



CITY OF PORTLAND

2019 ANNUAL REPORT





May 14, 2020

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 2019.

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".

Nikki Miller
City Clerk

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

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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, 2019. 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 \$25,855,018 (excluding component units).
- Governmental activities net position was \$12,912,184.
- Business-type activity net position was \$12,942,834.
- Component Unit net position was \$1,138,947.

Fund Level

- At the close of the fiscal year, the City's governmental funds reported a combined ending fund balance of \$3,649,197 with \$3,278,759 being nonspendable, restricted, committed or assigned for specific purposes and \$370,438 being unassigned.
- The General Fund realized \$314,810 less in revenues and other financing sources than anticipated for the fiscal year. The General Fund operations also expended \$274,638 less than appropriated.
- Overall, the General Fund balance decreased by \$860,085.

Capital and Long-term Debt Activities

- The total additions to the capital asset schedules for the primary government were \$1,650,320, excluding reclassifications. Significant capital purchases during the year included Hyland Drive expansion, building a new DPW facility, installing electric vacuum interrupters, and a new vehicle for Ambulance and Code.
- The total long-term debt for the primary government was \$6,187,750, a net decrease of \$734,843 from the prior year. This decrease was largely due to the natural reduction of debt.
- The City remains well below its authorized legal debt limit. The City debt limit, as defined by statute, is 10% of the state equalized property values, which currently equals \$10,517,998.

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.

The Statement of Net Position (page 15) 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 16) presents information showing how the City's net position changed during 2018/2019. 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 18 and 20 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.

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

The fund financial statements, which begin on page 17, 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 10% of those categories for either the governmental funds or the enterprise funds *and* where the individual fund total also exceeds 5% 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 is 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 24 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.

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 \$25,855,018 at the end of this fiscal year's operations. The net position of the governmental activities was \$12,912,184; the business-type activities were \$12,942,834.

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, 2018 and 2019

	Governmental Activities		Business-type Activities		Total Primary Government	
	2018	2019	2018	2019	2018	2019
Current and Other Assets	\$ 4,908,790	\$ 4,052,708	\$ 3,797,569	\$ 4,167,186	\$ 8,706,359	\$ 8,219,894
Capital Assets	14,436,291	14,684,528	16,813,382	16,533,686	31,249,673	31,218,214
Total Assets	19,345,081	18,737,236	20,610,951	20,700,872	39,956,032	39,438,108
Deferred outflows of resources	558,680	673,567	333,936	356,812	892,616	1,030,379
Current Liabilities	973,557	997,248	628,900	547,658	1,602,457	1,544,906
Noncurrent Liabilities	5,027,899	5,074,065	7,211,704	7,322,857	12,239,603	12,396,922
Total Liabilities	6,001,456	6,071,313	7,840,604	7,870,515	13,842,060	13,941,828
Deferred inflows of resources	774,537	427,306	458,050	244,335	1,232,587	671,641
Net Investment in Capital Assets	12,688,876	13,458,719	11,732,510	11,649,814	24,421,386	25,108,533
Restricted	988,540	1,116,793	596,988	919,513	1,585,528	2,036,306
Unrestricted	(549,648)	(1,663,328)	316,735	373,507	(232,913)	(1,289,821)
Total Net Position	\$ 13,127,768	\$ 12,912,184	\$ 12,646,233	\$ 12,942,834	\$ 25,774,001	\$ 25,855,018

Changes in Net Position for the Fiscal Year Ending June 30, 2018 and 2019

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 2017/2018 and 2018/2019.

	Governmental Activities		Business-type Activities		Total	
	2018	2019	2018	2019	2018	2019
Revenues						
Program Revenues						
Charges for Services	\$ 1,124,798	\$ 1,100,400	\$ 5,504,670	\$ 5,633,980	\$ 6,629,468	\$ 6,734,380
Grants and Contributions	560,815	701,295	-	-	560,815	701,295
General Revenues						
Property Taxes	1,101,755	1,187,426	-	-	1,101,755	1,187,426
State Shared Revenue	427,283	442,936	-	-	427,283	442,936
City Income Taxes	963,391	866,988	-	-	963,391	866,988
Local Community Stabilization	56,328	5,916	-	-	56,328	5,916
Investment Earnings	5,035	9,416	796	11,905	5,831	21,321
Miscellaneous	305,797	78,391	158,710	118,837	464,507	197,228
Transfers	(407,916)	(26,272)	407,916	26,272	-	-
Total Revenues	4,137,286	4,366,496	6,072,092	5,790,994	10,209,378	10,157,490
Expenses						
General Government	1,044,407	1,058,257	-	-	1,044,407	1,058,257
Public Safety	825,498	877,810	-	-	825,498	877,810
Public Works	694,011	1,593,435	-	-	694,011	1,593,435
Health and Welfare	720,182	668,499	-	-	720,182	668,499
Community and Economic Develop.	75,124	97,450	-	-	75,124	97,450
Recreation and Culture	282,416	274,214	-	-	282,416	274,214
Other	33,209	5,869	5,564,368	5,396,761	5,597,577	5,402,630
Total Expenses	3,674,847	4,575,534	5,564,368	5,396,761	9,239,215	9,972,295
Change in net position before Special Item	462,439	(209,038)	507,724	394,233	970,163	185,195
Extraordinary Item	-	(6,546)	-	(97,632)	-	(104,178)
Increase (decrease) in Net Position	462,439	(215,584)	507,724	296,601	970,163	81,017
Net Position - Beginning	12,665,329	13,127,768	12,138,509	12,646,233	24,803,838	25,774,001
Net Position - Ending	\$ 13,127,768	\$ 12,912,184	\$ 12,646,233	\$ 12,942,834	\$ 25,774,001	\$ 25,855,018

Governmental Activities

The result of 2018/2019 governmental activity was a decrease of \$215,584 in net position to \$12,912,184. Of the total governmental activities’ net position, \$13,458,719 is invested in capital assets less related debt, \$1,116,793 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 (\$1,663,328) is listed as unrestricted, having no legal commitment.

Revenues

The three largest revenue categories were property taxes at 27.2%, charges for services at 25.2%, and city income taxes at 19.9%. Net revenues were approximately 5.5% less than the prior year mainly due to less transfers out in the current year. The City levied a property tax millage for the year ended June 30, 2019, for general government operations at 12.6574 mills, with an additional 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 34.8% of the governmental activities total. General government is the second largest area, expending approximately 23.1% of the governmental activities total and includes general government departments (e.g., council, community promotions, city manager, elections, general administration, assessor, and city hall maintenance). Public safety is the third largest governmental activity and expended 19.2% of the governmental activities total of the governmental activities total on law enforcement, fire protection and code enforcement.

Business-type Activities

Net position in business-type activities was increased by a net of \$296,585 during fiscal year 2018/2019. Of the business-type activities’ net position, \$11,649,814 is invested in capital assets net of related debt, \$919,513 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 \$373,491 is listed as unrestricted, having no legal commitment.

FINANCIAL ANALYSIS OF THE CITY'S MAJOR AND NONMAJOR FUNDS

As the City completed 2018/2019, its governmental funds reported *combined* fund balances of \$3,651,697. The net changes are summarized in the following chart:

	General Fund	City Income Tax	Local Street Fund	Ambulance	Nonmajor Governmental Funds	Total Governmental Funds
Fund Balance 6/30/2018	\$ 2,334,962	\$ 1,018,872	\$ 13,825	\$ 167,005	\$ 976,092	\$ 4,510,756
Fund Balance 6/30/2019	\$ 1,474,877	\$ 995,070	\$ 207,051	\$ 63,071	\$ 909,128	\$ 3,649,197
Net Change	\$ (860,085)	\$ (23,802)	\$ 193,226	\$ (103,934)	\$ (66,964)	\$ (861,559)

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, 2019, the General Fund reported a fund balance of \$1,474,877. The 2018/2019 original budget had called for a fund balance decrease of \$171,450.

The General Fund 2018/2019 expenditures exceeded 2018/2019 revenues by \$860,065 largely due to the planned \$411,829 expenditure for the DPW Site Improvement Project and a \$363,531 transfer to Income Tax from the proceeds of the sale of land to help recover the cost of constructing a new road for future economic development. There was reduced spending as compared to the final amended budget, so that expenditures and other financing uses were under budget by approximately \$274,638. Actual revenues and other financing sources were less than of budgeted by approximately \$314,810. The final amended budget planned for a \$819,629 reduction in fund balance.

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 revenues and other financing sources totaled \$2,259,280; \$314,810 less than the final amended budget.

The City's original General Fund expenditures and other financing uses budget was increased by \$1,104,905 during 2018/2019. The increase can be partly attributed to in general administrative expenditures and increases to planned transfers out to other funds for road improvement projects.

Actual City expenditures and other financing uses for 2018/2019 were \$274,638 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, 2019, the City Income Tax Fund reported a fund balance of \$995,070, a decrease of \$23,802 from the prior year. The 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.

Local Street Fund

As of June 30, 2019, the Local Street Fund reported a fund balance of \$207,051, which is an increase of \$193,226 from the prior year. The increase is due to new revenue from the Ionia County Road Mileage and from transfers in from other funds outpacing current year expenditure increases.

Ambulance Fund

As of June 30, 2019, the Ambulance Fund reported a fund balance of \$63,071, which is a decrease of \$103,934 from the prior year fund balance due to a reduction in charges for services and a vehicle purchase. A portion of fund balance, \$54,976, is committed to ambulance operations, with the remainder being nonspendable due to prepaids.

Enterprise Funds

As the City completed 2018/2019, its enterprise funds reported *combined* net position of \$12,942,818. This is a net increase of \$296,505 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
Net Position 6/30/2018	\$ 6,989,046	\$ 1,697,869	\$ 3,939,798	\$ 19,520	\$ 12,646,233
Net Position 6/30/2019	\$ 7,439,280	\$ 1,617,653	\$ 3,866,280	\$ 19,621	\$ 12,942,834
Net Change	\$ 450,234	\$ (80,216)	\$ (73,518)	\$ 101	\$ 296,601

Electric Light and Power System Fund

As of June 30, 2019, the Electric Light and Power System Fund reported a net position of \$7,439,280, an increase of \$450,234 from the prior year. Of the entire net position amount, \$6,025,938 is invested in capital assets, net of related debt, \$453,086 is restricted for utility reserve, \$137,419 is restricted for debt service, and \$822,837 is unrestricted.

Sewage Disposal System Fund

As of June 30, 2019, the Sewer Fund reported a net position of \$1,617,653 a decrease of \$80,216 from the prior year. Of the entire net position, \$2,093,761 is invested in capital assets, net of related debt, \$329,008 is restricted, and (\$805,116) is unrestricted.

Water System Fund

As of June 30, 2019, the Water System Fund reported a net position of \$3,866,280, a net decrease of \$73,518 from the prior year. Of the entire net position, \$3,530,115 is invested in capital assets, net of related debt and \$336,165 is unrestricted.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets - At the end of Fiscal Year 2018/2019 the City had invested \$31,218,214, and \$794,840 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 7 of the Financial Statements.

Net Book value of capital assets at June 30, 2019, was as follows:

	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Totals</u>
Land	\$ 1,199,132	\$ -	\$ 1,199,132
Construction in Progress	88,102	-	88,102
Land Improvements, net	84,730	-	84,730
Buildings, net	154,814	-	154,814
Equipment and Furniture, net	1,060,356	-	1,060,356
Electric System, net	-	7,150,938	7,150,938
Sewer System, net	-	5,382,761	5,382,761
Water System, net	-	3,999,987	3,999,987
Infrastructure:			
Streets and Bridges, net	<u>12,097,394</u>	<u>-</u>	<u>12,097,394</u>
Capital Assets, net	<u>\$ 14,684,528</u>	<u>\$ 16,533,686</u>	<u>\$ 31,218,214</u>

Long-term obligations - As of June 30, 2019, the City had \$6,187,750 in long-term obligations outstanding for the primary government. This level of net obligation is \$734,843 less than the obligation recorded as of June 30, 2018.

Outstanding Long-Term Obligations as of June 30, 2019:

A more detailed discussion of the City's long-term obligations is presented in Note 8 to the financial statements.

	<u>Balance July 1, 2018</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance June 30, 2019</u>
Primary Government				
Governmental Activities				
2016 Ambulance Installment Purchase Agreement (\$166,806)	\$ 122,368	\$ -	\$ -	\$ 122,368
2016 Snow Plow Installment Purchase Agreement (\$147,582)	119,606	-	28,726	90,880
2016 Heart Monitors/Defibrillators Purchase Agreement (\$92,254)	55,441	-	17,880	37,561
2017 G.O. Limited Tax Bonds	1,450,000	-	475,000	975,000
Accumulated compensated absences	49,767	81,095	89,877	40,985
Business-type Activities				
2008 Capital Improvement Bonds (\$1,690,000)	1,185,000	-	60,000	1,125,000
2004 Water System Bonds (\$1,344,872)	544,872	-	75,000	469,872
2010 Sanitary Sewer System (\$2,900,000) (Build America Bonds)	753,000	-	14,000	739,000
2011 Sanitary Sewer System (\$840,000)	2,598,000	-	48,000	2,550,000
Accumulated compensated absences	<u>44,539</u>	<u>50,901</u>	<u>58,356</u>	<u>37,084</u>
Total Reporting Entity	<u>\$ 6,922,593</u>	<u>\$ 131,996</u>	<u>\$ 866,839</u>	<u>\$ 6,187,750</u>

CITY OF PORTLAND GOVERNMENT ECONOMIC OUTLOOK:

- State revenue sharing is expected to increase 4.54% for the City's fiscal year 2019-2020, based on State of Michigan revenue sharing estimates.
- The City has discontinued enrollment in its MERS B4 plan 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 \$521,381 to \$551,958 which reflects a 5.54% increase.
- The City is requiring all employees enrolled in the Defined Benefit plan to contribute to their own pension plan. All employees will contribute 3% for fiscal year 2019-2020.
- The City's income tax revenues increased 5.24% rising from \$770,969 in 2015 to \$811,413 in 2016. In 2017, City income tax revenues increased 11.28% rising from \$811,413 in 2016 to \$902,912 in 2017. In 2018, City income tax revenues increased to \$950,237 (an increase of 5%). In 2019, City income tax revenues decreased to \$915,685 (a decrease of 4%).
- The City's SEV increased from 2016 to 2017, the SEV increased to \$95,435,400 (an increase of 0.72%), then from 2017 to 2018 the SEV increased to \$97,200,956 (an increase of 1.85%). From 2018 to 2019 the SEV increased to \$100,439,300 (an increase of 3.22%). The outlook for the 2020 SEV is expected to increase around 3.96% due to the residential market increasing.

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 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.

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

2019 Annual Report Of the City Council

The following information is a synopsis of the important decisions made by the City Council during the 2019 calendar year.

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

January

- The Council adopted Ordinance 175MM to amend the Code of Ordinances by adding a new Section 42-318 addressing the zoning component of prohibiting marijuana establishments in the City of Portland.
- The Council approved a proposal from Inside Information to conduct a Broadband Statistical Survey to verify residents' attitudes regarding broadband and their likelihood new service if offered by the City of Portland.
- The Council approved Resolutions of Financial Assurance of local funds for the City of Portland's Improvement Projects for Kent St. and Grand River Ave. as part of the funding from the Small Urban Program administered by the Michigan Department of Transportation.
- The Council held their Goal Session on January 28, 2019.

February

- The Council approved the Michigan Main Street Program Community Requirements and Expectations Agreement.
- The Council approved the Michigan Public Power Agency's recommendation for the City's Board of Light and Power to join the Coldwater Peaking Service Committee.
- The Council approved amendments to the Budget for Fiscal Year 2018-2019.
- City Manager Gorman provided an extensive report on the ice jam and flooding that began on February 6, 2019 and caused street closings, evacuations, businesses to flood, and the Wastewater Treatment Plant to operate under extreme circumstances.
- The Council approved an agreement with the Ionia County Road Commission for chip seal repairs to Divine Highway from the north city limits to Looking Glass Ave. and Maynard Road from the city limits to Divine Highway and Maynard Road.

March

- The Council approved the City Manager's recommendation to appoint Noreen Logel as the Resource Coordinator for the City of Portland as it relates to flooding and the state of emergency.

- The Council approved the submittal of applications for Local Bridge Program funds for replacement of the Divine Highway Bridge over the Looking Glass River and the Bridge Street Bridge over the Grand River.
- The Council adopted Ordinance 199 to amend the Code of Ordinances by adding a new article titled “Small Wireless Communications Facilities” that shall be designated as Article IV of Chapter 36 “Telecommunications” of said code.
- The Council approved submission of a MDNR MNRTF Grant Application for improvements to Will Toan Park.
- The Council approved Fleis & VandenBrink’s proposal to provide Design Engineering Services for the Safe Routes to School Project.
- The Council approved award of the Divine Highway and Maynard Road Improvements Project to Cook Brothers Excavating, Inc.
- The Council accepted and dedicated Hyland Dr. as a public street.
- The Council approved an energy purchase for the Board of Light and Power through the Michigan Public Power Agency.
- The Council approved participation in the State Bid Process for Winter Road Salt 2019-2020.

April

- The Council approved a budget for Fiscal Year 2019-2020 for the Portland Area Fire Authority.
- The Council approved Michigan Pavement Markings LLC’s bid for 2019 street painting.
- The Council approved a resolution to address the collection of payments or refunds on property taxes under/over \$5.00.
- The Council scheduled a Public Hearing for the Fiscal Year 2019-2020 Budget.
- The Council held a Budget Workshop

May

- The Council held a Public Hearing for and adopted the Annual Budget for Fiscal Year 2019-2020.
- The Council adopted Ordinance 175NN to amend the Code of Ordinances by adding a New Section 42-318 entitled “Small Wireless Communications Facilities” to Chapter 42 “Zoning”.
- The Council amended the Budget for Fiscal Year 2018-2019.
- The Council approved the permit for a firework display at Bogue Flats Recreation Area for the 4th of July celebration.
- The Council approved the Parks and Recreation Board’s recommendation to approve allowing the Boy Scouts to camp overnight at Community Lake Park.
- The Council approved the Michigan Public Power Agency’s recommendation to authorize an Energy Services Project Transaction for solar energy.
- The Council confirmed the Mayor’s appointment to City Boards and Commissions.
- The Council approved an amendment to the First Amended Joint Fire and Emergency Services Agreement.

- The Council approved Fleis & VandenBrink’s proposal to provide Geographic Information System (GIS) Services for the City’s Water Department as part of the SAW Grant Process.
- The Council confirmed the Mayor’s appointments to City Boards and Commissions.

June

- The Council adopted Ordinance 175PP to amend the City Zoning Map.
- The Council approved a Resolution of Local Approval for an Off-Premises Tasting Room License Application for Modern Craft Winery, LLC.
- The Council approved an energy purchase for the Board of Light and Power through the Michigan Public Power Agency.
- The Council approved opting out of the Low-Income Energy Assistance Fund created by Public Act 95 of 2013.
- The Council confirmed the Mayor’s appointment to City Boards and Commissions.
- The Council held a Public Hearing for and approved an amendment to the Rindlehaven TND PUD to remove a 10-acre parcel for rezoning related to potential development of a Senior Housing Facility by The Brook on a portion of the Rindlehaven Development.
- The Council held a Closed Session to discuss proposed Collective Bargaining Agreements.
- The Council approved a cost of living adjustment for non-union City employees.
- The Council approved agreements 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 revised MERS Hybrid Plan Adoption Agreements (Benefit Program HA/HB/HC).
- The Council approved amendments to the Budget for Fiscal Year 2018-2019.
- The Council approved a Transient Trader Permit for a BBQ food trailer.
- The Council approved the Mayor’s appointments to City Boards and Commissions.
- The Council held a Special Meeting on June 18, 2019 and approved Ordinance 17500 to amend the City Zoning Map to rezone a 10-acre parcel of the Rindlehaven Development from TND PUD to R-3 Multifamily District.
- The Council also adopted Ordinance 1B amending and adding Chapter 14, “Fire Prevention and Protection,” of the Code of Ordinances related to the regulation of fireworks.

July

- The Council approved a Traffic Control Order establishing a four-way stop at the intersection of James Street and East Street.
- The Council approved a Traffic Control Order establishing no parking along the western curb of Grove Street between Union Street and Marshall Street.
- The Council approved 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.
- The confirmed the Mayor’s appointments to City Boards and Commissions.

- The Council approved a proposal from Fleis & VandenBrink to conduct a feasibility study regarding the replacement of the Divine Highway Bridge.

August

- The Council approved a permit for a firework display at Bogue Flats Recreation Area as part of the Portland's Sesquicentennial Celebration on Saturday, September 21, 2019.
- The Council appointed an Officer Delegate to represent the City at the 2019 MERS Conference.
- The Council adopted Ordinance 105I to amend Chapter 8, Article VI "Property Maintenance Code", of the Code of Ordinances.
- The Council established two-hour parking limitations to the 100 and 200 blocks of Kent Street and the 100 blocks of East and West Bridge Street.
- The Council approved a Traffic Control Order to establish a one-way stop at Knox Avenue and Storz Avenue.
- The Council approved a Traffic Control Order to establish a one-way stop at Barley Avenue and Storz Avenue.
- The Council approved the purchase of Automatic Meter Reading Technology.
- The Council approved supplemental employment for a City employee.

September

- The Council approved a Biosolids Management Services Agreement with Nutrigo Environmental Solutions, Inc.
- The Council approved an energy purchase for the Board of Light and Power through the Michigan Public Power Agency.
- The Council approved the purchase of an asphalt crack sealing machine for the Department of Public Works.
- The Council approve the Joint Funding Agreement for operation of the Streamgaging Station.
- The Council approved a License Agreement to permit holding a Haunted House at the Red Mill.

October

- The Council approved a proposal from Pulse Broadband to create an Executable Project Plan (EPP) and a Professional Services Agreement.
- The Council approved MDOT Contract 19-5487 to provide \$375,000 in Federal Surface Transportation Funds for the Grand River Avenue Improvement Project.
- The Council approved construction costs for the Bridge Street Realignment Project.
- The Council amended the Budget for Fiscal Year 2019-2020.
- The Council approved the purchase of a new pump for the Canal Street Lift Station.
- The Council approved improvements to the Toan Park restrooms.

November

- The Council approved a capacity purchase for the Board of Light and Power through the Michigan Public Power Agency.
- The Council held a Closed Session to discuss a legal memorandum regarding the denial of Section 19 funding.
- Council Member Baldyga's last Council meeting was November 4, 2019 as he decided not to run for reelection.
- The City Council Election was held November 5, 2019 with incumbents Mayor Barnes and Mayor Pro-Tem VanSlambrouck and residents Erica Sheehan and Thomas St-Amour on the ballot.
- Council Members Barnes, VanSlambrouck and Sheehan were sworn in at the November 18, 2019 Council Meeting. Council Member Barnes was nominated as Mayor and Council Member VanSlambrouck was nominated as Mayor Pro-Tem by the Council Members as a whole.
- The Council approved the purchase of a 2019 John Deere 325G compact track loader for the Board of Light and Power.
- The Council approved a License Agreement to host Santa at the Red Mill.

December

- Steve Kirinovic, CPA of SK&T, PC presented the 2018/2019 Fiscal Year Audit.
- The Council accepted the Fiscal Year 2018/2019 Audit.
- The Council approved a capacity purchase for the Board of Light and Power through the Michigan Public Power Agency.
- The Council approved the 2020 City Council meeting dates.
- The Council approved the City Manager's recommendation to approve rate studies for the Wastewater and Water Departments.
- The Council approved a grant agreement with the Michigan Department of Environment, Great Lakes, and Energy to update the City's Wellhead Protection Program Plan.
- The Council confirmed the Mayor's appointment to the Board of Review.

Respectfully submitted,

Monique I. Miller, City Clerk

City Council Election November 5, 2019

	Combined Precincts 1 & 2	Total	% of vote	Term
James E. Barnes	353	353	12.83%	4-year Term
Joel T. VanSlamrouck	318	318	11.56%	4-year Term
Erica Sheehan	261	261	9.49%	2-year Term
Thomas St-Amour	196	196	7.12%	

438 Voters
2751 Registered Voters

15% Voter Turnout

275 Absentee Voters

62% Voted Absentee



January 2020

TO: City Council

FROM: Income Tax Administrator

RE: City Income Tax Annual Report

Revenues Received 12 months ending 12/31/2019:	\$	946,332
Less Refunds	\$	(84,378)
Net Revenues	\$	861,954
Less Administration Costs:	\$	(127,823)
Spendable Income for		
2019	\$	734,131
2018	\$	746,274
2017	\$	619,847
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 1984-2019	\$	17,910,307

Revenues for the year 2019 includes income from prior years, as follows:

2009-2015	\$	6,901.83
2016	\$	15,826.44
2017	\$	7,838.08
TOTAL:	\$	30,566.35

Net income tax collections for the year were up \$11,940 compared to the 2018 tax year. Administration costs were up \$24,083, resulting in a final decrease in net revenues of \$12,143.

Respectfully submitted,

Mindy Tolan
Income Tax Administrator



2019 ANNUAL REPORT OF TAXES LEVIED IN THE CITY OF PORTLAND FOR THE PAST

	2015	2016	2017
TTV - REAL	87,243,904.00	87,556,713.00	89,290,061.00
- PERSONAL	6,208,200.00	4,206,000.00	4,136,400.00
	93,452,104.00	91,762,713.00	93,426,461.00
*PARCEL COUNT	1799	1807	1805
MILLS LEVIED-SUMMER TAX			
CITY OF PORTLAND	13.6574	13.6574	13.6574
PORTLAND PUBLIC SCHOOLS-OPERATING	18.0000	18.0000	18.0000
STATE EDUCATION TAX	6.0000	6.0000	6.0000
INTERMEDIATE SCHOOL DISTRICT	4.4728	4.4692	4.4601
I.S.D. TECH	1.0000	1.0000	1.0000
IONIA COUNTY OPERATING	4.6434	4.6378	4.6326
MILLS LEVIED-WINTER TAX			
PORTLAND PUBLIC SCHOOLS-DEBT SERV	7.3500	7.3500	7.3500
LIBRARY	0.9339	0.9327	0.9316
LIBRARY DEBT	0.7800	0.7800	0.7800
SENIOR CITIZENS	0.5000	0.4994	0.4988
COUNTY ROADS			
TOTAL:	57.3375	57.3265	57.3105
DOLLARS LEVIED-SUMMER TAX			
CITY OF PORTLAND	1,266,248	1,243,668	1,271,644
PORTLAND PUBLIC SCHOOLS-OPERATING	593,934	575,077	583,765
STATE EDUCATION TAX	534,598	538,751	551,955
INTERMEDIATE SCHOOL DISTRICT	507,408	498,033	508,389
IONIA COUNTY OPERATING ^	430,509	422,324	431,340
DOLLARS LEVIED-WINTER TAX			
PORTLAND PUBLIC SCHOOLS-DEBT SERV	681,457	669,305	684,066
LIBRARY ^	86,580	84,927	86,698
LIBRARY DEBT	72,312	71,022	72,588
SENIOR CITIZENS ^	46,355	45,469	46,416
COUNTY ROADS	-	-	-
TOTAL TAX LEVIED:	4,219,401	4,148,576	4,236,862
TOTAL ADMINISTRATIVE FEE LEVIED:	42,455	41,773	42,359
TAX DOLLARS SPLIT			
CITY OF PORTLAND	30.01%	29.98%	30.01%
PORTLAND PUBLIC SCHOOLS	30.23%	30.00%	29.92%
STATE EDUCATION TAX	12.67%	12.99%	13.03%
INTERMEDIATE SCHOOL DISTRICT	12.03%	12.00%	12.00%
IONIA COUNTY ^	13.35%	13.32%	13.32%
PORTLAND PUBLIC LIBRARY	1.71%	1.71%	1.71%

RESPECTFULLY SUBMITTED,

MINDY TOLAN
CITY TREASURER

2020 ANNUAL REPORT TO COUNCIL
Assessing Department

2019 AD VALOREM ROLL

	2018 ASSESSED VALUE	2019 ASSESSED VALUE	2018 TAXABLE VALUE	2019 TAXABLE VALUE	PARCEL COUNT	% CHANGE AV	% CHANGE TV
REAL PROPERTY							
Agricultural	\$ 267,500	283,100	\$ 158,156	\$ 159,177	6	5.83%	0.65%
Commercial	\$ 23,827,900	23,482,700	\$ 21,722,744	\$ 21,709,837	144	-1.45%	-0.06%
Industrial	\$ 1,197,500	1,175,300	\$ 1,192,383	\$ 1,174,406	7	-1.85%	-1.51%
Residential	\$ 71,409,100	75,948,300	\$ 67,790,533	\$ 68,768,105	1376	6.36%	1.44%
Exempt	\$ -	\$ -	\$ -	\$ -	134		
TOTAL REAL	\$ 96,702,000	100,889,400	\$ 90,863,816	\$ 91,811,525	1667	4.33%	1.04%
PERSONAL PROPERTY							
Commercial	\$ 1,884,500	\$ 1,958,600	\$ 1,884,500	\$ 1,958,600	181	3.93%	3.93%
Industrial	\$ 853,500	\$ 741,600	\$ 853,500	\$ 741,600	3	-13.11%	-13.11%
Utility	\$ 999,300	\$ 994,000	\$ 999,300	\$ 994,000	2	-0.53%	-0.53%
TOTAL PERSONAL	\$ 3,737,300	\$ 3,694,200	\$ 3,737,300	\$ 3,694,200	186	-1.15%	-1.15%
TOTAL							
REAL & PERSONAL	\$ 100,439,300	\$ 104,583,600	\$ 94,601,116	\$ 95,505,725	1853	4.13%	0.96%

2019 IFT ROLL

	2018 AV	2019 AV	2018 TV	2019 TV	PARCEL COUNT	%CHANGE AV	% CHANGE TV
REAL	\$ 335,100	\$ 335,200	\$ 325,172	\$ 332,976	1	0.03%	2.40%
PERSONAL	\$ 291,100	\$ 263,400	\$ 291,100	\$ 263,400	2	-9.52%	-9.52%
TOTAL IFT	\$ 626,200	\$ 598,600	\$ 616,272	\$ 596,376	3	-4.41%	-3.23%

The State inflation rate multiplier (IRM), as determined by the change in the general price level during 2019, was +2.4%. Therefore, any change greater or less than that percentage represents a combination of demolitions, new construction, uncappings and trends in the market.

2019 COMMUNITY CLEAN-UP SUMMARY
City of Portland, Portland Township, and Danby Township

18 – 30 yd. Dumpsters Filled
 103 Televisions

Waste Hauling and Disposal Charges from Granger	\$ 11,729.80
Wages	\$ 2,193.07
Equipment Costs	\$ 175.02
Recycle Ionia (Electronics)	\$ 2,168.60
Portland Iron & Metal	(\$ 741.30)
Total Clean Up Costs	\$ 15,525.19

	City of Portland	Portland Township	Danby Township	Total
<u>Loads Received 5/4/19</u>	<u>127</u>	<u>96</u>	<u>50</u>	<u>273</u>
TOTAL	127	96	50	273
Percentage of Total	47%	35%	18%	100%
Allocated Cost	\$7,296.84	\$5,433.82	\$2,794.53	

<u>HISTORICAL COMPARISON OF CLEAN-UPS</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Loads Received	426	393	307	289	248	273
Dumpsters Filled	25	26	28	21	18	18
Waste Hauling and Disposal Cost	\$10,190.00	\$ 9,490.00	\$10,420.00	\$7,665.00	\$6,570.00	\$11,729.80
Wages	\$ 1,910.41	\$ 1,802.37	\$ 1,943.02	\$2,202.94	\$2,138.44	\$ 2,193.07
Equipment Costs	\$ 599.76	\$ 592.19	\$ 1,090.64	\$ 506.64	\$ 413.94	\$ 175.02
Electronics Recycling	(\$ 283.04)	\$ 2,300.00	\$ 3,650.30	\$1,950.00	\$1,940.00	\$ 2,168.60
Portland Iron & Metal	(\$ 1,221.44)	(\$ 728.62)	(\$ 494.62)	(\$ 967.20)	(\$1,841.00)	(\$ 741.30)
Total Clean Up Costs	\$11,195.69	\$13,455.94	\$16,609.34	\$11,357.38	\$9,221.38	\$15,525.19

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

2019 Annual Report
Permits

PORTLAND

Electrical Permits	46		\$9,080.00	
Mechanical Permits	46		\$8,858.00	
Plumbing Permits	84		\$8,323.00	
Investigation Fee	0			
Registration Fees	30		\$450.00	
Building Permits				
Residential - New construction	2		\$4,154.00	
Residential - Other	39		\$9,897.00	
Demo	2		\$250.00	
Non-Residential - New construction	1		\$30,000.00	
Non-Residential - Other	0			
Total-Building	44		\$44,301.00	
TOTAL - ALL PERMITS ISSUED 2019			\$71,012.00	

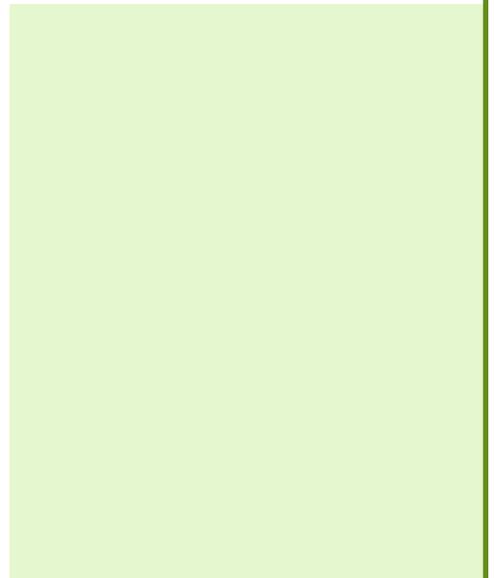
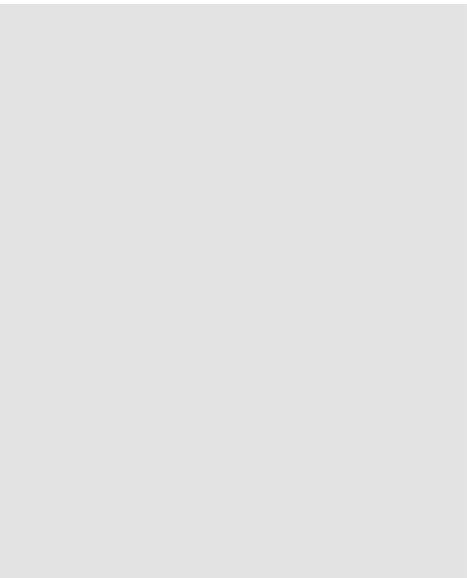
2019 Annual Sewer Report

	2017	2018	2019
Customers Billed	1603	1601	1609
Total Dollars Billed	\$ 858,199.21	\$ 896,975.41	\$ 923,962.03
Penalties Added	\$ 6,872.90	\$ 6,574.11	\$ 6,906.82
Total Sewer Credit Given	<i>Info unavailable</i>	<i>Info unavailable</i>	<i>Info unavailable</i>
Total Dollars Collected	\$ 847,099.81	\$ 853,559.53	\$ 911,370.71
Amount Outstanding	\$ 9,859.03 12/31/2017	\$ 10,485.80 12/31/2018	\$ 9,647.35 12/31/2019





The City of Portland 2019 Annual Sewer Report





January 1, 2020

S. Tutt Gorman, City Manager
City of Portland
259 Kent Street
Portland, MI 48775

RE: Portland Wastewater Treatment Plant (WWTP) 2019 Annual Report

Dear Mr. Gorman:

Attached is the Annual Operation Report for the operations of the Wastewater Treatment Plant for the year of 2019. We will submit future progress reports on a monthly basis for your review.

The information and data used to compile this report is available for your review. If you have any questions, please contact us. My phone number is 517.977.6107.

Sincerely,

F&V OPERATIONS AND RESOURCE MANAGEMENT, INC.

A handwritten signature in black ink, appearing to read "Chris Munson", with a long horizontal line extending to the right.

Chris Munson
Sr. Project Manager

2960 Lucerne Drive SE, Suite 100
Grand Rapids, MI 49546
P: 616.588.2900
F: 616.977.1005
www.fv-operations.com

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2019 ANNUAL REPORT

1.1 ADMINISTRATIVE

This summary report for the operation and maintenance of the Portland Wastewater Treatment Plant (WWTP) and collection system for year 2019 is submitted to the City of Portland by F&V Operations and Resource Management, Inc. (FVOP). Throughout 2019 FVOP and City staff performed all required and routine monitoring of the wastewater treatment plant in accordance with National Pollutant Discharge Elimination System (NPDES) discharge permit MIG570220. Additional monitoring samples were submitted to a contract laboratory for analysis. FVOP and City staff completed routine maintenance procedures throughout the WWTP and collection system. They also worked with various contractors to address non-routine maintenance and needed repairs.

Overall the WWTP produced good quality effluent throughout 2019 with the exception of February 2019. During the month of February 2019 there were several exceedances of the NPDES permit caused by extreme hydraulic overloading during the Ice Jam event on the Grand River.

On February 6, 2019 the WWTP began experiencing flow rates of approximately 350% of the short-term peak capacity. During the month of February 2019, the total flow was approximately 1,750% above the average dry weather flow of 0.2 MGD that would be expected for the plant this time of year.

FVOP and City staff created, updated and implemented a Computerized Maintenance Management System (CMMS) throughout 2019. The CMMS allows WWTP staff to schedule and document equipment maintenance procedures as well as track equipment repair history. Additional benefits of utilizing the updated CMMS include tracking of parts inventories, repair costs and general asset management.

The remainder of this summary report consists of notable events throughout the year in the WWTP, Collection System, Wastewater Lift Stations, Combined Sewer Overflow, Maintenance, utility and chemical costs as well as staff achievements. Please feel free to contact FVOP if you have any questions or require additional information.

1.2 STAFF

The City of Portland has a total of two (2) City operators and a Project Manager (PM) provided by FVOP to perform administrative duties, operations, and maintenance at the WWTP. The operators and PM have the following wastewater certifications through the Michigan Department of Environment, Great Lakes, and Energy (EGLE):

- Tim Krizov (Operator): Class C, D
- Tony Smith (Operator): Class C, D
- Chris Munson (Project Manager): Class A, B, C, D, L2, L1

Mr. Anthony Smith wrote and passed his “C” EGLE wastewater certification exam during 2019.

1.3 ANNUAL AND AVERAGE FLOW

The average influent flow was 437,000 gallons per day. The average effluent flow was 340,000 gallons per day. The WWTP received a total of 136 million gallons of influent and discharged a total of 104 million gallons of treated effluent during 2019.

1.4 NATION POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT EXCEEDANCES AND SANITARY SEWER OVERFLOWS (SSO)

Due to hydraulic overload of the WWTP as a direct result of flooding, the City’s wastewater treatment plant (WWTP) experienced non-compliance issues during February 2019. As a result, there was one (1) Sanitary Sewer Overflow (SSO) reported to EGLE during 2019. The City’s WWTP returned to compliance with the NPDES Permit on February 25, 2019.

There was much learned about the WWTP and collection system due to the flooding event. FVOP will be working with Fleis & VandenBrink Engineering staff as they complete asset management planning to create short and long-term recommendations for the plant and collection system.

1.5 BIOSOLIDS REPORT AND LAND APPLICATION

The EGLE 2019 biosolids report for the period of October 1, 2018 through September 30, 2019 was submitted to the EGLE before the deadline of October 30, 2019.

Michigan Agribusiness Solutions, LLC and NutriGro Environmental Solutions, LLC land applied biosolids three times during the 2019 reporting year. They land applied biosolids in December 2018, April 2019, and September 2019. A total of 77.32 dry tons of biosolids were land applied for 2019.

1.6 HEALTH AND SAFETY

The staff of the WWTP had no recordable Occupational Safety and Health Administration (OSHA) or lost work-time accidents during 2019. The employees are encouraged to report and note possible hazards on the daily plant check bench sheet. It appears that encouraging an open communication policy with the WWTP staff to report possible safety hazards is having a positive impact on safety at the facility.

- The WWTP had an annual City safety inspection performed by City employees from other departments during 2019.
- FVOP and City staff completed thirty-nine (39) safety tailgates during 2019.

1.7 COLLECTION SYSTEM SEWER CALL OUTS

The WWTP staff is required to investigate, resolve and mitigate sewer issues that are called in by the residents of the City. There was a total of eighteen (18) sewer call outs for the WWTP staff in 2019. Upon investigating the sewer call out issues, the staff determined that eight (8) were issues with the City sewer main and the other ten (10) were issues with the resident's laterals to the sewer main. A sewer main clog affected three (3) homes in April 2019.

The City sewer main issues were resolved by cleaning and cutting roots in the sewer main with the vector truck. Future issues with these sections of sewer main may be reduced because each of these sections of sewer main were added to the "trouble spots" list which are scheduled to be cleaned more frequently.

Of the ten (10) City residences who had issues with their laterals, nine (9) of those laterals were inspected using the City's sewer push camera. The residence that who did not have the lateral inspected by the camera had a cleanout that was too small to insert the camera or there was no one present to authorize the inspection.

1.8 COLLECTIONS SYSTEM MAINTENANCE

There was a total of 31,815 feet of sewer main cleaned during 2019, which is approximately twenty (20) percent of the collection system. This is in conformance with recommended Best Management Practices of cleaning sewers on a 5-year rotation. The cleaning included noted trouble spots as well as routine cleaning per the collections system maintenance plan.

1.9 WWTP MAINTENANCE ACHIEVEMENTS

During 2019 the WWTP had several notable equipment issues that were either repaired, corrected, cleaned or replaced. These achievements include the following:

- Secondary clarifiers were inspected and cleaned.
- The East secondary clarifier SEW gear box was replaced.
- The anoxic tank and aeration tank #3 were taken out of service, cleaned and inspected.
- Updated and implemented the computerized maintenance management system (CMMS.)
- Canal Street Lift station submersible pump #2 was replaced with a new ABS pump.
- Influent ABS pumps #1 and #2 were both rebuilt as a result of the excessive wear and tear during the February 2019 ice jam.
- All three lift stations underwent annual preventive maintenance.
- Two (2) variable frequency drives (VFD) were replaced.

- The surface mixer was removed and inspected.
- The laboratory was cleaned and painted.
- The waste burner methane gas meter was replaced.
- The thickener booster pump was replaced, and to help reduce polymer usage an enable/disable switch was installed.
- Fifty-two (52) yards of biosolids and other debris were removed from the drying beds and disposed of properly.
- Bi-Annual Inspection and maintenance of the City's Cruise Alarm System was completed.
- Canal Street Lift Station wet well was cleaned.

1.10 WWTP FIVE YEAR TRENDS

The table below shows the five years trends for influent flow, loading on the WWTP in pounds of Biochemical Oxygen Demand (BOD), utility costs, chemical costs and, the cost of land applying biosolids.

During 2019, FVOP and City staff were able to operate the WWTP more efficiently than in years past. We were able to reduce kilowatt hours of electricity, natural gas usage, ferrous chloride usage, and volume of biosolids land applied.

PARAMETERS	2019	2018	2017	2016	2015
Total Influent Flow (MG)	158	136	135	132	125
Avg. Daily Flow mgd	0.437	0.373	0.370	0.359	0.347
Plant Loading					
Total Lbs. of BOD	244,550	313,170	330,325	471,945	392,010
Avg. Lbs. of BOD/day	670	858	905	1293	1074
Electricity (kw)	512,932	519,844	498,768	518,401	528,605
Annual Cost:	\$47,152.45	\$47,575.38	\$42,853.87	\$43,284.05	\$45,339.82
Natural Gas (CCF)	709,900	1,108,100	1,015,200	619,300	446,400
Annual Cost	\$4,750.56	\$6,465.63	\$5,281.63	\$3,609.68	\$2,702.22
Ferrous Chloride (lbs.)	7,279	8,100	7,907	7,213	6,373
Annual Cost	\$2,447.52	\$4,009.36	\$1,834.86	\$3,767.03	\$1,733.73
Sludge Thickener					
Polymer (lbs.)	5,324	5,218	5,025	7,806	6,144
Annual Cost	\$5,659.08	\$7,290.00	\$6,966.00	\$8,707.50	\$5,224.50
Biosolids (gal)	319,800	410,406	442,800	583,500	244,500
Annual Hauling Costs	\$21,570.00	\$20,520.30	\$22,525.02	\$24,845.02	\$13,410.00

2019 Annual Water Report

	2017	2018	2019
Customers Billed			
City	1642	1640	1653
Rural	24	25	25
	1666	1665	1678
Total Gallons Billed			
City	109,186,304	110,385,895	102,172,786
Rural	2,132,884	2,025,642	1,833,674
	111,319,188	112,411,537	104,006,460
Total Dollars Billed			
City	\$ 585,682.06	\$ 603,697.76	\$ 595,242.20
Rural	\$ 20,584.32	\$ 20,481.85	\$ 19,771.91
	\$ 606,266.38	\$ 624,179.61	\$ 615,014.11
Penalties Added	\$ 4,550.88	\$ 4,270.08	\$ 4,465.01
Total Dollars Collected	\$ 594,549.84	\$ 639,331.90	\$ 612,462.35
Total Gallons Pumped	130,305,000	140,490,400	118,955,000
Hydrant Flushing	1,008,000	2,500,000	856,000
Unaccounted Gallons	17,977,812	25,578,863	14,092,540
Percent of Total	13.80%	18.21%	11.85%





City of Portland Water Department 2019 Annual Report

Recap of work completed in 2019

1. 474 work orders were completed for turn off/on of water, and final reads.
2. 50 water meter repair orders were received and completed.
3. Miss Dig tickets were completed throughout the year as they were received.
4. All calls to businesses and home owners were handled in a timely manner.
5. Semi-annual hydrant flushing was completed in the spring and fall.
6. Hydrant inspections were completed and repaired as needed.
7. Two older fire hydrants were replaced this year with new or rebuilt East Jordan hydrants.
8. A few more valve and curb boxes were raised or lowered as needed and restoration of surrounding material completed.
9. Well #6 underwent restoration and had several new parts installed. New draw pipe was also installed. As well as a video inspection, cleaning and chlorination of the casing.
10. 2 Water main breaks were repaired and one service line replaced.
11. Water samples were collected per the requirements of EGLE.
12. Certified water operators continue to attend training to earn CEC's toward license renewals.
13. South tower received a visual inspection, while Hill St. tower was drained, cleaned, disinfected and returned to service in late summer.
14. HydroCorp continues to maintain our Cross-Connection Control program, by doing physical inspections, organizing device testing, record keeping, and reporting to EGLE.
15. The annual Consumer Confidence Report was prepared and distributed to the public as per EGLE requirements in late June.
16. We're continuing to be active in a Well Head Protection Program to ensure future water quality.
17. Water Main was looped in the area of Rindle Haven over the summer, to ensure adequate water pressure and volume would be provided to The Brook.

-Respectfully Submitted,
Rodney D. Smith Jr., Water Technician.

City of Portland

Department of Public Works

2019 Annual Report

FLUIDS USED

	2016	2017	2018	2019
Cylinder Oil (gal)	110	110	110	110
Transmission Fluid (gal)	0	55	55	55
Hydraulic Oil (gal)	110	55	55	55
Antifreeze (gal)	24	12	24	12
Car Wash Soap (gal)	30	30	30	30

FUEL COST

Year	Cost
2016	\$32,000
2017	\$30,000
2018	\$25,100
2019	\$20,350

MAJOR AND LOCAL STREETS

Material	2016	2017	2018	2019
Hot Black Top (ton)	34	37	66	50
Winter Black Top (ton)	8	13	24	6
Crack Filler (ton)	10	6	10	8
Road Gravel (yds)	0	0	0	0
Sand (yds)	40	40	40	0

DUST CONTROL/BRINING

2016: 7,500 gallons used at a cost of \$1,055
 2017: 0 gallons, minimal dust control, used water
 2018: 0 gallons, minimal dust control, used water
 2019: 0 gallons, minimal dust control, used water

SIDEWALKS AND WALKWAYS

Replaced several sections of walk due to safety concerns.

STREET PAINTING

2016: Cost \$12,924.78
2017: Cost \$11,709.50
2018: Cost \$13,676.80
2019: Cost \$16,514.87

WINTER STREET SALT

2016	300 tons	Total cost: \$16,635.00
2017	350 tons	Total cost: \$16,363.00
2018	450 tons	Total cost: \$23,177.00
2019	700 tons	Total cost: \$44,968.00

From January 1, 2019 to December 31, 2019, thirty miles of major intersections and hills were salted 24 times.

All City streets, cemetery, hydro plant and alleys were plowed and salted a total of 17 times.

The downtown area was cleaned of snow 11 times.

LEAF PICK UP

2016: Approximately 2,200 cubic yards were picked up.
2017: Approximately 1,850 cubic yards were picked up.
2018: Approximately 2,200 cubic yards were picked up.
2019: Approximately 2,200 cubic yards were picked up.

MISCELLANEOUS

- Michigan Wood Fibers ground the brush pile and cleaned up the compost area.
- Contracted with Asphalt Restoration Inc. for crack sealing work.

CITY WIDE CLEAN-UP

	2016	2017	2018	2019
Loads Received	307	289	248	273
Dumpsters Filled	27	21	18	20
Loads of Brush Received	2	0	0	0
Auto Batteries Received	0	0	0	0
Used Oil Received (gal)	40	20	10	20
Electronics	9,358lbs./tv	110/tv's	109/tv's	103tv's
 <u>Costs:</u>				
Dumpsters	\$10,055.00	\$7,665.00	\$6,570.00	\$8,207.00
Wages	\$1,943.02	\$2,202.94	\$2,138.44	\$2,193.07
Electronics		\$1,950.00	\$1,940.00	\$2,168.60
Equipment	\$3,650.30	\$506.64	\$413.94	\$175.02
Total Cost of Cleanup	\$16,738.96	\$12,324.58	\$11,062.38	\$12,743.69

MILES PUT ON CITY VEHICLES

	2016	2017	2018	2019
9-05 GMC Truck	54,021	5,286	7,162	5,100
9-11 Vactor Truck	372	201	313	144
9-22 GMC Truck			4,382	4,643
9-14 Sweeper	692	813	717	725
9-49 International Plow		1,275	2,928	3,399
9-50 International Truck	1,627	1,019	373	234
9-51 Freightliner Truck	6,469	3,300	3,268	3,210
9-52 International Truck	1,972	1,798	1,060	1,270
9-54 GMC 1 Ton	3,035	2,213	4,668	4,940
Total miles:	22,995	15,910	24,871	23,665

RECYCLING

- Collected 100 gallons of anti-freeze.
- Collected 700 gallons of used oil from residents and nonresidents.

EQUIPMENT

New Crafcoc Crack Sealing Machine.

Respectfully Submitted,

Ken Gensterblum
Public Works Foreman

Project Report for the City of Portland

Billing for 2019

Fleis & Vandenbrink Engineering, Inc.-All Accounts *Engineering*

<u>Project Number</u>	<u>Project Description</u>	<u>Billing Work</u> <u>1/2019 – 12/2019</u>
1110G	General Consultation	\$20,316.37
28771	Bridge Inspection	\$1,300.00
816480	SAW Project	\$279,980.00
833070	Safe Routes to School Project	\$101,000.00
833100	City Development Street & Utilities Extension	\$684.00
836350	Grand River Avenue Bridge Improvements	\$5,178.12
836360	Grand River Avenue Small Urban	\$3,650.84
837760	Police Department Feasibility Study	\$8,666.26
838230	Capital Improvements Planning Assistance	\$1,500.00
838400	Emergency Services Building Feasibility Study	\$7,532.67
839360	Biosolids Sampling	\$1,360.00
840730	Divine Highway Bridge Feasibility Study	\$6,529.91
	TOTAL	\$599,966.08
F&V Operations & Resource Management *Operations*		
712018	Portland WWTP O&M	\$162,267.91
	TOTAL	\$162,267.91

Portland, Michigan 2019 Annual Electric Report

Kilowatts Purchased

	2017	2018	2019
Constellaion	0	0	0
MPPA	35,797,907	37,715,601	36,571,094
MPPA (Belle River)	0	0	0
MPPA (Campbell)	0	0	0
Integrys	0	0	0
ESP	0	0	0
Hydro Generation	1,869,575	2,000,069	2,163,850
Diesel Generation	0	0	0
Total	37,667,482	39,715,670	38,734,944

Electric Purchase Costs

	2017	2018	2019
MPPA	\$ 2,213,617.50	\$ 2,169,762.27	\$ 2,081,926.88
MPPA (Belle River)	\$ -	\$ -	\$ -
MPPA (Campbell)	\$ -	\$ -	\$ -
Integrys	\$ -	\$ -	\$ -
ESP	\$ -	\$ -	\$ -
Total	\$ 2,213,617.50	\$ 2,169,762.27	\$ 2,081,926.88

Kilowatts Used

Residential	16,071,858	17,402,816	16,361,322
Commercial	7,814,289	8,755,257	8,417,557
Lg. Demand/General	8,906,146	9,050,064	8,802,891
Street Lights	342,838	338,392	326,168
Diesel Plant	96,760	118,600	133,400
Hydro-Not Billed	24,968	22,058	20,820
Total	33,256,859	35,687,187	34,062,158

Unaccounted For (Loss to System) **4,410,623** **4,028,483** **4,672,786**

Line Loss % **11.71%** **10.14%** **12.06%**

Average Cost Per KWH Purchased

\$ **0.06** \$ **0.05** \$ **0.05**

Electric Billed to Customers

PCA Billed-Residential	\$ 41,019.57	\$ 87,446.82	\$ 149,497.15
PCA Billed-Commercial	\$ 20,358.33	\$ 42,935.48	\$ 76,827.22
PCA Billed-Lg. General	\$ 25,431.80	\$ 47,969.96	\$ 79,797.29
Residential	\$ 1,776,095.93	\$ 1,701,764.05	\$ 1,730,941.77
Residential EO Charge	\$ 30,547.13	\$ 29,298.26	\$ 29,494.63
Geothermal Discount	\$ (1,083.90)	\$ (1,339.84)	\$ (1,411.86)
Commercial	\$ 849,796.45	\$ 835,821.23	\$ 895,872.15
Commercial/LG EO Chg	\$ 29,209.75	\$ 29,148.62	\$ 29,436.57
Lg. General/Demand	\$ 836,514.83	\$ 782,490.23	\$ 764,749.55
Lg. EO Charge	\$ 220.80	\$ 220.80	\$ 220.80
Street Lights	\$ 48,621.08	\$ 47,444.89	\$ 46,244.48
Tax	\$ 135,555.69	\$ 133,411.29	\$ 143,234.08
Rental Lights	\$ 3,037.63	\$ 3,037.63	\$ 2,992.36
Total	\$ 3,795,325.09	\$ 3,739,649.42	\$ 3,947,896.19

Residential Customers	2195	2234	2238
Commercial Customers	319	328	333
Lg. General/Demand	16	15	15
Total	2530	2577	2586





City of Portland

Board of Light & Power

Annual Report

for

2019

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

City of Portland
Board of Light & Power

Demand for the City of Portland for 2019 (KW)

2019 MPPA and hydro combined

January 5605

February 5316

March 5417

April 4518

May 4724

June 7429

July 8646

August 8691

September 7346

October 5320

November 5338

December 5612

KWHS for 2019 MPPA and hydro combined

January 3,273,694

February 2,888,283

March 2,993,259

April 2,581,737

May 2,687,511

June 2,954,501

July 3,879,981

August 3,577,397

September 2,935,077

October 2,800,011

November 2,897,246

December 3,102,397

Hydro Production Report for 2019

Monthly Production

January	174,812 KW
February	89,049 KW
March	115,200 KW
April	216,672 KW
May	198,206 KW
June	166,800 KW
July	210,449 KW
August	147,921 KW
September	107,807 KW
October	262,577 KW
November	233,205 KW
December	246,152 KW

Total 2,168,805 KW for 2019

Total	2,000,068 KW for 2018
Total	1,869,575 KW for 2017
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	\$	17167.65
Weekend labor	est. \$	15,000.00
Total expenses for 2019	\$	37,332.66

Total Expenses for 2018	\$	57,635.72
Total Expenses for 2017	\$	57,079.99
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 2019 . 02 cents

Price for KWH for 2018	.030 cents
Price for KWH for 2017	.030 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

26 year averaged price KWH (Hydro) .0148

Averaged price for purchased KWH in 2019	.060	
Averaged price for purchased KWH in 2018	.060	
Averaged price for purchased KWH in 2017	.061	
Averaged price for purchased KWH in 2016	.066	
Averaged price for purchased KWH in 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)

Summary of Hydro

Savings on KWH for 2019	\$ 86,752.20
Savings on KW demand for 2019(avg.)	\$ 19,740.00
Total savings for 2019	\$ 106,492.20
Compared to market green power (.09)	\$ 195,192.00

The price for KWH is pretty good this year. I show all work/expenses for a single year. These should be spread over the life of the FERC license. This would bring the cost down.

In the fall of 2008, the State Legislature passed PA 295. This requires us to provide/purchase escalating amounts of "Green Power", which our hydro qualifies for. Green Power on the market is going for .090 cents, plus transmission charges, depending on where it may come from. The hydro will be more valuable to us and our customers, to offset some of this higher price green power.

Beginning in January of 2012 we started retiring Our Renewable Energy Credits the hydro has accumulated for us over the past 3 years.

These savings are estimates. They are based on CP's demand charge for firm service @ \$6.50. During the summer energy is being quoted quite high. Megawatt hours have been sold for several thousand dollars in the past. During this time the hydro can save us about \$1.50 per kilowatt hour.

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, Mi. 48875

Misc. Items for the year.

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 2019 and 2020.

We installed a three phase circuit from the sub-station to the downtown area. Waiting to hook it up with an outage.

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.

The boards were repaired on the dam.

Some new homes were hooked up to our system during 2019 in various areas.

The "Brook" senior center was started.

A co-ordination study was started in 2015. The purpose is to allow placing fault interruption equipment around various locations to improve reliability. The fault interrupters were delivered in 2018/2019. Planned to finish installing in 2020.

Purchased/upgraded new skid-steer

Purchased/upgraded new trailer for equipment

We hired one lineman due to retirement of one lineman.

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 2019:

Would like to complete substation studies esp. with some new construction anticipated. (Have discussed with engineering).

Replace transformer bank feeding main street. (Somewhat complete)

Replace fuel oil tank. (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. Divine Hwy. and Charlotte Hwy. are some target areas.

Install various 3 phase fault interrupters throughout our System. These have been delivered.

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 six year upgrade plan for our system. (Somewhat completed with a cost shown)

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 2019 by Circuits: 2018 2019

Westside Residential Circuit:

Primary Outages on overhead distribution-----1-----0
Primary Outages on underground distribution-----0-----2
Major primary outages on overhead distribution-----0-----0
Major primary outages on underground distribution----0-----1
Primary outages on underground caused by dig-ins----0-----0
Secondary outages caused by dig-ins-----2-----0
Secondary trouble calls on overhead distribution----0-----0
Secondary trouble calls on underground distribution--1-----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-----0
Secondary trouble calls on overhead distribution----0-----0
Secondary trouble calls on underground distribution--1-----0

South Circuit:

Primary outages on overhead distribution-----2-----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-----1

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

Downtown Circuit:

Primary outages on overhead distribution-----0-----0
Primary outages on underground distribution-----0-----1
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-----1
Primary outages on underground distribution-----0-----1
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-----1

Consumers Outage-----1

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 2019-----	\$ 2807.00
Total for 2018-----	\$ 1532.00
Total for 2017-----	\$ 5613.80
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 30 years---\$167783.00

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 2019

January---Present: Alberta, Baldyga (Lakin excused)
February---: No quorum
March---Present: Combined meeting (April) Alberta, Baldyga
April---Present: Combined meeting (March) Alberta, Baldyga
May---Present: Alberta, Baldyga, Lefke
June---Present: Alberta, Baldyga, Lefke
July---Present: Baldyga, Lefke (Alberta excused)
August---Present: Alberta, Baldyga, Lefke
September---Present: Alberta, Baldyga (Lefke excused)
October---Present: Alberta, Baldyga, Lefke
November---Present: Alberta, Baldyga, Lefke
December---: No meeting



**Parks, Recreation
&
Cemetery Annual
Report**

2019

To: Portland City Council / City Manager
From: Parks, Recreation & Cemetery Director
Re: 2019 Parks, Recreation & Cemetery Annual Report

You will find attached the Annual report for the Parks, Recreation & Cemetery Department.

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.

<u>GRAVE OPENINGS</u>	<u>CHARGE</u>	<u>TOTAL REV</u>
12	Burial of Res. @ \$ 225.00	\$ 2,700.00
3	* Burial of Res. @ \$ 375.00	\$ 1,125.00
8	Burial of Nonres @ \$ 350.00	\$ 2,800.00
2	* Burial of Nonres @ \$ 500.00	\$ 1,000.00
9	Cremation of Res @ \$ 75.00	\$ 675.00
14	Cremation of Nonres @\$ 125.00	\$ 1,750.00
3	* Cremation of Res @ \$225.00	\$ 675.00
3	* Cremation of NonRes @ \$ 275.00	\$ 825.00
54	TOTALS	\$ 11,550.00

B. GRAVE OPENING TOTALS - LAST FIVE YEARS

	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Burial of Resident	12	10	9	9	12
Burial of Nonresident	13	3	4	4	8
*Burial of Resident	2	1	4	12	3
* Burial of Nonresident	4	3	1	2	2
Cremation of Resident	3	5	10	9	8
*Cremation of Resident	1	2	5	3	3
Cremation of Non-Resident	10	5	4	4	12
* Cremation of Non-Resident	3	1	3	3	3
Disinterment	0	1	1	0	0
Burial of Resident Baby	0	0	0	0	1
Burial of Nonresident Baby	1	1	0	0	2
* Burial of Nonresident Baby	0	0	0	0	0
	36	49	32	41	54

* AFTER HOURS OR SATURDAY BURIALS WITH OVERTIME CHARGE

C. LOT SALES

<u>NUMBER OF GRAVES SOLD</u>	<u>CHARGE RESIDENCY</u>	<u>2018 TOTAL REVENUE</u>
12	Resident Full Burial Grave @ \$ 250.00	\$ 3,000.00
23	Nonresident Full Burial @ \$425.00	\$ 9,775.00
3	Resident Cremation Graves @ 125.00	\$ 375.00
0	Non-Resident Cremation Grave @ 212.50	\$ 0.00
38	TOTAL NUMBER OF GRAVES SOLD	\$13,150.00

PERPETUAL CARE CHARGE	\$ 4,800.00
REVENUE EXCLUDING PERPETUAL CARE	\$ 8,350.00

D. FOUNDATION CHARGES

19 Foundations of various sizes	\$ 3,650.80
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E. CEMETERY TOTALS FOR LAST FIVE YEARS

<u>TOTALS</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
# Grave Openings	49	32	41	46	54
# Graves sold	33	16	43	20	38
# Foundations	29	30	21	23	19
Revenue openings	\$12,625	\$7,080	\$8,850.00	\$11,500.00	\$11,550.00
Rev grave sales	\$5,375	\$2,737.50	\$6,700.00	\$3,562.50	\$ 8,350.00
Rev Foundations	\$6,242.60	\$6,479.20	\$4,762.40	\$3,982.80	\$ 3,650.80
TOTAL REVENUE	\$24,242.00	\$16,296.70	\$20,312.40	\$19,045.30	\$23,550.80

II. PARKS DEPARTMENT

A. STUMP REMOVALS

<u>LOCATION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Right of Way	78	18	22	8	12
City Property	14	2	3	0	4
TOTALS	92	20	25	8	16

B. TREE PLANTING

<u>LOCATION</u>	<u>SP17</u>	<u>FALL17</u>	<u>SP18</u>	<u>FALL 18</u>	<u>SP19</u>	<u>FALL 19</u>
Curb Lawn	0	0	0	11	8	0
Cemetery	0	0	0	0	0	0
Parks	1	0	0	0	1	0
Downtown	0	0	0	1	0	0
TOTALS	1	0	0	12		

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

<u>LOCATION</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Curb Lawn	78	13	9	12	9
City Property	14	8	4	3	5
TOTALS	92	21	13	15	14

D. VEHICLE AND FUEL TOTALS FOR LAST FIVE YEARS

1. BREAKDOWN OF TOTALS

	2015	2016	2017	2018	2019
Gas	\$1,555.78	\$1,615.80	\$1,393.45	\$2,193.95	\$1,721.15
Diesel	\$1,880.41	\$1,739.40	\$1,575.29	\$1,950.02	\$1,664.77
Oil	\$ 234.68	\$ 245.74	\$ 233.72	\$ 277.26	\$ 283.93
Filters	\$ 298.05	\$ 276.84	\$ 264.12	\$ 303.47	\$ 297.19
Parts	\$ 4,202.12	\$4,391.27	\$3,726.17	\$4,011.68	\$3,441.25
Misc	\$ 205.96	\$ 266.24	\$ 306.53	\$ 357.92	\$ 275.50
Total	\$ 8,377.59	\$8,535.29	\$7,499.28	\$9,094.30	\$7,683.79

2. VEHICLE HOURS OVER LAST FIVE YEARS

VEHICLE #	2015	2016	2017	2018	2019
JD 4005 705	66	110	91	96	105
Ztrak 920 AC	157	244	150	144	132
Ztrak 920AP	98	306	125	131	126
Ztrak 950			176	335	300
JD 770 717	89	118	19	15	12
JD 3039 739	166	334	198	258	227
JD Gator 6X4	76	89	72	67	53
JD Gator 4x4	71	141	121	156	135

G. BOARDS AND COMMISSION ATTENDANCE RECORDS

- The Parks and Recreation Board attendance record from January 1st, 2018 thru December 2018. The Board typically does not meet during the months of July and December. The Board meets on the third Monday of month at Portland City Hall at 5:30 PM.

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

2. Tree Management Commission

FREED	3	2	1
CARR	3	2	1
LOGEL	3	3	0
NESS	3	3	0

H. RECREATION ANNUAL REPORT

- The Recreation Yearly Report is attached to this report and includes all participation and financial totals from August 1, 2018 – July 31, 2019

Annual Report to the
Portland City Council,
Danby Township Board,
Portland Township Board,
& Portland Community Fund



**Department of Parks and Recreation
City of Portland**

August 1, 2018 - July 31, 2019

INTRODUCTION

This report was created to keep the Portland City Council, Portland Township Board, Danby Township Board, Portland Community Fund, and the general public informed about the recreational programs offered by the Portland Parks & Recreation Department.

Included are the youth and adult programs that are offered throughout the school's calendar year beginning in August of 2018 and running through the summer in July of 2019. The participation total during that timeframe was 2252 participants, 1727 of which were youth program participants and 549 were adult program participants. If you have any questions or comments please feel free to contact the City of Portland Recreation Department at (517) 647-7985.

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**I. Youth Recreation:
A. Fall Recreation Programs**

1. Soccer

Program Participation		
Residency	#	%
City of Portland	48	29%
Portland Township	45	27%
Danby Township	44	26%
Eagle Township	6	4%
Orange Township	3	2%
Lyons Township	5	3%
Sebewa	7	4%
Other	9	5%
Total	167	100%

2. Flag Football 2nd/3rd Grade

Program Participation		
Residency	#	%
City of Portland	16	24%
Portland Township	21	31%
Danby Township	15	22%
Eagle Township	1	2%
Orange Township	5	7%
Lyons Township	3	4%
Sebewa	4	6%
Other	3	4%
Total	68	100%

3. Gymnastics

Program Participation		
Residency	#	%
City of Portland	13	30%
Portland Township	13	30%
Danby Township	9	21%
Eagle Township	2	5%
Orange Township	1	2%
Lyons Township	1	2%
Sebewa	2	5%
Other	2	5%
Total	43	100%

4. Basketball University

Program Participation		
Residency	#	%
City of Portland	6	13%
Portland Township	21	47%
Danby Township	7	16%
Eagle Township	3	7%
Orange Township	3	7%
Lyons Township	1	2%
Sebewa	3	7%
Other	1	2%
Total	45	100%

5. Archery

Program Participation		
Residency	#	%
City of Portland	6	38%
Portland Township	3	19%
Danby Township	4	25%
Eagle Township	1	6%
Orange Township	0	0%
Lyons Township	0	0%
Sebewa	1	6%
Other	1	6%
Total	16	100%

B. Winter Recreation Programs

1. Daddy Daughter Dance

Program Participation		
Residency	#	%
City of Portland	107	22%
Portland Township	131	27%
Danby Township	92	19%
Orange Township	29	6%
Eagle Township	34	7%
Lyons Township	24	5%
Sebewa	15	3%
Other	53	11%
Total	485	100%

2. 1st – 4th Grade Basketball

Program Participation		
Residency	#	%
City of Portland	40	20%
Portland Township	51	25%
Danby Township	32	16%
Eagle Township	6	3%
Orange Township	4	2%
Westphalia	19	9%
Lyons Township	3	1%
Sebewa	5	2%
Other	41	20%
Total	201	100%

3. Nerf

Program Participation		
Residency	#	%
City of Portland	6	38%
Portland Township	4	25%
Danby Township	3	19%
Eagle Township	0	0%
Orange Township	1	6%
Lyons Township	0	0%
Sebewa	2	13%
Other	0	0%
Total	16	100%

4. Kindergarten Basketball

Program Participation		
Residency	#	%
City of Portland	13	33%
Portland Township	12	30%
Danby Township	5	13%
Eagle Township	0	0%
Orange Township	4	10%
Westphalia	1	2%
Lyons Township	0	0%
Sebewa	2	5%
Other	3	7%
Total	40	100%

C. Spring Recreation Programs

1. Gymnastics

Program Participation		
Residency	#	%
City of Portland	13	22%
Portland Township	18	31%
Danby Township	17	29%
Eagle Township	2	3%
Orange Township	2	3%
Lyons Township	0	0%
Sebewa	4	7%
Other	2	3%
Total	58	100%

2. Basketball University

Program Participation		
Residency	#	%
City of Portland	5	20%
Portland Township	5	20%
Danby Township	7	28%
Eagle Township	1	4%
Orange Township	2	8%
Lyons Township	2	8%
Sebewa	0	0%
Pewamo	1	4%
Other	2	8%
Total	25	100%

3. 4&5 Flag Football

Program Participation		
Residency	#	%
City of Portland	14	27%
Portland Township	16	31%
Danby Township	13	25%
Eagle Township	0	0%
Orange Township	5	10%
Lyons Township	1	2%
Sebewa	2	4%
Other	1	2%
Total	52	100%

4. Archery

Program Participation		
Residency	#	%
City of Portland	6	38%
Portland Township	5	31%
Danby Township	1	6%
Eagle Township	0	0%
Orange Township	2	13%
Lyons Township	0	0%
Sebewa	2	13%
Other	0	0%
Total	16	100%

D. Summer Recreation Programs

1. Tball

Program Participation		
Residency	#	%
City of Portland	33	28%
Portland Township	36	31%
Danby Township	31	27%
Eagle Township	2	2%
Orange Township	5	5%
Lyons Township	0	0%
Sebewa	4	3%
Westphalia	1	1%
Other	4	3%
Total	116	100%

2. Kindergarten Coach Pitch

Program Participation		
Residency	#	%
City of Portland	22	31%
Portland Township	18	26%
Danby Township	17	24%
Eagle Township	2	3%
Orange Township	5	7%
Lyons Township	3	4%
Sebewa	1	1%
Other	2	3%
Total	70	100%

3. Girls 1st-4th Grade Softball

Program Participation		
Residency	#	%
City of Portland	11	15%
Portland Township	18	25%
Danby Township	27	37%
Eagle Township	4	5%
Orange Township	2	3%
Lyons Township	2	3%
Sebewa	4	5%
Other	5	7%
Total	73	100%

4. Golf Instruction-Willow Wood

Program Participation		
Residency	#	%
City of Portland	2	18%
Portland Township	5	45%
Danby Township	4	36%
Eagle Township	0	0%
Orange Township	0	0%
Lyons Township	0	0%
Sebewa	0	0%
Other	0	0%
Total	11	100%

5. Tot Soccer

Program Participation		
Residency	#	%
City of Portland	17	44%
Portland Township	9	23%
Danby Township	5	13%
Orange Township	1	2.5%
Eagle Township	1	2.5%
Lyons Township	1	2.5%
Sebewa	2	5%
Westphalia	1	2.5%
Other	2	5%
Total	39	100%

6. Tennis Camp

Program Participation		
Residency	#	%
City of Portland	31	37%
Portland Township	19	23%
Danby Township	13	16%
Eagle Township	2	2%
Orange Township	5	6%
Lyons Township	1	1%
Sebewa	2	2%
Other	10	12%
Total	83	100%

7. Archery 3rd-8th Grade

Program Participation		
Residency	#	%
City of Portland	6	23%
Portland Township	12	46%
Danby Township	4	15%
Eagle Township	2	8%
Orange Township	2	8%
Lyons Township	0	0%
Sebewa	0	0%
Other	0	0%
Total	26	100%

10. Sportsman Camp

Program Participation		
Residency	#	%
City of Portland	2	17%
Portland Township	9	75%
Danby Township	0	0%
Eagle Township	0	0%
Orange Township	0	0%
Lyons Township	0	0%
Sebewa	1	8%
Other	0	0%
Total	12	100%

8. Kindergarten/1st Grade Flag Football

Program Participation		
Residency	#	%
City of Portland	11	32%
Portland Township	11	32%
Danby Township	6	18%
Eagle Township	1	3%
Orange Township	3	9%
Lyons Township	0	0%
Sebewa	1	3%
Other	1	3%
Total	34	100%

E. Youth Participation Totals

Residency	#	%
City	442	26%
Portland Twp.	487	28%
Danby Twp.	359	21%
Eagle Twp.	69	4%
Orange Twp.	89	5%
Lyons Twp.	50	3%
Sebewa Twp.	66	4%
Other	165	9%
Totals:	1727	100%

9. Nerf

Program Participation		
Residency	#	%
City of Portland	14	45%
Portland Township	5	16%
Danby Township	3	10%
Eagle Township	4	13%
Orange Township	0	0%
Lyons Township	3	10%
Sebewa	2	6%
Other	0	0%
Total	31	100%

II. Adult Recreation

A. Fall Recreation Programs

1. Softball

Program Participation		
Residency	#	%
City of Portland	74	63%
Portland Township	12	10%
Danby Township	10	9%
Eagle Township	3	3%
Orange Township	2	2%
Lyons Township	7	6%
Sebewa	0	0%
Other	9	8%
Total	117	100%

B. Winter Recreation Programs

1. Basketball

Program Participation		
Residency	#	%
City of Portland	62	26%
Portland Township	37	15%
Danby Township	15	6%
Eagle Township	4	2%
Orange Township	4	2%
Lyons Township	4	2%
Sebewa	5	2%
Other	109	45%
Total	240	100%

2. Volleyball

Program Participation		
Residency	#	%
City of Portland	23	52%
Portland Township	10	23%
Danby Township	4	9%
Eagle Township	1	2%
Orange Township	0	0%
Lyons Township	2	5%
Sebewa	1	2%
Other	3	7%
Total	44	100%

C. Summer Recreation Programs

1. Softball

Program Participation		
Residency	#	%
City of Portland	58	39%
Portland Township	42	28%
Danby Township	15	10%
Eagle Township	4	3%
Orange Township	3	2%
Lyons Township	6	4%
Sebewa	1	1%
Other	19	13%
Total	148	100%

D. Adult Participation Totals

Residency	#	%
City	217	40%
Portland Twp.	101	18%
Danby Twp.	44	8%
Eagle Twp.	12	2%
Orange Twp.	9	2%
Lyons Twp.	19	3%
Sebewa Twp.	7	1%
Other	140	26%
Totals:	549	100%

III. Youth & Adult Participation Total

Residency	#	%
City	659	29%
Portland Twp.	588	26%
Danby Twp.	403	18%
Eagle Twp.	81	4%
Orange Twp.	98	4%
Lyons Twp.	69	3%
Sebewa Twp.	73	3%
Other	305	13%
Totals:	2252	100%

IV. Youth Recreation:

A. Fall Recreation Programs

1. Soccer

A. Revenue	Registration Fees:	\$6,285.00
	Total:	\$6,285.00
B. Expenditures	Shirts	\$890.00
	Total:	\$890.00
C. Total Revenue		\$6,285.00
D. Total Expenditures		\$890.00
E. Total Balance		\$5,395.00

2. Flag Football

A. Revenue	Registration Fees:	<u>\$2,565.00</u>
	Total:	
B. Expenditures	Shirts	\$362.99
	Officials:	<u>\$630.00</u>
	Total:	\$992.99
C. Total Revenue		\$2,565.00
D. Total Expenditures		<u>\$992.99</u>
E. Total Balance		\$1,572.01

3. Fall Gymnastics

A. Revenue	Registration Fees:	<u>\$1,705.00</u>
	Total:	\$1,705.00
B. Expenditures	Instructor Fee	<u>\$1,128.75</u>
	Total:	\$1,128.75
C. Total Revenue		\$1,705.00
D. Total Expenditures		<u>\$1,128.75</u>
E. Total Balance		\$576.25

4. Basketball University

A. Revenue	Registration Fees:	<u>\$1,685.00</u>
	Total:	<u>\$1,685.00</u>
B. Expenditures	Instructor Fee	<u>\$900.00</u>
	Total:	<u>\$900.00</u>
C. Total Revenue		\$1,685.00
D. Total Expenditures		<u>\$900.00</u>
E. Total Balance		<u>\$785.00</u>

5. Archery

A. Revenue	Registration Fees:	<u>\$670.00</u>
	Total:	<u>\$670.00</u>
B. Expenditures		<u>\$0.00</u>
	Total:	<u>\$0.00</u>
C. Total Revenue		\$670.00
D. Total Expenditures		<u>\$0.00</u>
E. Total Balance		<u>\$670.00</u>

B. Winter Recreation Activities

1. Daddy/Daughter Dance

A. Revenue	Registration Fees	<u>\$5,988.00</u>
	Total:	<u>\$5,988.00</u>
B. Expenditures	Gift (Oriental Trading)	\$383.52
	Food & Supplies	\$127.82
	Entertainment	\$500.00
	Photographer	<u>\$690.00</u>
	Total:	<u>\$1,701.34</u>
C. Total Revenue		\$5,988.00
D. Total Expenditures		<u>\$1,701.34</u>
E. Total Balance		<u>\$4,286.66</u>

2. 1st-4th Grade Basketball

A. Revenue	Registration Fees	\$9,720.00
	Sponsorship-Board of Light & Power	\$1,500.00
	Total:	<u>\$11,220.00</u>
B. Expenditures	Shirts	\$1,901.00
	Officials & Scorekeepers	\$1,102.00
	Total:	<u>\$3,003.00</u>
C. Total Revenue		\$11,220.00
D. Total Expenditures		<u>\$3,003.00</u>
E. Total Balance		<u>\$8,217.00</u>

3. Nerf

A. Revenue	Registration Fees:	<u>\$590.00</u>
	Total:	
B. Expenditures	Blasters	237.52
	Darts	43.02
	Safety Glasses	\$46.74
	Balloons	\$10.00
	Total:	<u>\$337.28</u>
C. Total Revenue		\$590.00
D. Total Expenditures		<u>\$337.28</u>
E. Total Balance		<u>\$252.72</u>

4. Kindergarten Basketball

A. Revenue	Registration Fees:	<u>\$1,500.00</u>
	Total:	\$1,500.00
B. Expenditures	Shirts	<u>\$239.00</u>
	Total:	\$239.00
C. Total Revenue		\$1,500.00
D. Total Expenditures		<u>\$239.00</u>
E. Total Balance		<u>\$1,261.00</u>

C. Spring Recreation Activities

1. Spring Gymnastics

A. Revenue	Registration Fees:	<u>\$2,260.00</u>
	Total:	\$2,260.00
B. Expenditures	Instructor Fee	<u>\$1,522.50</u>
	Total:	\$1,522.50
C. Total Revenue		\$2,260.00
D. Total Expenditures		<u>\$1,522.50</u>
E. Total Balance		\$737.50

2. Basketball University

A. Revenue	Registration Fees:	<u>\$1,010.00</u>
	Total:	\$1,010.00
B. Expenditures	Instructor Fee	<u>\$500.00</u>
	Total:	\$510.00
C. Total Revenue		\$955.00
D. Total Expenditures		<u>\$806.00</u>
E. Total Balance		\$149.00

3. 4&5 Flag Football

A. Revenue	Registration Fees:	<u>\$2,120.00</u>
	Total:	
B. Expenditures	Coach Shirts	\$69.00
	Player Shirts:	\$315.00
	Officials:	<u>\$150.00</u>
	Total:	\$534.00
C. Total Revenue		\$2,120.00
D. Total Expenditures		<u>\$534.00</u>
E. Total Balance		\$1,586.00

4. Archery

A. Revenue	Registration Fees:	<u>\$680.00</u>
	Total:	
B. Expenditures	Bows	<u>\$302.98</u>
	Total:	<u>\$302.98</u>
C. Total Revenue		\$680.00
D. Total Expenditures		<u>\$302.98</u>
E. Total Balance		<u>\$377.02</u>

D. Summer Recreation Activities

1. 4-5 Year Old T-Ball League

A. Revenue	Registration Fee	\$3,720.00
	Sponsorship-HomeWorks	<u>\$609.00</u>
	Total:	<u>\$4,329.00</u>
B. Expenditures	Coach Shirts \$5.75 each	\$115.00
	Player Shirts \$5.25 each	<u>\$609.00</u>
	Total:	<u>\$724.00</u>
C. Total Revenue		\$4,329.00
D. Total Expenditures		<u>\$724.00</u>
E. Total Balance		<u>\$3,605.00</u>

2. Kindergarten Coach Pitch

A. Revenue	Registration Fee	\$2,490.00
	Sponsorship-HomeWorks	<u>\$367.50</u>
	Total:	<u>\$2,857.50</u>
B. Expenditures	Coach Shirts \$5.75 each	<u>\$69.00</u>
	Player Shirts \$5.25 each	<u>\$367.50</u>
	Total:	<u>\$436.50</u>
C. Total Revenue		\$2,857.50
D. Total Expenditures		<u>\$436.50</u>
E. Total Balance		<u>\$2,421.00</u>

3. Girls 1st-4th Grade Softball

A. Revenue	Registration Fee	\$1,410.00
	Sponsorship-HomeWorks	<u>\$383.25</u>
	Total:	\$1,793.25
B. Expenditures	Coach Shirts \$5.75 each	\$86.00
	Player Shirts \$5.25 each	\$383.25
	Umpires	<u>\$400.00</u>
	Total:	\$869.25
C. Total Revenue		\$1,793.25
D. Total Expenditures		<u>\$869.25</u>
E. Total Balance		\$924.00

4. Golf Instruction at Willow Wood Golf Course

A. Revenue	Registration Fees:	<u>\$505.00</u>
	Total:	\$505.00
B. Expenditures	Instructor Fees	\$378.75
	Total:	\$378.75
C. Total Revenue		\$505.00
D. Total Expenditures		<u>\$378.75</u>
E. Total Balance		\$126.25

5. Tot Soccer

A. Revenue	Registration Fees	<u>\$995.00</u>
	Total:	\$995.00
B. Expenditures	Instruction Fee	<u>\$746.25</u>
	Total:	\$746.25
C. Total Revenue		\$995.00
D. Total Expenditures		<u>\$746.25</u>
E. Total Balance		\$248.75

6. Tennis Camp

A. Revenue	Registration Fees	<u>\$6,880.00</u>
	Total:	\$6,880.00
B. Expenditures	Instruction Fee	\$5,118.02
	Shirts	<u>\$806.98</u>
	Total:	\$5,925.00
C. Total Revenue		\$6,880.00
D. Total Expenditures		<u>\$5,925.00</u>
E. Total Balance		\$955.00

7. Archery

A. Revenue	Registration Fees:	<u>\$1,140.00</u>
	Total:	
B. Expenditures		<u>\$0.00</u>
	Total:	\$0.00
C. Total Revenue		\$1,140.00
D. Total Expenditures		<u>\$0.00</u>
E. Total Balance		\$1,140.00

8. Kindergarten/1st Grade Flag Football

A. Revenue	Registration Fees:	<u>\$1,225.00</u>
	Total:	
B. Expenditures	Shirts	\$233.00
	Officials:	<u>\$240.00</u>
	Total:	\$473.00
C. Total Revenue		\$1,225.00
D. Total Expenditures		<u>\$473.00</u>
E. Total Balance		\$752.00

9. Nerf War

A. Revenue	Registration Fees:	<u>\$680.00</u>
	Total:	\$680.00
B. Expenditures	Photographer	\$40.00
	Darts	<u>\$63.54</u>
	Total:	\$103.54
C. Total Revenue		\$680.00
D. Total Expenditures		<u>\$103.54</u>
E. Total Balance		\$576.46

10. Sportsman Camp

A. Revenue	Registration Fees:	<u>\$530.00</u>
	Total:	\$530.00
B. Expenditures	Camp Staff	\$ 100.00
	Supplies	<u>\$27.17</u>
	Total:	\$127.17
C. Total Revenue		\$530.00
D. Total Expenditures		<u>\$127.17</u>
E. Total Balance		\$402.83

V. Adult Recreation:

A. Fall Recreation Programs

1. Softball

A. Revenue	Team Fees	\$4,360.00
	Player Fees	<u>\$3,310.00</u>
	Total:	\$7,670.00
B. Expenditures	Umpire/Scorekeepers:	\$2,720.00
	Softballs	\$595.00
	Shirts	\$419.72
	Trophies	\$96.00
	Total:	\$3,830.72
C. Total Revenue		\$7,670.00
D. Total Expenditures		<u>\$3,830.72</u>
E. Total Balance		\$3,839.28

B. Winter Recreation Programs

1. Basketball

A. Revenue		
	Team Entry Fees	\$10,150.00
	Player Fees	<u>\$6,385.00</u>
	Total:	\$16,535.00
B. Expenditures		
	Officials & Scorekeepers	\$8,700.00
	T-Shirts	\$437.80
	Trophies	\$159.96
	Total:	\$9,297.76
C. Total Revenue		\$16,535.00
D. Total Expenditures		<u>\$9,297.76</u>
E. Total Balance		\$7,237.24

2. Volleyball

A. Revenue		
	Registration Fees	\$1,280.00
	Player Fees	<u>\$1,015.00</u>
	Total:	\$2,295.00
B. Expenditures		
	Trophy & Shirt	\$153.79
	Officials	<u>\$800.00</u>
	Total:	\$953.79
C. Total Revenue		\$2,295.00
D. Total Expenditures		<u>\$953.79</u>
E. Total Balance		\$1,341.21

D. Summer Recreation Programs

1. Softball

A. Revenue		
	Team Entry Fees	\$5,150.00
	Player Fees	<u>\$3,425.00</u>
	Total:	\$8,575.00
B. Expenditures		
	Umpire/Scorekeepers:	\$2,448.00
	Softballs	\$408.00
	Shirts	\$289.90
	Gift Card	\$125.00
	Trophy	\$64.00
	ASA Registration	\$765.00
	Total:	\$4,099.90
C. Total Revenue		\$8,575.00
D. Total Expenditures		<u>\$4,099.90</u>
E. Total Balance		\$4,475.10

VI. Programs Revenues & Expenditures Summary

A. Revenue

Program Revenue	\$94,232.75
City of Portland Contribution	\$32,000.00
Danby Township Contribution	\$ 8,000.00
Portland Township Contribution	<u>\$ 8,000.00</u>
Total Revenue	\$142,232.75

B. Expenditures

Program Expenditures	\$40,323.47
Personnel	\$78,107.00
Administrative Services	\$12,768.00
Contracts & Services	<u>\$ 6,748.00</u>
Total Expenditures	\$137,946.50

C. Balance	\$ 4,286.25
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Respectfully Submitted,

Neil Brown, Director
Parks, Recreation, & Cemetery
City of Portland



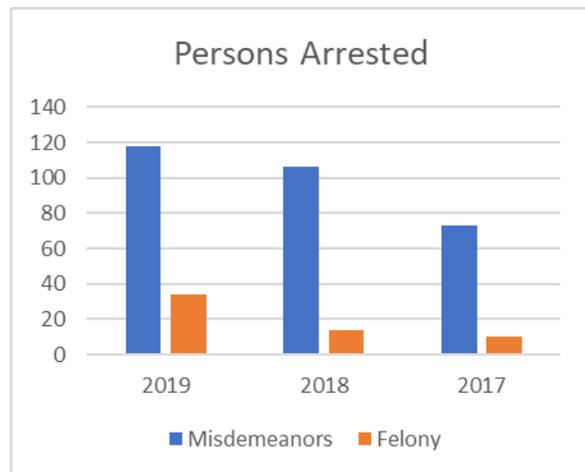
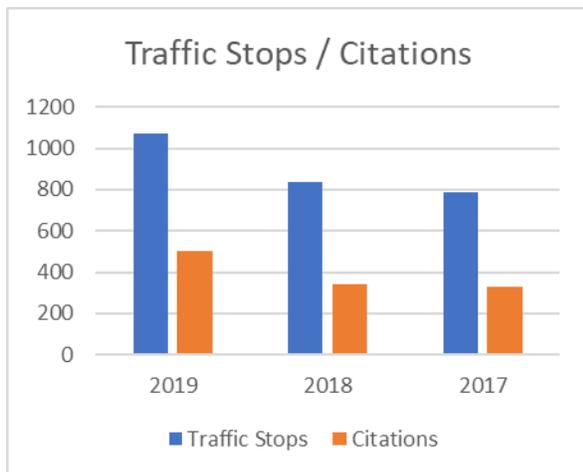
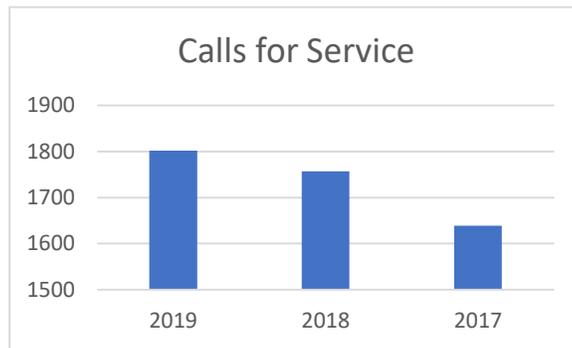
2019 Annual Report

2019 Annual Report

Police Response

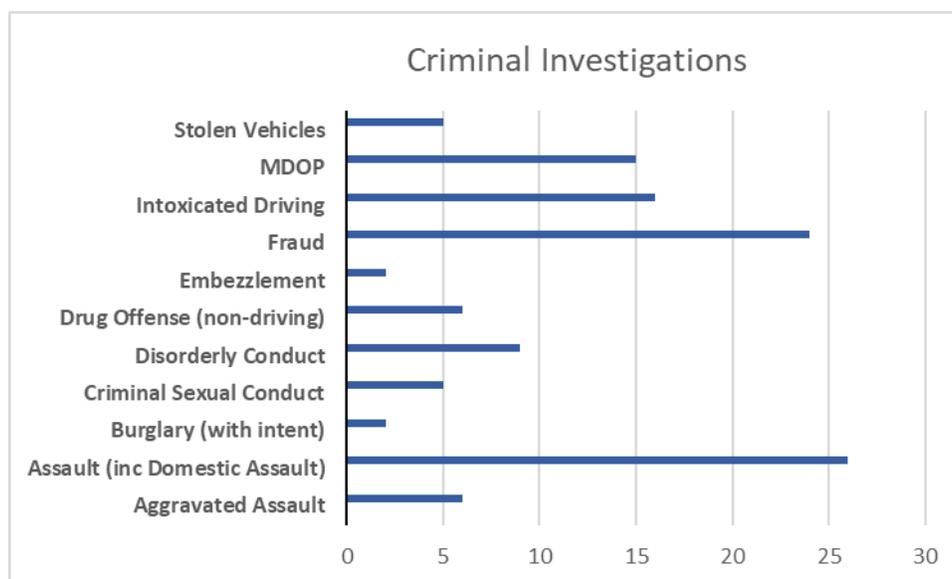
Officers at the Portland Police Department responded to 1,802 original calls for service in 2019; this is an increase in calls compared to both 2018 and 2017. These calls do not include tasks such as investigative follow up, PBT's, FOIA or gun permit requests, subpoena services, court appearances, school visits, community events, attendance at training, or duties completed as an administrative function.

Persons arrested, traffic stops and traffic citations all saw a substantial increase over prior years. There were 118 persons arrested for 183 misdemeanor charges and 34 persons arrested for 51 felony charges. Officers stopped 1,071 cars and issued 502 traffic citations.



Criminal Investigations

The chart following represents several of the criminal investigations Portland police officers have investigated. Assists to other agencies in the form of forensic interviews, recovery of stolen property, and traffic offenses, warrant arrests and PPO violations have not been included.



- Traffic crashes increased to 125 in 2019 compared to 89 crashes in 2018.
- Arrests for drug offenses saw a substantial decrease compared to prior years due to the change in laws regarding marijuana.

Notable Investigations

A delayed report of an aggravated domestic assault occurred during the month of February. Chief Thomas worked closely with the victim who had been assaulted by a spouse using a hammer as a weapon. Forensic evidence was used to assist in establishing probable cause to arrest the suspect who later pled to felony assault charges.

Five vehicles were stolen in 2019 beginning during the month of August. All vehicles were left unlocked with the keys inside. Officer Goggins was the lead officer on these investigations and developed suspects for each of these incidents including stolen cars in two other jurisdictions; he was assisted by Chief Thomas and Officer Kauffman as well as Clinton County Sheriff's Deputies. Arrest warrants have been sought in all cases.

A Portland business owner residing outside of the City reported several stolen weapons from his residence in Mulliken. Chief Thomas and Officer Goggins assisted the Eaton County Sheriff's Department with this investigation by maintaining close contact with the victim and conducting surveillance on the suspects. Portland officers were able to eventually conduct a traffic stop inside the City where one of the stolen weapons was recovered along with a stolen vehicle reported in another jurisdiction. Information from this stop led to the recovery of additional stolen vehicles along with the majority of the firearms that had been reported. Four suspects were arrested due to this traffic stop.

In September, several young adults met for a pre-arranged meeting at the Portland Bogue Flats recreation area. What was reported to have been a planned fight escalated when a young adult male was shot one time in the back. Five subjects were arrested including one juvenile male who was charged as an adult; an additional

juvenile was processed through juvenile court in connection with the shooting. This case is currently being decided at the 8th Circuit Court, Ionia County.

Portland Police Department responded to the scene of a crash on I-96 in September 24, 2019. The crash occurred in a construction zone when a passenger vehicle and a unit of heavy construction equipment collided. The operator of the construction equipment succumbed to his injuries on September 30, 2019. This investigation is currently under review by the Ionia County Prosecutors for the charges of 1) Moving Violation Causing Death, and 2) No Insurance.

Possession of narcotic investigations have decreased compared to prior years due to the general legalization of marijuana. Despite this, narcotic investigations conducted by the Portland Police Department have resulted in several arrests for possession of marijuana on school property and separate charges for possession of methamphetamine, cocaine, and crack-cocaine.

In 2018, Officer Groenhof investigated a complaint of fraudulent prescriptions being passed at Tom's Food Center Pharmacy. A second investigation began in November of 2019. A suspect was identified with the assistance of Ingham County Sheriff's Department; this suspect has a lengthy history of similar behavior. The Ionia County Prosecutors Office is currently reviewing this case.

Personnel

The Department began 2019 with (8) officers including a police chief, (6) full-time officers, (1) part-time officers, and (1) volunteer. An additional volunteer was added and one officer position was lost due to resignation; it is unknown whether this position will be replaced.

There is currently one Portland officer assigned to the Ionia County Dive Team, one officer assigned to the IM SAFE Child Advocacy Center as a forensic interviewer, and two officers assigned to work with Ionia County Emergency Management as ALICE instructors. The Department currently has the only person certified to check child passenger seats in Ionia County.

Several officers received life saving awards in October of 2019.

- October 2018 – Officer Listerman responded to the scene of a female patient who was unresponsive and not breathing; he arrived first to the scene and immediately applied an AED. A shock was not advised, so Officer Listerman continued CPR until paramedics arrived; a pulse was eventually located and the woman was transported to a local hospital and later released.
- April 2019 – Officers Goggins and Kauffman responded to the scene of a violent, out of control man who was suspected to be under the influence of alcohol and drugs; he was bleeding significantly from several deep lacerations in his right arm. The officers recognized that one laceration had cut a major artery. Officers worked to physically control him and apply a tourniquet at the same time. Officers then continued to restrain the man while paramedics provided medical care and medication to subdue him. The man survived the encounter and maintained full use of his arm.
- September 2019 Officers Kauffman and Burkhardt responded to assist Portland Ambulance with a female patient who was not breathing. An AED was applied and CPR was started prior to the ambulance crew arriving. All responding personnel then worked together to resuscitate the woman who survived the ordeal and was released from the hospital after six days.

School / Community Engagement

The Portland Police Department has continued to remain a presence in the school systems and visits schools and daycare/preschools several times per week. In addition to regular visits, officers and volunteers attended nearly all of the home football and basketball games. Area emergency services, including the police department, partnered with the Portland Middle School to sponsor low-income / at-risk students during the Christmas season.

Officer Kauffman obtained his certification to complete car seat checks and will be reaching out to the community to offer this service beginning in February 2020.

Officers raised \$659 for the IM SAFE CAC during a “No Shave November” event.

Portland Officers Listerman and Goggins are both trained as instructors in ALICE – Alert, Lockdown, Inform, Counter, Evacuate – and worked with city businesses and schools to teach staff and students how to be proactive during an incident involving active violence encounters. Officers taught several sessions at the Portland Community Library, Portland Products, and St. Patrick’s School including staff and students.

The Portland Police Department participated in several community events throughout the year. Officers were able to provide services such as security and designated traffic control for several festivals, parades, and running events / races at no additional cost to the event organizers. These events included:

Portland Winter Run
March is Reading Month
4th of July Fireworks
BeerFest 2019
PHS Homecoming
St Patrick’s Half Marathon
Shop with a Hero – Ionia County
Portland Sesquicentennial Events

Memorial Day Parade
St Patricks Summer Fest
4th of July Parade
Relay for Life Half Marathon
St Patrick’s Homecoming
PHS Trunk or Treat
Holiday Fest Parade / Events



(L – R) Officer Smith, Sgt Groenhof, Officer Burkhardt, Officer Kauffman, Officer Goggins, Officer Listerman, Chief Thomas



(L – R) City Manager Gorman, Officer Listerman, Officer Kauffman, Officer Goggins, Chief Thomas



4th of July Parade



No Shave November Event



Sgt Groenhof during Shop with a Hero – Meijer



Officer Kauffman while on patrol



Oakwood Elementary – Pizza with the Police



2019



Annual Report

January 17, 2020

TO: TUTT GORMAN, City Manager

FROM: Phil Gensterblum, Ambulance Director

Our call took a minor drop for the first time since 2012, in 2019 Portland Ambulance responded to 954 calls for assistance. As with 2018 we never hit 100 calls in a month, our highest for 2019 was 97 in one month. For '19 our service averaged 79.5 calls/month. Subsequent calls (2nd/3rd out calls) for the year were at 86, previous year was 106. We received mutual aid on 22 occasions which represents us handling 98% of our calls, a minor decrease from the 99% in previous years. Mutual aid to other departments increased to 90 this year. Typically our assists have generally mostly been to Ionia Life however they've increased their ability to pull a truck from Grand Rapids, our assists to them decreased to 52 as compared to 65 the previous year. Assists to both Delta Twp and Grand Ledge have increased significantly due to Delta removing two ambulances from service due to staffing issues. We provided them 38 assists compared to 15 in 2018. This last year we only did 1 transfer due to our own staffing issues. I cannot justify doing those if we have less availability for 2nd crew.

While generally staffing is an issue with part time staff, 2019 proved to be difficult with full time. In August James Snarski resigned his position with us to obtain a traditional job meaning M-F. With 2 young children at home he felt it was best to home nights and weekends with them. In September Brad Chartrand stepped down as a full time paramedic to pursue a career in aviation instruction. Both times we took applications we received 2 apps each time. This speaks as to the shortage of people entering the EMS field, it is getting very difficult to gain applicants. Josh Campbell was one of our new full time paramedics and he started in September. He is very well liked by the department and is working out well. I have received several letters of thanks and appreciation from patients he has taken care of. The other recent full time person hired had resigned his spot shortly after accepting it. The newest member is Heather Crosby who will be starting in January. She, like Josh, comes to us from AMR. Our part time pool has been staying pretty consistent at 13 staff members. There have been very few open shifts requiring coverage. I do know we will be losing 2-3 part-time people in 2020 due to school and moving on in their career. I'm hoping we can pick up a couple good applicants to round back out the part-time pool. Overall, EMS in general is in jeopardy of having a major shortage of personnel. As I mentioned above our neighbor to the east has taken 2 fully staffed trucks off the road due to inability to find staff. We will all be in that same situation in the coming years I feel.

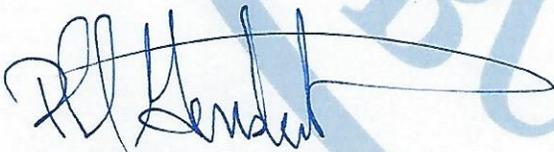
With the above mentioned departure of Brad Chartrand we are limiting the amount of education we are doing and primarily keeping it just to our own needs for continuing education and medical control certifications. We may expand that again in the future but at this point the most we would do if an Emergency Responder Class, which is what the FD's require to run with us.

Our vehicle fleet has been serving us well. The 2017 Ford was our first truck in a while with a gasoline engine and that has been running/holding up quite well. It is proving to be a very good chassis. Of course the Duramax diesel powered Chevrolet is doing well for us. Our 2008 Ford is holding its own and serving well in a backup mode for us although in the next 2-3 years we should begin searching for a replacement for it.

So we are approaching a year since we implemented our service to the 800 MHz system. It is proving to be a very good decision as we are the only service on this frequency for the most part. When we need to contact Central Dispatch we are able to. We've had very few hiccups with the switch over. Currently Eaton County is approaching a changeover to this system as well which will make contact with their departments a much smoother ordeal than historically having to switch to a totally different radio. In due time Clinton County will also be on this system which will mean 1 radio for us and we will be able to communicate with all the departments we work with only the switch of a channel select button. As we are all aware, the most common complaint of interagency operations is communication. With these changes we are taking that issue out of the equation hopefully.

It continues to be my pleasure to serve as the director for Portland Ambulance.

Respectfully submitted,



Phil Gensterblum, Director

Portland Ambulance Service

Unit of Government breakdowns

Resident vs. Non-Resident

Unit	Call volume	Resident	Non-Resident
City of Portland	309	251	58
Danby Township	122	109	13
Lyons Township	64	58	8
Orange Township	51	38	13
Pewamo Village	16	16	0
Portland Township	189	167	22
Sebewa Township	49	41	8
Westphalia Township	36	32	4
Westphalia Village	28	27	1

Mutual Aid <u>received</u> this year from neighboring departments	From Life EMS 16	From Grand Ledge 1	From Delta Fire 0	From CAAS 5

Mutual Aid <u>given</u> this year (not incl transfers)	Delta Township	Eaton Area EMS	Grand Ledge	Life EMS
	12	0	26	52

* MA to Life EMS to the following units: Berlin Twp 4, Boston Twp 3, Campbell Twp 4, Easton Twp 3, Ionia City 12, Ionia Twp 3, Lake Odessa 4, Lyons Vill 3, Muir Vill 2, Odessa Twp 5, North Plains Twp 0, Orange Twp 7, Ronald Twp 0, Saranac Vill 2.

Ten Year History of Calls

Year	Total Calls	Billable Calls
2009	721	581
2010	741	581
2011	791	619
2012	762	688
2013	815	690
2014	831	629
2015	935	739
2016	958	785
2017	971	786
2018	1006	793
2019	954	717

2019 Statistics

Hospitals transported to	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Sparrow Main	22	26	31	27	14	29	28	30	31	36	34	28	336
McLaren Gr Lans (Ingham)	5	6	8	5	5	8	8	5	4	3	1	3	61
Sparrow St. Lawrence	0	0	0	0	0	0	0	0	0	0	0	0	0
Sparrow Ionia	19	31	16	21	18	18	24	25	22	11	21	16	242
Sparrow Clinton Mem	2	0	0	2	1	0	1	2	2	0	0	0	10
Sparrow Carson City	1	1	0	0	0	0	0	0	0	0	0	0	2
Pennock Hastings	0	0	0	0	0	0	0	1	0	1	0	0	2
Butterworth GR incl DVCH	0	3	0	2	3	4	3	4	6	1	2	1	29
Blodgett GR	0	0	0	0	0	0	0	0	0	1	0	0	1
Metro GR	0	0	0	0	0	0	0	0	0	1	0	0	1
St. Mary's GR	0	0	0	0	0	1	0	0	0	0	0	0	1
Hayes Green Beach	0	0	0	0	0	0	1	0	1	1	0	0	3
University of Michigan	0	0	0	0	0	0	0	0	1	0	0	0	1
Pine Rest	0	0	0	0	0	0	0	0	0	0	0	0	0
Forest View	0	0	0	0	0	0	0	0	0	0	0	0	0
Priv Residence	0	0	0	0	0	0	0	0	0	0	0	0	0

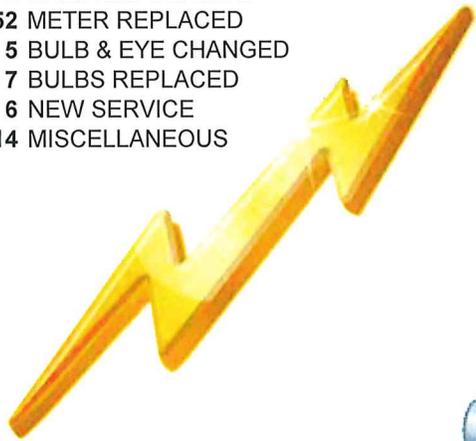
Types of Calls	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2nd/3rd out calls	4	7	10	11	3	7	5	9	13	6	6	5	86
Amb Subscription Uses	0	0	0	5	1	4	4	7	1	6	2	2	32
Chest pain	5	7	10	7	10	3	6	10	5	7	9	5	84
Difficulty breathing	4	11	12	11	3	7	12	6	3	8	11	10	98
CVA/Strokes	2	2	0	2	1	2	3	4	1	2	2	2	23
Diabetic	2	0	1	3	3	2	2	1	3	1	3	3	24
Others (Medical type)	26	35	29	25	15	39	41	31	44	32	23	28	368
Motor Vehicle Accidents	8	7	8	6	7	5	7	21	13	5	21	7	115
Falls	10	13	6	17	11	10	11	12	12	15	12	9	138
Sports related	0	1	0	1	1	0	0	0	1	1	0	0	5
Assaults	2	0	0	0	1	0	0	1	2	0	2	0	2
Industrial	0	0	0	0	0	0	0	1	0	0	0	0	2
Other (Traumatic type)	3	2	1	5	2	2	3	3	3	2	2	2	30
Psyche calls	8	1	1	3	3	2	2	5	2	6	2	2	37
Cardiac Arrest	1	0	0	1	0	0	0	1	1	2	1	1	8
DOA (Dead on Arrival)	0	3	2	1	0	0	0	0	2	1	0	2	11
Transfers*	0	1	0	0	0	0	0	0	0	0	0	0	1
Mutual Aid *Incl transfers	5	5	7	3	5	8	11	13	11	9	9	5	91

Times of Calls	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
00:00-08:00	15	12	16	14	9	17	11	15	18	17	20	12	176
08:00-16:00	34	42	29	34	26	35	47	42	32	35	36	33	426
16:00-00:00	22	30	29	34	20	20	31	40	41	26	31	26	352

WORK ORDER RE CAP 2019

ELECTRIC DEPARTMENT

- 8 CHECKED SERVICE
- 52 METER REPLACED
- 5 BULB & EYE CHANGED
- 7 BULBS REPLACED
- 6 NEW SERVICE
- 14 MISCELLANEOUS



DPW

- 14 TREES REMOVED
- 2 TREES TRIMMED
- 1 SIDEWALK REPAIR
- 2 MISCELLANEOUS

WATER DEPARTMENT

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



CITY OF PORTLAND ZONING BOARD OF APPEALS

ANNUAL REPORT 2019

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 12, 2019	34 Minutes	5
December – No Meeting		

SUMMARY OF MEETINGS

November 12, 2019

- The Board considered and approved 3 variances under Section 42-283 requested by the Sparrow Medical Group for their development of an 11,000 square foot office/medical research building at 1850 Hyland Dr.

2019 STATISTICAL SUMMARY

- 1 Meetings Held
- Average Meeting Length –34 minutes
- Average of 5 Members Present
- 0 Variances Denied
- 3 Variances Approved
- 0 Request to Repeal a Decision of the Planning Commission

**CITY OF PORTLAND
PLANNING COMMISSION**

**ANNUAL REPORT
2019**

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 – No Meeting		
February – No Meeting		
March 13, 2019	1 hour, 30 minutes	7
April 10, 2019	46 minutes	7
May 8, 2019	1 hour, 59 minutes	5
June 12, 2019	1 hour, 23 minutes	5
July – No Meeting		
August – No Meeting		
September – No Meeting		
October 9, 2019	1 hour, 6 minutes	6
November – No Meeting		
December 11, 2019	49 minutes	4

SUMMARY OF MEETINGS

March 13, 2019

- The Commission held a Public Hearing to consider an ordinance to regulate the use of land for small wireless communications facilities in conformance with the small wireless communication facilities deployment, Act No. 365 of the Public Acts of 2018.
- The Commission tabled consideration of the proposed ordinance to regulate the use of land for small wireless communications facilities in conformance with the small wireless communication facilities deployment, Act No. 365 of the Public Acts of 2018 until the next meeting.
- Sandy Elliott, CEO of The Brook, presented information about the potential development of an independent/assisted living center near the main entrance of Rindلهaven.

April 10, 2019

- The Commission approved the proposed Ordinance 175NN to regulate the use of land for small wireless communications facilities in conformance with the small wireless communication facilities deployment, Act No. 365 of the Public Acts of 2018.
- City Manager Gorman provided information and background on the Redevelopment Ready Community (RRC) Program through the MEDC. He stated the City Council has decided not to engage the program until there are more proven results as it requires a considerable amount of work on behalf of the City.

May 8, 2019

- The Commission held a Public Hearing to consider a proposed rezoning, from C-2 to C-1, to the property located at 103 E. Grand River Ave. as requested by Bill Fabiano.
- The Commission made a recommendation to City Council to rezone the property located at 103 E. Grand River Ave. from C-2 to C-1.
- The Commission held a Public Hearing to consider an amendment to the Rindlehaven TND PUD to remove a 10-acre parcel for rezoning related to a potential development of an Elderly Housing Facility by The Brook on a portion of the Rindlehaven Development.
- The Commission approved to recommend the amendment to the Rindlehaven TND PUD to remove a 10-acre parcel for rezoning related to potential development of an Elderly Housing Facility to the City Council for approval.
- The Commission held a Public Hearing to consider the rezoning, from the TND PUD to R-3, related to the potential development of an Elderly Housing Facility by The Brook on a portion of the Rindlehaven Development.
- The Commission approved to recommend the proposed rezoning, from TND PUD to R-3, to the City Council for approval.
- The Commission held a Public Hearing to consider a request for a Special Land Use Permit related to the potential development of an Elderly Housing Facility (Section 42-341) by The Brook on a portion of the Rindlehaven Development.
- The Commission approved the Special Land Use Permit related to the potential development of an Elderly Housing Facility (Section 42-341) by The Brook on a portion of the Rindlehaven Development.
- The Commission discussed the RRC Program through the MEDC.

June 12, 2019

- City Manager explained that it came to the City’s attention that all addresses in the 300’ radius for the proposed development of The Brook were not included so the approval process that happened at the May meeting will be redone.
- The Commission held a Public Hearing to consider an amendment to the Rindلهaven TND PUD to remove a 10-acre parcel for rezoning related to a potential development of an Elderly Housing Facility by The Brook on a portion of the Rindلهaven Development.
- The Commission approved to recommend the amendment to the Rindلهaven TND PUD to remove a 10-acre parcel for rezoning related to potential development of an Elderly Housing Facility to the City Council for approval.
- The Commission held a Public Hearing to consider the rezoning, from the TND PUD to R-3, related to the potential development of an Elderly Housing Facility by The Brook on a portion of the Rindلهaven Development.
- The Commission approved to recommend the proposed rezoning, from TND PUD to R-3, to the City Council for approval.
- The Commission held a Public Hearing to consider a request for a Special Land Use Permit related to the potential development of an Elderly Housing Facility (Section 42-341) by The Brook on a portion of the Rindلهaven Development.
- The Commission approved the Special Land Use Permit related to the potential development of an Elderly Housing Facility (Section 42-341) by The Brook on a portion of the Rindلهaven Development.

October 9, 2019

- The Election of Officers was held.
- Bill Roeser, President and CEO of Sparrow Ionia, presented the rendering of the new Sparrow Medical Group building to be developed in Portland and outlined the services that will be provided.

December 11, 2019

- The Commission approved the site plan for the proposed development of the five-acre parcel located at 1850 Hyland Dr. for an 11,500 square foot medical facility for Sparrow Health.

2019 STATISTICAL SUMMARY

- 6 Meetings Held
- Average Meeting Length – 1 hour, 15 minutes
- Average of 6 Members Present
- 1 Site Plans Approved
- 1 Special Land Use Approvals
- 0 Lot Splits Approved

**CITY OF PORTLAND
DOWNTOWN DEVELOPMENT AUTHORITY**

**ANNUAL REPORT
2019**

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 was undertaken when the City Hall debt was paid.

Meetings Held	Length of Meeting	No. of Members Present
January 17, 2019	54 minutes	8
February 21, 2019	45 minutes	8
March 21, 2019	1 hour, 6 minutes	5
April 18, 2019	1 hour, 18 minutes	8
May 16, 2019	43 minutes	7
June 24, 2019	57 minutes	7
July 29, 2019	35 minutes	6
August 26, 2019	42 minutes	7
September 23, 2019	34 minutes	6
October 28, 2019	23 minutes	8
November 25, 2019	29 minutes	8
December – No Meeting		

SUMMARY OF MEETINGS

January 17, 2019

- The DDA voted to recommend the Michigan Main Street Program Renewal Agreement to the City Council for approval.

February 21, 2019

- City Manager Gorman provided an update and overview of the ice jam and recent flooding.
- The DDA approved the request to apply for the Beerfest 2019 Liquor License.
- The DDA approved hiring Paul Starr of I'm a Beer Hound to coordinate Beerfest 2019.
- The DDA approved holding two public information meetings, March and September 2019 and February and August going forward, as required under the TIF Reporting requirements.

March 21, 2019

- Jon Moxey of Fleis & VandenBrink presented the proposed conceptual design for improvements to Will Toan Park. There was extensive discussion about planning and funding for the project.
- The DDA approved the Fiscal Year 2019-2020 Budget.
- The DDA approved adding City Treasurer/Finance Director Melinda Tolan to the Portland Prime Account at Independent Bank.

April 18, 2019

- There was extensive discussion regarding the Michigan Main Street requirement that Main Street communities will no longer receive funding unless they are engaged with Redevelopment Ready Communities (RRC). This is a new requirement since the approval of the Michigan Main Street Program Renewal Agreement in January.

May 16, 2019

- The DDA approved the Façade Improvement language and funding updates.
- The DDA approved moving the regular DDA meetings to the 4th Monday of each month at 7:00 P.M.
- There was extensive discussion about continuing with the Michigan Main Street program now that engaging with the RRC program has been tied to it.
- The DDA tabled review of the Michigan Main Street Program until the June meeting.

June 24, 2019

- The DDA tabled a decision regarding the anticipated amendment to the Michigan Main Street Agreement and possible graduation from the Michigan Main Street Program to the July meeting.

July 29, 2019

- The DDA approved graduation from the Michigan Main Street Program.
- The DDA approved not renewing with the National Main Street Program.
- The DDA approved payment of \$475.00 to The Escape Room for façade improvements at 100 Kent St. and 205 E. Bridge St.
- The Election of Officers was held.
- The DDA approved moving forward with the splash pad if funding from the DNR Grant is not received.
- The DDA recommended 2-hour parking enforcement in the downtown.
- The DDA approved establishing a location for trash receptacles that belong to residences on the river side of Kent St. in two parking spots in the Scout Park parking lot.
- The DDA approved the bid from Moyer Construction for repair of the damaged sidewalk on Kent St.

August 26, 2019

- General business was conducted.

September 23, 2019

- The DDA approved reimbursement in the amount of \$9,511.15 to Bootu Partners for façade improvements.
- The DDA scheduled a public meeting on Monday, October 28, 2019 at 7:30 P.M. per TIF requirements.
- The DDA approved amendments to the Fiscal Year 2019-2020 Budget.

October 28, 2019

- The DDA approved payment of \$287.27 to BMH Ventures (The Port) for a Sign Incentive Grant.
- The DDA approved canceling the December DDA meeting due to the Christmas holiday.

November 25, 2019

- The DDA approved reimbursement to Tim Fuller in the amount of \$10,000.00 for improvements to the North ½ of the Opera House.

2019 STATISTICAL SUMMARY

- 11 Meetings Held
- Average Meeting Length – 46 minutes
- Average of 7 Members Present