



CITY OF PORTLAND

2016 ANNUAL REPORT





October 2, 2017

Dear Portland City Council:

Please find within this document a copy of the Annual Report from each department of the City of Portland; the format is the same as previous years. This Annual Report is an outline of the services provided by the City of Portland and its employees. The purpose of this report is to focus on the major activities of 2016.

As always we strive to provide the best service possible to the people of our community!

Sincerely,

A handwritten signature in blue ink, appearing to read "Nikki Miller", is written over the word "Sincerely,".

Nikki Miller
City Clerk

“The City of Portland is an equal opportunity provider and employer.”

Index

Management Discussion & Analysis	1-10
Council Action Recap	11-16
Election Report	17-21
Income Tax Report	22
Tax Levy Report	23
Assessor's Report.....	24-25
Community Clean-Up Summary	26
Building Permit Report	27
Sewer Revenue Report.....	28
Wastewater Operations Report	29-44
Water Revenue Report.....	45
Water Production Report	46-48
DPW Report.....	49-52
Fleis & VandenBrink Engineering Report.....	53
Electric Revenue Report	54
Board of Light & Power Report.....	55-65
Parks, Recreation & Cemetery Report.....	66-73
Police Department Report.....	74-80
Ambulance Department Report	81-86
Work Order Recap	87
Zoning Board of Appeals Recap.....	88-89
Planning Commission Recap	90-91
DDA Recap.....	92-94
Economic Development Corporation Recap	95-96

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2016

The following is a discussion and analysis of City of Portland's (the City's) financial performance and position, providing an overview of the activities for the year ended June 30, 2016. This analysis should be read in conjunction with the *Independent Auditor's Report* and with the City's financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

Government-wide:

- Total net position was \$24,501,053 (excluding component units).
- Governmental activities net position was \$11,762,005.
- Business-type activity net position was \$12,739,048.
- Component Unit net position was \$1,244,945.

Fund Level:

- At the close of the fiscal year, the City's governmental funds reported a combined ending fund balance of \$3,506,313 with \$1,570,157 being nonspendable, restricted, committed or assigned for specific purposes and \$1,936,156 being unassigned.
- The General Fund realized \$9,858 more in revenues than anticipated for the fiscal year. The General Fund operations also expended \$102,386 less than appropriated.
- Overall, the General Fund balance increased by \$35,045.

Capital and Long-term Debt Activities:

- The total additions to the capital asset schedule for the primary government were \$881,609, excluding reclassifications. Significant capital purchases during the year included Cutler Road improvements, Kent Street improvements, the purchase of a new tractor, the purchase of a new hook up electric generator, and the purchase of a new ambulance.
- The total long-term debt for the primary government was \$6,063,868, a decrease of \$688,291 from the prior year. This decrease was largely due to scheduled payments on outstanding bonds, while no new debt was issued during the year.
- The City remains well below its authorized legal debt limit. The City debt limit, as defined by statute, is ten percent (10%) of the state equalized property values, which currently equals \$9,613,534.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the City's annual financial report. The annual financial report of the City consists of the following components: 1) *Independent Auditor's Report*; 2) *Management's Discussion and Analysis* and 3) the *Basic Financial Statements* (government-wide financial statements, fund financial statements, notes to the financial statements), 4) *Required Supplementary Information* such as budget to actual comparisons for the General Fund and major Special Revenue Funds, and 5) *Other Supplementary Information* including combining financial statements for all nonmajor governmental funds and other funds and other financial data.

Government-wide Financial Statements (Reporting the City as a Whole)

The set of government-wide financial statements are made up of the Statement of Net Position and the Statement of Activities, which report information about the City as a whole, and about its activities. Their purpose is to assist in answering the question, is the City, in its entirety, better or worse off as a result of this fiscal year's activities? These statements, which include all nonfiduciary assets and liabilities, are reported on the *accrual basis of accounting*, similar to a private business. This means revenues are accounted for when they are *earned* and expenses are accounted for when *incurred*, regardless of when the actual cash is received or disbursed.

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2016

The Statement of Net Position (page 1) presents all of the City's assets, deferred outflows of resources, liabilities, and deferred inflows of resources, recording the difference between them as "net position". Over time, increases or decreases in net position measure whether the City's financial position is improving or deteriorating.

The Statement of Activities (page 2) presents information showing how the City's net position changed during 2015/2016. All changes in net position are reported based on the period for which the underlying events giving rise to the change occurs, regardless of the timing of related cash flows. Therefore, revenue and expenses are reported in these statements for some items that will only result in cash flows in future financial periods, such as uncollected taxes and earned but unused employee vacation leave.

Both statements report the following activities:

- **Governmental Activities** - Most of the City's basic services are reported under this category. Taxes, charges for services and intergovernmental revenue primarily fund these services. Most of the City's general government departments, public safety, public works, health and welfare (ambulance), economic development, city improvements, street improvements, recreation activities, and other City wide elected official operations are reported under these activities.
- **Business-type Activities** - These activities operate like private businesses. The City charges fees to recover the cost of the services provided. The Electric Light and Power System, the Sewage Disposal System and Water System Fund and are examples of these activities.
- **Discretely Presented Component Units** - Discretely Presented Component units are legally separate organizations for which the City Council and Administration appoints a majority of the organization's policy board and there is a degree of financial accountability to the City. One organization is included as a discretely presented component unit: the Downtown Development Authority.

As stated previously, the government-wide statements report on an *accrual* basis of accounting. However, the governmental funds report on a *modified accrual* basis. Under modified accrual accounting, revenues are recognized when they are measurable and available to pay obligations of the fiscal period; expenditures are recognized when they are due to be paid from available resources.

Because of the different basis of accounting between the fund statements (described below) and the government-wide statements, pages 5 and 8 present reconciliations between the two statement types. The following summarizes the impact of transitioning from modified accrual to full accrual accounting:

- Capital assets used in governmental activities (depreciation) are not reported on the fund financial statements of the governmental fund. Capital assets and depreciation expense are reported on the government-wide statements.
- Capital outlay spending results in capital assets on the government-wide statements, but is reported as expenditures on the fund financial statements of the governmental funds.
- Internal service funds are reported as governmental activities on the government-wide statements, but are reported as proprietary funds on the fund financial statements.
- Long-term liabilities, such as amounts accrued for sick and annual leave (compensated absences), etc. appear as liabilities on the government-wide statements; however, they will not appear on the fund financial statements unless current resources are used to pay a specific obligation.
- Long-term debt proceeds are reported as liabilities on the government-wide statements, but are recorded as other financing sources on the fund financial statements.

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2016

Fund Financial Statements (Reporting the City's Major Funds)

The fund financial statements, which begin on page 3, provide information on the City's significant (major) funds, and aggregated nonmajor funds. A fund is a fiscal and accounting entity with a self-balancing set of accounts that the City uses to keep track of specific sources of funding and spending for a particular purpose. Traditional users of governmental financial statements will find the Fund Financial Statements presentation more familiar. The *basic financial statements* report major funds as defined by the Government Accounting Standards Board (GASB) in separate columns. Statement 34 defines a "major fund" as the General Fund, and any governmental or enterprise fund which has either total assets and deferred outflows of resources, total liabilities and deferred inflows of resources, total revenues or total expenditures/expenses that equal at least ten (10) percent of those categories for either the governmental funds or the enterprise funds *and* where the individual fund total also exceeds five (5) percent of those categories for governmental and enterprise funds combined. The major funds for City of Portland include the General Fund, the City Income Tax Fund, the Local Street Fund, the Ambulance Fund, the Electric Light and Power System Fund, the Sewage Disposal System Fund and the Water System Fund. All other funds are classified as nonmajor funds and are reported in aggregate by the applicable fund type.

The City's funds are divided into three categories - governmental, proprietary, and fiduciary - and use different accounting approaches:

- **Governmental Funds** - Most of the City's basic services are reported in the governmental funds. The focus of these funds is how cash and other financial assets that can be readily converted to cash, flow in and out during the course of the fiscal year and how the balances left at year-end are available for spending on future services. Consequently, the governmental fund financial statements provide a detailed short-term view that helps determine whether there are more or fewer financial resources that may be expended in the near future to finance the City's programs. Governmental funds include the *General Fund*, as well as *Special Revenue Funds* (use of fund balance is restricted, e.g., income tax, major street, local street, ambulance and recreation funds), *Capital Projects Funds* (used to report major capital acquisitions and construction, e.g., the Capital Improvement Fund - Street Projects), and *Debt Service Funds* (accounts for resources used to pay long-term debt principal and interest, e.g. the special assessments fund).
- **Proprietary Funds** - Services for which the City charges customers (whether outside the City structure or a City department) a fee are generally reported in proprietary funds. Proprietary funds use the same *accrual* basis of accounting used in the government-wide statements and by private business. There are two types of proprietary funds. *Enterprise funds* report activities that provide supplies and/or services to the general public. An example is the Sewer Disposal System Fund. *Internal Service funds* report activities that provide supplies or service to the City's other operations, such as the Motor Pool Fund. Internal Service funds are reported as governmental activities on the government-wide statements.

Notes to the Financial Statements

The Notes to the Financial Statements provide additional information that is essential to a full understanding of the detail provided in the government-wide and fund financial statements. The Notes can be found beginning on page 18 of this report.

Required Supplementary Information

Following the Basic Financial Statements is additional Required Supplementary Information (RSI), which further explains and supports the information in the financial statements. RSI includes budgetary comparison schedules for the General Fund and the major special revenue funds.

City of Portland

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2016

Other Supplementary Information

Other Supplementary Information includes combining financial statements for nonmajor governmental funds. These funds are added together by fund type and are presented in aggregate single columns in the appropriate single columns in the appropriate basic financial statements.

FINANCIAL ANALYSIS OF THE CITY AS A WHOLE

As previously stated, City of Portland's combined net position was \$24,501,053 at the end of this fiscal year's operations. The net position of the governmental activities was \$11,762,005; the business-type activities were \$12,739,048.

This table has been restated from last year to reflect the recording of the pension liability and corresponding deferred inflows and outflows of resources that are required to be recorded as a result of a change in accounting principles. The City also reports its investment in capital assets (e.g. land, buildings, equipment, etc.) The City uses these capital assets to provide services to students and residents of the community; consequently, these assets are not available for future spending. Also, a certain amount of net position was restricted for specific purposes such as major streets, perpetual care, ambulance services, and debt service.

Net Position as of June 30, 2015 and 2016

	Governmental Activities		Business-type Activities		Total Primary Government	
	<u>2015</u>	<u>2016</u>	<u>2015</u>	<u>2016</u>	<u>2015</u>	<u>2016</u>
Current and Other Assets	\$ 4,202,363	\$ 3,808,327	\$ 3,385,761	\$ 3,242,582	\$ 7,588,124	\$ 7,050,909
Capital Assets	13,163,817	13,079,090	17,809,551	17,236,636	30,973,368	30,315,726
Total Assets	\$ 17,366,180	\$ 16,887,417	\$ 21,195,312	\$ 20,479,218	\$ 38,561,492	\$ 37,366,635
Deferred outflows of resources	\$ 208,484	\$ 877,037	\$ 113,897	\$ 518,655	\$ 322,381	\$ 1,395,692
Current Liabilities	\$ 1,144,363	\$ 907,016	\$ 609,826	\$ 621,191	\$ 1,754,189	\$ 1,528,207
Noncurrent Liabilities	5,459,935	4,901,221	7,312,470	7,522,103	12,772,405	12,423,324
Total Liabilities	\$ 6,604,298	\$ 5,808,237	\$ 7,922,296	\$ 8,143,294	\$ 14,526,594	\$ 13,951,531
Deferred inflows of resources	\$ -	\$ 194,212	\$ -	\$ 115,531	\$ -0-	\$ 309,743
Net Investment in Capital Assets	\$ 13,326,044	\$ 12,570,446	\$ 12,175,679	\$ 11,783,764	\$ 25,501,723	\$ 24,354,210
Restricted	494,381	317,375	537,450	579,579	1,031,831	896,954
Unrestricted	(3,058,543)	(1,125,816)	673,784	375,705	(2,384,759)	(750,111)
Total Net Position	\$ 10,761,882	\$ 11,762,005	\$ 13,386,913	\$ 12,739,048	\$ 24,148,795	\$ 24,501,053

City of Portland

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2016

Changes in Net Position for the Fiscal Year Ending June 30, 2015 and 2016

The results of this year's operations for the City as a whole are reported in the condensed statement of activities, which shows the changes in net position for the fiscal years 2014/2015 and 2015/2016.

	Governmental Activities		Business-type Activities		Total	
	2015	2016	2015	2016	2015	2016
Revenues						
Program Revenues						
Charges for						
Services	\$ 1,058,598	\$ 1,108,250	\$ 5,115,461	\$ 5,071,600	\$ 6,174,059	\$ 6,179,850
Grants and						
Contributions	583,356	651,883	-	-	583,356	651,883
General Revenues						
Property Taxes	1,057,094	1,088,127	-	-	1,057,094	1,088,127
State Shared						
Revenue	402,593	399,390	-	-	402,593	399,390
City Income Taxes	784,191	823,642	-	-	784,191	823,642
Investment Earnings	4,499	1,580	3,551	1,077	8,050	2,657
Miscellaneous	42,065	38,319	50,784	33,037	92,849	71,356
Transfers	2,045	53,796	(2,045)	(53,796)	-0-	-0-
Total Revenues	3,934,441	4,164,987	5,167,751	5,051,918	9,102,192	9,216,905
Expenses						
General Government	1,056,940	1,036,011	-	-	1,056,940	1,036,011
Public Safety	831,414	837,137	-	-	831,414	837,137
Public Works	1,375,347	1,262,091	-	-	1,375,347	1,262,091
Health and Welfare	601,040	643,784	-	-	601,040	643,784
Community and						
Economic Develop.	10,191	14,612	-	-	10,191	14,612
Recreation and						
Culture	263,684	292,755	-	-	263,684	292,755
Other	14,769	7,429	5,816,050	5,699,783	5,830,819	5,707,212
Total Expenses	4,153,385	4,093,819	5,816,050	5,699,783	9,969,435	9,793,602
Extraordinary Items						
Tornado revenues	198,020	-	33,819	-	231,839	-
Tornado related expenses	(210,814)	-	(80,658)	-	(291,472)	-
Total Extraordinary Items	(12,794)	-0-	(46,839)	-0-	(59,633)	-0-
Increase (decrease) in Net Position	(231,738)	71,168	(695,138)	(647,865)	(926,876)	(576,697)
Restated Net Position - Beginning	11,187,314	11,690,837	14,082,051	13,386,913	25,269,365	\$ 25,077,750
Net Position - Ending	\$ 10,955,576	\$ 11,762,005	\$ 13,386,913	\$ 12,739,048	\$ 24,342,489	\$ 24,501,053

Governmental Activities:

The result of 2015/2016 governmental activity was an increase of \$71,168 in net position to \$11,762,005. Of the total governmental activities' net position, \$12,570,446 is invested in capital assets less related debt, \$317,375 is reported as restricted, meaning these assets are legally committed for a specific purpose through statute, or by another authority outside the City government. The balance of (\$1,125,816) is listed as unrestricted, having no legal commitment.

City of Portland

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2016

Revenues:

The three largest revenue categories were charges for services at 26.6% property taxes at 26.1%, and city income taxes at 19.8%. The City levied a property tax millage for the year ended June 30, 2016, for general government operations at 13.6574 mills, which includes 1.0000 mills for local streets. Charges for services, which reimburse the City for specific activities, examples include items such as ambulance fees, township fire fees, recreation fees and contributions, administrative charges, permits and motor pool equipment rental. The City income tax is set at 1% for residents and ½% for nonresidents that work in the City. It provided the third largest source of governmental activity revenue.

Expenses:

Public works is the largest governmental activity, expending approximately 30.8% of the governmental activities total. General government is the second largest area, expending approximately 25.4% of the governmental activities total and general government includes departments (e.g., council, community promotions, city manager, elections, general administration, assessor, city hall maintenance, and cemetery operations). Public safety is the third largest governmental activity, expended 20.4% of the governmental activities total on law enforcement, fire protection and code enforcement.

Business-type Activities:

Net position in business-type activities was decreased by \$647,865 during fiscal year 2015/2016. Of the business-type activities' net position, \$11,783,764 is invested in capital assets net of related debt, \$579,579 is reported as restricted, meaning the net position is legally committed for a specific purpose through statute, or by another authority outside the City government. The balance of \$375,705 is listed as unrestricted, having no legal commitment.

FINANCIAL ANALYSIS OF THE CITY'S MAJOR AND NONMAJOR FUNDS

As the City completed 2015/2016, its governmental funds reported *combined* fund balances of \$3,506,313. This is a net increase of \$935,189. The net changes are summarized in the following chart:

	General Fund	City Income Tax	Major Street Fund	Ambulance	Nonmajor Governmental Funds	Total Governmental Funds
Fund Balance 6/30/2015	\$ 1,912,628	\$ 1,054,419	\$ 63,315	\$ 186,138	\$ 444,533	\$ 3,661,033
Fund Balance 6/30/2016	\$ 1,947,673	\$ 1,078,687	\$ 69,127	\$ 140,246	\$ 270,580	\$ 3,506,313
Net Change	\$ 35,045	\$ 24,268	\$ 5,812	\$ (45,892)	\$ (173,953)	\$ (154,720)

General Fund:

The General Fund is the chief operating fund of the City. Unless otherwise required by statute, contractual agreement or Board policy, all City revenues and expenditures are recorded in the General Fund. As of June 30, 2016, the General Fund reported a fund balance of \$1,947,673. This amount is a net of the restated fund balance of \$1,912,628 reported as of June 30, 2015. The 2015/2016 original budget had called for a \$38,534 decrease to fund balance.

The General Fund 2015/2016 revenues exceeded 2015/2016 expenditures by \$35,045 largely due to reduced spending.

City of Portland

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2016

General Fund Budgetary Highlights:

The City of Portland's budget is a dynamic document. Although adopted in May (prior to the start of the year), the budget is routinely amended during the course of the year to reflect changing operational demands.

Actual General Fund revenue and other financing sources totaled \$2,031,579, \$9,858 higher the final amended budget.

The City's original General Fund expenditures and other financing uses budget was increased by \$68,815 during 2015/2016. The increase can be attributed to an increase in the amount paid to the ambulance fund.

Actual City expenditures and other financing uses for 2015/2016 were \$95,562 below the amended budget. The additions to the original budget were offset by reduced spending because of financial uncertainty associated with State cuts to revenue sharing.

City Income Tax Fund

As of June 30, 2016, the City Income Tax Fund reported a fund balance of \$1,078,687, an increase of \$24,268 from the prior year. The total fund balance is committed for street improvements. The City has used the income tax funds exclusively for the improvement of streets, sidewalks, curb, gutter, street lighting, parking areas, associated utilities and their appurtenances. To address these capital needs, accelerate projects, and reduce inconvenience to residents the City issued \$1,400,000 in Capital Improvements Bonds on September 4, 2013. The Capital Improvement Bond debt issued will be serviced with income tax revenues and be paid in full on September 1, 2016.

Major Street Fund

As of June 30, 2016, the Major Street Fund reported a fund balance of \$69,127, which is an increase of \$5,812 from the prior year.

Ambulance Fund

As of June 30, 2016, the Ambulance Fund reported a fund balance of \$140,246, which is a decrease of \$45,892 from the prior year. The entire balance of \$140,246 is committed to ambulance operations.

Enterprise Funds

As the City completed 2015/2016, its enterprise funds reported *combined* net position of \$12,726,315. This is a net decrease of \$660,598 resulting from current year operations. The net changes are summarized in the following chart.

	Electric Light and Power System Fund	Sewage Disposal System Fund	Water System Fund	Nonmajor Enterprise Fund	Totals
Restated Net Position 6/30/2015	\$ 7,378,091	\$ 1,935,828	\$ 4,050,661	\$ 22,333	\$ 13,386,913
Net Position 6/30/2016	\$ 7,042,673	\$ 1,763,442	\$ 3,907,469	\$ 25,464	\$ 12,739,048
Net Change	\$ (335,418)	\$ (172,386)	\$ (143,192)	\$ 3,131	\$ (647,865)

City of Portland

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2016

Electric Light and Power System Fund:

As of June 30, 2016, the Electric Light and Power System Fund reported a net position of \$7,029,940, a decrease of \$328,151 from the prior year. Of the entire net position amount, \$6,318,952 is invested in capital assets, net of related debt, \$400,000 is restricted for utility reserve, and \$310,988 is unrestricted.

Sewage Disposal System Fund:

As of June 30, 2016, the Sewer Fund reported a net position of \$1,763,442 a decrease of \$172,386 from the prior year. Of the entire net position, \$2,063,232 is invested in capital assets, net of related debt, \$179,579 is restricted, and (\$479,369) is unrestricted.

Water System Fund:

As of June 30, 2016, the Water System Fund reported a net position of \$3,907,469, a net decrease of \$143,192 from the prior year. Of the entire net position, \$3,401,580 is invested in capital assets, net of related debt and \$505,889 is unrestricted.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets - At the end of Fiscal Year 2015/2016 the City had invested \$30,315,726, and \$1,278,866 for the component units, net of accumulated depreciation, in a broad range of capital assets (see table below). Additional information related to capital assets is detailed in Note G of the Financial Statements. Net Book value of capital assets at June 30, 2016, was as follows:

	<u>Governmental Activities</u>	<u>Business- type Activities</u>	<u>Totals</u>
Land	\$ 1,075,920	\$ -	\$ 1,075,920
Construction in Progress	258,873	-	258,873
Land Improvements, net	65,875	-	65,875
Buildings, net	184,662	-	184,662
Equipment and Furniture, net	791,489	-	791,489
Electric System, net	-	7,618,952	7,618,952
Sewer System, net	-	5,531,232	5,531,232
Water System, net	-	4,086,452	4,086,452
Infrastructure			
Streets and Bridges, net	10,702,271	-	10,702,271
Capital Assets, net	<u>\$ 13,079,090</u>	<u>\$ 17,236,636</u>	<u>\$ 30,315,726</u>

Long-term Debt - As of June 30, 2016, the City had \$6,063,868 in long-term debt outstanding for the primary government. This level of net obligation is \$688,291 less than the obligation recorded as of June 30, 2015.

City of Portland

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2016

Outstanding Debt as of June 30, 2016:

A more detailed discussion of the City's long-term debt obligations is presented in Note H to the financial statements.

	<u>Balance</u> <u>July 1, 2015</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2016</u>
Primary Government				
Governmental activities				
2012 Vactor Truck Lease-Purchase Agreement (\$85,500)	\$ 52,892	\$ -	\$ 17,248	\$ 35,644
2013 G.O. Limited Tax Bonds	940,000	-	467,000	473,000
Accumulated compensated absences	73,790	63,904	88,817	48,877
Business-type activities				
2008 Capital Improvement Bonds (\$1,690,000)	1,355,000	-	55,000	1,300,000
2004 Water System Bonds (\$1,344,872)	754,872	-	70,000	684,872
2010 Sanitary Sewer System (\$2,900,000) (Build America Bonds)	2,732,000	-	43,000	2,689,000
2011 Sanitary Sewer System (\$840,000)	792,000	-	13,000	779,000
Accumulated compensated absences	51,605	65,100	63,230	53,475
Total Primary Government	6,752,159	129,004	817,295	6,063,868
Component Unit				
2012 Refunding Bonds	440,000	-	220,000	220,000
Total Reporting Entity	\$ 7,192,159	\$ 129,004	\$ 1,037,295	\$ 6,283,868

CITY OF PORTLAND GOVERNMENT ECONOMIC OUTLOOK:

- * State revenue sharing is expected to increase 1.2% for the City's fiscal year 2016-2017, based on State of Michigan revenue sharing estimates.
- * While health and dental insurance premiums continue to rise much faster than the rate of inflation, the City has decreased its premium exposure by increasing the premium percentage paid by employees from 10% to 11% in FY 2012-13; from 11% to 14% in FY 2013-14; from 14% to 17% in FY 2014-15; and from 17% to 20% in FY 2015-16.
- * The City has limited its MERS B4 plan to current employees only in an effort to contain future pension costs. All new hires will be enrolled in a MERS Hybrid pension plan in which the City's contribution is capped at 7% and employees must contribute 3%. Actual pension costs increased from \$434,906 to \$548,464 which reflects a 0.71% decrease for the non-union division, an 18.53% increase for the GELC division, and an 40.46% increase in the POLC Division, which has no active retirees.
- * Investment earnings on City deposits are expected to remain flat as market interest rates are not expected to increase.
- * The City's income tax revenues decreased from \$750,535 in 2013 to \$747,889 in 2014 (a decrease of 0.35%). In 2015 City income tax revenues increased 3.09% rising from \$747,889 in 2014 to \$770,969 in 2015. In 2016 City income tax revenues increased 5.24% rising from \$770,969 in 2015 to \$811,413 in 2016.
- * The City's SEV decreased from \$100,070,000 in 2012 to \$94,892,800 in 2013 (a decrease of 5.17%), then to \$96,221,700 in 2014 (an increase of 1.40%), then to \$96,263,900 in 2015 (an increase of 0.04%). From 2015 to 2016 the SEV decreased to \$94,754,600 (a decrease of 1.56%), then from 2016 to 2017 the SEV increased to \$95,435,400 (an increase of 0.71%). The outlook for the 2017 SEV is expected to decrease due to the decline in personal property taxes.

The City has paid off higher interest debt and taken advantage of low interest rates to finance necessary improvements and place it in a better long term position. The City expects modest increases in income tax and income tax revenues. The City's ability to continue to provide a full range of high quality municipal services coupled with its location along I-96 between two larger metropolitan markets supports a positive outlook for stability.

City of Portland

MANAGEMENT'S DISCUSSION AND ANALYSIS

June 30, 2016

CONTACTING THE CITY

This financial report is designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of the City's finances and to demonstrate the City's accountability for the money it receives. If there are questions about this report, or a need for additional information, contact the City of Portland's Treasurer's Office at (517) 647-2933.

City of Portland

Portland, Michigan

2016 Annual Report Of the City Council

The following information is a synopsis of the important decisions made by the City Council during the 2016 calendar year.

Council Members: Mayor James E. Barnes, Mayor Pro-Tem Joel VanSlambrouck, Patrick Fitzsimmons, Robert Baldyga, and Amanda Johnston

January

- Mayor Barnes presented a proclamation to Doug Logel honoring his 41 years of service to the Portland Volunteer Fire Department and Portland Area Fire Authority.
- The Council appointed Interim Police Chief Robert A. Bauer as the City of Portland representative on the Ionia County Central Dispatch Board of Directors.
- Mayor Barnes presented a proclamation to Mary Scheurer, Director of Parks, Recreation, and Cemetery, honoring her retirement after more than 37 years of service to the City of Portland.
- The Council approved rate changes for the Portland Ambulance Department.
- The Council adopted the Revised City Employee Handbook and Conditions of Employment.
- The Council approved Fleis & VandenBrink's proposal to provide construction engineering services for the Kent Street Improvement Project.
- The Council approved a capacity purchase through the Michigan Public Power Agency contingent on the approval of the Board of Light and Power.
- The Council held their Annual Goal Session.

February

- The Council approved Ordinance 175JJ to amend Section 42-245 of the Portland City Code of Ordinances to add "health and exercise club" as a permitted use in the Industrial District of the Zoning Ordinance.
- The Council approved the purchase of a Stryker MX-Pro R3 cot and two Stryker Stair-Pro 6252 stair chairs for the Portland Ambulance Department.
- Dominick Silvio of Wow! addressed the concerns of the community in regard to the change of local broadcasting in Portland from the Lansing market to the Grand Rapids/Kalamazoo market.
- The Council confirmed the Mayor's appointment of Charles Dumas to the Board of Light & Power.
- The Council held a Closed Session to discuss strategy connected with negotiation of a collective bargaining agreement.

March

- City Manager Gorman introduced David Kirk who began serving as Portland's new Police Chief on March 14, 2016.
- Cory Grimminck, Librarian for the Portland District Library, presented the library's 2014-2015 Annual Report.
- The Council approved AECOM's proposal for annual water level monitoring, downstream fish passage and nuisance plant monitoring and reporting for 2016 and 2017.
- The Council approved rate changes for the Portland Ambulance Department.
- The Council approved the Mayor's appointment of Herb Mosser to the Board of Review.
- The Council approved the adjusted price for the purchase of a generator for the Wastewater Treatment Plant to be used for the Riverside Lift Station.
- The Council approved the purchase of street lights for the Kent Street Improvement Project.
- The Council approved a Resolution of Intent to sell surplus property owned by the City.
- The Council approved the Fiscal Year 2016-2017 Budget for the Portland Area Fire Authority.
- The Council approved Fleis & VandenBrink's proposal to apply for funding through the Local Bridge Program administered by the Michigan Department of Transportation.
- The Council approved the submittal of an application for Local Bridge Program funds for replacement of the Divine Highway Bridge over the Looking Glass River.
- The Council approved the submittal of an application for Local Bridge Program funds for preventative maintenance of the Bridge Street Bridge over the Grand River.
- The Council approved the submittal of an application for Local Bridge Program funds for preventative maintenance of the Grand River Avenue Bridge over the Grand River.
- The Council extended the moratorium on the enforcement of Section 42-306 (c) (2) of the City of Portland Zoning Ordinance to accommodate reconstruction in the City.
- The Council approved the Board of Light & Power's recommendation to award electric undergrounding work to Cook Brothers Excavating, Inc.
- The Council Approved participation in the State Bid Process for Winter Road Salt 2016-2017.

April

- The Council appointed Police Chief David Kirk as the City of Portland representative on the Ionia County Dispatch Board of Directors.
- The Council approved, authorized, and directed the Mayor and Clerk to sign Ambulance Services Agreements with Danby Township, Portland Township, Westphalia Township, Orange Township, Lyons Township, the Village of Westphalia, the Village of Pewamo, and Sebewa Township and approving the Care Plan Membership Agreement Form.
- The Council approved a Resolution of Financial Assurance of Local Funds for the City of Portland's Grand River Avenue Improvement Project from Cutler Road to I-96 and Area-wide Preventative Maintenance Improvements.

- The Council approved a Resolution of Financial Assurance of Local Funds for the City of Portland's Grand River Avenue Improvement Project from I-96 to Bristie Street.
- The Council approved a Resolution of Financial Assurance of Local Funds for the City of Portland's Grand River Avenue Improvement Project from Bristie Street to Bridge Street.
- The Council approved Michigan Pavement Markings LLC's bid for 2016 street painting.
- The Council approved a Resolution of Intent to vacate the undeveloped portion of Marshall Street situated southeast of Grove Street.
- The Council held a Closed Session to discuss the proposed collective bargaining agreement.
- The Council approved a cost of living adjustment, health insurance reforms and pension plan reform for non-union City employees.
- The Council approved the agreement between the City of Portland and the City employees represented by the Police Officers Labor Council (POLC) and the Chapter of the Governmental Employees Labor Council (GELC).
- The Council approved the City of Portland's participation in the MERS Uniform 457 Supplemental Retirement Program.
- The Council held a Budget Workshop.

May

- The Council approved the vacation of the undeveloped portion of Marshall Street situated southeast of Grove St.
- The Council adopted the Annual Budget for Fiscal Year 2016-2017.
- The Council approved Fleis & VandenBrink's proposal to assist the Wastewater Treatment Plant with improvements to the grit and thickener building.
- The Council approved a fireworks display at the Portland High School Football Field as part of the 4th of July celebration on Sunday, July 3, 2016.
- The Council approved a License Agreement to farm the 52.9 acres at Grand River Ave. and Cutler Rd.
- The Council approved Pay Request No. 9 to the Michigan Department of Transportation for work performed on the Cutler Road Project.
- The Council approved the City Manager's appointment of Janet K. Ogden as the City Assessor.
- The Council visited the City of Lowell on May 26, 2016 as part of Mayor Exchange.

June

- The Council approved a Land Acquisition Project Agreement to acquire additional park property across from the Bandshell at Two Rivers Park.
- The Council approved the Michigan Public Power Agency's (MPPA) recommendation to purchase wind energy.
- The Council approved a Resolution of Intent to vacate and release a portion of a Utility Easement for Goodwill Industries, Inc.

- The Council approve the purchase of a John Deere 2032R compact utility tractor and landscape accessories for the Board of Light and Power.
- The Council approved Bill No. 1 to MDOT for work performed on the Kent Street Improvement Project.
- The Council approved the City of Portland's Defined Benefit Adoption Agreements for union and nonunion employees.
- The Council approved the revised MERS Hybrid Plan Adoption Agreements (Benefit Program HA/HB).
- The Council approved the vacation of a utility easement for Goodwill Industries, Inc.
- The Council approved the signing of a Letter of Intent from Sparrow Hospital to purchase 5 acres from the City of Portland.
- The Council approved the purchase of a new ambulance.
- The Council opted out of the Low-Income Energy Assistance Fund created by Public Act 95 of 2013 contingent on the approval of the Board of Light and Power.
- The Council approved Budget amendments for the Fiscal Year 2015-2016 Budget.
- The Council approved the Mayor's appointments to various Boards and Commissions.
- Representatives from the City of Lowell visited Portland on June 30, 2016 as part of Mayor Exchange.

July

- The Council approved the purchase of a new water service truck for the Water Department.
- The Council approved the Mayor's appointments to various Boards and Commissions.
- The Council approved the Board of Light and Power's recommendation to terminate the lease of the Portland Community Arts Council of the building that has fallen into disrepair located at the Dam and demolish the building.
- The Council approved a Biosolids Management Services Agreement with Synagro Central, LLC.
- The Council approved a Resolution of Intent to sell surplus real property owned by the City.
- The Council approved the Mayor's appointments to various Boards and Commissions.

August

- The Council approved a Donation Agreement between Archer Daniels Midland (ADM) and the City of Portland.
- The Council approved an Environmental Site Assessment Proposal from Fleis & VandenBrink Engineering.
- The Council approved payment of Bill No. 2 to the Michigan Department of Transportation for work performed on the Kent Street Improvement Project.
- The Council approved Fleis & VandenBrink's proposal to provide bridge inspection services for 2016.
- The Council appointed an Officer Delegate to represent the City at the 2016 MERS Conference.

- The Council held a Special Meeting evaluate future road improvement projects and to seek input from the public on final prioritization for a 5-year Capital Improvements Plan.

September

- The Council approved a Resolution of Local Approval for a Micro-Brewer License Application for ConfluxCity Brewing Company, LLC.
- The Council appointed a voting delegate and alternate to represent the City of Portland at the 2016 MML Conference.
- The Council approved a bid for sale of the tax reverted property at 628 Canal St.
- The Council approved Bill No. 3 to MDOT for work performed on the Kent Street Improvement Project.
- The Council approved an energy purchase through the MPPA contingent on the approval of the Board of Light & Power.
- The Council approved the purchase and installation of a three-rail fence for a section of the Kent Street Improvement Project.

October

- Mayor Barnes presented the Constitution Week 2016 proclamation and provided a history of how the playing of the National Anthem at sporting events began.
- The Council approved the purchase and installation of a new roof for the secondary digester at the Wastewater Treatment Plant.
- The Council approved the lease/purchase of new heart monitors for the Ambulance Department.
- The Council approved a contract for the purpose of financing cardiac monitors, defibrillators and related equipment.
- The Council approved Bill No. 4 to MDOT for work performed on the Kent Street Improvement Project.
- The Council approved a License Agreement to hold a Haunted House at the Red Mill.
- The Council approved the proposal from Cook Brothers Excavating, Inc. to perform maintenance and repair work to the Portland River Trail.
- The Council received an award on behalf of the City of Portland from Goodwill Industries. The City was cited as a collaborative partner due to the work done to rebuild the Goodwill building destroyed by the tornado on June 22, 2015.
- The Council approved a bid for sale of a tax reverted property.

November

- The Council determined, after all considerations, that City would not accept the property at Divine Hwy. and Grand River Ave. that ADM Alliance Nutrition offered to the City.
- The Council approved Bill No. 5 to MDOT for work performed on the Kent Street Improvement Project.
- The Council approved the DDA Director Employment Contract.

- The Council approved a contract for the purposed of financing the International snow plow truck for the Department of Public Works.
- The Council approved the purchase of a Bobcat compact track loader for the DPW.
- The Council approved an update to the Land Division Application Form.
- The Council approved the Joint Funding Agreement for the operation of the Streamgaging Station.
- The Council accepted and dedicated the roadways within Rindlehaven Neighborhood as public streets.
- The Council accepted the Fiscal Year 2015/2016 Audit as presented.
- The Council approved amendments to the Fiscal Year 2016/2017 Budget.

December

- The Council approved Pleune Service Company's proposal to make heating improvements to the Grit & Screen Building and the Sludge Thickening Building at the Wastewater Treatment Plant.
- The Council approved Contract Modification No. 2 to the Kent Street Improvements Contract.
- The Council approved the purchase of a 2017 Ford Police Interceptor AWD for the Portland Police Department.
- The Council approved an energy purchase for the 2017 calendar year through the MPPA not to exceed \$177,600 contingent on approval by the Board of Light and Power.
- The Council approved the 2017 meeting dates.
- The Council approved Bill No. 6 to MDOT for work done on the Kent Street Improvement Project.

Respectfully submitted,

Monique I. Miller, City Clerk

**Presidential Primary Election
March 8, 2016**

	Precinct #1	Precinct #2	City Total	% of vote	County Total	% of vote	State of MI	%
Republican								
Ted Cruz	72	87	159	38.04%	2,630	32.08%	328,894	24.86%
Carly Fiorina	0	0	0	0.00%	7	0.09%	1,408	0.11%
Lindsey Graham	0	1	1	0.24%	3	0.04%	438	0.03%
Mike Huckabee	1	1	2	0.48%	22	0.27%	2,591	0.20%
John Kasich	59	98	157	37.56%	1,783	21.75%	320,505	24.23%
George Pataki	0	0	0	0.00%	0	0.00%	589	0.04%
Rand Paul	2	0	2	0.48%	27	0.33%	3,763	0.28%
Marco Rubio	23	40	63	15.07%	685	8.35%	123,231	9.32%
Rick Santorum	0	0	0	0.00%	7	0.09%	1,720	0.13%
Donald Trump	47	76	123	29.43%	2,676	32.64%	482,825	36.50%
Jeb Bush	1	10	11	2.63%	78	0.95%	10,632	0.80%
Ben Carson	6	4	10	2.39%	142	1.73%	21,259	1.61%
Chris Christie	0	0	0	0.00%	17	0.21%	3,113	0.24%
Uncommitted	4	2	6	1.44%	119	1.45%	21,774	1.65%
Write In	0	0	0	0.00%	3	0.04%	0	0.00%
TOTAL	215	319	534	57.36%	8,199	65.01%	1,322,742	52.58%
Democrat								
Roque Rocky De La Fuente	2	0	2	0.48%	6	0.14%	861	0.07%
Martin O'Malley	0	1	1	0.24%	15	0.34%	2,331	0.20%
Bernie Sanders	128	123	251	60.05%	2,812	64.11%	593,563	49.75%
Hillary Clinton	60	77	137	32.78%	1,491	33.99%	575,512	48.23%
Uncommitted	3	3	6	1.44%	62	1.41%	20,902	1.75%
Write In	0	0	0	0.00%	0	0.00%	0	0.00%
TOTAL	193	204	397	42.64%	4,386	34.78%	1,193,169	47.42%
	Voters	Registered Voters		Voter Turnout				
Precinct #1	534	1266		42.18%				
Precinct #2	397	1388		28.60%				
TOTAL	931	2654		35.08%				
Registered Voters					42,611			
Ballots Cast					12,611		2,515,911	

**PRIMARY ELECTION
RESULTS
AUGUST 2, 2016**

RACE	PRECINCT 1	PRECINCT 2	CITY TOTAL	COUNTY	STATE
REPUBLICAN PARTY PRIMARY					
<u>JUDGE OF CIRCUIT COURT</u>					
Tissue-Daws, Monica	28	34	62	1,077	
Finegood, Ronald	7	22	29	570	
Schafer, Ronald	118	210	328	4,284	
<u>REPRESENTATIVE FOR CONGRESS - 3RD DISTRICT</u>					
Amash, Justin	139	236	375	5,470	55,715
<u>REPRESENTATIVE IN STATE LEGISLATURE - 87TH DISTRICT</u>					
Calley, Julie	138	245	383	3,566	12,502
<u>COUNTY PROSECUTING ATTORNEY</u>					
Downes, Watler	45	57	102	2,340	
Butler, Kyle	92	200	292	3,632	
<u>COUNTY SHERIFF</u>					
Sower, Dion	22	41	63	2,180	
Miller, Dale	105	209	314	3,985	
<u>COUNTY CLERK</u>					
Hengesbach, Justin	97	134	231	2,027	
Cooper, Janae	44	129	173	3,736	
<u>COUNTY TREASURER</u>					
Judith A. Clark	121	233	354	5,234	
<u>COUNTY REGISTER OF DEEDS</u>					
Adams, Diane	122	228	350	5,276	
<u>COUNTY DRAIN COMMISSIONER</u>					
Rose, Robert	46	63	109	3,067	
Beutler, Kevin	40	97	137	1,598	
Newburry, Jim	32	53	85	920	
<u>COUNTY COMMISSIONER - 7TH DISTRICT</u>					
Sharp, Georgia Ricardson	83	139	222	455	
Bair, Jonathan	44	105	149	284	
<u>DELEGATE TO COUNTY CONVENTION - PCNT 1 ONLY</u>					
Geiger, Greg	86		86		
Mishler, Brian	77		77		
Kennedy, Justin (Write In)	3		3		
Butler, Kyle		176	176		
VanGoor, James		105	105		
DEMOCRATIC PARTY PRIMARY					
<u>REPRESENTATIVE FOR CONGRESS - 3rd DISTRICT</u>					
Smith, Douglas	59	67	126	1,073	20,296
<u>REPRESENTATIVE IN STATE LEGISLATURE - 87TH DISTRICT</u>					
Anderson, Eric	59	67	126	639	1,409
PROPOSALS					
<u>COUNTYWIDE LIBRARY MILLAGE</u>					
Yes	148	242	390	4,519	
No	63	112	175	2,983	

**PRIMARY ELECTION
RESULTS
AUGUST 2, 2016**

	Absentee Ballots	Voters	Registered Voters	% Turnout
Precinct 1	105	223	1,263	17.66%
Precinct 2	163	367	1,407	26.08%
Total	268	590	2,670	22.10%

*45% of Voter Turnout was by Absentee Ballot



**GENERAL ELECTION
RESULTS
NOVEMBER 6, 2012**

RACE	PRECINCT 1	PRECINCT 2	CITY TOTAL	COUNTY	STATE	FEDERAL
PRESIDENT						
Donald J. Trump - Rep	436	539	975	16,635	2,279,543	304 Electoral
Hillary Clinton - Dem	370	421	791	8,352	2,268,839	227 Electoral
Gary Johnson - Lib	52	58	110	1,355	172,136	
Darrell L. Castle - Tax	3	9	12	146	16,139	
Jill Stein - Grn	8	5	13	286	51,463	
Emidio Mimi Soltysik - Nat	0	3	3	17	2,209	
REPRESENTATIVE IN CONGRESS						
Justin Amash - Rep	494	630	1,124	17,406	203,545	
Douglas Smith - Dem	323	335	658	7,492	128,400	
Ted Gerrard - Tax	29	37	66	1,093	10,420	
REPRESENTATIVE IN STATE LEGISLATURE - 87TH						
Julie Calley - Rep	518	649	1,167	11,561	30,957	
Eric Anderson - Dem	301	319	620	4,537	12,955	
Joseph P. Gillotte-Lib	31	36	67	788	2,238	
MEMBER OF THE STATE BOARD OF EDUCATION - VOTE FOR 2						
Tom McMillin - Rep	395	477	872	13,770	1,958,602	
Nikki Snyder - Rep	402	499	901	13,717	1,919,895	
Ish Admed - Dem	266	262	528	5,807	1,698,927	
John Austin - Dem	311	327	638	7,295	1,912,983	
Scotty Boman - Lib	38	40	78	1,129	198,349	
Bill Hall - Lib	27	36	63	848	123,637	
Karen Adams - Tax	28	35	63	1,052	140,215	
Douglas Levesque - Tax	16	9	25	484	55,313	
Derek M. Grigsby - Grn	12	10	22	334	66,051	
Sherry A. Wells - Grn	14	18	32	594	124,124	
Mary Anne Hering - Wor	35	61	96	1,548	224,392	
REGENT OF THE UNIVERSITY OF MICHIGAN - VOTE FOR 2						
Carl Meyers - Rep	375	474	849	13,466	1,868,762	
Ron Weiser - Rep	396	480	876	14,097	1,935,670	
Laurence B. Deitch - Dem	276	280	556	6,156	1,781,087	
Denise Ilitch - Dem	323	334	657	7,218	2,032,643	
James Lewis Hudler - Lib	23	32	55	821	122,321	
John Jascob - Lib	26	24	50	841	125,605	
Audra Driscoll - Tax	29	33	62	917	126,163	
Richard A. Hewer - Tax	22	10	32	615	69,903	
Latham Redding - Grn	16	15	31	522	99,462	
Bridgette Abraham-Guzman - Nat	11	22	33	550	84,194	
TRUSTEE OF MICHIGAN STATE UNIVERSITY - VOTE FOR 2						
William Deary - Rep	371	439	810	12,837	1,820,648	
Dan Kelly - Rep	400	489	889	13,966	1,961,074	
Dianne Byrum - Dem	327	363	690	7,442	1,947,442	
Diann Woodard - Dem	294	297	591	6,759	1,844,376	
Justin Burns - Lib	42	47	89	1,352	174,430	
Gregory Scott Stempfle - Lib	22	32	54	724	114,260	
Angela Grandy - Tax	24	35	59	1,081	143,343	
Will Tyler White - Grn	19	20	39	713	126,125	
GOVERNOR OF WAYNE STATE UNIVERSITY- VOTE FOR 2						
Michael J. Busuito - Rep	379	415	794	12,916	1,843,185	
Kimberly Shmina - Rep	374	451	825	13,060	1,813,998	
Yvette McElroy Anderson - Dem	283	294	577	6,530	1,837,036	
Mark Gaffney - Dem	299	304	603	6,736	1,845,987	
Bhagwan Dashairya - Lib	21	31	52	612	99,530	
Al Seder - Lib	25	36	61	901	122,530	
Robert Gale - Tax	19	28	47	897	97,369	
Marc Joseph Sosnowski - Tax	15	16	31	551	74,816	
Margaret Guttshall - Green	13	20	33	532	96,055	
Fran Shor - Green	15	14	29	448	91,165	
Wendy Goossen - Nat	10	19	29	512	62,223	

**GENERAL ELECTION
RESULTS
NOVEMBER 6, 2012**

RACE	PRECINCT 1	PRECINCT 2	CITY TOTAL	COUNTY	STATE	FEDERAL
PROSECUTING ATTORNEY						
Kyle Butler-Rep	609	721	1,330	20024		
SHERIFF						
Dale Miller - Rep	600	713	1,313	20068		
CLERK						
Janae K. Cooper-Rep	586	698	1,284	19712		
TREASURER						
Judith A. Clark-Rep	590	690	1,280	19678		
REGISTER OF DEEDS						
Diane Adams-Rep	590	699	1,289	19895		
DRAIN COMMISSIONER						
Robert J. Rose - Rep	589	689	1,278	19774		
COUNTY COMMISSIONER - 7TH DISTRICT						
Georgia Richardson-Sharp-Rep	591	694	1,285	3004		
JUSTICE OF SUPREME COURT						
David Viviano	504	562	1,066	14,319	2,316,459	
Doug Dern	52	101	153	2,329	336,160	
Frank Szymanski	103	141	244	3,224	792,944	
JUSTICE OF THE SUPREME COURT						
Deborah Thomas	178	138	316	4,350	984,107	
Joan Larsen	417	558	975	12,500	1,940,260	
Kerry L. Morgan	52	104	156	2,650	442,781	
JUDGE COURT OF APPEALS (2)						
Joel P. Hoekstra	499	586	1,085	15,018	660,672	
David H. Sawyer	423	489	912	12,953	578,634	
JUDGE OF CIRCUIT COURT						
Monica J. Tissue-Daws	193	158	351	5,760		
Ronald J. Schafer	451	642	1,093	14,325		
PORTLAND PUBLIC SCHOOLS BOARD EMEBERS (2)						
Patrick Blake	412	460	872	2558		
Linda Hoxie-Green	461	589	1,050	2934		
Larry Lewis	168	250	418	1309		
PORTLAND PUBLIC SCHOOLS						
YES	566	711	1,277	3,595		
NO	228	277	505	1,550		
*Results not listed						
	Voters	Registered Voters	% Turnout			
Precint 1	885	1,305	67.82%			
Precinct 2	1052	1,395	75.41%			
Total City of Portland	1937	2,700	71.74%			
Ionia County Voters	27258					
Registered Voters	43874					
% Turnout	62.13%					





January 2017

TO: City Council

FROM: Income Tax Administrator

RE: City Income Tax Annual Report

Revenues Received 12 months ending 12/31/2016:		\$	944,470
Less Refunds		\$	(74,934)
Net Revenues		\$	869,537
Less Administration Costs:		\$	(126,478)
Spendable Income for	2016	\$	743,058
	2015	\$	591,768
	2014	\$	598,360
	2013	\$	604,213
	2012	\$	558,346
	2011	\$	558,066
	2010	\$	530,510
	2009	\$	589,203
	2008	\$	616,547
	2007	\$	620,251
	2006	\$	591,099
	2005	\$	598,745
	2004	\$	542,520
	2003	\$	594,578
	2002	\$	521,875
	2001	\$	532,208
	2000	\$	542,313
 SPENDABLE INCOME FOR YEAR 1984-2016		\$	15,810,055

Revenues for the year 2016 includes income from prior years, as follows:

2005-2012	\$	9,122.20
2013	\$	19,451.83
2014	\$	18,562.26
TOTAL:	\$	47,136.29

Net income tax collections for the year are up \$161,877 compared to the 2015 tax year. Administration costs were up \$10,586, resulting in a final increase in net revenues of \$151,290.00.

Respectfully submitted,


Mindy Tolan
Income Tax Administrator

“The City of Portland is an equal opportunity provider and employer.”

2016 ANNUAL REPORT OF TAXES LEVIED IN THE CITY OF PORTLAND FOR THE PAST FIVE YEARS:

	2012	2013	2014	2015	2016
TTV - REAL	85,288,824	86,542,795	86,929,939.00	87,243,904.00	87,556,713.00
- PERSONAL	6,639,000	6,481,850	5,899,100.00	6,208,200.00	4,206,000.00
	91,927,824	93,024,645	92,829,039.00	93,452,104.00	91,762,713.00
*PARCEL COUNT	1872	1844	1810	1799	*1807
MILLS LEVIED-SUMMER TAX					
CITY OF PORTLAND	13.6574	13.6574	13.6574	13.6574	13.6574
PORTLAND PUBLIC SCHOOLS-OPERATING	18.0000	18.0000	18.0000	18.0000	18.0000
STATE EDUCATION TAX	6.0000	6.0000	6.0000	6.0000	6.0000
INTERMEDIATE SCHOOL DISTRICT	4.4728	4.4728	4.4728	4.4728	4.4692
I.S.D. TECH	1.0000	1.0000	1.0000	1.0000	1.0000
IONIA COUNTY OPERATING	4.6434	4.6434	4.6434	4.6434	4.6378
MILLS LEVIED-WINTER TAX					
PORTLAND PUBLIC SCHOOLS-DEBT SERV	7.3500	7.3500	7.3500	7.3500	7.3500
LIBRARY	0.9339	0.9339	0.9339	0.9339	0.9327
LIBRARY DEBT	0.8500	0.8300	0.7600	0.7800	0.7800
SENIOR CITIZENS	0.3750	0.3750	0.5000	0.5000	0.4994
TOTAL:	57.2825	57.2625	57.3175	57.3375	57.3265
DOLLARS LEVIED-SUMMER TAX					
CITY OF PORTLAND	1,249,231	1,264,668	1,256,928	1,266,248	1,243,668
PORTLAND PUBLIC SCHOOLS-OPERATING	1,120,346	1,130,682	598,788	593,934	575,077
STATE EDUCATION TAX			531,869	534,598	538,751
INTERMEDIATE SCHOOL DISTRICT	500,588	506,774	503,669	507,408	498,033
IONIA COUNTY OPERATING ^	424,723	429,972	427,337	430,509	422,324
DOLLARS LEVIED-WINTER TAX					
PORTLAND PUBLIC SCHOOLS-DEBT SERV	672,299	680,606	676,434	681,457	669,305
LIBRARY ^	85,416	86,471	85,942	86,580	84,927
LIBRARY DEBT	77,745	76,851	69,938	72,312	71,022
SENIOR CITIZENS ^	34,295	34,718	46,012	46,355	45,469
TOTAL TAX LEVIED:	4,164,641	4,210,741	4,196,917	4,219,401	4,148,576
TOTAL ADMINISTRATIVE FEE LEVIED:	41,689	42,166	42,275	42,455	41,773
TAX DOLLARS SPLIT					
CITY OF PORTLAND	30.00%	30.03%	29.95%	30.01%	29.98%
PORTLAND PUBLIC SCHOOLS	43.04%	43.02%	30.38%	30.23%	30.00%
STATE EDUCATION TAX			12.67%	12.67%	12.99%
INTERMEDIATE SCHOOL DISTRICT	12.02%	12.04%	12.00%	12.03%	12.00%
IONIA COUNTY ^	13.07%	13.09%	13.33%	13.35%	13.32%
PORTLAND PUBLIC LIBRARY	1.87%	1.82%	1.67%	1.71%	1.71%

RESPECTFULLY SUBMITTED,

KRISTINA KINDE
CITY TREASURER

2017 ANNUAL REPORT TO COUNCIL
Assessing Department

AD VALOREM ROLL

	2015 ASSESSED VALUE	2016 AV	2015 TAXABLE VALUE	2016 TV	PARCEL COUNT	LOSSES T.V.	ADJUSTMENTS T.V. (+/-)	ADDITIONS T.V.	% CHANGE AV	% CHANGE TV*
REAL PROPERTY										
Agricultural	\$ 264,100	\$ 264,100	\$ 138,203	\$ 141,525	6	\$ -	\$ 3,322	\$ -	0.00%	2.40%
Commercial	\$ 21,825,300	\$ 22,792,600	\$ 21,450,455	\$ 20,999,463	146	\$ (425,174)	\$ 52,935	\$ 60,200	4.43%	-2.10%
Industrial	\$ 1,225,700	\$ 1,250,400	\$ 1,225,692	\$ 1,235,340	7	\$ -	\$ 9,648	\$ -	2.02%	0.79%
Residential	\$ 65,647,300	\$ 67,301,100	\$ 64,328,254	\$ 65,272,848	1327	\$ (119,874)	\$ 273,586	\$ 916,800	2.52%	1.47%
Exempt	\$ -	\$ -	\$ -	\$ -	136					
TOTAL REAL	\$ 88,962,400	\$ 91,608,200	\$ 87,142,604	\$ 87,649,176	1622	\$ (545,048)	\$ 339,491	\$ 977,000	8.97%	2.56%
PERSONAL PROPERTY										
Commercial	\$ 1,322,700	\$ 1,529,200	\$ 1,322,700	\$ 1,529,200	152	\$ (167,900)	\$ (109,900)	\$ 484,300	15.61%	15.61%
Industrial	\$ 3,615,900	\$ 1,270,200	\$ 3,615,900	\$ 1,270,200	3	\$ (2,246,100)	\$ (130,800)	\$ 31,200	-64.87%	-64.87%
Utility	\$ 853,600	\$ 1,027,800	\$ 853,600	\$ 1,027,800	2	\$ (4,400)	\$ (34,700)	\$ 213,300	20.41%	20.41%
TOTAL PERSONAL	\$ 5,792,200	\$ 3,827,200	\$ 5,792,200	\$ 3,827,200	157	\$ (2,418,400)	\$ (275,400)	\$ 728,800	-28.85%	-28.85%
TOTAL REAL & PERSONAL	\$ 94,754,600	\$ 95,435,400	\$ 92,934,804	\$ 91,476,376	1779	\$ (2,963,448)	\$ 64,091	\$ 1,705,800	-19.89%	-26.30%

*The inflation rate (CPI), as determined by the change in the general price level during 2016, was +0.3%. Therefore, any change greater or less than that percentage represents a combination of demolitions, new construction, uncappings and trends in market prices.

This report also reflects the loss due to the tornado damage in 2015.

The substantial losses for the Industrial Personal Property is due to the new EMPP (Eligible Manufacturing Personal Property Exemption) law. Reimbursement for this loss comes directly from the State.

IFT ROLL

	2015 AV	2016 AV	2015 TV	2016 TV	PARCEL COUNT	LOSSES	ADJUSTMENTS	ADDITIONS
REAL	\$ 314,700	\$ 336,200	\$ 314,700	\$ 315,644	1	\$ -	\$ 944	\$ -
PERSONAL	\$ 421,500	\$ 384,300	\$ 421,500	\$ 384,300	2	\$ -	\$ (37,200)	\$ -
TOTAL IFT	\$ 736,200	\$ 720,500	\$ 736,200	\$ 699,944	3	\$ -	\$ (36,256)	\$ -

TOP TEN TAXPAYERS	TAXABLE VALUE
Ellen's Properties Limited	\$ 2,633,877
Portland Partners LLC	\$ 2,093,060
THK Rhythm Automotive	\$ 1,219,400
Consumers Energy	\$ 1,011,000
Lawco LTD	\$ 959,469
Rindlehaven Land Co. LLC	\$ 805,825
Portland Products Inc	\$ 699,944
HEB Development II LLC	\$ 652,050
Speedway Superamerica	\$ 589,684
Grand River/Bridge Assc.	\$ 572,010

Respectfully submitted,

Janet Ogden
City Assessor

2016 COMMUNITY CLEAN-UP SUMMARY

City of Portland, Portland Township, and Danby Township

26 – 30 yd. Dumpsters Filled
 2 – 40 yd. Dumpsters Filled
 10,660 lbs. of Scrap Metal
 9,358 lbs. of Electronics

Waste Hauling and Disposal Charges from Granger	\$ 10,420.00
Wages	\$ 1,943.02
Equipment Costs	\$ 1,090.64
Recycle Ionia	\$ 3,650.30
Portland Iron & Metal	(\$ 494.62)
Total Clean Up Costs	\$ 16,609.34

	City of Portland	Portland Township	Danby Township	Total
<u>Loads Received 4/30</u>	<u>166</u>	<u>87</u>	<u>54</u>	<u>307</u>
TOTAL	166	87	54	307
Percentage of Total	55%	28%	17%	100%
Allocated Cost	\$9,135.15	\$4,650.61	\$2,823.58	

<u>HISTORICAL COMPARISON OF CLEAN-UPS</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Loads Received	865	510	484	426	393	307
Dumpsters Filled	35	27	28	25	26	28
Loads of Brush	10	0	3	-	-	-
Automobile Batteries	5	4	0	-	-	-
Gallons of used oil	200	25	36	-	-	-
Waste Hauling and Disposal Cost	\$12,775.00	\$9,855.00	\$10,975.00	\$10,190.00	\$ 9,490.00	\$10,420.00
Wages	\$ 2,728.78	\$2,093.99	\$ 3,188.40	\$ 1,910.41	\$ 1,802.37	\$ 1,943.02
Equipment Costs	\$ 293.81	\$ 336.36	\$ 455.38	\$ 599.76	\$ 592.19	\$ 1,090.64
Vintage Tech Recyclers	(\$ 794.67)	(\$ 284.42)	(\$ 258.24)	(\$ 283.04)	\$ 2,300.00	\$ 3,650.30
Portland Iron & Metal	(\$ 962.50)	(\$1,750.00)	(\$ 1,379.45)	(\$ 1,221.44)	(\$ 728.62)	(\$ 494.62)
Total Clean Up Costs	\$14,040.42	\$10,250.93	\$12,981.09	\$11,195.69	\$13,455.94	\$16,609.34

Municipal Inspection Services, Inc.
P O Box 146
Grand Ledge, MI 48837

2016 Annual Report
Permits

PORTLAND

Electrical Permits	55		\$9,375.00	
Mechanical Permits	39		\$5,826.00	
Plumbing Permits	27		\$4,600.00	
Investigation Fee	4		\$300.00	
Registration Fees	49		\$735.00	
Building Permits				
Residential - New construction	3		\$7,274.00	
Residential - Other	49		\$9,614.00	
Demo	5		\$400.00	
Non-Residential - New construction	1		\$46,438.00	
Non-Residential - Other	7		\$5,147.00	
Total-Building	65		\$68,873.00	
TOTAL - ALL PERMITS ISSUED 2015			\$89,709.00	

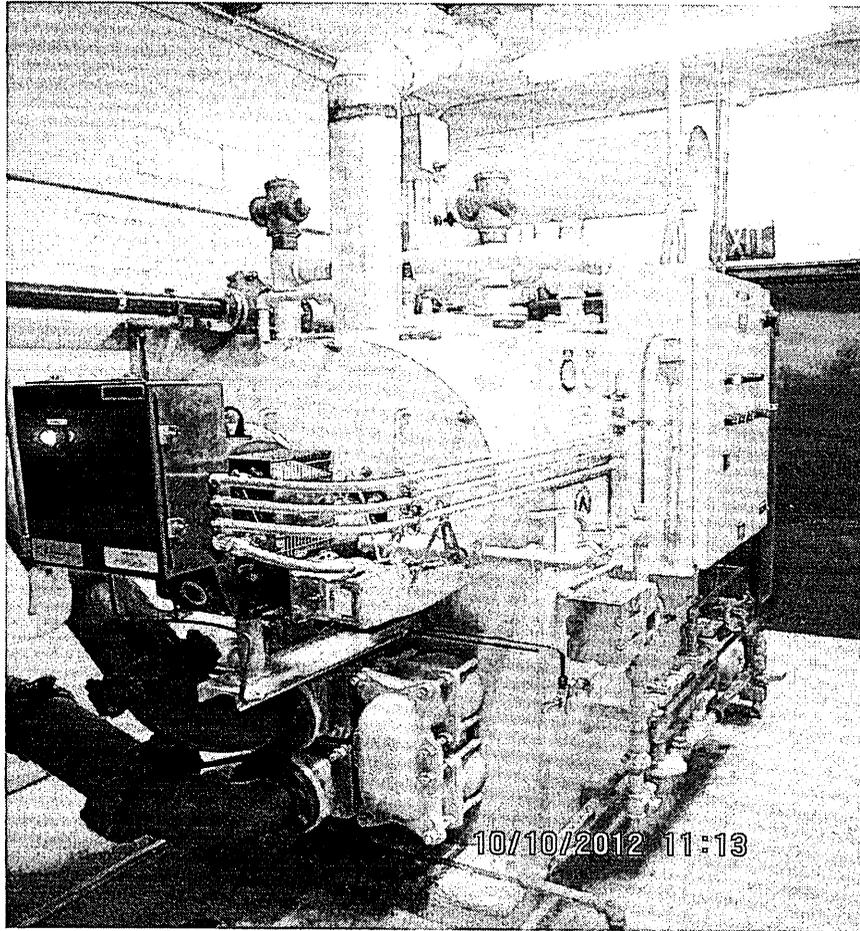
2016 Annual Sewer Report

	2014	2015	2016
Customers Billed	1570	1574	1597
Total Dollars Billed	\$ 787,266.48	\$ 818,528.60	\$ 824,221.36
Penalties Added	\$ 7,042.27	\$ 6,958.04	\$ 7,334.96
Total Sewer Credit Given	<i>Info unavailable</i>	<i>Info unavailable</i>	<i>Info unavailable</i>
Total Dollars Collected	\$ 734,384.90	\$ 815,480.50	\$ 800,937.85
Amount Outstanding	\$ 11,884.98 12/31/2014	\$ 10,309.54 12/31/2015	\$ 10,383.25 12/31/2016



PORTLAND WWTP ANNUAL REPORT

2016



HEATX Sludge Boiler/Heat Exchanger

Protecting the Public and the Environment

Douglas C. Sherman:	Plant Superintendent
	Class B, C, D Operator
Mike Owen:	Class C, D Operator
Tim Krizov:	Class C, D Operator

General Information

The purpose of the Portland Wastewater Treatment Plant (WWTP) is to protect the public and the environment from the harmful effects of raw sewage generated by those living and working in the City of Portland. The City of Portland WWTP employees are committed to the safe and fiscally responsible treatment and recycling of our wastewater.

The WWTP operates with a crew of three full time City personnel, the Plant Superintendent and two operators. The operators are responsible for all of the operation and maintenance activities of the treatment facilities, three lift stations, and routine maintenance of approximately 24 miles of sewer mains.

The wastewater treatment facility is operated under the authority of the National Pollution Discharge Elimination System (NPDES) administered by the Michigan Department of Environmental Quality (MDEQ). The WWTP received the Certificate of coverage (COC) from the MDEQ which is valid from April 1, 2010 to April 1, 2015. With the introduction of MiWaters by the MDEQ, we are currently operating under an extension of our COC while the MDEQ processes our new permit with MiWaters.

THK Rhythm Automotive Michigan Corp (THK) is currently the only permitted Significant Industrial Discharger (SIU) to the City WWTP. Their permit was renewed October 1, 2015, with the name change, and is valid for a term of three years. The current permit is valid through September 30, 2018.

Biosolid disposal is a very necessary part of the WWTP operation. The WWTP is currently under contract with Synagro Central, LLC through June 30th 2019 and the contract may be extended on a yearly basis as mutually agreed by both parties.

GOALS AND ACCOMPLISHMENTS

1. **Goal:** To continually improve the safety culture and practice at the WWTP. The target goal is for Zero OSHA Recordable and Zero Lost Work-time Accidents.

Accomplishments:

- The WWTP had zero recordable & lost work-time accidents in 2015. The employees continue to exhibit good safety attitudes, consistently demonstrated through their awareness and good safety practices.
- All of the WWTP employees received CPR recertification.
- All employees completed the sexual harassment training
- All employees received First Aid training
- Safety hazards are noted daily on the plant check sheet for the immediate attention for correction.
- All WWTP employees took part in the 52 week tailgate series for ongoing safety awareness.
- Continued self-administrated safety inspections of facility.

2. **Goal:** Zero NPDES Permit violations

Accomplishments:

- The WWTP had four permit violations in 2016. In March the CBOD was read a day late over Easter weekend resulting in a violation. In August the phosphorus exceeded the permit limit of 1.0 mg/L with a result of 1.1mg/L. In November on two consecutive days we had invalid results for CBOD. This also resulted in no % removal for both days. In December we also experienced invalid results with several samples. Since this is a five day test, it is difficult to pin down exactly what the problem is. None of the original sample is available after five days for retesting to determine the cause of the invalid results. All non-compliance was reported to the MDEQ as required by our permit.
- THK had no permit violations in 2016 and continues to meet their permit requirements. Since discontinuing the use of Phosphoric acid, Phosphorus has almost been completely eliminated from their discharge.
- Zero Sanitary Sewer Overflow (SSO) for 2016.

3. **Goal:** Provide high standards of Operation and Maintenance of the Portland WWTP through:

Accomplishments:

- On-going skills and management training
- Encourage team work
- Continue a good working relationship with governmental agencies
- Good on-going plant and collection system maintenance program
- Professional conduct and practice

- Taking pride in the appearance of the facility
- Mike and Tim continue to receive in house training on the maintenance and repair of the WWTP equipment.
- Monthly Discharge Monitoring Reports were submitted to the MDEQ on time thru MIWater.
- The annual Biosolids Report was submitted to the MDEQ in October.
- All Sewer calls were handled in a friendly, compassionate professional matter with the homeowners to assure their trust and confidence in the City and the WWTP personnel.
- Conducted Monday morning meetings with all WWTP personnel to review the weeks work schedule and to allow for every ones input. Also held round table discussions for planning special projects.
- Installed a 30 Kw standby generator at the Riverside Lift Station.
- Fleis & VandenBrink prepared the design for improving the heat in the Grit and Thickening buildings. Quotes were obtained and a contractor has been notified to commence with the work.
- Renewed the Synagro Biosolids land application contract.
- Replaced the secondary digester roof membrane.

4. **Goal:** To promote public awareness and appreciation of the City's wastewater facility

Accomplishments:

- Regular grounds maintenance.

5. **Collection System Goals**

- Zero sewer backups caused by problems in the sanitary sewer main lines.
- To provide the City with current information on the condition of the collection system and its ability to accommodate existing and future demands
- To clean 1/4 of the entire collection system each year
- To monitor and clean known sewer main trouble spots on a routine basis.
- To monitor and regulate the impact of industrial and commercial wastewater on the treatment system.
- To have all WWTP personnel Pipeline Assessment (PACP), Lateral Assessment (LACP, and Manhole Assessment (MACP) certified

Accomplishments:

- Three backups occurred in the City Mains this year. None of the lines were on the trouble spot list and no damages were noted due to the quick response of the WWTP workers. Two of these occurred at the I-96 Rest Area and one occurred on Bethel St.
- Between trouble-spot sewer main cleaning and ongoing preventative maintenance cleaning, the WWTP personnel cleaned 4.2 miles of sewer main this year which is equal to 1/6 of the total collection system.

- Doug Sherman supplied sanitary sewer main evaluations for the Paser Study and the Five Year planning.
- Had poor sanitary sewer main replaced on the south end of Kent St. during road reconstruction and also had two very old river-rock manhole structures replaced.
- Improved coverage of the Miss Digs.
- Doug Sherman renewed his PACP, LACP, & MACP certification. All of the WWTP personnel are currently certified.

WWTP OPERATIONS

The primary goal of Portland WWTP is to successfully protect the public health and the environment. This can only be accomplished if the facility is properly operated and maintained through skilled operators and adequate funding.

The WWTP is staffed with MDEQ certified operators. Doug Sherman, the Class B, C, & D operator, is the WWTP superintendent and has worked for the WWTP for the past twenty-four years. A great deal of knowledge and experience regarding the Portland WWTP and the Collection system has been acquired during this time.

Mike currently has eight years at the WWTP. He holds a Class “C, D” operator certification. He is well versed in operating the Vac Con truck and maintaining the collection system. He also performs lab tests and maintains the WWTP equipment and grounds. Tim Krizov currently has seven years at the WWTP. He also holds a Class “C, D” operator certification. He currently performs lab tests, equipment and grounds maintenance, and collection system maintenance. Both Mike and Tim are involved in special projects around the WWTP and the collection system. They continue to grow in their knowledge of the wastewater field and the Portland WWTP.

The following timeline represents the history of the WWTP. Since the inception of the WWTP, two plant upgrades have taken place. The first, in 1972, added secondary treatment to the primary treatment. The aeration process, secondary clarifiers, and the anaerobic digester were added during this upgrade. Most upgrades are projected twenty years into the future to accommodate population growth, increased flows, and the life expectancy of the mechanical equipment. A second upgrade was deemed necessary in 2010. This was mainly due to higher flows and equipment that had long outlived its life expectancy and was not replaced while the plant was managed by an outside contractor. This upgrade was completed in the Spring of 2012 which included two new secondary clarifiers, improved aeration equipment, Grit washing and fine screening, sludge thickening, and all other mechanical equipment.

Following is a time line of the WWTP since it was built. Key events have been included in this timeline.

WWTP Time Line

1958	(14 years)	1972	(14 years)	1986	(22 years)	2008	2009	2009	2009
First WWTP was built		WWTP upgraded to secondary treatment		Earth Tech begins managing WWTP		Engineering Study Recommended	City resumes managing WWTP	Engineering firm hired to evaluate and make Recommendations	Engineering Evaluation Presented To City Council
2010					2011			2012	
Engineering design and estimated upgrade project cost completed. Let out for bid and project job awarded to lowest bidder. Loan for 2.9 million dollars from Rural Development closed.						Additional funding from Rural Development secured by March. Project construction to start in April		WWTP Upgrades were completed. by April 1	
2012 – 2013							2013		
Remainder of 2012 and all of 2013 were used by the WWTP staff to learn the operation and required maintenance of the new equipment for optimal performance.						Flies & VandenBrink toured the WWTP to become familiar with the plant upgrades and some of the resulting problems. They also prepared and submitted the application for a Saw Grant			
2014					2015				
Replaced the sewer main & manholes on Knox & Barley . Installed a new manhole on W. Bridge St. Purchased the Cues MPlus push camera.						Replaced two of the undersized Raw sewage pumps in April. Began preparing to install a permanent emergency standby generator at The Riverside lift station.			
2016									
The standby generator was installed at the Riverside lift station. Replaced the CBOD Incubator. Replaced the YSI DO meter And the pH meter. New PVC sanitary sewer main was installed On Kent St. from Barley St. south to the city limits. Manholes C81 & C82 on Kent St. were replaced. Chlorine was permanently Removed from the WWTP. New membrane roof was installed On the secondary digester.									

2016 was a very active and productive year for the WWTP. Following is a brief summary of several of the accomplishments that were achieved at the WWTP during the past year.

Once again Old Man Winter presented us with another harsh winter. Cold air settled in just prior to Christmas and did not promise a quick retreat. Problems with a sewage main blockage at the I-96 rest stop quickly initiated the WWTP to the bitter cold over the Christmas and New Year holiday. The extreme cold outdoor temperatures also seriously affected several of the WWTP operations. Due to the Sludge Thickening and the Grit & Screening buildings lack of adequate heat within the buildings, several problems were encountered. The first began early in December of 2016 and continued through March of 2016. The polymer consumption for the sludge thickening process went through the roof. This was so severe that we called in the polymer company representative for help. After his evaluation of the polymer and our process his conclusions was that we needed to improve the building heating and somehow temper the process water temperatures as the polymer does not activate below 54°F. As a result of not having the ability to do this, we used five times the polymer per day that is normally used for the thickening process. This Equates to five times the cost for the polymer. The polymer supplier was very good at seeing us through this dilemma by providing several drums free. F&V was consulted to evaluate and design a fix for this problem. The design was done and the plans were

let out for bids to have the work done. Following the bid process, the bids were presented to the City Council for a resolution to proceed. The contractor was notified and the heating improvements are taking place.

The WWTP workers also dealt with the problems in the Grit building related to the cold outdoor temperatures. They battle ice accumulations on the floor inside the entrance door, ice buildup on the walls, the freezing of the overhead door bottom seal/safety sensor to the floor requiring replacement, and last but not least, the freezing of the conveyor augers in the grit washer and the fine screen. This too has had a design plan prepared after a careful evaluation of the heating problems in this building by F&V. The work was approved by a resolution by the City Council and this work is also in process.

We experienced a rag clog in the impellers of the new Raw Sewage pumps during January. Following the advice of F&V, the WWTP operators checked the impellor clearances and readjusted as needed. They were also instructed to try pumping down the Raw Sewage wet well each day to see if this helps eliminate the problem. After several months of the daily pump down I am pleased to announce that we have not had any more ragging problems. It is our plan to have this added to the PLC programming to do this automatically every day to make sure that this is done.

During a planned power outage by Consumers Energy to perform equipment maintenance, we discovered that our existing portable generator was inadequate to operate the Riverside lift station pumps. During a trial run several days prior to the outage, it was obvious that the homemade portable generator could not supply enough amperage to start the new pumps that were installed during the 2012 upgrade. We were able to rent a unit in time for this outage. This prompted the WWTP to look into a permanent standby generator for the lift station. Due to the close proximity of the lift station to the river, the MDEQ was contacted to see what permits might be needed to proceed. They advised us that the only permit that we would require was a Part 41 construction permit. This was obtained without any complications. F&V was consulted as to the location and sizing to meet our needs. Once this was established we then contacted several firms for quotations. Michigan Critical power was awarded the job of providing and installing a 30 Kw natural gas generator with an automatic power transfer switch. Consumers Energy installed the gas service from their gas main to the generator site. The generator has been in service for several months now. The neighbor across the street from the lift station had concerns about having to look at the new generator. We were able to accommodate them by installing vinyl privacy slats in the chain link fence. The generator is so quiet that it is barely audible when standing 50 feet from the unit. We have the generator set to automatically exercise once a week. It has been added to the list of generators that are annually serviced by Wolverine Power.

The summer of 2016 saw the completion of the Kent St. Improvement project from Academy St. south to the City Limit. Sanitary sewer main was replaced with new PVC pipe and new manholes from Barley St. south to the City Limit. Two very bad 6 inch Clay tile mains located in the curb lawns on both sides of Kent St. were eliminated and combined into one new 8 inch PVC sewer main which was installed in the center of Kent St. Two sanitary manholes were replaced, one at Kent and Brush St. and one at Kent and Academy St. These improvements eliminated several hundred feet of trouble spots that have required constant maintenance for many years.

For several years the Synagro contract was renewed on an annual basis. This past summer we requested quotes from several other companies that haul and land apply Biosolids. Only one other responded with a quote for us to compare with Synagro. It was considerably higher. We found that the best price could be achieved with a three year contract with Synagro. This was approved by Council and has been placed into effect.

We were required by OSHA to have completed the GHS labeling at our facility by June of 2016. The WWTP found that Avery had chemical resistant labels of varying sizes and the templates on the internet. This allowed us to produce any necessary labels without having to purchase a special label printer. The labeling was done on schedule.

This past summer and fall two pieces of lab equipment were updated as recommended by the MDEQ. A new CBOD incubator was purchased and placed into operation. The old unit was removed to storage for back up. We also replaced our extremely old Dissolved Oxygen and pH meter. Since the old units were still working, they have also been stored as backups. The new meter assures that our lab results are accurate.

The MDEQ conducted a compliance audit in August. When asked if we had our flow meters calibrated and certified each year, we had to say no. This is something that has never been done in the past at the WWTP; however it is a permit requirement. The meter companies representing our flow meters were contacted and the calibration/certification was performed. We also discovered that when the WWTP upgrade was done, the programming for the final effluent flow on the PLC had not been completed. Our permit requires that we report the final effluent flow. Windemuller was contacted and questioned as to why this had not been completed. They had a technician come to the WWTP and finish the programming so that we are now able to report the final effluent flow. Cindy Sneller from the MDEQ was very understanding and worked with us to get us into compliance. No penalties resulted from this audit.

In the fall of 2015, we had the membrane roof on our secondary digester inspected by a factory representative as our roof was over thirty years old and was becoming brittle. We had also found several small cuts in it. He gave me a ball park idea of what it would cost and this was put into the 2016 budget. We obtained several quotes from reliable installers. The lowest bid was within our means and we had the new membrane roof installed in November.

We had been storing approximately 250 lbs. of chlorine gas in cylinders that we had previously used for disinfection and for the purpose of controlling any filamentous problems. With the new clarifiers and better aeration control, we have found that filamentous has not been a problem. Because it has not been problematic, Alexander Chemical was contacted to pick-up the remaining chlorine and empty cylinders and to issue a credit. This not only makes the WWTP a safer environment to work in, but also makes the entire Portland community safer.

This fall it was brought to my attention by the MRWA that since we have a USDA loan for the WWTP upgrade, that we are required to have an inspection of the WWTP and submit an updated Vulnerability Assessment and Emergency Response Report. I verified this and found out what specifically was required and where to submit it. This was completed.

A Paser study was conducted this year for the purpose of planning future street improvements. The WWTP provided sanitary sewer evaluations to be used in the planning process.

Doug Sherman sent in the DEQ renewal for his class B certification in November. His current certification expires on January 15, 2017. The new certification should be issued prior to the expiration date.

TRENDS

Data collection is a very important aspect for the WWTP. The data collected is very useful in identifying operational trends. Some of the data and their respective trends become very useful in trouble shooting any process problems while other data and trends provided a picture of how economically the treatment process is being run. The data is very helpful in determining when to make process changes, identifying maintenance needs and even when a plant upgrade may be necessary. Table 1 below is a five year comparison of Flow, Plant loading, and the major operating cost for the WWTP. Chart 1 shows us the changing flows over the last sixteen years. The varying flows could be a result of wet years vs dry years, residents vacationing, changing water usage in homes, changing population, collection system improvements, etc. The first chart indicates that the flows have trended downwards slightly over the past sixteen years. Chart 2 indicates the rainfall totals over the last eleven years. From the chart we can conclude that the average rainfall for Portland ranges between 36 and 37 inches per year. The use of the various utilities and the associated cost are continuously monitored and recorded. The charts following Chart 2 show us visually how we have been performing since the WWTP upgrade in 2011 - 2012 and are indicated by the trend lines.

TABLE 1

Parameters	2016	2015	2014	2013	2012
Total Influent Flow (MG)	132	125	124	123	119
Avg. Daily Flow mgd	0.359	0.342	0.340	0.336	0.325
Plant Loading					
Total Lbs. of CBOD	473,160	391,998	338,096	253,182	285,607
Avg. Lbs. of CBOD/day	1293	1074	926	694	780
Electricity (kw)	518,401	528,605	497,597	500,450	465,999
Annual Cost:	\$43,284.05	\$45,339.82	\$43,096.04	\$43,123.03	\$40,822.42
Natural Gas (CCF)	619,300	446,400	428,300	268,500	465,200
Annual Cost	\$3609.68	\$2702.22	\$3,802.17	\$2,096.59	\$2,724.97
Ferrous Chloride (lbs)	7213	6373	6833	6659	9356
Annual Cost	\$3767.03	\$1733.73	\$2104.78	\$1545.47	\$3,049.21
Sludge Thickener Polymer (lbs.)	7806	6144	5176	5624	4210
Annual Cost	\$8707.50	\$5,224.50	\$6,966.00	\$10,543.50	\$10,075.50
Final Clarification Polymer (lbs.)	0.1	35	61	44	67
Biosolids (gal)	583,500	244,500	392,000	424,000	336,000
Annual Hauling Costs	\$24845.02	\$13410.00	\$17,686.51	\$21,486.16	\$18,578.09

CHART 1

ANNUAL INFLUENT & EFFLUENT FLOW 2000 TO 2016

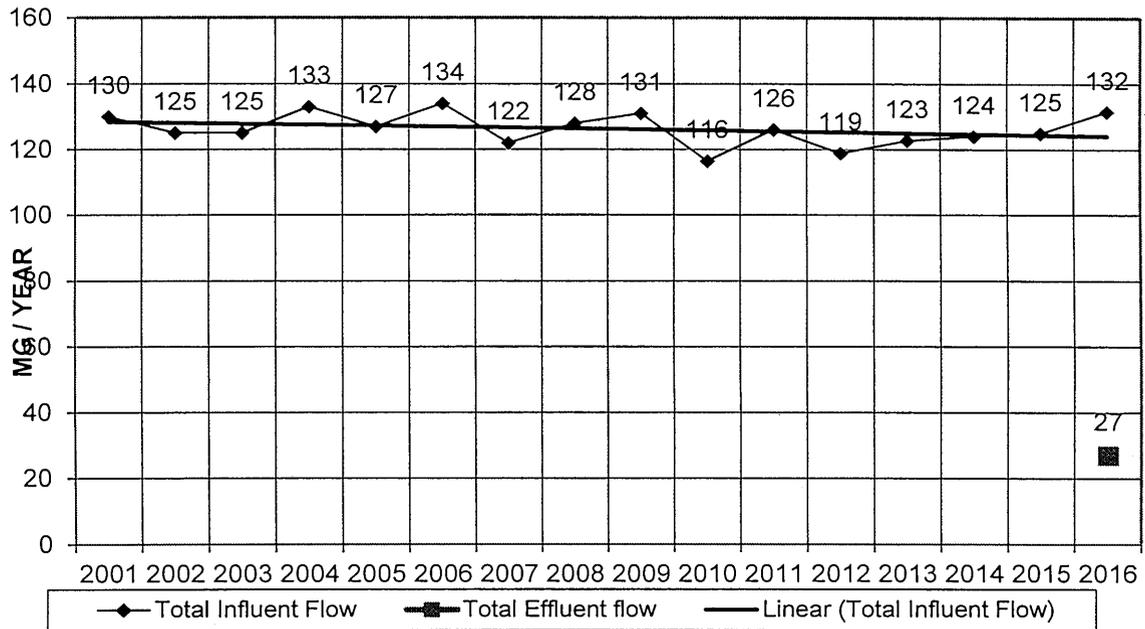
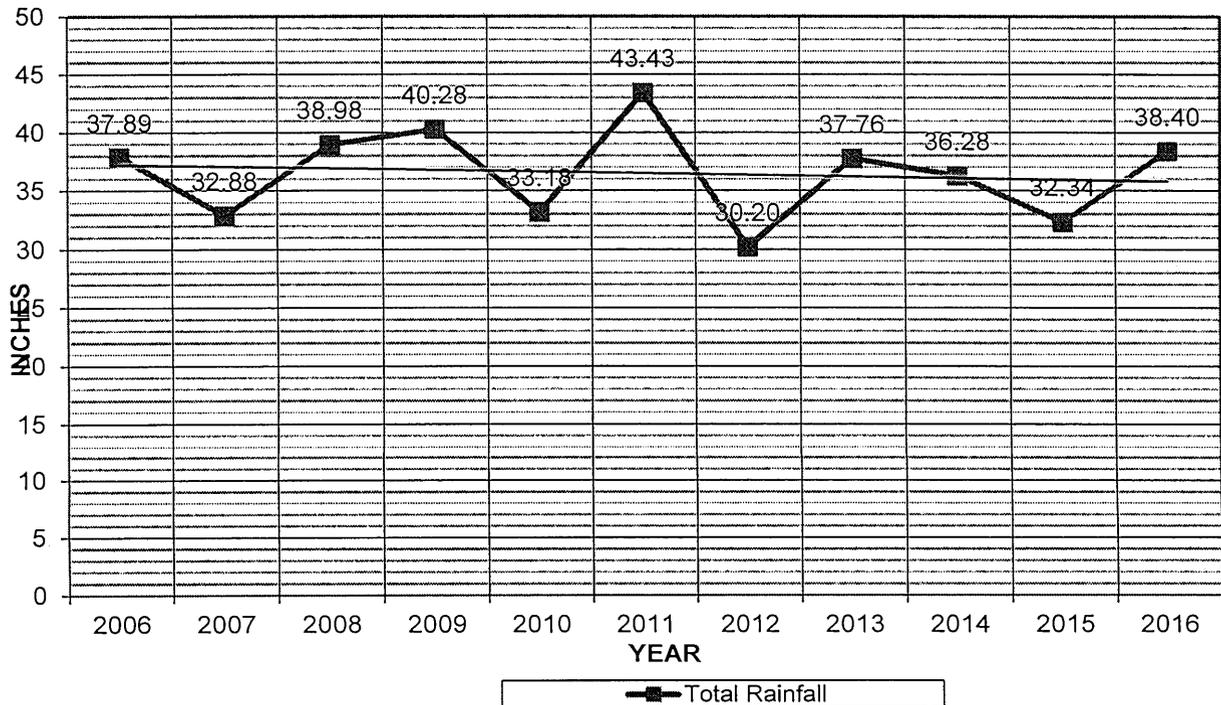


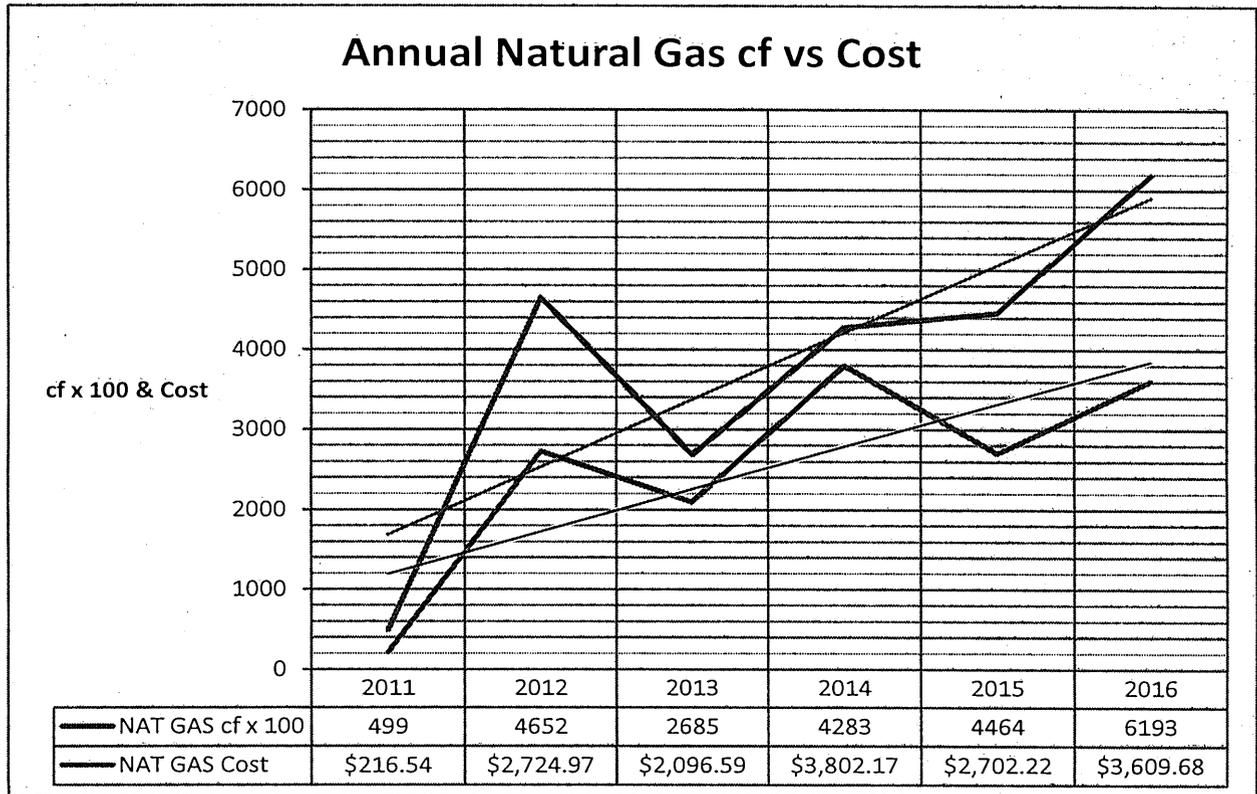
CHART 2

ANNUAL TOTAL RAINFALL

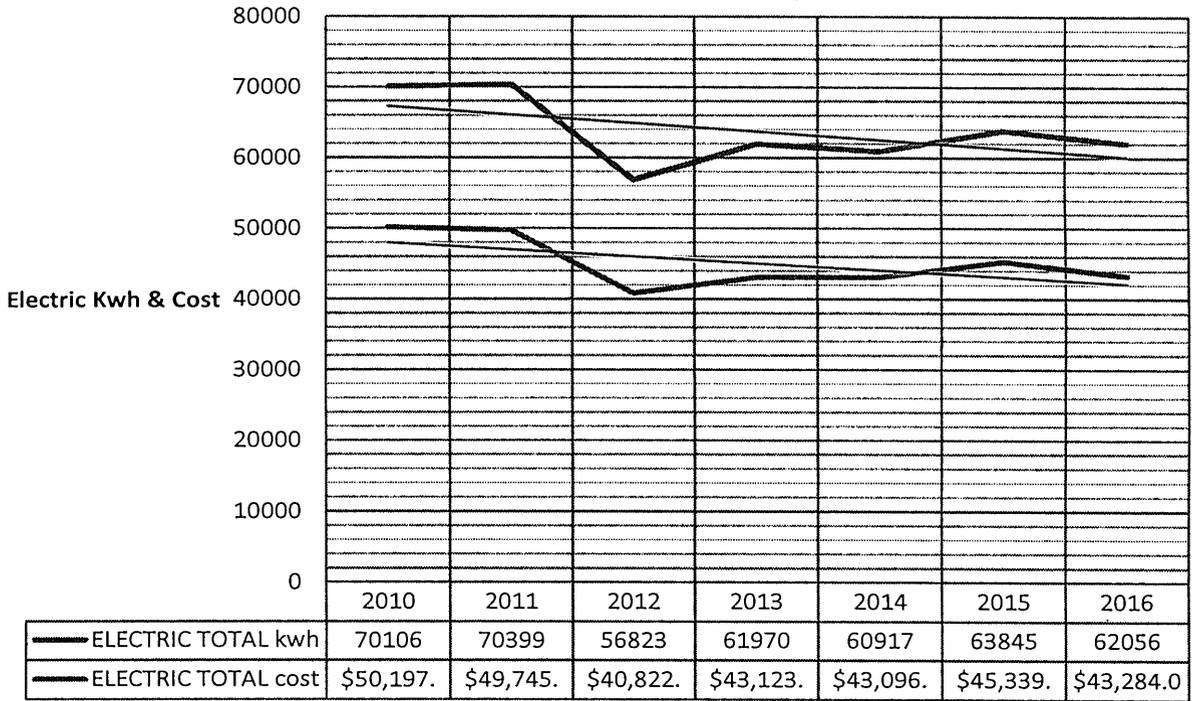


Naturally the utility and chemical use is affected by varying flows from year to year. This can

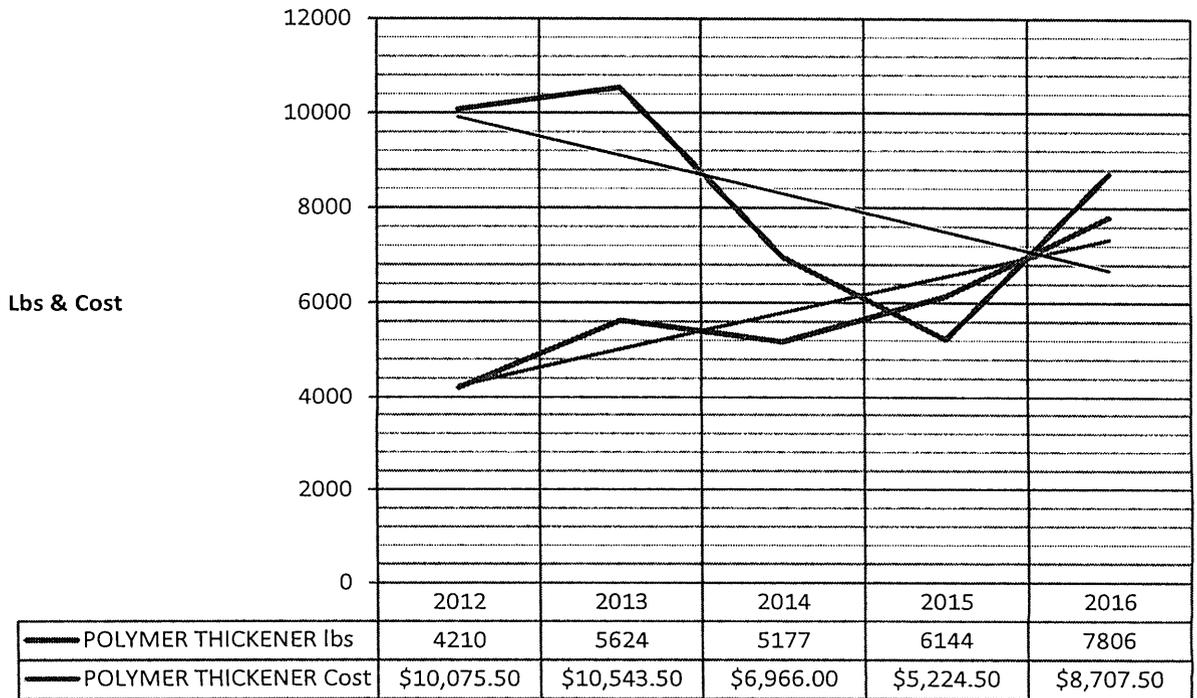
have an impact on operating cost as well as the condition of our economy and what we pay for utilities and chemicals for treatment.



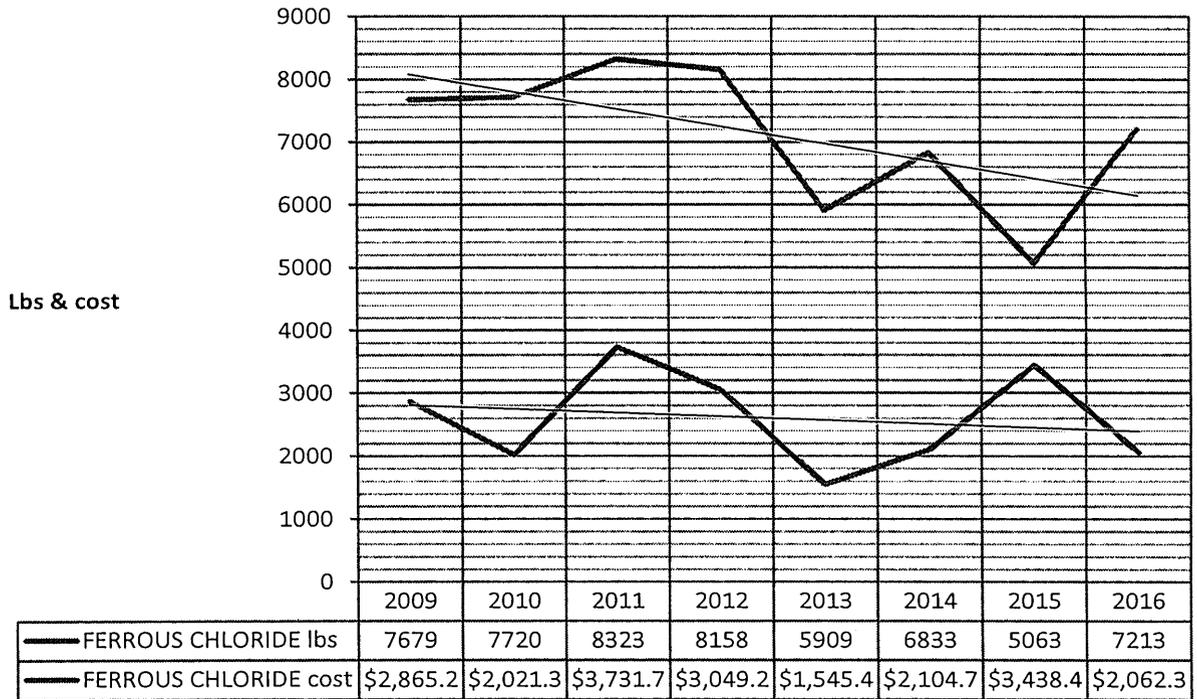
Annual Electric Usage vs. Cost



Annual Thickener Polymer Lbs. vs Cost



Annual Ferrous Chloride Lbs. vs. Cost



- Electrical use was down slightly for 2016.
- Ferrous Chloride prices remained the same at \$0.35 / lb. through 12/31/2016. One truckload of Ferrous Chloride was delivered in 2016. We took delivery of the Ferrous Chloride in September. The low consumption of the product is attributed to the biological phosphorus removal in the anoxic zone of the treatment process and THK eliminating the need to use phosphoric acid in their paint line process.
- Prior to 2012 the old boiler was incapable of blending natural gas with methane and was operated on methane only. The chart indicates an upward trend which is due to zero use prior to 2012. With the new generator at the Riverside lift station, the gas use increased slightly.
- Polymer use was up during the winter months due to the thickener room and the polymer being too cold. This is somewhat offset by less polymer use during the summer. Steps are being taken to provide a more uniform room temperature year round and also the incorporation of preheating the process water for blending with the polymer during the colder months.

COLLECTION SYSTEM

Collection System maintenance is a requirement of the NPDES. The Portland WWTP has an established collection system maintenance program. We experienced no Sanitary Sewer Overflow (SSO) for the 2016 year.

We are always looking for ways to improve upon how we administer the collection system maintenance program. The combination of the collection system trouble spot and preventative cleaning schedules into one worked quite well. Even with the Vac truck not being available while out for major repairs, the workers are still able to complete the entire scheduled sewer cleaning. Several sewer main sections in Portland have known root problems. Root cutting is scheduled every year in March as it seems that the most root growth takes place during the winter months. This has been practiced for several years and seems to be very effective in preventing any blockages from roots. Occasionally new root problems are discovered and are added to the list for annual preventative maintenance. As street projects take place, these areas are already identified and are being permanently corrected. The sewer main on Bridge St., Charlotte Hwy., East Grand River Ave., Maple St., Grape St., the south end of Kent St., Knox Ave. and Barley St. have all been replaced with new PVC sewer main and manholes where needed during the past ten years. This has helped to reduce the trouble-spot list and has reduced infiltration into the collection system. This would also help explain the slow downward trend in annual flow. The WWTP will continue to use this format going forward. The workers can also make better use of their time by allowing them to balance the maintenance needs for the collection system and the WWTP.

Totals For 2016

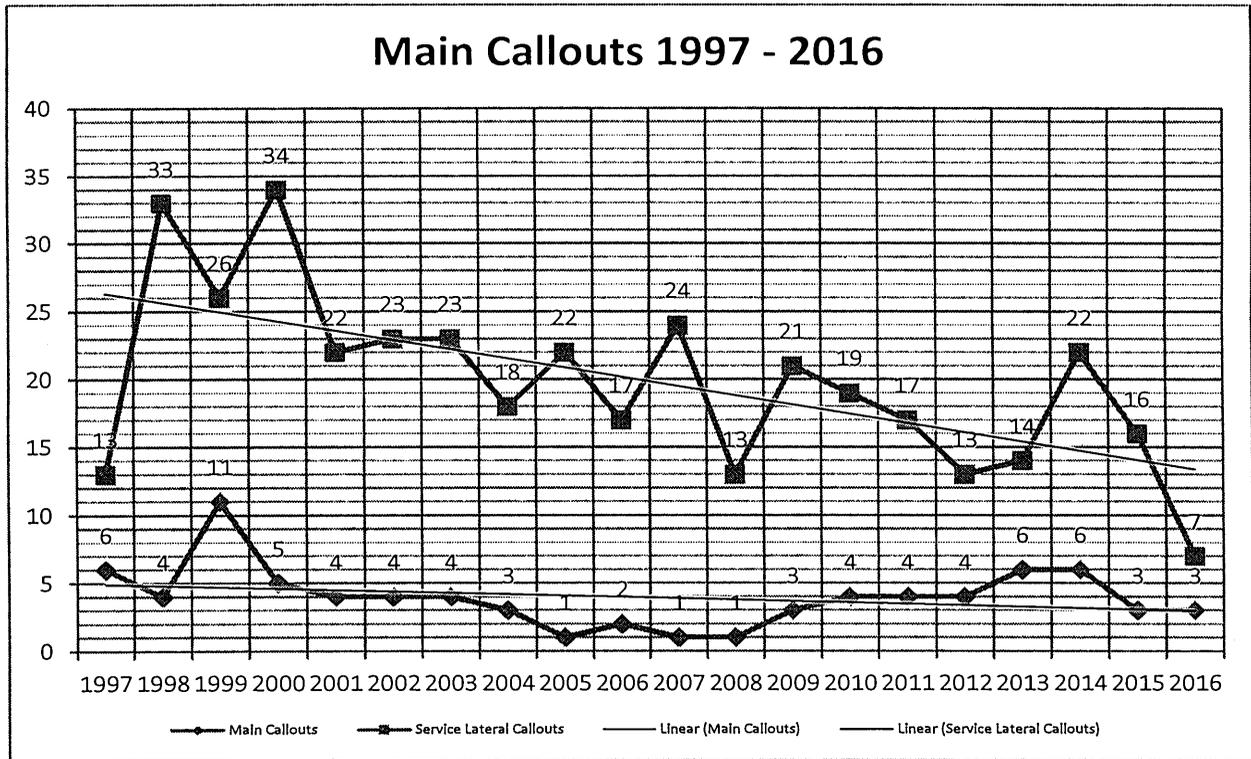
Feet of sewer cleaned:	40956 feet
Total callouts	19
Callouts due to problem in the City Main	3
Callouts due to problem in homeowners line	7
House Services inspected with See Snake push sewer camera:	7
New sewer connections:	6

Sewer callouts remained the same as 2015. Three sewer main callouts were recorded. The service lateral callouts have decreased by 9 over the previous year.

The WWTP has been tracking sewer callouts since 1997. This provides us with a tool to evaluate the condition of the City sewer main and our performance with maintaining the collection system. With the replacement of problem sewer mains and an aggressive collection system cleaning program, the number of sewer main callouts seems to have leveled off. This would indicate that the aging collection system is developing new problem areas. The goal is to reduce the number of callouts. Close attention will have to be given to permanently eliminating known problems. The new flushable products used by homeowners have also contributed to sewer main blockage problems. Portland is not an isolated case where flushable products are involved. This has become a problem across the nation and is being addressed by numerous Wastewater organizations.

The following Chart 3 graphically represents both the sewer main callouts and callouts due to house service laterals. The Push Camera has proven invaluable in locating service lateral problems that require attention by the homeowner to eliminate their problems. This is obvious when we look at the callout trend since the City first obtained the camera. The City Main callouts show a slight downward trend since the chart was first started. However, for the most part the number of callouts each year has remained close to the same.

CHART 3



Respectfully submitted,

Douglas C. Sherman
 WWTP Superintendent

Appendix A

PORTLAND WWTP SAFETY GOALS AND CORE VALUES

GOALS

Provide a safe environment and promote safe work practices for all WWTP employees so as to accomplish the only meaningful goal of ZERO occupational injuries and illnesses, environmental releases and property damage incidents.

CORE VALUES

- Safety, Health & Environmental compliance at the WWTP is the responsibility of Doug Sherman, Mike Owen, Tim Krizov and anyone else working at the facility.
- Doug, Mike, Tim and anyone else working at the WWTP will only undertake activities that can be done without injuring themselves, other people, damaging property or harming the environment.
- All WWTP personnel are expected to report in a timely manner all occupational injuries, illnesses, environmental releases, near-misses, and property damage events to the Plant Superintendent. This information can be used to increase our ability to prevent future incidents.
- The Plant Superintendent will be involved in the Safety program at all levels within the City of Portland.
- All WWTP personnel are encouraged and expected to be involved in the implementation of the Safety Program and to provide feedback on its effectiveness.
- The City of Portland will provide ongoing training for WWTP employees on each component of the Safety Program.
- All WWTP personnel will help analyze the facility and our activities to identify, evaluate and control hazards.
- The Plant Superintendent will assess the Safety programs of contractors, suppliers and vendors to safely perform work at the WWTP.

The Plant Superintendent will once a year assess all the components of our Safety Program to insure they are up-to-date and being used.

2016 Annual Water Report

	2014	2015	2016
Customers Billed			
City	1609	1615	1636
Rural	26	24	24
	<u>1635</u>	<u>1639</u>	<u>1660</u>
Total Gallons Billed			
City	101,756,996	103,075,925	104,723,470
Rural	2,062,166	2,067,586	2,039,766
	<u>103,819,162</u>	<u>105,143,511</u>	<u>106,763,236</u>
Total Dollars Billed			
City	\$ 533,078.46	\$ 544,491.82	\$ 558,733.79
Rural	\$ 19,736.16	\$ 19,617.70	\$ 19,735.06
	<u>\$ 552,814.62</u>	<u>\$ 564,109.52</u>	<u>\$ 578,468.85</u>
Penalties Added	\$ 4,635.83	\$ 4,639.81	\$ 5,101.76
Total Dollars Collected	\$ 554,006.77	\$ 557,684.43	\$ 575,148.43
Total Gallons Pumped	120,926,100	118,066,300	120,085,500
Hydrant Flushing	3,239,500	2,150,000	2,200,000
Unaccounted Gallons	13,867,438	10,772,789	11,122,264
Percent of Total	11.47%	9.12%	9.26%





City of Portland Water Department 2016 Annual Report

Recap of work completed, in 2016

1. 412 work orders were completed, for turn off/on, of water, and final reads.
2. 89 repair work orders were received, and completed.
3. 89 of those meters were replaced with Badger Orion automatic read registers, and 82 of those also received new, no lead brass, meter bodies.
4. Miss Dig tickets were completed as they were received.
5. All calls to various homes and businesses were handled in a timely manner.
6. Annual spring and fall hydrant flushing.
7. 6 new East Jordan fire hydrants were installed on Kent St.
8. 4 water main breaks were repaired.
9. Well Houses #4 and #6 had Motorola FIU upgrades for SCADA.
10. A 2016 GMC truck was purchased to replace the aging water service vehicle.
11. New security fence was installed, surrounding Well House #4.
12. Hill Street, and Charlotte Hwy. water towers received interior inspections.
13. The Reliability Study of our water system was completed by Fleis and Vandenbrink.
14. Service inspections were completed on Well #5 and Well #7.
15. Hydo Corp is active in maintaining a Cross Connection Control Program, on all businesses within the City, as required by the Michigan Department of Environmental Quality.
16. Water operators continue to attend classes to maintain education credits.
17. The annual Consumer Confidence Report was published.
18. Multiple water samples were taken, to ensure the quality and safety of the water supply system.

2017 Water Department Goals

Short term

1. Continue with the water meter change out program, for upgrading the meter reading system to the Automatic Meter Reading (AMR) system.
2. Continue asset management program for both, the Hill St. and Charlotte Hwy water towers.
3. Begin a water main valve turning program, of approximately 100 valves per year.
4. Purchase of a tablet to allow for remote access to SCADA, as well as improved record keeping, such as GPS mapping of infrastructure, and customer information.
5. Continue with fire hydrant restoration of 20-40 hydrants per year.
6. Replace 2" galvanized water main on E. Grand River Ave., west of town, with 12" Ductile Iron water main. Approximately 1200'.
7. Connect Well #6 to the backup generator, which is stationed at Well #4.
8. Begin to create an Asset Management Plan of the City's water infrastructure, with the help of Fleis and Vandenbrink, (Per DEQ's request)
9. Begin a Residential Cross Connection program, for accounts with irrigation and/or boiler heat, (Per DEQ).
10. Service and inspections will take place at Wells #4 and #6.
11. Removal of Direct Drive engines from Wells #5 and #6
12. New Door on Well #5
13. Build asphalt access drive to Well House #4.

Long term

1. Continue to update the Asset Management Plan on a regular basis.
2. Continue with residential Cross Connection Control Program.
3. Continue with the Valve Turning Program.
4. Look into the possibility of hiring additional staff to assist in the daily operations, and/or times of the year, when work load become heavy.
5. Replace some of the older fire hydrants, in areas in need of better fire flows. i.e. East St., Hill St., Grant St., Smith St, Virginia Ave.
6. Start looking into a location on the East side of the city, for a new well.
7. Continue to upgrade water main, service lines, valves, and hydrants, to eliminate, aging water main, and galvanized water lines.
8. Replace all 4" Sand Cast water main, hydrants, and valves, to no less than 8" Ductile Iron.
9. Upgrade the control panel in Well House #5.
10. Rehab maintenance and painting for Well House #6.
11. Replace insulation and heat tape, on the Bridge St. water main that hangs under the bridge.

Respectfully submitted,

Rod Smith, Water Technician.

**COMPARISON OF GALLONS PUMPED, BETWEEN
2015 AND 2016**

Month	2015	2016	Difference
January	9,906,400	7,122,000	-2,784,400
February	9,025,000	7,681,000	-1,344,000
March	9,447,000	7,921,000	-1,526,000
April	10,159,500	9,383,900	-775,600
May	10,037,000	9,934,000	-103,000
June	9,748,000	13,556,000	+3,808,000
July	11,816,000	14,759,900	+2,943,900
August	10,442,000	12,938,600	+2,496,600
September	11,125,000	12,144,100	+1,019,100
October	9,261,400	8,324,000	-937,400
November	8,117,000	7,588,000	-529,000
December	8,982,000	8,917,000	-65,000
Totals	118,066,300	120,269,500	+2,203,200

Volume per well

Year	Well #4	Well #5	Well #6	Well #7
2014	73,380,000	115,100	47,352,000	79,000
2015	50,093,000	249,300	67,642,000	81,000
2016	57,292,000	293,500	62,425,000	48,000

City of Portland

Department of Public Works

2016 Annual Report

FLUIDS USED

	2013	2014	2015	2016
Cylinder Oil (gal)	110	110	165	110
Transmission Fluid (gal)	55	0	55	0
Hydraulic Oil (gal)	110	150	55	110
Antifreeze (gal)	25	24	24	24
Car Wash Soap (gal)	0	30	30	30

FUEL COST

Year	Cost
2013	\$58,000
2014	\$70,200
2015	\$45,800
2016	\$32,000

MAJOR AND LOCAL STREETS

Material	2013	2014	2015	2016
Hot Black Top (ton)	47	36	32	34
Winter Black Top (ton)	7	15	9	8
Crack Filler (ton)	2	5	2	10
Road Gravel (yds)	25	30	20	0
Sand (yds)	60	40	40	40

DUST CONTROL/BRINING

2013: 7,444 gallons used at a cost of \$1,116
 2014: 2,000 gallons used at a cost of \$300
 2015: 0 gallons; minimal dust control, used water
 2016: 7,500 gallons used at a cost of \$1,055

SIDEWALKS AND WALKWAYS

Replaced several sections of walk due to safety concerns.

STREET PAINTING

2013: Cost \$8,406.00
2014: Cost \$9,986.99
2015: Cost \$11,402.57
2016: Cost \$12,924.78

WINTER STREET SALT

2013	298 tons	Total cost: \$18,261.74
2014	400 tons	Total cost: \$32,172.00
2015	350 tons	Total cost: \$21,098.00
2016	300 tons	Total cost: \$16,635.00

From January 1, 2016 to December 31, 2016, thirty miles of major intersections and hills were salted 15 times.

All City streets, cemetery, hydro plant and alleys were plowed and salted a total of 14 times.

The downtown area was cleaned of snow 11 times.

LEAF PICK UP

2014: Approximately 2,760 yards were picked up.

2015: Approximately 2,000 yards were picked up.

2016: Approximately 2,200 yards were picked up.

MISCELLANEOUS

- Hammond Farms ground the brush from the 2015 tornado and cleaned up the compost area removing almost 12,000 yards of material.

CITY WIDE CLEAN-UP

	2013	2014	2015	2016
Loads Received	484	426	393	307
Dumpsters Filled	28	25	26	27
Loads of Brush Received	3	6	10	2
Auto Batteries Received	0	4	0	0
Used Oil Received (gal)	36	40	30	40
Electronics	34yds	30yds	15,928lbs	9,358lbs./tv

Costs:

Dumpsters	\$10,220.00	\$9,825.00	\$9,490.00	\$10,055.00
Wages	\$2,002.67	\$1,910.33	\$1,802.37	\$1,943.02
Equipment	\$454.30	\$599.76	\$592.19	\$3,650.30

Total Cost of Cleanup **\$12,677.05** **\$12,335.17** **\$11,884.56** **\$16,738.96**

MILES PUT ON CITY VEHICLES

	2013	2014	2015	2016
9-05 GMC Truck		989	5,095	4,021
9-11 Vactor Truck	371	593	556	372
9-14 Sweeper		763	914	692
9-29 Ford Truck	5,604	6,806	4,552	4,781
9-31 Brine Truck	939	257	4	26
9-50 International Truck	2,624	2,618	1,256	1,627
9-51 Freightliner Truck	2,174	4,587	2,386	6,469
9-52 International Truck	3,827	3,872	2,447	1,972
9-54 Dodge 1 Ton	3,108	3,482	3,795	3,035
Total miles:	18,647	23,967	21,005	22,995

RECYCLING

- Collected 100 gallons of anti-freeze.
- Collected 500 gallons of used oil from residents and nonresidents.
- Plastic container was serviced 52 times.
- Cardboard container was serviced 56 times.
- Tin and glass container was serviced 17 times.
- The cardboard and plastic containers were placed on auto service every Friday.

EQUIPMENT

2017 International dump/plow truck was purchased with an anticipated February completion.

2016 Bobcat T-450 skid steer was purchased.

Respectfully Submitted,

Ken Gensterblum
Public Works Foreman

Project Report for the City of Portland

Billing for 2016

Fleis & Vandenbrink Engineering, Inc.-All Accounts

Engineering

<u>Project Number</u>	<u>Project Description</u>	<u>Billing Work</u> <u>1/2016-12/2016</u>
1110	General Consultation	\$15,062.40
28771	Bridge Inspection	\$4,500.00
802050	Board of Light & Power (BLP)	\$10,850.12
820641	Environmental Due Diligence-ADM	\$13,792.04
821681	Kent St Construction Eng	\$109,441.18
828500	PASER /study Update 2016	\$3,986.45
827340	Grit Building Heating 2015	\$6,263.00
828360	E. Bridge St & Grand Rvr HISP	\$1,465.50
	TOTAL	\$165,360.69

Portland, Michigan 2016 Annual Electric Report

Kilowatts Purchased

	2014	2015	2016
Constellaion	0	0	0
MPPA	36,424,475	36,637,409	37,248,808
MPPA (Belle River)	0	0	0
MPPA (Campbell)	0	0	0
Integrys	0	0	0
ESP	0	0	0
Hydro Generation	2,035,260	2,079,969	1,862,374
Diesel Generation	9,815	0	0
Total	38,469,550	38,717,378	39,111,182

Electric Purchase Costs

	2014	2015	2016
MPPA	\$ 2,418,312.81	\$ 2,357,555.97	\$ 2,218,355.02
MPPA (Belle River)	\$ -	\$ -	\$ -
MPPA (Campbell)	\$ -	\$ -	\$ -
Integrys	\$ -	\$ -	\$ -
ESP	\$ -	\$ -	\$ -
Total	\$ 2,418,312.81	\$ 2,357,555.97	\$ 2,218,355.02

Kilowatts Used

Residential	16,136,443	16,251,144	16,870,368
Commercial	7,590,546	7,680,997	7,961,643
Lg. Demand/General	9,581,788	9,954,399	9,658,601
Street Lights	342,845	367,650	357,547
Diesel Plant	153,920	108,840	105,560
Hydro-Not Billed	20,586	21,556	23,229
Total	33,826,128	34,384,586	34,976,948

Unaccounted For (Loss to System) **4,643,422** **4,332,792** **4,134,234**

Line Loss % **12.07%** **11.19%** **10.57%**

Average Cost Per KWH Purchased

\$ 0.06 \$ 0.06 \$ 0.06

Electric Billed to Customers

PCA Billed-Residential	\$ 69,725.97	\$ 39,817.45	\$ 41,019.57
PCA Billed-Commercial	\$ 33,424.15	\$ 18,354.24	\$ 20,358.33
PCA Billed-Lg. General Residential	\$ 41,958.04	\$ 24,229.45	\$ 25,431.80
Residential EO Charge	\$ 1,704,460.29	\$ 1,715,008.50	\$ 1,776,095.93
Residential EO Charge	\$ 28,899.65	\$ 29,337.37	\$ 30,547.13
Geothermal Discount	\$ (1,195.58)	\$ (1,162.06)	\$ (1,083.90)
Commercial	\$ 811,802.87	\$ 821,457.97	\$ 849,796.45
Commercial/LG EO Chg	\$ 30,069.50	\$ 29,557.76	\$ 29,209.75
Lg. General/Demand	\$ 839,069.82	\$ 855,482.66	\$ 836,514.83
Lg. EO Charge	\$ 220.80	\$ 220.80	\$ 220.80
Street Lights	\$ 47,406.44	\$ 49,495.07	\$ 48,621.08
Tax	\$ 135,233.44	\$ 133,572.51	\$ 135,555.69
Rental Lights	\$ 3,108.81	\$ 3,077.06	\$ 3,037.63
Total	\$ 3,744,184.20	\$ 3,718,448.78	\$ 3,795,325.09

Residential Customers	2156	2180	2195
Commercial Customers	313	312	319
Lg. General/Demand	17	16	16
Total	2486	2508	2530



Hydro Production Report for 2016

Monthly Production

January	112,564 KW
February	153,907 KW
March	195,990 KW
April	190,134 KW
May	101,756 KW
June	106,800 KW
July	104,948 KW
August	162,810 KW
September	97,476 KW
October	206,400 KW
November	215,404 KW
December	214,185 KW
Total	1,862,374 KW for 2016

Total	2,079,969 KW for 2015
Total	2,035,260 KW for 2014
Total	1,830,000 KW for 2013
Total	1,855,800 kW for 2012
Total	2,346,000 KW for 2011
Total	1,400,000 KW for 2010
Total	1,100,500 KW for 2009
Total	1,726,100 KW for 2008
Total	1,941,700 KW for 2007
Total	1,870,000 KW for 2006
Total	871,600 KW for 2005
Total	1,186,000 KW for 2004
Total	843,000 KW for 2003
Total	1,001,480 KW for 2002
Total	1,528,700 KW for 2001
Total	1,835,500 KW for 2000
Total	1,323,400 KW for 1999
Total	1,445,100 KW for 1998
Total	1,351,700 KW for 1997
Total	1,056,500 KW for 1996
Total	1,168,800 KW for 1995
Total	1,601,800 KW for 1994
Total	1,552,400 KW for 1993

Electricity for Hydro	est.\$	1,940.22
Electricity for Park Lights	est.\$	1,138.79
Insurance(Hydro Plant)	est.\$	1,854.00
Insurance Garage	est.\$	29.00
Insurance,Pump House, Dwellings, Fencing and Transformer	est \$	203.00
Combined expenses	\$	27,806.54
Weekend labor	est.\$	15,000.00

Total Expenses for 2016 \$ 47,971.55

Total Expenses for 2015	\$	57,946.00
Total Expenses for 2014	\$	40,673.10
Total Expenses for 2013	\$	63,425.00
Total Expenses for 2012	\$	322,581.47
Total Expenses for 2011	\$	57,867.05
Total Expenses for 2010	\$	50,819.82
Total Expenses for 2009	\$	67,189.38
Total Expenses for 2008	\$	31,614.13
Total Expenses for 2007	\$	38,386.49
Total Expenses for 2006	\$	76,675.72
Total Expenses for 2005	\$	335,799.43
Total Expenses for 2004	\$	88,106.35
Total Expenses for 2003	\$	119,329.73
Total Expenses for 2002	\$	33,897.00
Total Expenses for 2001	\$	34,554.08
Total Expenses for 2000	\$	25,595.23
Total Expenses for 1999	\$	32,629.65
Total Expenses for 1998	\$	34,288.17
Total Expenses for 1997	\$	58,055.95
Total Expenses for 1996	\$	22,101.29
Total Expenses for 1995	\$	14,954.02
Total Expenses for 1994	\$	84,291.44
Total Expenses for 1993	\$	162,879.32

Price for KWH for 2016 .025 cents

Price for KWH for 2015 .028 cents

Price for KWH for 2014 .02 cents

Price for KWH for 2013 .034 cents

Price for KWH for 2012 .17 cents

Price for KWH for 2011 .025 cents

Price for KWH for 2010 .036 cents

Price for KWH for 2009 .061 cents

Price for KWH for 2008 .02 cents

Price for KWH for 2007 .019 cents

Price for KWH for 2006 .041 cents

Price for KWH for 2005	.39 cents
Price for KWH for 2004	.0742cents
Price for KWH for 2003	.14 cents
Price for KWH for 2002	.0338cents
Price for KWH for 2001	.0222cents
Price for KWH for 2000	.0140cents
Price for KWH for 1999	.0247cents
Price for KWH for 1998	.024 cents
Price for KWH for 1997	.043 cents
Price for KWH for 1996	.02 cents
Price for KWH for 1995	.01 cents
Price for KWH for 1994	.05 cents
Price per KWH for 1993	.10 cents

24 year averaged price KWH (Hydro) .06

Averaged price for purchased KWH om 2016 .066
MPPA

Averaged price for purchased KWH on 2015 .066
(MPPA)

Averaged price for purchased KWH in 2014 .065
(MPPA)

Averaged price for purchased KWH in 2013 .0674
(MPPA)

Averaged price for purchased KWH in 2011	.066	(CE)
Averaged price for purchased KWH in 2010	.061	(CE)
Averaged price for purchased KWH in 2009	.048	(CE)
Averaged price for purchased KWH in 2008	.065	(CE)
Averaged price for purchased KWH in 2007	.047	(CE)
Averaged price for purchased KWH in 2006	.05177	(CE)
Averaged price for purchased KWH om 2004	.044	(CE)
Averaged price for purchased KWH in 2003	.04	(CP)
Averaged price for purchased KWH in 2002	.045	(CP)
Averaged price for purchases KWH in 2001	.051	(CP)
Averaged price for purchased KWH in 2000	.039	(CP)
Averaged price for purchased KWH in 1999	.039	(CP)
Averaged price for purchased KWH in 1998	.040	(CP)
Averaged price for purchased KWH in 1997	.0359	(CP)
Averaged price for purchased KWH in 1996	.045	(CP)
Averaged price for purchased KWH in 1995	.047	(CP)
Averaged price for purchased KWH in 1994	.045	(CP)
Averaged price for purchased KWH in 1993-	.0457	(CP)

City of Portland
Board of Light and Power
723 E. Gd. River Ave.
Portland, Mich. 48875

Miscellaneous Items Reported for Year 2016

Total vehicle expenses for calendar year 2016 were \$9069.67
2015 were \$7683.77 2014 were \$28847.73 2013 were \$15,424.58.
2012's were \$12,176.10 \$14,242.89, 2010's were \$9,636.34
2009's were \$28,205.87 2008's were \$15874.40 2007's were
\$13,696.75

The FERC license for the hydro plant that was obtained in
calendar year 2001, continues to require us to complete
various studies/monitoring for the year 2017 and 2018.

We are still contending with a fuel oil line break,
due to construction at the diesel plant. This will
probably go on for years to come.

During the summer months, conduits were installed
on Marsalle Rd. Wire was installed and homes were switched
over in the fall from overhead to underground. This completed
an area of rear lot line poles (our last) which was difficult
to maintain. It was insulated for 7200 volts for the future.

The boards were repaired on the dam.

Some new homes were hooked up to our system during
2016, mostly in the Rindlehaven sub-division. Other homes
throughout our system were built and hooked up.

A co-ordination study was started in 2015. The
purpose is to allow placing fault interruption
equipment around various locations to improve
reliability. This was finished in 2016.

We had hydro house #1 demolished thus cleaning up an eye
sore.

Respectfully submitted,

Jon Hyland

City of Portland, Board of Light & Power

City of Portland
Board of Light and Power
723 E. Gd. River Ave.
Portland, Mich. 48875

Long range goals and goals for 2017:

Would like to complete substation studies esp. with some new construction anticipated. (Did not complete).

Replace transformer bank feeding main street. (Not complete).

Replace fuel oil tank. (Not completed)

Analyze industrial bank of transformer due to some growth. (completed)

Replace two pickup trucks. (Not completed)

Upgrade Buckner property for use. (Not completed)

Stay ahead of proposed expansion project at the West City Limits (Schrauben property). Tri County Electric is trying to obtain this away from the City. This needs to be continued.

Continue the current process of upgrading lines and burying them.

Purchase and install various 3 phase fault interrupters throughout our system. This is the next step in our underground program. These will cost around \$7-\$10,000 each with 30 or 40 needed. This has been started with a co-ordination study.

Would like to look at another generator(s) installed. (Not completed)

Update mapping of system as needed. This will be continuous, as we have been upgrading our system.

Develop a five year upgrade plan for our system. (Somewhat completed)

The older roofs on the Diesel Plant and Hydro plant are leaking. Roof work needs to be completed this summer. (Not Completed)

The hydro governors are giving us some trouble, we are in the process of looking at replacing these. The present units are antique with no parts available. I intend to look at some governors at Hart's and Lansing's utility. (Not completed)

The Light & Power Board needs to start thinking about replacing me when retirement comes.

Respectfully submitted,

Jon Hyland

City of Portland, Board of Light & Power

Outage Report for 2016 by Circuits:

2016 2015

Westside Residential Circuit:

Primary Outages on overhead distribution-----0-----0
Primary Outages on underground distribution-----0-----0
Major primary outages on overhead distribution-----1-----1
Major primary outages on underground distribution-----1-----1
Primary outages on underground caused by dig-ins-----0-----0
Secondary outages caused by dig-ins-----0-----0
Secondary trouble calls on overhead distribution-----0-----1
Secondary trouble calls on underground distribution--0-----0

Industrial Circuit:

Primary Outages on overhead distribution-----0-----0
Primary Outages on underground distribution-----0-----0
Major primary outages on overhead distribution-----0-----0
Major primary outages on underground distribution---0-----0
Primary outages caused by dig-ins-----0-----0
Secondary outages caused by dig-ins-----0-----0
Secondary trouble calls on overhead distribution-----0-----0
Secondary trouble calls on underground distribution--0-----0

North Circuit:

Primary outages on overhead distribution-----0-----0
Primary outages on underground distribution-----0-----0
Major primary outages on overhead distribution-----0-----0
Major primary outages on underground distribution---0-----0
Primary outages caused by dig-ins-----0-----0
Secondary outages caused by dig-ins-----1-----1
Secondary trouble calls on overhead distribution-----1-----0
Secondary trouble calls on underground distribution--0-----0

South Circuit:

Primary outages on overhead distribution-----0-----0
Primary outages on underground distribution-----0-----0
Major primary outages on overhead distribution-----0-----0
Major primary outages on underground distribution---0-----0
Primary outages caused by dig-ins-----0-----0

Secondary outages caused by dig-ins-----0-----0
Secondary trouble calls on overhead distribution-----0-----1
Secondary trouble calls on underground distribution--0-----1

Downtown Circuit:

Primary outages on overhead distribution-----0-----0
Primary outages on underground distribution-----0-----0
Major primary outages on overhead distribution-----0-----0
Major primary outages on underground distribution----0-----0
Primary outages caused by dig-ins-----0-----0
Secondary outages caused by dig-ins-----0-----0
Secondary trouble calls on overhead distribution-----0-----0
Secondary trouble calls on underground distribution--0-----0

East Circuit:

Primary outages on overhead distribution-----0-----0
Primary outages on underground distribution-----0-----0
Major primary outages on overhead distribution-----1-----1
Major primary outages on underground distribution----0-----1
Primary outages caused by dig-ins-----0-----1
Secondary outages caused by dig-ins-----0-----1
Secondary trouble calls on overhead distribution-----0-----0
Secondary trouble calls on underground distribution--0-----0

City of Portland
Board of Light and Power
723 E. Gd. River Ave.
Portland, Mich. 48875

The following is a list of trees that this dept. removed in the past year. This list has a cost associated with it. This cost shows what our customers would have paid if we charged for this service.

Total for 2016-----	\$ 1500.00
Total for 2015-----	\$ 1000.00
Total for 2014-----	\$ 1500.00
Total for 2013-----	\$ 1000.00
Total for 2012-----	\$ 767.20
Total for 2011-----	\$ 986.40
Total for 2010-----	\$ 780.00
Total for 2009-----	\$ 767.20
Total for 2008-----	\$ 986.40
Total for 2007-----	\$ 0
Total for 2006-----	\$ 383.80
Total for 2005-----	\$ 0
Total for 2004-----	\$ 0
Total for 2003-----	\$ 0
Total for 2002-----	\$ 6258.85
Total for 2001-----	\$ 8354.80
Total for 2000-----	\$ 19454.20
Total for 1999-----	\$ 7829.40
Total for 1998-----	\$ 5613.80
Total for 1997-----	\$ 8166.40
Total for 1996-----	\$ 17481.30
Total for 1995-----	\$ 0
Total for 1994-----	\$ 10590.80
Total for 1993-----	\$11654.12
Total for 1992-----	\$13457.91
Total for 1991-----	\$9617.13
Total for 1990-----	\$7768.90
Total for 1989-----	\$20978.55

Grand Total for past 27 years--\$157,435.76

This list does not include trees the Parks Dept./DPW has removed.

City of Portland
Bd. Light & Power
Portland, Mich.

Meeting and Attendance Record of Light & Power Board for 2016

January---Present: Habegger, Lakin
February---Present: Habegger, Lakin, Dumas
March---Present: Habegger, (Lakin excused), Dumas
April---Present: Habegger, Lakin, Dumas
May---Present: Habegger, Lakin, (Dumas excused)
June---Present: Habegger, (Lakin excused), Dumas
July---Present: Habegger, Lakin, Dumas
August---Present: Habegger, Lakin, Dumas
September---Present: Habegger, Dumas, (Lakin excused)
October---Present: Habegger, Lakin, (Dumas excused)
November---Present: Habegger, Lakin, Dumas
December---No meeting



**Parks, Recreation
&
Cemetery Annual
Report**

2016

To: Portland City Council / City Manager

From: Parks, Recreation & Cemetery Director

Re: 2016 Parks, Recreation & Cemetery Annual Report

You will find attached the Annual report for the Parks, Recreation & Cemetery Department. The report for each Department includes yearly totals, goals and projects we were able to complete in 2016 as well as goals for 2017.

The Recreation portion includes the report which is compiled annually for the Portland Parks and Recreation Board, City Council, Portland Township Board, Danby Township Board and the Portland Community Fund.

I. CEMETERY DEPARTMENT

A.	2016	CHARGE	2016
	GRAVE OPENINGS		<u>TOTAL REV</u>
	10	Burial of Res. @ \$ 225.00	\$ 2,250.00
	1	* Burial of Res. @ \$ 375.00	\$ 375.00
	3	Burial of Nonres @ \$ 350.00	\$ 1,050.00
	3	* Burial of Nonres @ \$ 500.00	\$ 1,500.00
	5	Cremation of Res @ \$ 75.00	\$ 75.00
	5	Cremation of Nonres @\$ 125.00	\$ 625.00
	1	Burial of Nonres Baby @ \$ 155.00	\$ 155.00
	2	* Cremation on Res @ \$225.00	\$ 450.00
	1	* Cremation of NonRes @ \$ 275.00	\$ 275.00
	1	Disinterment of Resident @ \$325.00	\$ 325.00
	32	TOTALS	\$ 7,080.00

B. BURIAL TOTALS OVER LAST SIX YEARS

	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Burial of Resident	8	8	4	7	12	10
Burial of Nonresident	8	12	4	6	13	3
*Burial of Resident	0	1	16	1	2	1
* Burial of Nonresident	4	3	8	3	4	3
Cremation of Resident	4	2	1	1	3	5
*Cremation of Resident	1	1	6	1	1	2
Cremation of Non-Resident	6	7	1	13	10	5
* Cremation of Non-Resident	3	3	6	3	3	1
Disinterment	0	0	1	0	0	1
* Burial of Resident Baby	0	0	1	0	0	0
Burial of Nonresident Baby	0	0	1	1	1	1
* Burial of Nonresident Baby	0	0	0	0	0	0
	34	37	49	36	49	32

* INDICATES AFTER HOURS OR SATURDAY FUNERALS WITH OVER TIME CHARGES

C. LOT SALES FOR 2016

<u>NUMBER OF GRAVES SOLD</u>	<u>CHARGE FOR GRAVE</u>	<u>2014 TOTAL REVENUE</u>
9	Grave sold to Resident @ \$ 250.00	\$ 2,250.00
4	Graves sold to Nonresident @ \$425.00	\$ 1,700.00
2	Resident Cremation Graves @ 125.00	\$ 250.00
1	Non-Resident Cremation Grave @ 212.50	\$ 212.50
16	TOTAL NUMBER OF GRAVES SOLD	\$ 4,412.50
	PERPETUAL CARE CHARGE	\$ 1,675.00
	TOTAL REVENUE MINUS PERPETUAL CARE	\$ 2,737.50

D. FOUNDATION CHARGES FOR 2016

30	Foundations of various sizes	\$ 6,479.20
0	Bronze veterans markers installed	\$ 0
	TOTALS	\$ 6,479.20

E. CEMETERY TOTALS FOR LAST FIVE YEARS

TOTALS	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
# Burials	37	49	36	49	32
# Graves sold	29	28	23	33	16
# Foundations	32	23	29	29	30
Revenue openings \$	9,700	\$ 15,510	\$ 8,205	\$ 12,625	\$ 7,080
Rev grave sales \$	4,525	\$ 5,862.50	\$ 4,400	\$ 5,375	\$ 2,737.50
Rev Foundations \$	5,605	\$ 5,459.80	\$ 4,841.20	\$6,242.60	\$ 6,479.20
TOTAL REVENUE	\$ 19,830	\$ 26,832.30	\$ 17,446.20	\$ 24,242.00	\$ 16,296.70

F. CEMETERY EQUIPMENT PURCHASES AND MAJOR IMPROVEMENTS COMPLETED IN 2016.

1. Purchased one new John Deere 920A Ztrak mower with 54” deck and mulching kits. This unit replaced one of the existing Z-Trak purchased in June 2014. The new mower was purchased by the Parks and Cemetery Department. The Equipment was purchased on the biennial replacement program utilizing the State of Michigan purchasing program through Bader’s. This is the third year of replacing the Ztrak mowers biennially instead of annually. Next year’s trade-in will replace the unit purchased in June 2015.
2. Planted a few of new trees in the Cemetery both in the Sections where trees have been removed as well as around the Cemetery Borders.
3. Removed old trees and shrubs in various sections of the cemetery due to decline or safety issues.
4. Installed a gate in the south end of the cemetery to allow the mowers and gators access to the trail. This allows us to lessen the amount of travel on surface roads thus improving safety and efficiency.
5. The Cemetery Department once again coordinated with the VFW and the Boy Scouts for the Memorial Day festivities and placement of the flags for the Memorial Day Holiday.

G. 2017 CEMETERY EQUIPMENT NEEDS & IMPROVEMENT PROJECTS

1. Purchase a new John Deere Ztrak 920 mid-mount mower through Bader & Sons biennial replacement program utilizing the State of Michigan purchasing program. The Ztrak that was purchased in June 2015 through the same program will serve as a trade-in unit.
2. Continue to work with the organizations that organize the Memorial Day program and coordinate with the Boy Scouts and the VFW.

3. The Department will continue to remove dead and diseased trees and shrubs and replace them as deemed necessary to maintain a desirable appearance in the Cemetery.
4. Purchase software that will allow us track cemetery transactions, map plots, and maintain a database that can be accessed by the public through the City's website.
5. Replace the John Deere 770 718 with the purchase of a Ztrak. The 770 is used in addition to the current Ztraks for mowing the cemetery. The 770 is currently inoperable due to needing repair. The cost of the repair outweighs the benefits of this unit. The repair costs would be better served on a more versatile unit such as Ztrak.
6. Purchase and install signs at major intersections identifying the cemetery roads and sections.

II. PARKS DEPARTMENT

A. STUMP REMOVALS

LOCATION	2009	2010	2011	2012	2013	2014	2015	2016
Right of Way	24	30	28	32	37	13	78	18
City Property	2	5	5	6	6	2	14	2
Private Property	0	0	0	0	0	0	0	0
TOTALS	28	26	35	33	38	43	15	20

** All Stump removals since 1999 are contracted out on a yearly basis with the award going to the low bidder. The City work crews then do the restoration and clean up of the area and replanting where necessary.

B. TREE PLANTING

LOCATION	SP 14	FALL 14	SP15	FALL15	SP 16	Fall 16
Curb Lawn	1	0	4	0	0	0
Cemetery	2	0	0	0	0	0
Parks	9	0	0	1	1	1
Downtown Area	1	0	1	6	0	0
TOTALS	13	0	5	7	1	1

- This is the total number of trees we have planted in the City over the last three years that were purchased from a tree nursery.
- The Goal is to continue to plant as many trees as possible on an annual basis; at least the number of trees we remove on an annual basis if funding is available.

C. TREE REMOVALS IN THE CURB LAWN AND IN THE PARKS:

<u>LOCATION</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2015</u>
Curb Lawn	37	23	78	13
City Property	6	12	14	8
TOTALS	43	35	92	21

D. PARK EQUIPMENT PURCHASES & MAJOR IMPROVEMENTS COMPLETED IN 2016

1. An Arbor Day Tree was planted near the Red Mill Pavilion
2. Purchased one new John Deere 920A Ztrak mower with 54” deck and mulching kits. This unit replaced one of the existing Z-Trak purchased in June 2014. The new mower was purchased by the Parks and Cemetery Department. The Equipment was purchased on the biennial replacement program utilizing the State of Michigan purchasing program through Bader’s. This is the third year of replacing the Ztrak mowers biennially instead of annually. Next year’s trade-in will replace the unit purchased in June 2015.
3. Yellow tile was installed on the fence rails at Bud Plant Field at the Flats.
4. Replaced weathered and rotted bleacher boards. Painted all bleacher boards and frames at the flats.
5. Replaced portions of the trail that have been damaged by tree roots. At Two Rivers Park, replaced approximately 100 feet of asphalt between the canoe launch and the Divine Highway bridge. Also replaced several smaller sections in the northern part of the trail loop at the Flats.
6. Worked with the WODA group to secure a playground set donation at Brush St. Park located adjacent to the apartment project they are working on. The playground set was a transplant from a facility in Corunna, MI that was no longer in operation. Installation of the set was completed in October.

E. PARK EQUIPMENT NEEDS & IMPROVEMENT PROJECTS FOR 2017

1. Continue to work through the step requirements provided by the DNR for acquiring the property with the acquisition grant we received from the Natural Resource Trust Fund in 2015.
2. The Parks and Recreation Board will continue to discuss the future of the Bogue Flats recreation area and how best to develop that area.
3. Continue to update the Parks page on the City website with pictures, directions, and other relevant information.
4. Continue to work on updating the fencing on the ball fields at the Flats as funds are available.
5. Monitor and repair the asphalt where deemed necessary on the existing trail. The plan is to annually replace areas on the trail that have the most root damage which ends up being a safety concern. The Board is also looking at other ways to make our trail crossings safer for pedestrian travel.

6. Look into the Michigan Transportation Alternatives Program (TAP) to see if funds would be available to maintain and repair our existing asphalt trail.
7. Purchase a new John Deere Ztrak 920 mid-mount mower through Bader & Sons biennial replacement program utilizing the State of Michigan purchasing program. The Ztrak that was purchased in June 2015 through the same program will serve as a trade-in unit.
8. Continue to purchase safety supplies and maintain safe work environments
9. Continue to monitor Park and Cemetery facilities to ensure a safe environment for all residents of the community.
10. Continue to find viable avenues for assisting in the purchase of playground equipment
11. Apply for additional grant funds for playground equipment in the Parks if funds are available for a local match.
12. Purchase a new 12' batwing gang mower to replace the current unit. The current unit was purchased in 2001 and has begun incur many time and money consuming repairs. The frequency of the repairs needed has also made this unit a safety concern.

F. VEHICLE AND FUEL TOTALS FOR LAST FIVE YEARS

1. BREAKDOWN OF TOTALS

	2012	2013	2014	2015	2016
Gas	\$ 1,596.30	\$ 2,033.67	\$ 1,758.50	\$1,555.78	\$1,615.80
Diesel	\$ 1,776.76	\$ 1,824.42	\$ 2,131.28	\$1,880.41	\$1,739.40
Oil	\$ 256.34	\$ 333.42	\$ 224.86	\$ 234.68	\$ 245.74
Filters	\$ 138.26	\$ 393.05	\$ 346.34	\$ 298.05	\$ 276.84
Parts	\$ 1,973.01	\$ 3,488.56	\$ 4,254.27	\$ 4,202.12	\$4,391.27
Misc	\$ 315.99	\$ 182.94	\$ 353.51	\$ 205.96	\$ 266.24
Total	\$ 6,056.26	\$ 8,316.06	\$ 9,068.76	\$ 8,377.59	\$8,535.29

NOTE: All the engine oil is purchased under miscellaneous in a 55 gallon drum which we normally purchase every other year.

2. VEHICLE HOURS OVER LAST FIVE YEARS

VEHICLE #	2012	2013	2014	2015	2016
JD 4005 705	74	107	67	66	110
Ztrak 920 AC	New purchase 6/15		157	244	
Ztrak 920Ac	86	83	259	93	
JD 770 717	88	127	103	89	118
Ztrak 920AP	92	96	104	98	306
Ztrak 920Ap	80	87	95	231	73
JD 770 7 18	149	133	122	102	40
JD 4300 743	258	243	325	109	
JD 3039 739	New replaced 4300		166	334	
JD Gator 6X4	97	128	91	76	89
JD Gator 4x4	119	118	99	71	141

G. RECREATION YEARLY REPORT

1. The Recreation Yearly Report is attached to this report and includes all participation and financial totals from August 1, 2015 – July 31, 2016

H. BOARDS AND COMMISSION ATTENDANCE RECORDS

1. The Parks and Recreation Board attendance record from January 1st, 2016 thru December 2016. The Board normally does not meet during the months of July and December due to scheduling conflicts. The Board meets on the third Monday of month at Portland City Hall at 5:30 PM.

NUMBER OF MEETINGS

BOARD MEMBER	MEETINGS	ATTENDANCE	ABSENCE
CUNNINGHAM	10	8	2
WELLER	10	9	1
FOOTE	10	8	2
CROSS	10	9	1
WILLIAMS	10	8	2

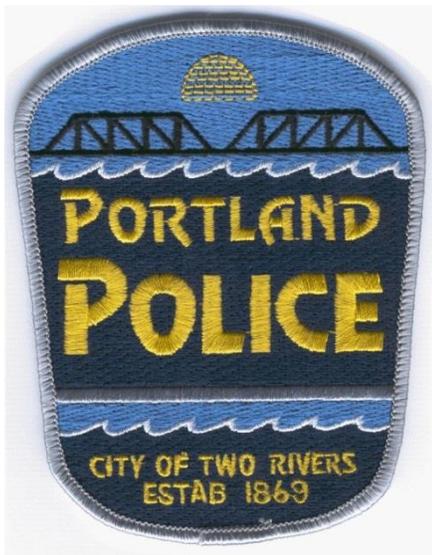
2. The Tree Management Commission attendance record from January 1st, 2016 thru December 31, 2016 during that time the Tree Management Commission met once.

BOARD MEMBER	# OF MEETINGS	ATTENDANCE	ABSENCE
Weller	1	1	0
Abel	1	1	0
Logel	1	1	0
Freed	1	1	0
Carr	1	1	0

RESPECTFULLY SUBMITTED,

NEIL BROWN
PARKS, RECREATION & CEMETERY DIRECTOR
CITY OF PORTLAND

PORTLAND POLICE DEPARTMENT



2016

ANNUAL REPORT



Portland Police Department

David Kirk, Chief of Police

Portland Police Department's Annual Report 2016

The police officer who puts their life on the line with no superpowers, no X-Ray vision, no super-strength, no ability to fly and above all no invulnerability to bullets, reveals far greater virtue than Superman – who is only a mere superhero. (Eliezer Yudkowsky)

Overview:

My employment as Chief of Police started in March of 2016. As the process began, my intentions were to make an objective evaluation of our current practices and procedures and see what, if anything, needed modifications. As the cover of this report indicates, I determined there were several areas that needed to be modified and I relatively rapidly put the department "Under Construction". As this report outlines, 2016 entailed significant transition for this department. I am pleased to report that with the assistance of what is an exceptional group of dedicated police officers, we were able to collectively correct areas of deficiency, implement new and more efficient systems and take great strides in transforming our agency into a significantly more sustainable and standardized department.

The chart on the following page documents the activity of the Department in 2016. It also compares the same categories of activities in 2015 to 2016.

	2015	2016
Calls For Service		
Dispatched	1099	1129
Patrol Originated	138	176
Follow Up	Not Tracked	538
Assist to PPD	92	115
Assist Fire/EMS	72	88
Assist other Depts	137	125
Directed Patrol	Not Tracked	17*
Purchase Permits	Not Tracked	13*
PBT's	Not Tracked	57*
FOIA's	Not Tracked	10*
Sex Offender	Not Tracked	1*
Training	Not Tracked	17*
Administrative	Not Tracked	174*
Miscellaneous	Not Tracked	14*
TRAFFIC STOPS		
Traffic stops	738	648
Traffic citations	297	310
Verbal Warnings	653	610
Parking Citations	126	130
Admin Citations	39	22
ARRESTS		
Arrests (Misd persons)	124	110
Arrests (Misd Charges)	168	149
Arrests (Fel persons)	11	22
Arrests (Fel Charges)	15	25
MISCELLANEOUS		
Partol Contacts	1095**	284
Business Checks (int/ext)		100
NOTEWORTHY VARIATIONS		
Felony Arrests doubled from 2015 to 2016		
Felony Charges more than doubled from 2015 to 2016		
*Categories were not measured for entire year		
**Miscellaneous category is now specific to contacts		
not otherwise defined including follow up,		
directed patrol, purchase permits, PBT's, FOIA's,		
sex offenders, administrative & miscellaneous.		

*****It should be noted that this activity summary is not an accurate comparison to last year's department activity. Due to the lack of ability to record and track certain service related activities on the former reporting system, the actual contacts for the department in 2016 are under reported. With the introduction of the new system and its ability to accurately record these activities, the 2017 report should provide a more structured and detailed activity summary.***

Departmental Goals Accomplished:

- a. Among the most significant transitions accomplished this year was initiating a new records management and reporting system. This system, as part of its functionality has built in reporting compliance as required both federally and by the state. Our department has been operating outside of these compliance requirements for the past 8 years.
- b. The collective bargaining agreement, signed in 2016, created a caveat that changed the requirements for maintenance of personnel files. With the assistance of city human resources and collaboration and cooperation with the police union, all personnel files were brought into complete compliance with the current collective bargaining agreement while maintaining state mandated retention schedules.
- c. Our department successfully obtained a grant through the Bulletproof Vest Partnership. As a result, we were awarded 2 ballistic vests for police officers that were due for replacement.
- d. Through a cooperative effort with the ambulance department we were able to secure a grant which provided three new automatic external defibrillators for use within the city. One of these new units is being utilized at city hall.
- e. Part of my initial evaluation of the department resulted in the discovery that the vast majority of processes for day to day operations were not standardized. I used the situation as an opportunity to partner with our police officers who were best versed in each of the regularly reoccurring tasks and created written standardized processes to ensure a uniform delivery of services as well as sustainability for our department.

- f. Another of my early assessments was an exhaustive review of policies. As a result I discovered that many were troublingly outdated. In response to this discovery, I updated those policies that would be considered high liability and am currently nearing completion of a new, comprehensive policy manual in which all policies are the contemporary, best practices according to national standards.
- g. Shortly after my arrival in Portland the community value of the river trail became apparent. In order to further confidence in utilizing the trail, I re-introduced the bicycle patrol. The patrols were focused during days and hours of peak activity and were welcomed by those utilizing the trail and afforded our officers additional opportunities to interact with the community.
- h. Among the early requests I fielded was to utilize the new city seal by incorporating it into a shoulder patch for the officers uniforms, as well as displaying it on the patrol vehicles. After receiving the request, I conducted a search for patch designs in which the seal could be featured. Through this process we created what is the new Portland Police Department shoulder patch and patrol car design. Both of these updates were well received by the public.
- i. In conjunction with creation of the shoulder patch, I encouraged the officers to offer suggestions which could be used to create heraldry for the patch. I emphasized that the configuration of the patch should be reflective of the department values. As a result, heraldry cards which defined the colors used to create the patch were created. These cards, as well as shoulder patches are provided to visitors in order to illuminate the values of the Portland Police Department.
- j. An assessment of existing equipment revealed that the current duty belts were showing wear and were a source of discomfort for the Officers, due to the weight of the belt. In response to this issue, I was able to locate lighter, updated duty belts that were put into service and well received by the officers.
- k. In an effort to further standardize our department operations, noting there was no current inventory, I initiated an exhaustive department inventory and quartermaster system. In conjunction, I additionally created retention schedules for all necessary operational equipment for future planning and budgetary purposes.

- l. Our department was requested to collaborate with other law enforcement agencies within Ionia County to secure a Byrne Grant. The result was successfully securing a grant, which provided a significant upgrade for central dispatch. This upgrade enhanced the ability for dispatch to communicate with patrol vehicles countywide.
- m. As part of enhancing our ability to receive tips on active investigations from the community our agency initiated a membership with the Crime Stoppers of Mid-Michigan. This program provides funds used for tips leading to the identification of persons responsible for crimes in our community.
- n. One of my early administrative challenges was participating in a LEIN compliance audit. Following the LEIN Audit we were able to address all of the areas of concern. As a result, all deficiencies were rectified and our department is currently operating in full compliance.
- o. An always present challenge for most law enforcement agencies is procurement of equipment. During 2016 our agency was able to successfully receive federal surplus under the 1033 program and are currently utilizing it for department operations.
- p. One aspect which encourages continued improvement in services is the opportunity to reflect on the prior year and address areas in which we excelled and those that we need to improve upon, collectively. To realize this, our department re-initiated and re-created contemporary employee evaluations. Consistent with the high level of our officers' professionalism, the officers responded well to the evaluations and look forward optimistically to continual improvement in 2017.

Goals for 2017:

- 1) Rectify current critical storage related issues with evidence, property and records.
- 2) Our department is in dire need of an additional full-time officer. The current schedule does not provide coverage for a 24/7 operation. Any departure due to activity outside of the city, training, illness or vacation requires schedule adjustments and often times overtime wages.

- 3) It is our desire to complete our comprehensive contemporary policy update creating a sustainable policy manual, which will reflect current best practices.
- 4) Initiate replacement of non-operable radios which are no longer supported for repairs, consistent with recommended retention schedules.
- 5) Continue with our efforts to make Portland Police Department well structured, compliant to current best practices, standardized and sustainable.

MAINTENANCE RELATED
THE TRUE COST OF MAINTAINING THE THIN BLUE LINE

In the United States, 140 police officers died in the line of duty in 2016. Of those, 6 were Michigan police officers. Please remember these officers and their families in your thoughts. We are committed to ensuring that we continue to evolve and seek the most contemporary and effective practices to minimize avoidable risks for our police officers.

We at the Portland Police Department wish to thank you for your support and hope that 2017 is a year filled with continued success.

Respectfully submitted,

Chief David Kirk



2016

Annual Report

January 23, 2017

TO: Tutt Gorman, City Manager

FROM: Phil Gensterblum, Ambulance Director

Another record breaking year in the ambulance department. In 2016 we ran 958 calls, up from 935 in 2015. Two consecutive years over 900. This was an approximate 3% increase in calls, our typical is about 2% however 2015 was a 12% increase. In 2016 we had a very busy June, August and September. Previously our best call volume in a month was 92. In June we ran 93 calls, in August we broke that number and ran 97 calls and then in September we ran 99 calls. Record months in 3 out of a 4 month stretch. Also in September we ran 19 2nd/3rd out calls, well above our average of 10 a month. In 2016 we only received mutual aid from other departments 5 times. So out of 963 calls we received for service, we handled 958 of them. Again, we were over 99% of call requests handled by our own service. Very happy with those numbers considering all of them were for a 3rd out/4th out call.

Staffing for 2016 saw a few changes in both full and part time positions. In January Kim Patrick-Chapman retired and Nate Lay accepted her position. Nate remained full time until September when he accepted a position with Delta Twp Fire Department. Following his departure we had a young man who started with us at 18 years old and had recently completed paramedic school in April. He received his MI paramedic license in August and following some vigorous field training he was offered the full time position we had open. Since he started his full time employment on September 22nd he has been doing a phenomenal job for us. So with the full time changes came part time changes. These 2 picked up a lot of the part time shifts so with these changes came challenges with that schedule. We managed to hire 4 additional part time staff in November and have since released 3 of the 4 to work shifts. Part time count is at 17 currently. Typically a good number.

The only education class we held last year was for an Emergency Medical Responder class that several of the local fire departments sent students to. We advertised for an EMT class but could not muster enough students to hold the class. Towards the end of 2016 we had interest so we began putting one together with plans of starting it in early 2017. We have done numerous Advanced Cardiac Life Support (ACLS) and Pediatric Advance Life Support (PALS) classes for Hayes Green Beach Hospital and Sparrow Ionia Hospital throughout 2016. Several CPR classes were performed including the renewal for businesses that signed up for the AED program.

As you recall from last year's annual report I advised we had received Ambulance 43 back from its remount on December 23rd. This truck was placed in service on February 2nd and has been serving us very well. We are very happy with this 2015 Chevy Duramax chassis in comparison to the Ford chassis we ran in the past. Over the summer we began looking into an additional truck to update our aging fleet. In late July we took delivery of a 2016 Chevy Duramax chassis and that went into service in September. Again, we are very happy with it. These trucks are proving to be durable along with increased mileage. Seems we are spending less on fuel even though we were busier last year. We still occasionally receive comments on the updated design/graphics the new trucks are sporting.

In last year's annual report I listed eight goals I'd like to see accomplished. Of those 8 goals I listed, we completed six of them. One was just a thought about some education for the full time paramedic's and at this point we are not really seeing it as a huge advantage compared to what they have currently. The remaining lone goal that did not get accomplished was something of a long shot based upon knowing Central Dispatch wasn't very well set up for it. That goal is the only one I have for this next budget year and that is to upgrade our radio system and get us completely on the 800 MHz system. All but about 6 pagers are getting to be old technology. This includes the mobile radios in the ambulances and all of our portable radios. Central replaced their radio system in October so they are fully capable of handling the extra 800 MHz traffic. In speaking with their director he has even offered up absorbing the cost of setting up and installing our talk group in their radios for us. This is approximately a \$1,500.00 savings to us.

You may recall this from the last council meeting in September, the approval of new cardiac monitors. These were purchased and following completion of an orientation with company reps they were placed in service shortly thereafter. As with any new piece of equipment there are bugs we are working out but this is for some behind the scenes stuff. They are fully functional on the trucks. Everyone is really liking them and they are working out really well.

Goals completed in 2016

- ❖ Fleet upgraded, 2 trucks put in service during 2016
- ❖ Monitors replaced with current, up-to-date units
- ❖ New cot and two new stair chairs purchased and put into service
- ❖ First-In jump kits replaced in all trucks
- ❖ All oxygen bags replaced
- ❖ Staffing improved

Goal for 2017

- Update our communications to the 800 MHz system. The most common complaint following a disaster or mass casualty incident is poor or lack of communications. Being that our radios are aging, I see no reason to spend money on new items with old technology when new items with new technology is available and will function significantly better than our current system.

Unit of Government breakdowns

Resident vs. Non-Resident

Unit	Call volume	Resident	Non-Resident
City of Portland	297	264	33
Danby Township	119	92	27
Lyons Township	83	73	10
Orange Township	33	25	8
Pewamo Village	33	31	2
Portland Township	134	119	15
Sebewa Township	40	39	1
Westphalia Township	43	39	4
Westphalia Village	35	29	6

We received Mutual Aid 5 times this year. All were lack of staff, multiple calls.

Mutual Aid given this year	Delta Township	Eaton Area EMS	Grand Ledge	Life EMS
64 (not incl transfers)	4	0	3	57

* MA to Life EMS to the following units: Berlin Twp 6, Boston Twp 4, Campbell Twp 3, Easton Twp 1, Ionia City 15, Ionia Twp 6, Lake Odessa 9, Lyons Vill 1, Muir Vill 2, Odessa Twp 2, Orange Twp 3, and Saranac Vill 3

Ten Year History of Calls

Year	Total Calls	Billable Calls
2006	726	617
2007	671	530
2008	675	532
2009	721	581
2010	741	581
2011	791	619
2012	762	688
2013	815	690
2014	831	629
2015	935	739
2016	958	785

2016 Statistics

Hospitals transported to	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Sparrow Main	26	29	23	30	27	39	19	27	36	30	27	29	342
McLaren Gr Lans (Ingham)	4	4	5	4	3	6	7	5	8	3	6	7	62
Sparrow St. Lawrence		1		1		2	2		1				7
Sparrow Ionia	20	14	13	16	14	23	14	20	17	19	21	22	213
Sparrow Clinton Mem			1	1	2		2				2	1	9
Sparrow Carson City		2				1	2	2		1	2	2	12
Butterworth GR incl DVCH	4	2	6	4	4	4	5	7	5	6	2	4	53
Blodgett GR	1									2			3
Metro GR			1		2					1			4
St. Mary's GR										2	1		3
Pennock Hastings				1					1	1		1	4
McLaren Ortho (Lans Gen)						1							1
White Pines, Saginaw		1											1
Borgess Kalamazoo		1											1
University of Michigan									2	1		1	4
United Mem Greenville			1										1
Allegiance Jackson							1		1				2
Havenwyck, Aub Hills				1					1				2
Hillsdale Hospital									1				1
Oaklawn Marshall				1									1
Metron Belding									1				1
Port Ass Living & Mem Cntr		1											1

Types of Calls	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2nd/3rd out calls	7	6	9	7	9	11	6	14	19	12	10	8	118
Amb Subscription Uses	1	2	0	1	2	6	2	5	8	8	0	1	36
Chest pain	5	8	8	5	8	12	3	10	6	7	7	5	81
Difficulty breathing	11	7	8	11	7	9	8	6	9	5	8	9	98
CVA/-strokes	3	1	3	5	5	8	2	4	7	0	8	5	51
Diabetic	1	1	3	5	2	4	1	2	0	0	1	2	22
Others (Medical type)	26	32	26	24	22	35	36	37	40	43	35	27	383
Motor Vehicle Accidents	7	4	6	3	8	4	9	7	14	10	10	13	95
Falls	11	6	7	10	11	16	9	19	16	11	9	15	140
Sports related	0	0	1	0	5	1	0	1	1	2	0	1	12
Assaults	0	1	0	3	0	1	0	1	1	0	0	0	7
Industrial	0	0	0	0	0	0	0	0	0	1	0	0	1
Other (Traumatic type)	2	5	2	1	2	0	4	6	1	2	7	2	34
Psyche calls	3	3	2	3	2	4	1	2	2	0	5	1	28
Cardiac Arrest	0	0	1	1	2	0	0	0	0	0	1	1	6
DOA (Dead on Arrival)	0	0	0	0	1	0	1	2	2	1	2	0	9
Transfers*	3	5	9	10	5	7	5	7	9	10	3	3	76
Mutual Aid *Incl transfers	6	8	11	11	12	19	13	15	10	15	7	13	140

Times of Calls	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
00:00-08:00	9	22	9	14	8	12	12	15	14	11	14	13	153
08:00-16:00	32	23	26	22	42	41	34	47	39	40	37	37	420
16:00-00:00	28	23	31	35	24	40	28	35	46	32	33	30	385

WORK ORDER RE CAP 2016

ELECTRIC DEPARTMENT

- 5 CHECKED SERVICE
- 28 METER REPLACED
- 3 BULB & EYE CHANGED
- 8 BULBS CHANGED
- 6 NEW SERVICE
- 5 MISCELLANEOUS

DPW

- 4 TREES TRIMMED
- 14 TREES DROPPED
- 3 SIDEWALK REPAIRED
- 4 MISCELLANEOUS

WATER DEPARTMENT

- 1 CHECKED USAGE-OK
- 2 METER REPLACED
- 85 ORION METERS INSTALLED
- 1 SERVICE ON ALL PARKS
- 1 SERVICE OFF ALL PARKS
- 1 MISCELLANEOUS



CITY OF PORTLAND ZONING BOARD OF APPEALS

ANNUAL REPORT 2016

The Zoning Board of Appeals (ZBA) is a quasi-judicial body, which consists of a five (5)-member board appointed by the City Council. Members are appointed to three-year terms, which are staggered to ensure continuity.

The ZBA serves as the first level or step for an individual to appeal a decision, seek a variance from an ordinance standard as applied to his or her property or to request an interpretation of the Zoning Map. When a point of controversy cannot be resolved at this level, the next step is Circuit Court. No local body, including the City Council, can override a decision of the ZBA as long as it concerns an action within their authority.

The ZBA has the power to authorize variances for height, area, size of structure, size of yard, open spaces, off-street parking and loading requirements or other dimensional requirements. Local ordinance prohibits the granting of “use” variances. Variances should only be granted when all of the following criteria are met:

1. That there are exceptional or extraordinary circumstances or conditions applying to the property that do not apply generally to other properties in the same zoning district. Exceptional or extraordinary circumstances or conditions may include:
 - a) Exceptional narrowness, shallowness or shape of a specific property on the effective date of this Chapter or amendment.
 - b) By reason of exceptional topographic or environmental conditions or other extraordinary situation on the land, building or structure.
 - c) By reason of the use or development of the property immediately adjoining the property in question.
2. That the variance is necessary for the preservation and enjoyment of a substantial property right similar to that possessed by other properties in the same Zoning District and in the vicinity. The possibility that compliance with this Ordinance may prove to be more expensive or otherwise inconvenient shall not be part of the consideration of the Board.
3. The variance will not be detrimental to adjacent property and the surrounding neighborhood.
4. The variance will not materially impair the intent and purpose of this Ordinance or the provision from which the variance is requested.
5. That the immediate practical difficulty causing the need for the variance request was not created by the applicant.

The ZBA has directed staff to have applicants obtain any required Planning Commission approval before appearing in front of the ZBA.

Meetings Held	Length of Meeting	No. of Members Present
January – No Meeting		
February – No Meeting		
March – No Meeting		
April – No Meeting		
May – No Meeting		
June – No Meeting		
July – No Meeting		
August – No Meeting		
September – No Meeting		
October – No Meeting		
November – No Meeting		
December 12, 2016	38 minutes	5

SUMMARY OF MEETINGS

December 12, 2016

- The Board held a Public Hearing on and approved a variance request for a 10 ft. variance from the side yard setback for the C-2 District [Section 42-341 (11) (3)] for the building located at 738 E. Grand River Ave.

2016 STATISTICAL SUMMARY

- 1 Meetings Held
- Average Meeting Length –38 minutes
- Average of 5 Members Present
- 0 Variances Denied
- 1 Variance Approved

**CITY OF PORTLAND
PLANNING COMMISSION**

**ANNUAL REPORT
2016**

The Planning Commission is a seven (7)-member board appointed by the Mayor and confirmed by the Council. They have the responsibility to oversee and enforce the City of Portland’s Zoning Ordinance adopted March 6, 1989 and revised September 7, 2004 in accordance with the provisions of Act 207 of the Public Acts of Michigan for 1921. Their purpose is to promote the health, safety and general welfare of the community; to promote and to determine the highest and best use of the property and to prevent as much as possible the adverse impacts resulting from competing land uses. Their decisions have a serious effect on the use and value of land in the City and surrounding area and they consider the long-term interest of the community and its growth. Their job includes site plan review and issuing conditional use permits for property additions and new business. They act as mediator, interpreter and visionary without being hampered by the political considerations that influence the elected officials. The Planning Commission recommends to the Council adoption and amendments to the City’s Master Plan and amendments to the Zoning Ordinance.

Meetings Held	Length of Meeting	No. of Members Present
January 13, 2016	16 minutes	5
February – No Meeting		
March – No Meeting		
April – No Meeting		
May – No Meeting		
June – No Meeting		
July – No Meeting		
August – No Meeting		
September – No Meeting		
October – No Meeting		
November 9, 2016	46 minutes	5
December 14, 2016	48 minutes	6

SUMMARY OF MEETINGS

January 13, 2016

- The Commission approved the addition of “health or exercise club” as a permitted use in the Industrial District.
- The Commission open up the review of other uses that may be appropriate to be added as permitted in the Industrial District as well.

November 9, 2016

- The Election of Officers was held.

December 14, 2016

- The Commission held a Public Hearing on the request for a Special Land Use Permit for the property at 738 E. Grand River Ave. to construct a 1,198 square foot addition to the existing 1,804 square foot motor vehicle repair garage known as Muffler Man.
- The Commission approved the request for a Special Land Use Permit for the property at 738 E. Grand River Ave. to construct a 1,198 square foot addition to the existing 1,804 square foot motor vehicle repair garage known as Muffler Man.

2016 STATISTICAL SUMMARY

- 3 Meetings Held
- Average Meeting Length – 37 minutes
- Average of 5 Members Present
- 1 Site Plan Approved
- 0 Special Land Use Approvals
- 0 Lot Splits Approved

**CITY OF PORTLAND
DOWNTOWN DEVELOPMENT AUTHORITY**

**ANNUAL REPORT
2016**

The DDA is an (11)-eleven member board that was developed under Act 197 of 1975 for Downtown beautification and renovation. The Act was developed to assist units of Government in their encouragement of historic preservation; in the correction, elimination and prevention of blight deterioration in the business districts; to encourage and promote economic development growth and revitalization; to make provision for the acquisition and disposition of personal and real property; to authorize the creation of an authority; to authorize the levy and collection of taxes; to authorize the issuance of bonds and the use of tax increment financing; to provide for a development plan that sets forth specific Downtown Development Objectives, as described in a locally adopted development plan for older or traditional central business districts of Michigan municipalities. The DDA was established by the City of Portland in 1987 to promote the Downtown Development District. The Authority collects TIFA taxes that result from the growth of the district to do district projects in accordance with a Finance and Development plan approved by the City Council. The DDA’s primary project for 15 years was to finance the New City Hall building. On June 2, 2014 the City Council approved the updated DDA TIF and Development Plan to extend the life of the DDA through 2038 which includes a capital intensive development plan that will be undertaken when the City Hall debt is paid.

Meetings Held	Length of Meeting	No. of Members Present
January 21, 2016	41 minutes	8
February 18, 2016	36 minutes	9
March 17, 2016	47 minutes	8
April 21, 2016	60 minutes	9
May 19, 2016	52 minutes	9
June 16, 2016	46 minutes	7
July 21, 2016	46 minutes	11
August 18, 2016	36 minutes	8
September 15, 2016	53 minutes	9
October 20, 2016	113 minutes	9
November 17, 2016	73 minutes	10
December 15, 2016	80 minutes	7

SUMMARY OF MEETINGS

January 21, 2016

- The DDA approved a donation of \$200 to the “1,000 Books before Kindergarten” program through the Portland District Library.
- The DDA approved the submittal of the application for a Special Event Liquor License for the 2016 Downtown Block Party.

February 18, 2016

- The DDA approved the submittal of the application for a Special Event Liquor License for the 2016 Downtown Block Party.
- The DDA approved the submittal of the application for a Charitable Gaming License for the 2016 Portland Pay Day.

March 19, 2015

- The DDA approved the allocation of \$1,000 for a sign grant outside the downtown and to approve the revised DDA Sign Grant Policy.
- The DDA approved that the proposed application be approved as there no other applications pending approval by the Design Committee and to reopen the Sign Grant for others to apply and to transfer another \$1,000 if needed.

April 21, 2016

- The DDA approved further exploring the idea of splitting the cost of painting the light poles in the DDA with the Electric Department in order to determine what the cost will be.
- The DDA recommended the Fiscal Year 2016/2017 Budget to the City Council for approval.
- The DDA approved the use and editing of a picture provided through the Main Street design services for a billboard on I-96.

May 19, 2016

- The DDA approved the forming of a sub-committee to draft a contract with Paul Starr of I’m a Beer Hound.

June 16, 2016

- The DDA approved the request to submit Special Event Liquor License application for the August 13, 2016 “Beerfest on the Bridge”.

July 21, 2016

- The Election of Officers was held. The officers remained the same.

- The DDA approved the transfer of \$1,650 from the Fund Balance to the DDA Budget for the painting of the street light poles.

August 18, 2016

- *There were no major actions taken by the Board.*

September 15, 2016

- There was discussion regarding new regulations from the Federal government changing the exemption level on overtime worked and now needs to be addressed in the DDA Director's contract.
- A committee was formed to develop a new contract to meet Director Perry's needs, meet the laws, and would work for the City.

October 20, 2016

- Tom Gerdom of the Gerdom Management Group presented his ideas for a feasibility plan for a potential Opera House project.
- The DDA approved beginning the application process for a USDA feasibility study.
- The DDA accepted the DDA Director Employment Contract as written.
- The DDA approved the Job Description for the DDA/Main Street Director.
- The DDA approved the quote from Sid's Flower Shop for Christmas garland.

November 17, 2016

- The DDA approved the termination of Director Perry's contract based on performance issues.

December 15, 2016

- The DDA approved the responsibilities and pay/compensation for DDA/Main Street Transitional Coordination Directory Briggs.
- The DDA accepted the resignation of Member Tyler.
- The DDA approved the final payment on the Beerfest video.
- The DDA approved the DDA/Main Street Director job description as edited.

2016 STATISTICAL SUMMARY

- 12 Meetings Held
- Average Meeting Length – 57 minutes
- Average of 9 Members Present

**CITY OF PORTLAND
ECONOMIC DEVELOPMENT CORPORATION**

**ANNUAL REPORT
2016**

The EDC is a (9)-nine member board that was developed under Act 338 of the Public Acts of Michigan of 1974, as amended, and is not organized for pecuniary profit. The Act was developed to provide for the creation of public economic development corporations; to prescribe their powers and duties; to provide for their dissolution; to provide for the issuance of notes and other evidence of indebtedness; to provide for the issuance of bonds; to validate bonds, notes, and other evidence of indebtedness; to provide for condemnation of property; to provide for the undertaking of projects relative to the economic development of municipalities; to provide for loans, grants, transfers, and conveyances of funds and property by municipalities, and disbursement of certain funds to public economic development corporations; to provide for the creation of subsidiary neighborhood development corporations by certain economic development corporations; to provide for the receipt by public economic development corporations of funds and property; to provide for industrial and commercial enterprises and for enterprises involved in housing or neighborhood improvement, and furnishings, equipment, and machinery for the industrial and commercial enterprises and housing; to validate the incorporation of de facto economic development corporations and all actions of the de facto corporations; and to provide savings provisions. The EDC was established by the City of Portland in 2008 and was charged with the development of the 58 acres at Cutler Rd. and Grand River Ave. purchased by the City.

Meetings Held	Length of Meeting	No. of Members Present
January 25, 2016	1 hour, 9 minutes	8
February	No Meeting	
March	No Meeting	
April 25, 2016	38 minutes	5
May	No Meeting	
June 13, 2016	42 minutes	7
July	No Meeting	
August	No Meeting	
September	No Meeting	
October	No Meeting	
November	No Meeting	
December	No Meeting	

SUMMARY OF MEETINGS

January 25, 2016

- Bill Roeser, CEO of Sparrow Ionia, provided information on a potential development in Portland.
- There was discussion of collaborating with the Main Street Economic Revitalization Committee to produce a “developer’s packet” to enhance recruitment efforts for development.
- City Manager Gorman provided an update on development in the community.

April 25, 2016

- The Board made a recommendation to the City Council that they enter into a new Farmland License Agreement for the development property at Grand River Ave. and Cutler Rd. with the current licensee.
- City Manager Gorman provided an update on development in the community.

June 13, 2016

- The Board made a recommendation to Council that they approve the Letter of Intent from Sparrow for purchase of five acres of development property owned by the City of Portland on Cutler Rd. and approved City Manager Gorman moving forward with negotiating term of the purchase agreement.
- City Manager Gorman provided an update on development in the community.

2016 STATISTICAL SUMMARY

- 3 Meetings Held
- Average Meeting Length – 50 minutes
- Average of 7 Members Present