that blocks others or hinders travel in and out the meeting chamber and/or aisles, and cannot be placed within eight (8) feet of any member of a governing body.
 - No device, sign, or action of any kind that is intended to disrupt, distract, or intimidate others may be used within the meeting chamber such as flashlights, lasers, bright lights, or whistles. Clapping, shouting, booing, or any inappropriate and/or disruptive behavior cannot be tolerated.
 - Whenever a group wishes to address the governing body on the same subject, the presiding officer may request that a spokesperson be chosen by the group.
 - No remarks are allowed to be made toward any other citizen, audience member, or staff member.
 - The public comment section is not intended to be a back and forth between the speaker and officials; and both sides should refrain from trying to engage one another.
 - Speakers, and/or audience members, will not continue to address the governing body once they have left the podium, and are not to engage any of the members from their seat.

- **Discretion of the Chair to Maintain Order**

- The following is prohibited: profanity; language likely to incite violence or outbursts from the audience; language that is disruptive to the orderly process of the meeting; engaging in conversations with individual governing body members; making comments of a personal nature regarding others; political campaigning; shouting; yelling; screaming. Doing so may lead to expulsion from the meeting.
- All speakers and audience members must abide by the instructions of the presiding officer during the meeting.
- Depending on circumstances, the presiding officer will use their judgement in an effort to maintain proper decorum and order so that public business can be conducted. This may include, but not limited to, extended recesses, expulsion of audience members, or the clearing of the meeting chambers so that disruptions do not control how business is conducted.
- The duty of the presiding officer is to conduct the people's business in a timely manner with an expectation that all will be conducted in a civil and respectful manner.

5. State Statutes and City Notifications

The City will strive to follow all present and future laws as it relates to proper notice, public meetings, agendas, and comments.

Each meeting that allows for public comments should contain language on each agenda in a similar fashion: *In accordance with Tennessee Public Chapter No. 300, public comments are allowed when those comments are germane to actionable agenda items, except where otherwise prohibited; and the number of individuals speaking may be limited to ensure opposing viewpoints are fairly represented. Individuals wishing to comment on an actionable agenda item must sign up before the start of the meeting and are allotted 5 minutes to speak.*

The following documentation is included for review:

- A sample sign-up sheet
- Public Chapter No. 300
- Public Chapter No. 213

City of Portland Public Comment Sign-In Sheet *(Please Read Before Signing Up)*

- In accordance with Tennessee Public Chapter No. 300, public comments are allowed when those comments are germane to actionable agenda items, except where otherwise prohibited; and the number of individuals speaking may be limited to ensure opposing viewpoints are fairly represented. See Resolution #24-21 for greater detail.
- Individuals wishing to comment on an agenda item must first sign up in person before the start of the meeting. Any items to distribute to Board members must be given to the designated minute keeper before the meeting starts.
- Comments are limited to 5 minutes per individual; and agenda items may be limited to 5 different speakers each, per differing viewpoint. No audio or video is allowed to be played during the meeting by the public.
- If you wish to communicate with Board members about issues not on the agenda, please contact the City Recorder, or see the City's website www.cityofportlandtn.gov for more info.

<i>Public Comments Are Only For Actionable Items On The Agenda</i>			Stance On Item (Check one)	
Individual To Speak		Agenda Item	For	Against
<i>Print Name</i>				
<i>Address</i>				
<i>Print Name</i>				
<i>Address</i>				
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<i>Address</i>				

For City Use Only

Board/Committee _____ Meeting Date: _____ Page Number: _____



State of Tennessee
PUBLIC CHAPTER NO. 300

HOUSE BILL NO. 448

By Representatives Davis, Fritts, Cepicky, Hardaway, Lynn, Slater

Substituted for: Senate Bill No. 551

By Senators Lowe, Jackson

AN ACT to amend Tennessee Code Annotated, Title 8, Chapter 44, Part 1, relative to public meetings.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Title 8, Chapter 44, Part 1, is amended by adding the following as a new section:

(a) A governing body shall, for each public meeting, reserve a period for public comment to provide the public with the opportunity to comment on matters that are germane to the items on the agenda for the meeting.

(b) The governing body may put reasonable restrictions on the period for public comment, such as the length of the period, the number of speakers, and the length of time that each speaker will be allowed to provide comment. The governing body may require a person to give notice in advance of the desire to offer comments at a meeting. The governing body shall take all practicable steps to ensure that opposing viewpoints are represented fairly, if any.

(c) A notice for a public meeting shall indicate the manner in which a person may indicate the person's desire to provide public comment at the meeting.

(d) This section does not apply to:

(1) A meeting of a governing body, or a portion thereof, where the governing body is conducting a disciplinary hearing for a member of the governing body or a person whose profession or activities fall within the jurisdiction of the governing body; or

(2) A meeting for which there are no actionable items on the agenda.

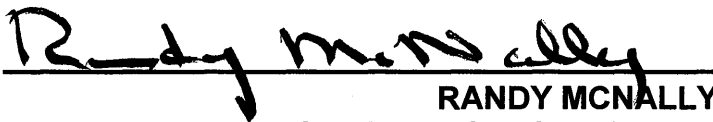
SECTION 2. This act takes effect July 1, 2023, the public welfare requiring it.

HOUSE BILL NO. 448

PASSED: April 5, 2023



CAMERON SEXTON, SPEAKER
HOUSE OF REPRESENTATIVES



RANDY MCNALLY
SPEAKER OF THE SENATE

APPROVED this 28th day of April 2023



BILL LEE, GOVERNOR



State of Tennessee

PUBLIC CHAPTER NO. 213

SENATE BILL NO. 27

By Gardenhire, Haile, Yager

Substituted for: House Bill No. 23

By Moon, Todd, Helton-Haynes, Jernigan, Rudder, Farmer, Faison, Greg Martin, Lamberth, Grills, Bricken, Vital, Eldridge, Wright, Clemmons, Howell, Ragan

AN ACT to amend Tennessee Code Annotated, Title 8, Chapter 44, relative to public meetings.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Title 8, Chapter 44, Part 1, is amended by adding the following as a new section:

(a)(1) At least forty-eight (48) hours prior to a meeting, a local government legislative body shall make available to the public, at no charge, the agenda for the upcoming meeting in a place accessible to the public. The agenda must reasonably describe the matters to be deliberated or acted upon during the public meeting.

(2) A local government legislative body may deliberate or act upon matters not listed on the agenda if the local government legislative body follows its bylaws or properly adopted rules and procedures and complies with all other applicable state laws.

(b) A local government legislative body shall not circumvent the spirit or requirements of this section by withholding items from an agenda for the purpose of avoiding public disclosure of business to be considered by the legislative body.

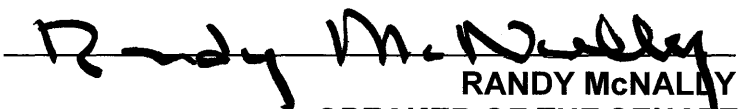
(c) A local government legislative body that maintains a website may make an agenda available to the public through the website. The local government legislative body's website is considered a place that is accessible to the public for purposes of compliance with subsection (a).

(d) As used in this section, "local government" means an incorporated city or town, metropolitan government, or county.

SECTION 2. This act takes effect upon becoming a law, the public welfare requiring it.

SENATE BILL NO. 27

PASSED: April 10, 2023


RANDY McNALLY
SPEAKER OF THE SENATE


CAMERON SEXTON, SPEAKER
HOUSE OF REPRESENTATIVES

APPROVED this 25th day of April 2023


BILL LEE, GOVERNOR

ORDINANCE

City of Portland, Tennessee

No. 24 - 17

First Reading

AN ORDINANCE AUTHORIZING THE ACCEPTANCE OF THE BEST BID FOR THE CITY OF PORTLAND PUBLIC WORKS/STORMWATER BUILDING, CONTAINING 4,950 SQUARE FEET.

WHEREAS, the following sealed bids were properly solicited and received by March 12, 2024, for the Public Works/Stormwater building; and

Option A - 4,950 sq ft pre-engineered post frame building (includes all materials, fixtures, inspections, permits, concrete, parking/driveway, etc. as specified in City of Portland provided plans)
Bid results: Jetton Property Group bid \$249,000.00,

Option B – Utilities installation – Refer to Sheet C-3 for Utility installation quantities. The contractor is to provide the price to install water and sewer lines. Option B will not be used to determine the winning bid of Option A.
Bid results: Jetton Property Group bid \$1,650.00,

WHEREAS, the City of Portland hereby recommends the acceptance of the best bid from Jetton Property Group in the amount of \$249,000.00 for Option A and \$1,650.00 for Option B, overall total cost of \$250,650.00;

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland that the bid from Jetton Property Group be accepted and a contract entered into for the construction of the Public Works/Stormwater Building and the utility installation; and

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

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Passed First Reading:

Passed Second Reading:

ORDINANCE

City of Portland, Tennessee

No. 24 - 19

First Reading

AN ORDINANCE TO ENTER AN AGREEMENT WITH GRESHAM SMITH TO PROVIDE ENGINEERING SERVICES FOR THE CITY OF PORTLAND 2024 TGT ROAD GAS LINE IMPROVEMENTS PROJECT

WHEREAS, in 2021 the Natural Gas Department received recommendation from our Cathodic Protection Consultant, C&C Services, to replace the four (4) inch steel line along TGT Road to eliminate the critical bond with Kinder Morgan; and

WHEREAS, in 2023 the Natural Gas Department was performing an annual leak survey and found a leak on the four (4) inch steel line along TGT Road caused by the interference from the cathodic protection of the Kinder Morgan Lines; and

WHEREAS, the Robertson County Industrial park continues to grow and gas demands are increasing in the area, the Department of Utilities recommends installing an eight (8) inch main as per our recommendation from 2016 from our previous gas engineering company Stigall and Associates; and

WHEREAS, due to our consultant's recommendations and the leak, the Department of Utilities deems it necessary to replace this section of gas main with an eight (8) inch Polyethylene (PE) Gas Line ; and

WHEREAS, Gresham Smith's fee shall not exceed \$88,919.25, which provides the following services; and

Task 1 – Preliminary Design	\$ 18,650.00
Task 2 – Erosion and Sediment Control Plans and Permits	\$ 14,625.00
Task 2 – Final Design	\$ 39,950.00
Task 3 – Construction Phase	\$ 11,460.00
<u>Incidentals 5%</u>	<u>\$ 4,234.25</u>
Total Estimated Fee	\$ 88,919.25

WHEREAS, funding shall come from unallocated fund balance; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland to approve the Gresham Smith agreement in the amount not to exceed \$88,919.25 to provide engineering services for the 2024 TGT Road Gas Line Improvements Project; and

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

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Passed First Reading:

Passed Second Reading:

ATTACHMENT 1 - TASK ORDER

Task Order No. 2 consisting of 4 pages

In accordance with Article 1 the Agreement between Owner and Engineer for Professional Services – Task Order Utility Edition, dated September 13, 2021 ("Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data

- A. Title: TGT ROAD NATURAL GAS MAIN REPLACEMENT
- B. Description: 8-INCH HDPE GAS MAIN REPLACEMENT DESIGN SERVICES

2. Services of Engineer

2.01 Preliminary Design **\$18,650.00**

- A. After written authorization to proceed Gresham Smith will:
 - 1. In consultation with Owner, utilizing Owner-provided field survey of project site, prepare Preliminary Design documents consisting of final design criteria, preliminary drawings, outline specifications, written description of the Project and opinion of probable Construction Cost.
 - 2. Evaluate design for replacement of existing 4-inch steel gas main along TGT Road beginning at Vanatta Road westward approximately 5,000 feet to the terminus of TGT Road in Portland, TN with a new 8-inch-high density polyethylene gas main.
 - 3. Review preliminary engineering evaluation and recommendations with Owner.

2.02 Erosion and Sediment Control Plans and Permit **\$14,625.00**

- A. After written authorization to proceed Gresham Smith will:
 - 1. Concurrent with Design, prepare erosion and sediment control plans, SWPPP documents, as required by the State.
 - 2. Obtain all required TDEC stormwater and construction permits, as needed.

2.03 Final Design **\$39,950.00**

- A. After written authorization to proceed with the Final Design Phase, Gresham Smith will:
 - 1. On the basis of the accepted Preliminary Design documents and the opinion of probable Construction Cost prepare for incorporation in the Contract Documents final drawings (hereinafter called "Drawings") to show the general scope, extent and character of the work to be furnished and performed by Contractor, and Construction Specifications specific to the work required by the Contractor (hereinafter called "Specifications"). Gresham Smith will

not be responsible for errors or omissions on plans or information that has been developed and/or supplied by City of Portland or others not contracted by Gresham Smith.

2. Prepare 90% complete Construction Drawings based on the approved Preliminary Engineering.
 - a. Plan View drawings of replacement Natural Gas facilities
 - b. Profile Drawings of replacement Natural Gas facilities
 - c. Construction Detail sheets, as required
 - d. Estimated Quantity sheets
 - e. Additional sheets as required by Owner
3. Prepare Construction Specifications and Bid Documents required to assist in construction.
4. Review 90% complete Construction Drawings and Specifications with Owner.
5. Revise 90% Construction Drawings and Specifications based on comments from Owner.
6. Prepare an Opinion of Probable Cost based on 90% Construction Drawings and Specifications
7. Furnish all necessary Drawings, Specifications and Bid Documents to Owner and selected Contractors for bidding, bid evaluation and project award.
8. Coordinate with Natural Gas Pipeline Operators that cross the TGT Road ROW and provide all documentation necessary to obtain crossing permits, as required by the Operators.
9. Prepare 90% complete Construction Drawings based on the approved Preliminary Engineering.
 - f. Plan View drawings of replacement Natural Gas facilities
 - g. Profile Drawings of replacement Natural Gas facilities
 - h. Construction Detail sheets, as required
 - i. Estimated Quantity sheets
 - j. Additional sheets as required by Owner
10. Prepare Construction Specifications and Bid Documents required to assist in construction.
11. Review 90% complete Construction Drawings and Specifications with Owner.
12. Revise 90% Construction Drawings and Specifications based on comments from Owner.
13. Prepare an Opinion of Probable Cost based on 90% Construction Drawings and Specifications.
14. Furnish all necessary Drawings, Specifications and Bid Documents to Owner and selected Contractors for bidding, bid evaluation and project award.

2.04 Construction Phase**\$11,460.00****A. During the Construction Phase:**

1. Limitation of Responsibilities: Gresham Smith will not be responsible for the acts or omissions of any Contractor, or of any subcontractor or supplier, or any of their agents or employees or any other persons at the site.
2. Gresham Smith will provide Construction Engineering as required during construction.
3. Gresham Smith will not be providing Resident Project Representative (RPR) services under this task order.

3. Owner's Responsibilities

- A. Owner shall have those responsibilities set forth in Article 2 of the Agreement, and in Exhibit B attached to this Task Order.
- B. Owner to review and approve General Conditions for all Construction Documents.

4. Times for Rendering Services

<u>Phase</u>	<u>Completion Date</u>
Preliminary Design	Within 4 weeks of Delivery of Site Survey from City of Portland
Final Design	10 weeks from City of Portland's approval of Preliminary Design
Construction Phase	Begin Construction TBD by Owner

5. **Payments to Engineer:** The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C. Owner shall pay Engineer for services rendered as follows:

Category of Services	Compensation Method	Lump Sum, or Estimate of Compensation for Services
Basic Services (Study/Report, Preliminary Design, Final Design, Bidding or Negotiating, Construction Phase)	Choose <u>One</u> : ☐ A. Lump Sum ☐ B. Standard Hourly Rates ☐ C. Direct Labor Costs Times a Factor (Factor:) ☒ D. Hourly Not to Exceed	\$73,200.00
Construction Engineering and Post-Construction Phase Services	Choose <u>One</u> : ☐ A. Lump Sum ☐ B. Standard Hourly Rates ☐ C. Direct Labor Costs Times a Factor (Factor:) ☒ D. Hourly Not to Exceed	\$11,460.00
Additional Services	Choose <u>One</u> :	

- ☐ A. [Omitted]
☒ B. Standard Hourly Rates
☐ C. Direct Labor Costs Times a
Factor (Factor:)
☐ D. [Insert any other compensation
method]

6. Consultants:

None

7. Other Modifications to Agreement:

None

8. Attachments:

None

9. Documents Incorporated by Reference:

None

10. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated herein by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is February 27, 2024.

OWNER: CITY OF PORTLAND

Designated Representative (8.03)

By: _____

Name: _____

Title: _____

Title: _____

Date: _____

Phone: _____

Email: _____

Address for Giving Notices:

ENGINEER: GRESHAM SMITH

Designated Representative (8.03)

By: _____

Name: Bobby Worthington, P.E.

Title: Principal

Title: Senior Engineer

Date: _____

Phone: (615) 770-8504

Email: bobby.worthington@greshamsmith.com

Address for Giving Notices:
222 Second Avenue, Suite 1400
Nashville, TN 37201-2308

ORDINANCE

City of Portland, Tennessee

No. 24 - 20

First Reading

AN ORDINANCE TO RESCIND IN ITS ENTIRETY ORDINANCE 23-15 AND REPLACE WITH THIS ORDINANCE FOR WATER, SEWER, NATURAL GAS, AND CAPACITY LETTER MAINTENANCE FEES

WHEREAS, the City of Portland deems it necessary to establish a new fee structure for water, sewer and gas; and

WATER & SEWER PLAN REVIEW FEES

Plan Review Fee (Due when plans are submitted for review)

- \$1,000 for water plans (per phase)
- \$1,000 for sewer plans (per phase)

WATER METER BASE FEES

Rate Class	Monthly Meter Base Fee
Residential	\$3
Commercial/Industrial	\$16
Fire Meters	\$75

Water Meter Base Fees shall be used to test, calibrate, maintain, and replace all existing meters within the distribution system. Fees shall be calculated as shown above.

Residential Fee – Shall apply to all residential meters

Commercial/Industrial Fee – Shall apply to all commercial & industrial domestic and irrigation meters.

Fire Meters – Shall apply to all fire meters

WATER FEE STRUCTURE

WATER CONNECTION FEES

Residential**	\$100
Commercial	\$150
Industrial	\$500

Water Connection Fees apply to all new account setup.

** In cases of natural disaster, including but not limited to tornado, lightning, flood, fire, sink hole, ice storms, and, other serious acts of nature, residential water connection fees may be waived by the Business Office Manager, at the sole discretion of the Business Office Manager.

WATER TAP FEES

TAP SIZE	INSIDE CITY LIMITS	OUTSIDE CITY LIMITS
¾"	\$1,500	\$2,000
1"	\$2,100	\$2,600
2"	\$4,500	\$5,000
*3"	\$5,200	\$5,700
*4"	\$6,200	\$6,700
*6"	\$9,200	\$9,700
*8"	\$11,200	\$11,700
*10"	\$15,000	\$16,000
*12"	\$18,000	\$20,000

*Contractor must provide all labor, materials, and meter per PDU specs

The Tap Fees only apply to services. The Tap Fee listed above does not apply to main line extensions or replacements for subdivisions. The developer shall be responsible for the cost of all taps for main line extensions and replacements.

WATER IMPROVEMENT FEE

\$1,500 per equivalent residential unit (ERU) on all new development.

Commercial and Industrial Improvement fees shall be calculated based upon their estimated domestic flow divided by the ERU. One ERU = 350 gallons per day per 24-hour day. For each unit of domestic flow or part thereof, shall be multiplied by the Water Improvement Fee.

*Example: Estimated Flow 1,000 gpd/350 gpd = 2.85 units = 3 units * \$1,500 = \$4,500*

Improvement fees are for the city to make capital improvements to the water system to maintain Level of Service for all rate payers. The City will hold these funds for future projects to improve deficiencies within the water system. The Improvement Fee shall be paid by the developer prior to the signing of the Final Plat. If development requires off-site improvements to the water system, the Water Improvement Fee may be waived for work-in-kind.

Multi-Family Unit Development shall follow the Water Improvement Fee schedule below:

Multi-Family Unit Water Improvement Fees

Number of Units	Fee per unit
1-50	\$1,500
51-100	\$1,275
101-150	\$1,125
Greater than 150	\$975

PAYING-IN-LIEU OF UPSIZING

When creating or altering a subdivision, Portland Department of Utilities may require the developer to pay-in-lieu of upsizing the water main for the length of water main adjacent to the property if the existing pipe diameter size does not meet the minimum requirements stated below.

Minimum Water Main Pipe Diameter

Within City Limits: 8" – (Unless documented in the City's Capital Improvement Plan to be larger)

Outside of City Limits: 6" – (Unless documented in the City's Capital Improvement Plan to be larger)

The City may also require payment if the utility has been designed and/or constructed **within the previous five (5) years** that the new Development will be utilizing.

ROAD BORE FEE

~~\$1,500 per horizontal directional drilled bore.~~ The horizontal directional drilling fee shall be a pass-through fee from the contractor and the petitioner shall be financially responsible for payment of said fee.

The road bore fee shall be required for any road bore installed by method of horizontal directional drilling (HDD) performed by the city's sub-contractor. This fee shall be paid when the tap and connection fees are paid. This fee will only be charged when the city cannot install the service by our own method of pneumatic mole piercing.

SEWER FEE STRUCTURE

SEWER TAP FEES AND CAPACITY FEES

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

- The above fees are privilege fees only.
- The specified fee does not include plumber's installation or materials cost.
- If a sewer customer is paying a monthly sewer bill at the time the City begins to collect capacity fees. The customer will not have to pay the capacity fee charge but will have to pay the tap fee if not already paid.
- A change of Use will require a review of capacity fees. Based on the intended use, new capacity fees shall be required.
- Multiple Sewer Capacity Units shall be used to calculate the Capacity Fee if multiple Uses are contained within one structure, i.e. A Convenience Store with gas pumps, restaurant, and a car wash.
- *Any future or current use or expansion of the SR 109 Interchange Sewer System Improvements completed in 2019 shall incur tap fees of \$10,000

SEWER CAPACITY UNITS

For each unit of sewage flow or part thereof (one unit =250 gallons per 24-hour day) there is a capacity fee of \$1750.

Single Family Residence – One (1) Unit - \$1750 Capacity Fee

Mobile Home Park – One (1) Unit per dwelling

Hotel/Motel – 130 gpd (gallons per day) per room

General Commercial Services – 130 gpd (gallons per day) per 1,000 S.F. of Floor space

Theaters – 5 gals. Per seat

General Office space – 25 gals. Per person

Restaurant – 40 gals. Per seat

Schools – 16 gals. Per person (Employees and Students)

Retirement Community (per bed) – 250 gpd (gallons per day)

Hospitals (per bed) – 250 gpd (gallons per day)

Assisted Care/Nursing Homes – One Half (½) unit per bed

Church (small) – 3 gals. Per seat (no kitchen)

Church (large) – 5 gals. Per seat (Kitchen)

Industrial (Sanitary Waste Only) * – 25 gals. Per person per day (This will be evaluated after one Year.) *The original fee will be based on the number of employees supplied to the City.

Any other classification will be calculated at 250 gpd (gallons per day).

Industrial Processed Water - \$750.00 per 1000 gallons per day

Car wash/truck wash – 2 units per bay

Self-service Laundries – 1 unit per washer

Service stations – 1 unit per pump

Bowling Alley – 1 unit/alley

Multi-Family Unit Development shall follow the Capacity Fee schedule below:

Multi-Family Unit Sewer Capacity Fees

Number of Units	Fee per unit
1-50	\$1,750
51-100	\$1,485
101-150	\$1,315
Greater than 150	\$1,135

SEWER IMPROVEMENT FEE

\$1,000 per unit on all new development

Improvement fees are for the city to make capital improvements to the sewer system to maintain Level of Service for all rate payers. The City will hold these funds for future projects to improve deficiencies within the sewer system. The Improvement fee shall be paid by the developer prior to the signing of the Final Plat. If development requires off-site improvements to the sewer system, the Sewer Improvement Fee may be waived for work-in-kind.

Multi-Family Unit Development shall follow the Sewer Improvement Fee schedule below:

Multi-Family Unit Sewer Improvement Fees

Number of Units	Fee per unit
1-50	\$1,000
51-100	\$850
101-150	\$750
Greater than 150	\$650

PAYING-IN-LIEU OF UPSIZING

When creating or altering a subdivision, Portland Department of Utilities may require the developer to pay-in-lieu of upsizing the sewer main for the length of sewer main adjacent to the property if the existing pipe diameter size does not meet the minimum requirements stated below.

Minimum Gravity Sewer Main Pipe Diameter: 8”

The City may also require payment if the utility has been designed and/or constructed **within the previous five (5) years** that the new Development will be utilizing.

ROAD BORE FEE

~~\$1,500 per horizontal directional drilled bore.~~ The horizontal directional drilling fee shall be a pass-through fee from the contractor and the petitioner shall be financially responsible for payment of said fee.

The road bore fee shall be required for any road bore installed by method of horizontal directional drilling (HDD) performed by the city’s sub-contractor. This fee shall be paid when the tap and connection fees are paid. This fee will only be charged when the city cannot install the service by our own method of pneumatic mole piercing.

NATURAL GAS FEE STRUCTURE

GAS CONNECTION FEES

Residential**	\$100
Commercial	\$150
Industrial	\$500

Gas Connection Fees apply to all new account setup.

** In cases of natural disaster, including but not limited to tornado, lightning, flood, fire, sink hole, ice storms, and, other serious acts of nature, residential gas connection fees may be waived by the Business Office Manager, at the sole discretion of the Business Office Manager.

GAS TAP FEES

TAP SIZE	INSIDE CITY LIMITS	OUTSIDE CITY LIMITS
¾"	\$300	\$450
1"	\$375	\$525
2"	\$450	\$750

INDUSTRIAL AND COMMERCIAL GAS METER UPSIZE FEE --- Customer shall pay all cost associated with upsizing of new meter to meet BTU demand load.

PAYING-IN-LIEU OF UPSIZING

When creating or altering a subdivision, Portland Department of Utilities may require the developer to pay-in-lieu of upsizing if the utility has been designed and/or constructed **within the previous five (5) years** that the new Development will be utilizing.

ROAD BORE FEE

\$1,500 per horizontal directional drilled bore. The horizontal directional drilling fee shall be a pass-through fee from the contractor and the petitioner shall be financially responsible for payment of said fee.

The road bore fee shall be required for any road bore installed by method of horizontal directional drilling (HDD) performed by the city's sub-contractor. This fee shall be paid when the tap and connection fees are paid. This fee will only be charged when the city cannot install the service by our own method of pneumatic mole piercing.

CAPACITY LETTER MAINTENANCE FEES

Each capacity letter (water, sewer, and gas) will have an administrative fee and a per unit fee that will be required to be paid by the petitioner annually for renewal of Capacity/Availability Letters.

RESIDENTIAL FEE STRUCTURE

- Individual Residential Service Availability Application Administrative Fee: \$100
- Residential Subdivision Availability of Service Request Form
Administrative Fee: \$500 + option A, B, or C
 - A. Up to 100 units: \$50 per unit
 - B. 101 to 300 units: \$40 per unit
 - C. 301 or more units: \$30 per unit

COMMERCIAL FEE STRUCTURE

- Commercial Availability of Service Request Form
Administrative Fee: \$1,000 + \$500 per unit

INDUSTRIAL FEE STRUCTURE

- Industrial Availability of Service Request Form
Administrative Fee: \$2,000 + \$1,000 per unit

WHEREAS, after careful consideration the City Council recommends the new fee structure for water, sewer, natural gas fees, **and Capacity Letter Maintenance Fees** as listed above; and

NOW, THEREFORE BE IT ORDAINED by the Mayor and Board of Aldermen of the City of Portland to approve this ordinance for Water, Sewer, and Natural Gas Fee Structure; and

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

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Passed First Reading:

Passed Second Reading:

RESOLUTION

City of Portland, Tennessee

No. 24 – 22

A RESOLUTION RESCINDING AND REVISING RESOLUTION 23-43 TO INCLUDE ALL AREAS OUTSIDE THE CITY LIMITS OF PORTLAND FOR ISSUING ANY NEW WATER CAPACITY REQUEST

WHEREAS, the City placed a moratorium for any new water taps (capacity) in an area known as the Oak Grove Zone in May 2022, and reaffirmed that moratorium in April 17, 2023 with Resolution 23-43 due to insufficient capacity in accordance with the Tennessee Board of Utility Regulation (TBOUR) who recognizes that services can be denied for the following reasons: 1. Insufficient capacity to serve customers, 2. Service to the customer is not economically feasible, 3. Service is not in the best interest of the utility and its existing customers; and

WHEREAS, the Caldwell, Caterpillar, Mason, Oak Grove, and Oak Hill water tanks continue to remain vulnerable due to limited pressure and volume within the system making servicing outside the city limits challenging. In an effort to protect current fire flow and capacity within the city proper, the Department of Utilities recommends to not approve any new water capacity request (taps) for areas outside the city limits of Portland for both Sumner and Robertson County until such a time that system improvements can be made; and

WHEREAS, any capacity (water taps) that has been requested prior to approval of this service pause (except for areas already prohibited) shall be issued if all of the following are true:

- The requestee had submitted an Availability Application prior to March 4, 2024; and
- Water modeling states the system does have capacity for the development at the time the model was completed; and
- The requestee continues to meet all the requirements for present and future capacity letters; and
- The requestee pays all fees current at the time a new capacity letter is issued, or a capacity letter is renewed; and
- The requestee ensures all capacity letters are up to date as there is no expectation of renewal once a capacity letter has expired; and
- The requestee agrees to make all necessary system improvements needed for the development.

WHEREAS, new water capacity requests made for areas outside the city limits after March 4, 2024, will be denied until sufficient capacity is available; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the City of Portland hereby approve a pause in issuing new water capacity request (water taps) for areas outside the city limits of Portland for both Sumner and Robertson County due to insufficient capacity until needed improvements are completed; and

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

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Approved this day of

RESOLUTION

City of Portland, Tennessee

No. 24 – 23

A RESOLUTION TO RESCIND AND REPLACE IN ITS ENTIRETY RESOLUTION 23-79 AUTHORIZING THE DEVELOPER TO PAY-IN-LIEU OF INSTALLING 105 LINEAR FEET OF 12-INCH WATER MAIN FOR THE ENTIRE LENGTH OF THEIR ROAD FRONTAGE, ALONG HIGHWAY 52W, FOR THE WAFFLE HOUSE DEVELOPMENT, LOCATED AT 405 HIGHWAY 52W IN PORTLAND, TENNESSEE.

WHEREAS, the City of Portland, Tennessee is installing a 12-inch water main to supply fire protection for future commercial properties and improve capacity along Highway 52W; and

WHEREAS, the Waffle House development's road frontage along Highway 52W is 105.26 linear feet; and

WHEREAS, the Waffle House development will be required to pay the City of Portland \$21,430.94 for the 105.26 linear feet of 12-inch water main prior to construction of the proposed 12-inch water main; and

NOW THEREFORE BE IT RESOLVED, by the Mayor and Board of Aldermen of the City of Portland that the Waffle House development will be required to pay-in-lieu of installing approximately 105 feet of 12-inch for the entire length of their road frontage, along Highway 52W; and

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

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Approved this 18th day of March, 2024

City of Portland Pay-In-Lieu of Installation Calculator

Development Name:

Waffle House Development

NOTES: Contingencies are based on 25% of cost of surety category. Per Section 3-102.2 Amounty of Surety.

Maintenance Surety shall not be less than 15% of the total surety.

Surety is calculated by the City Planner in consultation with the appropriate Department Head.

Input Field

PDU No.

101-211

Date:

3/5/2024

SURETY SUMMARY	SUB TOTAL	CONTINGENCY	TOTAL
I. CITY WATER:	\$ 21,430.94	\$ -	\$ 21,430.94
TOTAL SURETIES	\$ 21,430.94	\$ -	\$ 21,430.94

MAINTENANCE SURETY TO BE HELD	SUB TOTAL	TOTAL
I. CITY WATER:	\$ 21,430.94	\$ -
TOTAL MAINTENACE SURETY	\$ 21,430.94	\$ -

I. CITY WATER:	QUANTITY	UNIT	UNIT COST	TOTAL
6" Main		LF	\$ 100.00	\$ -
8" Main		LF	\$ 150.00	\$ -
10" Main		LF	\$ 200.00	\$ -
12" Main	105.26	LF	\$ 203.60	\$ 21,430.94
16" Main		LF	\$ 280.00	\$ -
24" Main		LF	\$ 300.00	\$ -
Booster Station (applicant provides quote)		QUOTE		\$ -
1" Auto Flusher		EA	\$ 5,000.00	
Hydrant		EA	\$ 6,000.00	\$ -
SubTOTAL				\$ 21,430.94

Note: City Water includes all Public, City of Portland Infrastructure. Does not inclue private service lines.

RESOLUTION

City of Portland, Tennessee

No. 24 – 24

A RESOLUTION TO RESCIND AND REPLACE IN ITS ENTIRETY RESOLUTION 23-93 AUTHORIZING THE DEVELOPER TO PAY-IN-LIEU OF INSTALLING 1,060 LINEAR FEET OF 12-INCH WATER MAIN FOR THE ENTIRE LENGTH OF L&W PROPERTIES, GP, ROAD FRONTAGE, ALONG HWY 52W, FROM W MARKET ST TO SANDYE AVE IN PORTLAND, TENNESSEE.

WHEREAS, the City of Portland, Tennessee is installing a 12-inch water main to supply fire protection for future commercial properties along Hwy 52W; and

WHEREAS, L&W Properties GP's Road frontage along Hwy 52W is approximately 1,060.32 linear feet; and

WHEREAS, L&W Properties GP will be required to pay the City of Portland \$215,881.15 for the 1,060.32 linear feet of 12-inch water main prior to construction of the proposed 12-inch water main; and

NOW, THEREFORE BE IT RESOLVED by the Mayor and Board of Aldermen of the City of Portland that the L&W Properties will be required to pay-in-lieu of installing approximately 1,060 feet of 12-inch for the entire length of their road frontage from W Market St to Sandye Ave, along Hwy 52W; and

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

Mike Callis, Mayor

Attest: Rachel Slusser, City Recorder

Approved this day of 2024

City of Portland Pay-In-Lieu of Installation Calculator

Development Name: L&W Properties, GP

NOTES: Contingencies are based on 25% of cost of surety category. Per Section 3-102.2 Amounty of Surety.

Maintenance Surety shall not be less than 15% of the total surety.

Surety is calculated by the City Planner in consultation with the appropriate Department Head.

Input Field

PDU No. 101-211

Date: 3/5/2024

SURETY SUMMARY	SUB TOTAL	CONTINGENCY	TOTAL
I. CITY WATER:	\$ 215,881.15	\$ -	\$ 215,881.15
TOTAL SURETIES	\$ 215,881.15	\$ -	\$ 215,881.15

MAINTENANCE SURETY TO BE HELD	SUB TOTAL	TOTAL
I. CITY WATER:	\$ 215,881.15	\$ -
TOTAL MAINTENACE SURETY	\$ 215,881.15	\$ -

I. CITY WATER:	QUANTITY	UNIT	UNIT COST	TOTAL
6" Main		LF	\$ 100.00	\$ -
8" Main		LF	\$ 150.00	\$ -
10" Main		LF	\$ 200.00	\$ -
12" Main	1060.32	LF	\$ 203.60	\$ 215,881.15
16" Main		LF	\$ 280.00	\$ -
24" Main		LF	\$ 300.00	\$ -
Booster Station (applicant provides quote)		QUOTE		\$ -
1" Auto Flusher		EA	\$ 5,000.00	
Hydrant		EA	\$ 6,000.00	\$ -
Note: City Water includes all Public, City of Portland Infrastructure. Does not inclue private service lines.				SUBTOTAL \$ 215,881.15