



CITY OF PORTLAND

2020 ANNUAL REPORT





March 15, 2020

Dear Portland City Council:

Please find within this document, the 2020 Annual Report for the City of Portland. This report is an outline of the services and major activities provided to the community by the City of Portland and its employees.

Despite the COVID-19 Pandemic the City of Portland was able to provide almost normal services to its residents. The Community Clean-Up Day was cancelled and most activities offered by the Parks and Recreation Department were not able to be offered.

Despite the challenges presented, the City of Portland was able to serve its residents well.

Sincerely,

A handwritten signature in blue ink that reads "Nikki Miller". The signature is stylized and cursive.

Nikki Miller
City Clerk

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

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CITY OF PORTLAND MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the City of Portland (City), we offer readers of the City of Portland's financial statements this narrative overview and analysis of the financial activities of the City of Portland for the fiscal year ended June 30, 2020.

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, 2020. 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 \$26,113,107 (excluding component units).
- Governmental activities net position was \$13,081,279.
- Business-type activity net position was \$13,031,828.
- Component Unit net position was \$1,126,016.

Fund Level

- At the close of the fiscal year, the City's governmental funds reported a combined ending fund balance of \$3,616,436 with \$2,961,905 being nonspendable, restricted, committed or assigned for specific purposes and \$654,531 being unassigned.
- The General Fund realized \$116,235 more in revenues and other financing sources than anticipated for the fiscal year. The General Fund operations also expended \$241,811 less than appropriated.
- Overall, the General Fund balance increased by \$235,574.

Capital and Long-term Debt Activities

- The total additions to the capital asset schedules for the primary government were \$688,483, excluding reclassifications. Significant capital purchases during the year included Bridge Street Realignment, Chip Sealing Divine Hwy and Maynard Road, and purchase of a crack sealing machine.
- The total long-term debt for the primary government was \$5,497,439, a net decrease of \$690,311 from the prior year. This decrease was largely due to the natural reduction of debt and also a debt refunding of the 2008 Capital Improvement Bonds.
- 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 \$11,415,039.

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.

CITY OF PORTLAND MANAGEMENT'S DISCUSSION AND ANALYSIS

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 2019/2020. 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.

CITY OF PORTLAND MANAGEMENT'S DISCUSSION AND ANALYSIS

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 Major 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.

CITY OF PORTLAND MANAGEMENT'S DISCUSSION AND ANALYSIS

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 25 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 \$26,113,107 at the end of this fiscal year's operations. The net position of the governmental activities was \$13,081,279; the business-type activities were \$13,031,828.

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.

**CITY OF PORTLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS**

Net Position as of June 30, 2019 and 2020

	Governmental Activities		Business-type Activities		Total Primary Government	
	2019	2020	2019	2020	2019	2020
Current and Other Assets	\$ 4,052,708	\$ 3,866,534	\$ 4,167,186	\$ 5,076,094	\$ 8,219,894	\$ 8,942,628
Capital Assets	14,684,528	14,365,599	16,533,686	15,799,281	31,218,214	30,164,880
Total Assets	18,737,236	18,232,133	20,700,872	20,875,375	39,438,108	39,107,508
Deferred outflows of resources	673,567	537,705	356,812	284,934	1,030,379	822,639
Current Liabilities	997,248	818,810	547,658	612,588	1,544,906	1,431,398
Noncurrent Liabilities	5,074,065	4,403,862	7,322,857	7,252,653	12,396,922	11,656,515
Total Liabilities	6,071,313	5,222,672	7,870,515	7,865,241	13,941,828	13,087,913
Deferred inflows of resources	427,306	465,887	244,335	263,240	671,641	729,127
Net Investment in Capital Assets	13,458,719	13,695,910	11,649,814	11,074,409	25,108,533	24,770,319
Restricted	1,116,793	854,037	919,513	1,026,266	2,036,306	1,880,303
Unrestricted	(1,663,328)	(1,468,668)	373,507	931,153	(1,289,821)	(537,515)
Total Net Position	\$ 12,912,184	\$ 13,081,279	\$ 12,942,834	\$ 13,031,828	\$ 25,855,018	\$ 26,113,107

Changes in Net Position for the Fiscal Year Ending June 30, 2019 and 2020

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 2018/2019 and 2019/2020.

	Governmental Activities		Business-type Activities		Total	
	2019	2020	2019	2020	2019	2020
Revenues						
Program Revenues						
Charges for Services	\$ 1,100,400	\$ 1,074,876	\$ 5,633,980	\$ 5,745,396	\$ 6,734,380	\$ 6,820,272
Grants and Contributions	701,295	580,724	-	-	701,295	580,724
General Revenues						
Property Taxes	1,187,426	1,213,696	-	-	1,187,426	1,213,696
State Shared Revenue	442,936	455,931	-	-	442,936	455,931
City Income Taxes	866,988	914,955	-	-	866,988	914,955
Local Community Stabilization	5,916	1,932	-	-	5,916	1,932
Investment Earnings	9,416	13,518	11,905	25,089	21,321	38,607
Miscellaneous	78,391	75,684	118,837	680,145	197,228	755,829
Transfers	(26,272)	122,310	26,272	(122,310)	-	-
Total Revenues	4,366,496	4,453,626	5,790,994	6,328,320	10,157,490	10,781,946
Expenses						
General Government	1,058,257	1,100,057	-	-	1,058,257	1,100,057
Public Safety	877,810	904,423	-	-	877,810	904,423
Public Works	1,593,435	1,394,339	-	-	1,593,435	1,394,339
Health and Welfare	668,499	637,692	-	-	668,499	637,692
Community and Economic Develop.	97,450	22,078	-	-	97,450	22,078
Recreation and Culture	274,214	224,635	-	-	274,214	224,635
Other	5,869	1,307	5,396,761	6,239,326	5,402,630	6,240,633
Total Expenses	4,575,534	4,284,531	5,396,761	6,239,326	9,972,295	10,523,857
Change in net position before Special Item	(209,038)	169,095	394,233	88,994	185,195	258,089
Extraordinary Item	(6,546)	-	(97,632)	-	(104,178)	-
Increase (decrease) in Net Position	(215,584)	169,095	296,601	88,994	81,017	258,089
Net Position - Beginning	13,127,768	12,912,184	12,646,233	12,942,834	25,774,001	25,855,018
Net Position - Ending	\$ 12,912,184	\$ 13,081,279	\$ 12,942,834	\$ 13,031,828	\$ 25,855,018	\$ 26,113,107

**CITY OF PORTLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS**

Governmental Activities

The result of 2019/2020 governmental activity was an increase of \$169,095 in net position to \$13,081,279. Of the total governmental activities' net position, \$13,695,910 is invested in capital assets less related debt, \$846,370 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 (\$1,461,001) is listed as unrestricted, having no legal commitment.

Revenues

The three largest revenue categories were property taxes at 27.3%, charges for services at 24.1%, and city income taxes at 20.5%. Net revenues were approximately 2.0% more than the prior year mainly due to transfers in the current year. The City levied a property tax millage for the year ended June 30, 2020, 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 32.5% of the governmental activities total. General government is the second largest area, expending approximately 25.7% 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 21.1% 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 \$88,994 during fiscal year 2019/2020. Of the business-type activities' net position, \$11,074,409 is invested in capital assets net of related debt, \$1,026,266 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 \$931,153 is listed as unrestricted, having no legal commitment.

FINANCIAL ANALYSIS OF THE CITY'S MAJOR AND NONMAJOR FUNDS

As the City completed 2019/2020, its governmental funds reported *combined* fund balances of \$3,616,436. The net changes are summarized in the following chart:

	General Fund	City Income Tax	Major Street Fund	Ambulance	Nonmajor Governmental Funds	Total Governmental Funds
Fund Balance 6/30/2019	\$ 1,474,877	\$ 995,070	\$ 314,791	\$ 63,071	\$ 801,388	\$ 3,649,197
Fund Balance 6/30/2020	\$ 1,710,451	\$ 1,036,319	\$ 378,286	\$ 6,476	\$ 484,904	\$ 3,616,436
Net Change	\$ 235,574	\$ 41,249	\$ 63,495	\$ (56,595)	\$ (316,484)	\$ (32,761)

**CITY OF PORTLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS**

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, 2020, the General Fund reported a fund balance of \$1,710,451. The 2019/2020 original budget had called for a fund balance decrease of \$53,790.

The General Fund 2019/2020 expenditures were less than 2019/2020 revenues by \$235,574 largely due to the reduced spending as compared to the final amended budget, so that expenditures and other financing uses were under budget by approximately \$241,811. Actual revenues and other financing sources were more than of budgeted by approximately \$43,515. The final amended budget planned for a \$122,472 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 \$2,309,224; \$43,515 more than the final amended budget.

The City's original General Fund expenditures and other financing uses budget was increased by \$110,169 during 2019/2020. The increase can be partly attributed to the Health & Welfare and Capital Outlay functions as expenditures exceeded initial projections.

Actual City expenditures and other financing uses for 2019/2020 were \$241,811 below the amended budget. The additions to the original budget were offset by reduced spending because of financial uncertainty associated with the national pandemic.

City Income Tax Fund

As of June 30, 2020, the City Income Tax Fund reported a fund balance of \$1,036,319, an increase of \$41,249 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.

Major Street Fund

As of June 30, 2020, the Major Street Fund reported a fund balance of \$378,286, which is an increase of \$63,495 from the prior year. The increase is due to less activity than budgeted for improvements to major streets during the year.

Ambulance Fund

As of June 30, 2020, the Ambulance Fund reported a fund balance of \$6,476, which is a decrease of \$56,595 from the prior year fund balance due to a reduction in charges for services and a vehicle purchase. A portion of fund balance, \$386, is committed to ambulance operations, with the remainder being nonspendable due to prepaids.

**CITY OF PORTLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS**

Enterprise Funds

As the City completed 2019/2020, its enterprise funds reported *combined* net position of \$13,031,828. This is a net increase of \$88,994 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 6/30/2019	\$ 7,439,280	\$ 1,617,653	\$ 3,866,280	\$ 19,621	\$ 12,942,834
Net Position 6/30/2020	\$ 7,720,570	\$ 1,495,714	\$ 3,795,089	\$ 20,455	\$ 13,031,828
Net Change	\$ 281,290	\$ (121,939)	\$ (71,191)	\$ 834	\$ 88,994

Electric Light and Power System Fund

As of June 30, 2020, the Electric Light and Power System Fund reported a net position of \$7,720,570, an increase of \$281,290 from the prior year. Of the entire net position amount, \$5,747,798 is invested in capital assets, net of related debt, \$453,086 is restricted for utility reserve, \$137,424 is restricted for debt service, and \$1,382,262 is unrestricted.

Sewage Disposal System Fund

As of June 30, 2020, the Sewer Fund reported a net position of \$1,495,714 a decrease of \$121,939 from the prior year. Of the entire net position, \$1,915,208 is invested in capital assets, net of related debt, \$435,756 is restricted, and (\$855,250) is unrestricted.

Water System Fund

As of June 30, 2020, the Water System Fund reported a net position of \$3,795,089, a net decrease of \$71,191 from the prior year. Of the entire net position, \$3,411,403 is invested in capital assets, net of related debt and \$383,686 is unrestricted.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets - At the end of Fiscal Year 2019/2020 the City had invested \$30,164,880, and \$633,610 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 6 of the Financial Statements.

**CITY OF PORTLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS**

Net Book value of capital assets at June 30, 2020, was as follows:

	Governmental Activities	Business-type Activities	Totals
Land	\$ 1,199,132	\$ -	\$ 1,199,132
Construction in Progress	354,232	-	354,232
Land Improvements, net	77,476	-	77,476
Buildings, net	174,432	-	174,432
Equipment and Furniture, net	982,633	-	982,633
Electric System, net	-	6,852,798	6,852,798
Sewer System, net	-	5,140,208	5,140,208
Water System, net	-	3,806,275	3,806,275
Infrastructure:			
Streets and Bridges, net	11,577,694	-	11,577,694
Capital Assets, net	<u>\$ 14,365,599</u>	<u>\$ 15,799,281</u>	<u>\$ 30,164,880</u>

Long-term Obligations - As of June 30, 2020, the City had \$5,497,439 in long-term obligations outstanding for the primary government. This level of net obligation is \$690,311 less than the obligation recorded as of June 30, 2019.

Outstanding Long-Term Obligations as of June 30, 2020:

A more detailed discussion of the City's long-term obligations is presented in Note 7 to the financial statements.

	Balance July 1, 2019	Additions	Deletions	Balance June 30, 2020
Primary Government				
Governmental Activities				
2016 Ambulance Installment Purchase Agreement (\$166,806)	\$ 122,368	\$ -	\$ 23,150	\$ 99,218
2016 Snow Plow Installment Purchase Agreement (\$147,582)	90,880	-	29,496	61,384
2016 Heart Monitors/Defibrillators Purchase Agreement (\$92,254)	37,561	-	18,474	19,087
2017 G.O. Limited Tax Bonds	975,000	-	485,000	490,000
Accumulated compensated absences	40,985	96,917	78,503	59,399
Business-type Activities				
2008 Capital Improvement Bonds (\$1,690,000)	1,125,000	-	1,125,000	-
2020 Refunding Bonds (\$1,105,000)	-	1,105,000	-	1,105,000
2004 Water System Bonds (\$1,344,872)	469,872	-	75,000	394,872
2010 Sanitary Sewer System (\$2,900,000) (Build America Bonds)	739,000	-	14,000	725,000
2011 Sanitary Sewer System (\$840,000)	2,550,000	-	50,000	2,500,000
Accumulated compensated absences	37,084	54,152	47,757	43,479
Total Reporting Entity	<u>\$ 6,187,750</u>	<u>\$ 1,256,069</u>	<u>\$ 1,946,380</u>	<u>\$ 5,497,439</u>

**CITY OF PORTLAND
MANAGEMENT'S DISCUSSION AND ANALYSIS**

CITY OF PORTLAND GOVERNMENT ECONOMIC OUTLOOK:

- State revenue sharing is expected to decrease 9.42% for the City's fiscal year 2020-2021 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 decreased from \$544,766 to \$526,780 which reflects a 3.3% decrease.
- 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 2020-2021.
- The City's 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 \$978,744 (an increase of 7%). In 2019, City income tax revenues decreased to \$876,837 (a decrease of 10%). In 2020, revenues increased to \$922,888 (5% increase).
- The City's SEV increased from 2017 to 2018 to \$97,200,956 (an increase of 1.85%). From 2018 to 2019 the SEV increased to \$101,055,572 (an increase of 3.81%). From 2019 to 2020 the SEV increased to \$105,179,976 (increase of 4%). The outlook for the 2021 SEV is expected to increase around 7% due to the market conditions.

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

2020 Annual Report Of the City Council

The following information is a synopsis of the important decisions made by the City Council during the 2020 calendar year.

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

January

- The Council approved setting the mileage charge for ambulance service at \$14.00 per mile.
- The Council amended the Fiscal Year 2019-2020 Budget.
- The Council went into Closed Session to discuss a legal memo regarding a proposed settlement agreement.
- The Council approved supplement employment for a City Employee to work for the Portland Area Fire Authority.
- The Council amended Council Policy 99-1 to authorize the City Manager to approve secondary employment of City employees.
- The Council held its annual goal session for the upcoming Fiscal Year 2020-2021 Budget.

February

- The Council approved a bid from Michigan Wood Fibers LLC for wood waste processing and compost removal.
- The Council approved an energy purchase for the Board of Light and Power through the Michigan Public Power Agency.
- The Council approved a Pension Waiver Application to be submitted to the Michigan Department of Treasury.
- The Council rescinded Council Policy 00-1 regarding employee home computer purchases.
- The Council approved a recommended Unassigned Fund Balance level for the Portland Area Fire Authority.

March

- The Council approved Maner Costerisan's proposal to provide professional audit services for the fiscal years ending June 30, 2020, 2021, and 2022.
- The Council approved the proposal from Morrow Roofing, Inc. for the Electric Department.

- The Council approved the Board of Light and Power's recommendation to join the Peaking Capacity Service Committee through the Michigan Public Power Agency.
- City Manager Gorman explained how the COVID-19 pandemic is affecting the City of Portland. Operations will remain relatively normal. The City will work with employees who may need to take time off to be with families. The front lobby at City Hall was closed to the public; all business was conducted through the drive thru/lobby and via email and phone.
- The Council approved the Bridge Realignment Project and awarding same to Cook Brothers Excavating, Inc.
- The Council approved rules for the Old Red Mill Farmers' Market.

April

- The Council authorized the issuance of General Obligation Limited Tax Refunding Bonds, Series 2020 to take advantage of substantial savings in interest costs.
- The Council approved the Budget for Fiscal Year 2020-2021 for the Portland Area Fire Authority.
- The Council approved the submittal of an Application for Local Bridge Program funds for preventative maintenance of the Bridge Street Bridge over the Grand River.
- The Council approved the submittal of an application for Local Bridge Program funds for replacement of the Divine Highway Bridge over the Looking Glass River.
- The Council amended the Budget for Fiscal Year 2019-2020.
- The Council approved the Board of Light and Power's recommendation to approve a rate study for the Electric Department.
- The Council approved AECOM's proposal for Annual Water Level Monitoring, Downstream Fish Passage & Nuisance Plant Monitoring & Reporting for 2020 and 2021.
- The Council approved participation in the State Bid process for Winter Road Salt 2020-2021.
- 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 along with the Care Plan Membership Agreement.
- The Council set a Public Hearing for May 4, 2020 at 7:00 P.M. for the budget proposed for Fiscal Year 2020-2021.
- The Council approved a compensation adjustment for the Board of Light and Power.
- The Council approved Michigan Pavement Marking LLC's bid for 2020 street painting.
- The Council held a budget workshop.

May

- The Council held a Public Hearing for and adopted the Annual Budget for Fiscal Year 2020-2021.
- The Council adopted a Capital Improvement Plan.
- The Council approved appropriations for work to be performed on the City's electrical system as recommended by the Board of Light and Power.

- The Council approved a proposal from Fleis & VandenBrink in the amount of \$10,000.00 to conduct a Water Reliability Study as required every five years per Public Act 399, the Safe Drinking Water Act. The last study done for the City was in 2015.
- The Council approved Fleis & VandenBrink's proposal to provide construction engineering services for the Grand River Avenue Small Urban Improvement Project.
- The Council approved the temporary modification to benefit provisions and authorized the City Manager to sign same.
- The Council approved an agreement between the City of Portland and the Ionia County Road Department to perform road work on Cutler Road between Grand River Ave. and the City limits.
- The Council revised Council Policy 77-1 to update rates clarify times for cemetery lot salts and arrangement notifications.

June

- The Council approved a Resolution of Intent to sell surplus real property owned by the City.
- The Council approved the revised MERS Hybrid Plan Adoption Agreements (Benefit Program HA/HB/HC) and authorizing the City Manager to sign same.
- The Council approved revisions to the City of Portland employee handbook.
- The City approved the purchase of a 2017 Tymco 600 street sweeper for the Department of Public Works.
- The Council opted out of the Low-Income Energy Assistance Fund created by Public Act 95 of 2013.
- The Council authorized the City Manager to sign a contract with AT&T for telephone service.
- The Council authorized the Mayor and Clerk to sign MDOT Contract 20-5244 related to the Grand River Avenue Bridge Improvement Project.
- The Council authorized the Mayor to sign a permit for a firework display at Bogue Flats Recreation Area.
- The Council approved the financing of a 2017 Tymco 600 street sweeper for the Department of Public Works.
- The Council revised Council Policy 76-7 to clarify the shut off process and update payment arrangement procedures.
- The Council amended the Fiscal Year 2019-2020 Budget.
- The Council confirmed various appointments to City Boards and Commissions.

July

- Mayor Barnes presented a proclamation to Philip J. Gensterblum recognizing his retirement after 31 years of service to the Portland Ambulance Department.
- The Council approved the MPPA Risk Management and Hedge Policy as recommended by the Board of Light and Power.
- The Council confirmed various appointments to City Boards and Commissions.

- The Council approved Ordinance 67B to amend Section 6-2 of the Code of Ordinances to add the Portland Police Department as an enforcement agency along with the Ionia County Animal Control Officer for enforcement of the Animals Ordinance.
- The Council confirmed various appointments to City Boards and Commissions.

August

- Mayor Barnes presented a Certificate of Recognition to Dana Hengesbach in appreciation of her time spent as a volunteer to the DDA through the AmeriCorps VISTA program.
- The Council approved the purchase of vault interrupters as in the amount of \$52,188.00 as recommended by the Board of Light and Power at their meeting on July 28, 2020.
- The Council approved the lease/purchase of new heart monitors and other equipment for the Ambulance Department.
- The Council approved Fleis & VandenBrink's proposal to provide construction engineering services for the Grand River Avenue Bridge Improvement Project.
- The Council confirmed the Mayor's appointment to City Boards and Commission.

September

- The Council presented a proclamation to Stephen D. Pulling on his retirement after 20 years of service to the City of Portland.
- The Council approve mill & fill road work to be performed by McKearney Asphalt & Sealing, Inc.
- The Council approved preventative maintenance and chip sealing road work to be performed by Snyder Asphalt.
- Mayor BARNED presented the Constitution Week 2020 Proclamation.
- The Council amended the Budget for Fiscal Year 2020-2021.

October

- The Council approved the purchase of a 2021 GMC Sierra truck for the Department of Public Works.
- The Council authorized the Mayor and City Clerk to sign a License Agreement to permit holding a Haunted House at the Red Mill.
- The Council approved the Mayor's appointment to Boards and Commissions.
- The Council approved a contract with Clear Rate Communications for the ISDN PRI phone lines at City Hall.
- The Council waived the penalties for non-filing of Property Transfer Affidavits under MCL 211.27b.

November

- The Council approved the DDA's Splash Pad and William Toan Park Improvement Project and Fleis & VandenBrink's proposal to provide engineering services.
- The Council approved Fleis & VandenBrink's proposal to provide construction engineering services for the Safe Routes to School Project.

- The Council approved a capacity purchase for the Board of Light and Power through the Michigan Public Power Agency.

December

- Bill Tucker, CPA of Maner Costerisan presented the 2019/2020 Fiscal Year Audit.
- The Council accepted the Fiscal Year 2019/2020 Audit.
- The Council approved the City Manager's recommendation to appoint Brent Henry as the Acting Electric Department Superintendent with the retirement of Mike Hyland after over 50 years of service to the City of Portland.
- The Council approved the Board of Light and Power's recommendation to appoint the City Manager to the Michigan Public Power Agency Board as the City's representative with the Acting Superintendent as the alternate.
- The Council approved the Defined Benefit Plan Adoption Agreement Addendums for the Municipal Employees' Retirement System.
- The Council approved a bid from Michigan Wood Fibers LLC for wood waste processing and compost removal.
- The Council amended the budget for Fiscal Year 2020-2021.
- The Council approve 2021 City Council meeting dates.
- The Council approved the Mayor's appointment to City Boards and Commissions.

Respectfully submitted,

Monique I. Miller, City Clerk

**Presidential Primary Election
March 10, 2020**

	Precinct #1	AVCB	City Total	% of vote	County Total	% of vote	State of MI	%
Democrat								
Michael Bennet	0	0	0	0.00%	4	0.07%	1,531	0.07%
Joe Biden	178	96	274	30.82%	2,928	52.92%	837,881	36.98%
Michael Bloomberg	0	34	34	3.82%	216	3.90%	73,100	3.23%
Cory Booker	0	1	1	0.11%	1	0.02%	870	0.04%
Pete Buttigieg	2	9	11	1.24%	69	1.25%	22,356	0.99%
Julian Castro	0	0	0	0.00%	1	0.02%	315	0.01%
John Delaney	0	0	0	0.00%	2	0.04%	465	0.02%
Tulsi Gabbard	4	1	5	0.56%	41	0.74%	9,448	0.42%
Amy Klobuchar	0	10	10	1.12%	42	0.76%	10,949	0.48%
Bernie Sanders	172	32	204	22.95%	2,143	38.73%	576,350	25.44%
Joe Sestak	0	0	0	0.00%	2	0.04%	785	0.03%
Tom Steyer	0	1	1	0.11%	3	0.05%	1,728	0.08%
Elizabeth Warren	0	7	7	0.79%	69	1.25%	26,027	1.15%
Marianne Williamson	0	0	0	0.00%	5		727	0.03%
Andrew Yang	1	0	1	0.11%	7		2,378	0.10%
Uncommitted	2	9	11	1.24%		0.00%	19,016	0.84%
Write In	0	0	0	0.00%		0.00%	0	0.00%
TOTAL	359	200	559	62.88%	5,533	57.94%	1,583,926	69.91%
Republican								
Mark Sanfod	0	3	3	0.34%	29	0.85%	4,256	0.19%
Donald J. Trump	124	116	240	27.00%	3,306	97.35%	638,896	28.20%
Joe Walsh	7	1	8	0.90%	25	0.74%	4,053	0.18%
Bill Weld	3	3	6	0.67%	36	1.06%	6,080	0.27%
Uncommitted	8	20	28	3.15%		0.00%	28,366	1.25%
Write In	0	0	0	0.00%		0.00%	0	0.00%
TOTAL	142	143	285	32.06%	3,396	35.56%	681,651	30.09%
PPS Operating Millage Renewal								
Yes	411	296	707	79.53%	1,737	77.86%		
No	91	67	158	17.77%	494	22.14%		
TOTAL	502	363	865	97.30%	2,231			
	Voters	Registered Voters		Voter Turnout				
Precinct #1	519			18.81%				
AVCB	370			13.41%				
TOTAL	889	2759		32.22%				
Registered Voters					44,653		7,702,430	
Ballots Cast					9,549		2,265,577	

**PRIMARY ELECTION
RESULTS
AUGUST 4, 2020**

RACE	PRECINCT 1	AVCB	CITY TOTAL	COUNTY	STATE
REPUBLICAN PARTY PRIMARY					
<u>UNITED STATES SENATOR</u>					
John James	231	213	444	7,828	1,002,235
<u>REPRESENTATIVE FOR CONGRESS - 3RD DISTRICT</u>					
Lynn Afendoulis	63	45	108	1,800	24,580
Joe Farrington	19	27	46	545	3,966
Peter Meijer	120	140	260	4,209	47,272
Thomas J. Norton	40	25	65	1,647	14,914
Emily Rafi	4	14	18	273	3,462
<u>REPRESENTATIVE IN STATE LEGISLATURE - 87TH DISTRICT</u>					
Calley, Julie	219	226	445	5,266	15,408
<u>COUNTY PROSECUTING ATTORNEY</u>					
Butler, Kyle	195	199	394	7,296	
<u>COUNTY SHERIFF</u>					
Douglas Gurski	69	98	167	1,248	
Charlie Noll	161	130	291	6,484	
Robert Rickert	11	25	36	723	
<u>COUNTY CLERK</u>					
Greg Geiger	195	191	386	7,260	
<u>COUNTY TREASURER</u>					
Judith A. Clark	190	198	388	7,216	
<u>COUNTY REGISTER OF DEEDS</u>					
Rhonda Lake	100	124	224	4,691	
Will Wagner	111	91	202	3,027	
<u>COUNTY DRAIN COMMISSIONER</u>					
Rose, Robert	194	197	391	7,302	
<u>COUNTY COMMISSIONER - 7TH DISTRICT</u>					
Sharp, Georgia Ricardson	198	204	402	1,035	
<u>DELEGATE TO COUNTY CONVENTION</u>					
Mishler, Brian	163	174	337		
DEMOCRATIC PARTY PRIMARY					
<u>UNITED STATES SENATOR</u>					
Gary Peters	58	269	327	3,148	1,177,175
<u>REPRESENTATIVE FOR CONGRESS - 3rd DISTRICT</u>					
Hillary Scholten	58	254	312	3,003	65,005
<u>REPRESENTATIVE IN STATE LEGISLATURE - 87TH DISTRICT</u>					
Jay Molette	57	253	310	1,784	5,397
PROPOSALS					
<u>911 OPERATING SURCHARGE</u>					
Yes	232	449	681	9,086	
No	78	109	187	3,382	
<u>SENIOR CITIZENS SERVICES MILLAGE RENEWAL AND RESTORATION</u>					
Yes	246	483	729	9,520	
No	59	72	131	2,826	

**PRIMARY ELECTION
RESULTS
AUGUST 4, 2020**

	Voters
Precinct 1	320
AVCB	590
Total`	910
Registered Voters	2773

***64% of Voter Turnout was by Absentee Ballot**



**GENERAL ELECTION
RESULTS
NOVEMBER 3, 2020**

RACE	PRECINCT 1	AVCB	CITY TOTAL	COUNTY	STATE	FEDERAL
PRESIDENT						
Joseph R. Biden - Dem	303	688	991	10,901	2,804,040	81,283,485
Donald J. Trump - Rep	719	405	1,124	20,657	2,649,852	74,223,744
Jo Jorgensen - Lib	27	22	49	490	60,381	
Don Blankenship - Tax	-	4	4	55	7,235	
Howie Hawkins - Grn	4	4	8	79	13,718	
Rocky De La Fuente - Law	-	3	3	23	2,986	
UNITED STATES SENATOR						
Gary Peters - Dem	296	644	940	10,639	2,734,568	
John James - Rep	720	439	1,159	20,361	2,642,233	
Valerie Willis - Tax	15	16	31	436	50,597	
Marcia Squier - Grn	6	11	17	239	39,217	
Doug Dern - Law	3	2	5	87	13,093	
REPRESENTATIVE IN CONGRESS - 3RD DISTRICT						
Hillary Scholten - Dem	313	650	963	11,086	189,769	
Peter Meijer - Rep	708	439	1,147	20,258	213,649	
REPRESENTATIVE IN STATE LEGISLATURE - 87TH						
Jay Molette - Dem	237	542	779	5,380	15,112	
Julie Calley - Rep	772	545	1,317	14,564	39,431	
MEMBER OF THE STATE BOARD OF EDUCATION - VOTE FOR 2						
Ellen Cogen Lipton - Dem	246	587	833	9,163	2,472,087	
Jason Strayhorn - Dem	249	551	800	8,691	2,368,523	
Tami Carlone - Rep	597	382	979	17,562	2,291,915	
Michelle Frederick - Rep	618	387	1,005	17,874	2,316,051	
Bill Hall - Lib	44	21	65	927	124,758	
Richard Hewer - Lib	29	19	48	653	91,661	
Karen Adams - Tax	23	16	39	645	80,299	
Douglas Levesque - Tax	11	11	22	234	34,033	
Mary Anne Hering - Work	32	30	62	1,125	147,345	
Hali McEachern - Work	21	13	34	718	82,700	
Tom Mair - Grn	12	11	23	339	58,397	
REGENT OF THE UNIVERSITY OF MICHIGAN - VOTE FOR 2						
Mark Bernstein - Dem	248	548	796	8,862	2,442,192	
Shauna Diggs - Dem	226	547	773	8,582	2,366,730	
Sarah Hubbard - Rep	621	394	1,015	18,283	2,370,945	
Carl Meyers - Rep	605	379	984	17,643	2,257,254	
James Lewis Hudler - Lib	30	19	49	718	97,659	
Eric Larson - Lib	33	23	56	802	113,816	
Ronald Graeser - Tax	15	13	28	409	49,194	
Crystan VanSickle - Tax	20	29	49	731	82,594	
Michael Mawilal - Grn	16	18	34	402	74,136	
Keith Butkovich - Law	9	9	18	266	37,193	
TRUSTEE OF MICHIGAN STATE UNIVERSITY - VOTE FOR 2						
Brian Mosallam - Dem	225	530	755	8,396	2,329,011	
Rema Ella Vassar - Dem	232	539	771	8,611	2,364,939	
Pat O'Keefe - Rep	631	415	1,046	18,348	2,377,241	
Tonya Schuitmaker - Rep	612	392	1,004	17,972	2,301,355	
Will Tyler White - Lib	39	24	63	875	123,719	
Janet Sanger - Tax	21	19	40	717	87,637	
John Paul Sanger - Tax	17	8	25	520	60,077	
Brandon Hu - Grn	16	14	30	356	66,409	
Robin Lea Laurain - Grn	18	20	38	429	74,495	
Bridgette Abraham-Guzman - Law	9	10	19	339	46,193	
GOVERNOR OF WAYNE STATE UNIVERSITY- VOTE FOR 2						
Eva Garza Dewaelsche - Dem	226	532	758	8,375	2,343,395	
Shirley Stancato - Dem	229	538	767	8,529	2,352,785	
Don Gates - Rep	596	373	969	17,714	2,291,880	
Terri Lynn Land - Rep	611	414	1,025	18,560	2,368,966	
Jon Elgas - Lib	49	30	79	953	126,102	
Christine C. Schwartz - Tax	32	35	67	909	106,274	
Susan Odgers - Grn	26	28	54	633	99,953	

**GENERAL ELECTION
RESULTS
NOVEMBER 3, 2020**

RACE	PRECINCT 1	AVCB	CITY TOTAL	COUNTY	STATE	FEDERAL
PROSECUTING ATTORNEY						
Kyle Butler-Rep	783	590	1,373	23,647		
SHERIFF						
Charlie Noll - Rep	799	591	1,390	23,829		
CLERK						
Greg Geiger - Rep	787	584	1,371	23,430		
TREASURER						
Judith A. Clark - Rep	786	583	1,369	23,519		
REGISTER OF DEEDS						
Rhonda Lake - Rep	777	583	1,360	23,467		
DRAIN COMMISSIONER						
Robert J. Rose - Rep	786	591	1,377	23,523		
COUNTY COMMISSIONER - 7TH DISTRICT						
Georgia Richardson-Sharp-Rep	776	602	1,378	3,412		
JUSTICE OF SUPREME COURT						
Brock Swartzle	304	209	513	6,949		
Elizabeth Welch	194	412	606	6,555		
Susan Hubbard	110	95	205	3,452		
Mary Kelly	275	237	512	8,159		
Bridget Mary McCormack	325	555	880	11,620		
Kerry Lee Morgan	49	42	91	1,798		
Katherine Mary Nepton	34	45	79	1,366		
JUDGE COUT OF APPEALS - 3RD DISTRICT (INCUMBENT)						
Mark Thomas Boonstra	493	515	1,008	14,711		
Jane E. Markey	471	557	1,028	15,201		
JUDGE COUT OF APPEALS - 3RD DISTRICT (INCUMBENT) - PARTIAL TERM						
James Robert Redford	578	577	1,155	17,793		
JUDGE OF CIRCUIT COURT - 8th CIRCUIT						
Suzanne Hoseth Kreeger	614	621	1,235	18,936		
JUDGE OF DISTRICT COURT - 64A DISTRICT						
Raymond P. Voet	608	622	1,230	18,761		
PORTLAND PUBLIC SCHOOLS BOARD MEMBERS (3)						
Nancyann Lufkin	185	252	437	1,295		
Joe Polasek	277	256	533	1,261		
Angela Shinaver	317	433	750	2,209		
Jonathan Bair	169	213	382	1,139		
Anthony Edwards	123	138	261	826		
Beth Goodman	446	560	1,006	3,200		
Andrew Huhn	240	313	553	1,797		
PROPOSAL 20-1						
YES	787	947	1,734	24,531		
NO	152	113	265	4,355		
PROPOSAL 20-2						
YES	877	972	1,849	26,244		
NO	97	97	194	3,254		
*Results not listed						
	Voters	Registered Voters	% Turnout			
Precint 1	1,056					
AVCB	1,134					
Total City of Portland	2,190	2,895	75.6%			





January 2021

TO: City Council

FROM: Income Tax Administrator

RE: City Income Tax Annual Report

Revenues Received 12 months ending 12/31/2020:		\$	927,807
Less Refunds		\$	(93,487)
Net Revenues		\$	834,320
Less Administration Costs:		\$	(125,762)
Spendable Income for	2020	\$	708,558
	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 1984-2020		\$	18,618,865

Revenues for the year 2020 includes income from prior years, as follows:

2004-2016	\$	21,909.88
2017	\$	21,084.72
2018	\$	13,036.00
TOTAL:	\$	56,030.60

Net income tax collections for the year were down \$27,634 compared to the 2019 tax year. Administration costs were down \$2,061, resulting in a final decrease in net revenues of \$25,573.

Respectfully submitted,

Mindy Tolan

Mindy Tolan
Income Tax Administrator

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



2020 ANNUAL REPORT OF TAXES LEVIED IN THE CITY OF PORTLAND FOR THE PAST FIVE YEARS:

	2016	2017	2018	2019	2020
TTV - REAL	87,556,713.00	89,290,061.00	91,126,375.00	92,140,476.00	95,642,756.00
- PERSONAL	4,206,000.00	4,136,400.00	4,052,500.00	4,056,600.00	3,815,400.00
	91,762,713.00	93,426,461.00	95,178,875.00	96,197,076.00	99,458,156.00
*PARCEL COUNT	1807	1805	1860	1868	1880
MILLS LEVIED-SUMMER TAX					
CITY OF PORTLAND	13.6574	13.6574	13.6574	13.6574	13.5303
PORTLAND PUBLIC SCHOOLS-OPERATING	18.0000	18.0000	18.0000	18.0000	18.0000
STATE EDUCATION TAX	6.0000	6.0000	6.0000	6.0000	6.0000
INTERMEDIATE SCHOOL DISTRICT	4.4692	4.4601	5.8723	5.8671	5.8671
I.S.D. TECH	1.0000	1.0000	0.0000	0.0000	0.0000
IONIA COUNTY OPERATING	4.6378	4.6326	4.6326	4.6265	4.6265
MILLS LEVIED-WINTER TAX					
PORTLAND PUBLIC SCHOOLS-DEBT SERV	7.3500	7.3500	7.3500	7.3500	7.3500
LIBRARY	0.9327	0.9316	1.2325	1.2308	1.2308
LIBRARY DEBT	0.7800	0.7800	0.7200	0.6800	0.6300
SENIOR CITIZENS	0.4994	0.4988	0.4988	0.4981	0.4981
COUNTY ROADS			1.0000	0.9987	0.9987
TOTAL:	57.3265	57.3105	58.9636	58.9086	58.7315
DOLLARS LEVIED-SUMMER TAX					
CITY OF PORTLAND	1,243,668	1,271,644	1,295,675	1,309,717	1,341,848
PORTLAND PUBLIC SCHOOLS-OPERATING	575,077	583,765	585,902	582,986	597,350
STATE EDUCATION TAX	538,751	551,955	564,201	571,148	591,778
INTERMEDIATE SCHOOL DISTRICT	498,033	508,389	557,102	562,641	581,857
IONIA COUNTY OPERATING ^	422,324	431,340	439,491	443,669	458,821
DOLLARS LEVIED-WINTER TAX					
PORTLAND PUBLIC SCHOOLS-DEBT SERV	669,305	684,066	697,293	704,850	728,922
LIBRARY ^	84,927	86,698	116,921	117,658	122,063
LIBRARY DEBT	71,022	72,588	68,300	65,002	62,472
SENIOR CITIZENS ^	45,469	46,416	47,314	47,611	49,391
COUNTY ROADS	-	-	94,866	95,469	99,038
TOTAL TAX LEVIED:	4,148,576	4,236,862	4,372,198	4,405,282	4,534,503
TOTAL ADMINISTRATIVE FEE LEVIED:	41,773	42,359	44,642	45,014	46,322
TAX DOLLARS SPLIT					
CITY OF PORTLAND	29.98%	30.01%	29.63%	29.73%	29.59%
PORTLAND PUBLIC SCHOOLS	30.00%	29.92%	29.35%	29.23%	29.25%
STATE EDUCATION TAX	12.99%	13.03%	12.90%	12.97%	13.05%
INTERMEDIATE SCHOOL DISTRICT	12.00%	12.00%	12.74%	12.77%	12.83%
IONIA COUNTY ^	13.32%	13.32%	13.81%	13.82%	13.90%
PORTLAND PUBLIC LIBRARY	1.71%	1.71%	1.56%	1.48%	1.38%

RESPECTFULLY SUBMITTED,

Mindy Tolan
 MINDY TOLAN
 CITY TREASURER

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

2021 ANNUAL REPORT TO COUNCIL
Assessing Department

2020 AD VALOREM ROLL

	2019 STATE EQUAL VALUE	2020 STATE EQUAL VALUE	2019 TAXABLE VALUE	2020 TAXABLE VALUE	PARCEL COUNT	% CHANGE AV	% CHANGE TV
REAL PROPERTY							
Agricultural	\$ 283,100	280,800	\$ 159,177	\$ 162,197	6	-0.81%	1.90%
Commercial	\$ 23,482,700	24,229,400	\$ 21,709,837	\$ 22,363,165	146	3.18%	3.01%
Industrial	\$ 1,175,300	1,465,700	\$ 1,174,406	\$ 1,146,752	6	24.71%	-2.35%
Residential	\$ 75,948,300	84,359,091	\$ 68,768,105	\$ 71,729,590	1376	11.07%	4.31%
Exempt	\$ -	\$ -	\$ -		134		
TOTAL REAL	\$ 100,889,400	110,334,991	\$ 91,811,525	\$ 95,401,704	1668	9.36%	3.91%
PERSONAL PROPERTY							
Commercial	\$ 1,958,600	\$ 1,970,900	\$ 1,958,600	\$ 1,970,900	189	0.63%	0.63%
Industrial	\$ 741,600	\$ 579,000	\$ 741,600	\$ 579,000	3	-21.93%	-21.93%
Utility	\$ 994,000	\$ 1,016,000	\$ 994,000	\$ 1,016,000	2	2.21%	2.21%
TOTAL PERSONAL	\$ 3,694,200	\$ 3,815,400	\$ 3,694,200	\$ 3,565,900	194	3.28%	-3.47%
TOTAL REAL & PERSONAL	\$ 104,583,600	\$ 114,150,391	\$ 95,505,725	\$ 98,967,604	1862	9.15%	3.62%

2020 IFT ROLL

	2019 SEV	2020 SEV	2019 TV	2020 TV	PARCEL COUNT	%CHANGE AV	% CHANGE TV
REAL	\$ 335,200	\$ 318,600	\$ 335,200	\$ 318,600	1	-4.95%	-4.95%
PERSONAL	\$ 263,400	\$ 249,500	\$ 263,400	\$ 249,500	2	-5.28%	-5.28%
TOTAL IFT	\$ 598,600	\$ 568,100	\$ 598,600	\$ 568,100	3	-5.10%	-5.10%

The State inflation rate multiplier (IRM), as determined by the change in the general price level during 2020, was +1.9%. Therefore, any change greater or less than that percentage represents a combination of demolitions, new construction, uncappings and trends in the market.

TOP TAXPAYERS	TAXABLE VALUE
Ellen's Properties Limited	\$ 2,567,633
Portland Partners	\$ 2,237,707
Portland Apartments II	\$ 1,002,658
Consumers Energy Co	\$ 995,900
THK Rhythm Automotive	\$ 772,000
HEB Development II LLC	\$ 659,394
Rindlehaven Land Co	\$ 621,117
Speedway Superamerica	\$ 593,100
Pinnacle Ventures LLC	\$ 577,500
Portland Products Inc	\$ 568,100

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

2020 Annual Report
Permits

PORTLAND

Electrical Permits	37		\$8,070.00	
Mechanical Permits	50		\$5,874.00	
Plumbing Permits	37		\$4,513.00	
Investigation Fee				
Registration Fees	34		\$510.00	
Building Permits				
Residential - New construction	1		\$1,757.00	
Residential - Other	35		\$13,976.00	
Mobile Home set-up	3		\$1,943.00	
Demo	2		\$150.00	
Non-Residential - New construction	2		\$35,491.00	
Non-Residential - Other				
Total-Building	43		\$53,317.00	
TOTAL - ALL PERMITS ISSUED 2020			\$72,284.00	

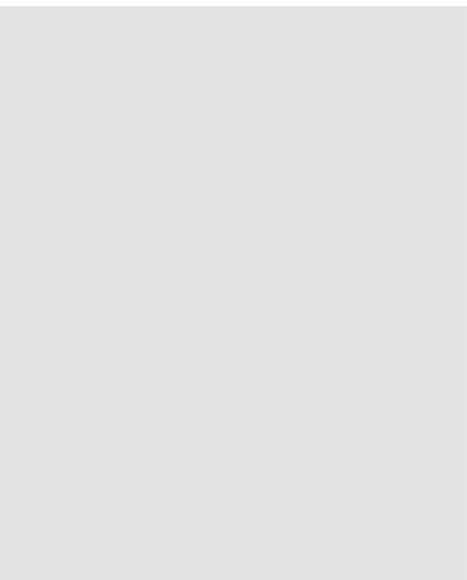
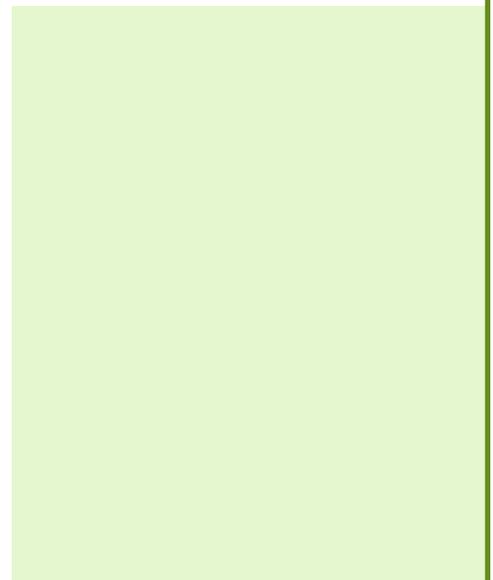
2020 Annual Sewer Report

	2018	2019	2020
Customers Billed	1601	1609	1606
Total Dollars Billed	\$ 896,975.41	\$ 923,962.03	\$ 989,102.29
Penalties Added	\$ 6,574.11	\$ 6,906.82	\$ 7,646.75
Total Sewer Credit Given	<i>Info unavailable</i>	<i>Info unavailable</i>	<i>Info unavailable</i>
Total Dollars Collected	\$ 853,559.53	\$ 911,370.71	\$ 907,903.35
Amount Outstanding	\$ 10,485.80 12/31/2018	\$ 9,647.35 12/31/2019	\$ 8,629.43 12/31/2020





The City of Portland 2020 Annual Operations & Maintenance Report





January 29, 2021

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

RE: Portland Wastewater Treatment Plant (WWTP) 2020 Annual Report

Dear Mr. Gorman:

Attached is the Annual Operation Report for the operations of the Wastewater Treatment Plant for the year of 2020.

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 517.231.5773.

Sincerely,

F&V OPERATIONS AND RESOURCE MANAGEMENT, INC.

A handwritten signature in blue ink that reads "Rory K. Moss".

Rory K. Moss
Sr. Project Manager

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2020 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 2020 is submitted to the City of Portland by F&V Operations and Resource Management, Inc. (FVOP). Throughout 2020 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 2020. The City's wastewater treatment plant (WWTP) met all applicable parameters of the National Pollutant Discharge Elimination System (NPDES) permit, with no violations.

FVOP and City staff created, updated and implemented a Computerized Maintenance Management System (CMMS) throughout 2020. The CMMS allows WWTP staff to schedule and document equipment maintenance procedures as well as track equipment repair history. The WWTP staff averaged about one-hundred and forty-one (141) work orders each month.

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, 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
- Keith Moss (Project Manager): Class A, B, C, D, L2, L1

City staff is currently enrolled in California State University (CSU) Sacramento, water program. Both operators are enrolled in the Operation of Wastewater Treatment Plants Vol. 1, home study course. This course will help prepare operators in writing the Class B, EGLE certification test.

1.3 ANNUAL AND AVERAGE FLOW

The average influent flow was 365,000 gallons per day. The average effluent flow was 271,000 gallons per day. The WWTP received a total of 134 million gallons of influent and discharged a total of 99 million gallons of treated effluent during 2020.

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

The City's wastewater treatment plant (WWTP) experienced zero (0) non-compliance issues during 2020. The WWTP also experienced zero (0) SSO during 2020.

1.5 BIOSOLIDS REPORT AND LAND APPLICATION

The EGLE 2020 biosolids report for the period of October 1, 2019 through September 30, 2020 was submitted to the EGLE before the deadline of October 30, 2020.

NutriGro Environmental Solutions, LLC land applied biosolids three times during the 2020 reporting year. They land applied biosolids in January 2020, May 2020, and September 2020. A total of 43.39 dry tons of biosolids were land applied for 2020.

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 2020. 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 2020.
- New confined space entry equipment was purchased.

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 seven (7) sewer call outs for the WWTP staff in 2020. Upon investigating the sewer call out issues, the staff determined that two (2) were issues with the City sewer main and the other five (5) were issues with the resident's laterals to the sewer main. A sewer main clog affected two (2) homes in 2020.

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 seven (7) City residences who had issues with their laterals, all seven (7) of those laterals were inspected using the City's sewer push camera.

1.8 COLLECTIONS SYSTEM MAINTENANCE

There was a total of 20,200 linear feet of sewer main cleaned during 2020, by City staff. 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.

The City contracted with Monchilov Excavating and Sewer Services, which cleaned 42,340 linear feet of sewer main and televised 38,607 linear feet of sewer mains. The City also contracted with Plummer's Environmental Services which cleaned and televised 909 linear feet of sewer main. This work was done with Fleis and Vandenbrink Engineering as part of the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Stormwater, Asset Management, and Wastewater (SAW) Grant

1.9 WWTP MAINTENANCE ACHIEVEMENTS

During 2020 the WWTP had several notable equipment issues that were either repaired, corrected, cleaned or replaced. These achievements include the following:

- Took both secondary clarifiers out of service for inspection and cleaning.
- Utilized and updated the computerized maintenance management system (CMMS.)
- All three lift stations underwent annual preventive maintenance.
- Canal St. lift station "high level" "wet well alarm was repaired.
- The surface mixer was removed and inspected.
- The laboratory was cleaned and floors painted.
- The thickener booster pump was updated to help reduce polymer usage.
- The thickened sludge pump was rebuilt.
- Annual inspection and maintenance of the City's back-up power generators was completed.

2020 Annual Water Report

	2018	2019	2020
Customers Billed			
City	1640	1653	1647
Rural	25	25	24
	1665	1678	1671
Total Gallons Billed			
City	110,385,895	102,172,786	112,361,921
Rural	2,025,642	1,833,674	1,881,139
	112,411,537	104,006,460	114,243,060
Total Dollars Billed			
City	\$ 603,697.76	\$ 595,242.20	\$ 677,820.43
Rural	\$ 20,481.85	\$ 19,771.91	\$ 21,814.42
	\$ 624,179.61	\$ 615,014.11	\$ 699,634.85
Penalties Added	\$ 4,270.08	\$ 4,465.01	\$ 5,010.06
Total Dollars Collected	\$ 639,331.90	\$ 612,462.35	\$ 623,416.08
Total Gallons Pumped	140,490,400	118,955,000	114,595,000
Hydrant Flushing	2,500,000	856,000	1,100,000
Unaccounted Gallons	25,578,863	14,092,540	-748,060
Percent of Total	18.21%	11.85%	-0.65%





City of Portland Water Department 2020 Annual Report

Recap of work completed in 2020

1. 352 work orders were completed for turn off/on of water, and final reads.
2. 27 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 reduced to the fall only, due to COVID.
6. Hydrant inspections were completed and repaired as needed.
7. Two older fire hydrants were replaced this year with new 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 #7 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 and service line repairs done as needed.
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. Hill tower received a visual inspection, while the South 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. New water service was installed for the Sparrow Project.
18. The Water Department ordered a new Service Truck. It will be on the road in the first quarter of 2021. The current service truck (503), will go to wastewater.
19. GIS mapping of the distribution system was completed and approved this year. That will also start being used in early 2021.

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



**City of Portland
Department of Public Works
2020 Annual Report**

FLUIDS USED

	2017	2018	2019	2020
Cylinder Oil (gal)	110	110	110	55
Transmission Fluid (gal)	55	55	55	10
Hydraulic Oil (gal)	55	55	55	0
Antifreeze (gal)	12	24	12	12
Car Wash Soap (gal)	30	30	30	30

FUEL COST

Year	Cost
2017	\$30,000
2018	\$25,100
2019	\$20,350
2020	\$13,925

MAJOR AND LOCAL STREETS

Material	2017	2018	2019	2020
Hot Black Top (ton)	37	66	50	56
Winter Black Top (ton)	13	24	6	5
Crack Filler (ton)	6	10	8	14
Road Gravel (yds)	0	0	0	0
Sand (yds)	40	40	0	0

DUST CONTROL/BRINING

2017: 0 gallons, minimal dust control, used water
2018: 0 gallons, minimal dust control, used water
2019: 0 gallons, minimal dust control, used water
2020: 0 gallons, minimal dust control, used water

SIDEWALKS AND WALKWAYS

Replaced several sections of walk due to safety concerns.

STREET PAINTING

2017: Cost \$11,709.50
2018: Cost \$13,676.80
2019: Cost \$16,514.87
2020: Cost \$16,681.07

WINTER STREET SALT

2017	350 tons	Total cost: \$16,363.00
2018	450 tons	Total cost: \$23,177.00
2019	700 tons	Total cost: \$44,968.00
2020	500 tons	Total cost: \$33,327.50

From January 1, 2020 to December 31, 2020, thirty miles of major intersections and hills were salted 14 times.

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

The downtown area was cleaned of snow 5 times.

LEAF PICK 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.
2020: Approximately 2,500 cubic yards were picked up.

RECYCLING

- Discontinued to collection of used motor oil and anti-freeze.

CITY WIDE CLEAN-UP

	2017	2018	2019	2020
Loads Received	289	248	273	Cancelled
Dumpsters Filled	21	18	20	
Loads of Brush Received	0	0	0	
Auto Batteries Received	0	0	0	
Used Oil Received (gal)	20	10	20	
Electronics	110/tv's	109/tv's	103tv's	
 <u>Costs:</u>				
Dumpsters	\$7,665.00	\$6,570.00	\$8,207.00	
Wages	\$2,202.94	\$2,138.44	\$2,193.07	
Electronics	\$1,950.00	\$1,940.00	\$2,168.60	
Equipment	\$506.64	\$413.94	\$175.02	
Total Cost of Cleanup	\$12,324.58	\$11,062.38	\$12,743.69	

MILES PUT ON CITY VEHICLES

	2017	2018	2019	2020
9-05 GMC Truck	5,286	7,162	5,100	4,190
9-11 Vactor Truck	201	313	144	151
9-22 GMC Truck		4,382	4,643	3,890
9-14 Sweeper	813	717	725	Replaced
9-49 International Plow	1,275	2,928	3,399	2,093
9-50 International Truck	1,019	373	234	126
9-51 Freightliner Truck	3,300	3,268	3,210	2,115
9-52 International Truck	1,798	1,060	1,270	910
9-54 GMC 1 Ton	2,213	4,668	4,940	4,528
Total miles:	15,910	24,871	23,665	18,003

EQUIPMENT

Replaced the street sweeper with a demo unit.

MISCELLANEOUS

- Michigan Wood Fibers ground the brush pile and cleaned up the compost area.
- Hired a new mechanic due to a retirement.
- Assisted with river trail repairs.
- Chip seal project West, Church, Albro, and Center Streets.
- Asphalt mill & fill James St hill & Grant St hill.

Respectfully Submitted,

Ken Gensterblum
Public Works Foreman

Project Report for the City of Portland

Billing for 2020

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

<u>Project Number</u>	<u>Project Description</u>	<u>Billing Work</u> <u>1/2020 – 12/2020</u>
1110G	General Consultation	\$9,175.25
28771	Bridge Inspection	\$4,100.00
3332F	Wellhead Protection	\$18,000.00
816480	SAW Project	\$465,500.00
833070	Safe Routes to School Project	\$24,803.32
836350	Grand River Avenue Bridge Improvements	\$91,587.74
836360	Grand River Avenue Small Urban	\$69,464.19
838230	Capital Improvements Planning Assistance	\$500.00
844520	Water Reliability Study	\$2,500.00
846940	William Toan Park Improvements	\$3,196.19
847280	Drinking Water AMP Grant Application	\$1,000.00
	TOTAL	\$689,826.69
F&V Operations & Resource Management *Operations*		
712019	Portland WWTP O&M	\$99,514.30
	TOTAL	\$789,340.99

Portland, Michigan 2020 Annual Electric Report

Kilowatts Purchased

	2018	2019	2020
Constellaion	0	0	0
MPPA	37,715,601	36,571,094	36,554,174
MPPA (Belle River)	0	0	0
MPPA (Campbell)	0	0	0
Integrays	0	0	0
ESP	0	0	0
Hydro Generation	2,000,069	2,163,850	2,000,100
Diesel Generation	0	0	0
Total	35,715,532	34,407,244	34,554,074

Electric Purchase Costs

	2018	2019	2020
MPPA	\$ 2,169,762.27	\$ 2,081,926.88	\$ 2,041,744.59
MPPA (Belle River)	\$ -	\$ -	\$ -
MPPA (Campbell)	\$ -	\$ -	\$ -
Integrays	\$ -	\$ -	\$ -
ESP	\$ -	\$ -	\$ -
Total	\$ 2,169,762.27	\$ 2,081,926.88	\$ 2,041,744.59

Kilowatts Used

Residential	17,402,816	16,361,322	17,716,558
Commercial	8,755,257	8,417,557	8,201,280
Lg. Demand/General	9,050,064	8,802,891	7,921,080
Street Lights	338,392	326,168	332,819
Diesel Plant	118,600	133,400	178,080
Hydro-Not Billed	22,058	20,820	21,301
Total	35,687,187	34,062,158	34,371,118

Unaccounted For (Loss to System) **28,345** **345,086** **182,956**

Line Loss % **0.08%** **1.00%** **0.53%**

Average Cost Per KWH Purchased

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

Electric Billed to Customers

PCA Billed-Residential	\$ 87,446.82	\$ 149,497.15	\$ 324,265.22
PCA Billed-Commercial	\$ 42,935.48	\$ 76,827.22	\$ 152,162.46
PCA Billed-Lg. General Residential	\$ 47,969.96	\$ 79,797.29	\$ 144,385.36
Residential EO Charge	\$ 1,701,764.05	\$ 1,730,941.77	\$ 1,859,651.03
Residential EO Charge	\$ 29,298.26	\$ 29,494.63	\$ 31,798.22
Geothermal Discount	\$ (1,339.84)	\$ (1,411.86)	\$ (1,146.98)
Commercial	\$ 835,821.23	\$ 895,872.15	\$ 888,626.22
Commercial/LG EO Chg	\$ 29,148.62	\$ 29,436.57	\$ 29,285.15
Lg. General/Demand	\$ 782,490.23	\$ 764,749.55	\$ 694,429.02
Lg. EO Charge	\$ 220.80	\$ 220.80	\$ 220.80
Street Lights	\$ 47,444.89	\$ 46,244.48	\$ 46,811.16
Tax	\$ 133,411.29	\$ 143,234.08	\$ 157,928.93
Rental Lights	\$ 3,037.63	\$ 2,992.36	\$ 2,815.05
Total	\$ 3,739,649.42	\$ 3,947,896.19	\$ 4,331,231.64

Residential Customers	2234	2238	2236
Commercial Customers	328	333	332
Lg. General/Demand	15	15	15
Total	2577	2586	2583



City of Portland
Board of Light & Power

Wholesale Peak Demand for the City of Portland for 2020 (KW)

Month	MPPA and hydro combined
January	5,214
February	4,964
March	4,585
April	4,330
May	7,418
June	7,992
July	9,099
August	8,823
September	6,425
October	4,683
November	5,077
December	5,349

Wholesale Energy Requirements for the City of Portland (KWh)

January	3,082,166
February	2,852,032
March	2,809,803
April	2,512,733
May	2,663,479
June	3,323,243
July	4,188,784
August	3,750,388
September	2,803,203
October	2,745,974
November	2,704,178
December	3,119,336

Hydro Production Report for 2020

Monthly Production

January	131,688	KWh	
February	198,478	KWh	
March	258,626	KWh	
April	216,360	KWh	
May	163,172	KWh	
June	195,261	KWh	
July	177,620	KWh	
August	147,313	KWh	
September	133,843	KWh	
October	133,133	KWh	
November	154,331	KWh	
December	225,458	KWh	
Total	2,135,283	KWh	for 2020
Total	2,168,805	KWh	for 2019
Total	2,000,068	KWh	for 2018
Total	1,869,575	KWh	for 2017
Total	1,862,374	KWh	for 2016
Total	2,079,969	KWh	for 2015
Total	2,035,260	KWh	for 2014
Total	1,830,000	KWh	for 2013
Total	1,855,800	kWh	for 2012
Total	2,346,000	KWh	for 2011
Total	1,400,000	KWh	for 2010
Total	1,100,500	KWh	for 2009
Total	1,726,100	KWh	for 2008
Total	1,941,700	KWh	for 2007
Total	1,870,000	KWh	for 2006
Total	871,600	KWh	for 2005
Total	1,186,000	KWh	for 2004
Total	843,000	KWh	for 2003
Total	1,001,480	KWh	for 2002
Total	1,528,700	KWh	for 2001
Total	1,835,500	KWh	for 2000
Total	1,323,400	KWh	for 1999
Total	1,445,100	KWh	for 1998
Total	1,351,700	KWh	for 1997
Total	1,056,500	KWh	for 1996
Total	1,168,800	KWh	for 1995
Total	1,601,800	KWh	for 1994
Total	1,552,400	KWh	for 1993

Average Annual Generation = 1,587,116 KWh

Costs to Operate Hydro Facility

Direct Expenses ¹	\$ 18,428.00
Estimated Indirect Expenses ²	\$ 20,165.00
Total expenses for 2020	\$ 38,593.00

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

Average Annual Cost to Operate \$74,367

¹ Direct Expenses are line-item budgeted costs for maintenance and repair of the hydro facility

² Indirect Expenses are estimated costs of operations, electricity, and insurance

Cost/Benefit

Avoided Cost (average wholesale energy purchase price for the equivalent average hydro generation)	\$ 84,546
Average Annual Cost to Operate	\$ 74,367
Estimated Net savings for 2020	\$ 10,179

The "Avoided Cost" is the cost that would have been incurred if the hydro was not in operation. That cost is estimated by using the average wholesale costs of purchased power, assuming that if the hydro was not operating, more energy would be imported from the wholesale market.

The "Average Annual" costs are compared to the avoided costs due to the large variability in yearly costs due to licensing requirements, etc.

Ownership of the hydro continues to be favorable strictly from a energy and capacity standpoint. If the hydro were not in operation, expenses would still be incurred to either maintain the dam in good working order or a one-time significant expense of removing the facility and reclaiming the property to natural conditions.

In addition, the hydro facility provides "Renewable Energy Credits" that are required by the State of Michigan to show that at least 15% of customers energy is served from renewable resources. If the hydro facility was not operating, those credits would have to be purchased and that cost is not factored into the economics shown above.

Respectfully submitted,

Brent Henry

Acting Electric Superintendent
City of Portland
Board of Light & Power

2021 Electric Department Goals

1. Upgrade or install new technologies that allow the electric department to function more efficiently
 - a. multimedia equipment in the Light & Power conference room
 - b. smart hand-held devices for more efficient communication
2. Develop and implement standardized Rules & Regulations for customers to receive electric service
3. Support the continuing effort to design and install a Fiber to the Home network
 - a. Replace customer meters with smart devices that will support automated meter reading and remote turn-on/turn-off
4. Develop and implement a Parallel Operating Agreement to allow customers to connect self-generating resources (roof-top solar) to the electric grid
5. Develop and implement a Net Metering Rate that allows customers who self-generate to receive an off-set to the electric bill for the energy they produce
6. Improve the process of permitting/MissDig that clearly identifies roles and responsibilities of all of the stakeholders
7. Develop naming convention and label electric distribution components
8. Tear down dilapidated barn at the hydro and replace with a modern pole structure
9. Pursue replacement of tree truck
10. Investigate LED street lighting and replace high pressure sodium bulbs with proper, energy efficient bulbs
11. Move targeted areas of overhead lines to underground
 - a. Divine Highway
 - b. Water Tower
 - c. Market Street
 - d. Bill's party store
12. Begin decontaminating and disposing of old transformers

Outage Report for 2020 by Circuits: 2019 2020

Westside Residential Circuit:

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

Industrial Circuit:

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

North Circuit:

Primary outages on overhead distribution-----0-----2
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

South Circuit:

Primary outages on overhead distribution-----0-----2
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-----1-----0

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

East Circuit:

Primary outages on overhead distribution-----1-----0
Primary outages on underground distribution-----1-----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-----2
Secondary trouble calls on overhead distribution-----0-----0
Secondary trouble calls on underground distribution--1-----0

Meeting and Attendance Record of Light & Power Board for 2020

January---Present: Alberta, Baldyga, Lefke
February---Present: Alberta, Baldyga, Lefke
March---Present: Alberta, Baldyga, Lefke
April---Present: Alberta, Baldyga, Lefke
May---Present: Alberta, Baldyga, Lefke
June---Present: Alberta, Baldyga, Lefke
July---Present: Alberta, Baldyga, Lefke
August---Present: Alberta, Baldyga, Lefke
September---Present: Alberta, Baldyga, Lefke
October---Present: Alberta, Baldyga, Lefke
November---Present: Alberta, Baldyga, Lefke
December---No meeting



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

August 1, 2019 - July 31, 2020

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I. Youth Recreation:

A. Fall Recreation Programs

Soccer

Residency	#	%
City of Portland	37	30%
Portland Township	38	31%
Danby Township	24	19%
Eagle Township	5	4%
Orange Township	6	5%
Lyons Township	5	4%
Sebewa Township	1	1%
Other	8	6%
Total	124	100%

Flag Football 2nd/3rd Grade

Residency	#	%
City of Portland	16	23%
Portland Township	24	35%
Danby Township	17	25%
Eagle Township	1	1%
Orange Township	2	3%
Lyons Township	3	4%
Sebewa	2	3%
Other	4	6%
Total	69	100%

B. Winter Recreation Programs

1st – 4th Grade Basketball

Residency	#	%
City of Portland	35	18%
Portland Township	43	22%
Danby Township	28	15%
Eagle Township	3	2%
Orange Township	8	4%
Lyons Township	4	2%
Sebewa Township	6	3%
Westphalia	14	7%
Other	52	27%
Total	193	100%

II. Adult Recreation

A. Fall Recreation Programs

1. Softball

Residency	#	%
City of Portland	77	63%
Portland Township	14	10%
Danby Township	13	9%
Eagle Township	8	3%
Orange Township	2	2%
Lyons Township	9	6%
Sebewa Township	0	0%
Other	15	8%
Total	138	100%

B. Winter Recreation Programs

Basketball

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 Township	5	2%
Other	109	45%
Total	240	100%

Volleyball

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 Township	1	2%
Other	3	7%
Total	44	100%

Adult Participation Totals

Residency	#	%
City	162	39%
Portland Twp.	61	15%
Danby Twp.	32	8%
Eagle Twp.	13	3%
Orange Twp.	6	1.5%
Lyons Twp.	15	4%
Sebewa Twp.	6	1.5%
Other	117	28%
Totals:	412	100%

Youth Total

Residency	#	%
City	88	23%
Portland Twp.	105	28%
Danby Twp.	69	18%
Eagle Twp.	8	2%
Orange Twp.	16	4%
Lyons Twp.	4	1%
Sebewa Twp.	9	3%
Other	78	21%
Totals:	377	100%

Youth & Adult Participation Total

Residency	#	%
City	250	31%
Portland Twp.	166	21%
Danby Twp.	101	13%
Eagle Twp.	21	3%
Orange Twp.	22	3%
Lyons Twp.	19	2%
Sebewa Twp.	15	2%
Other	195	25%
Totals:	789	100%

IV. Youth Recreation:

A. Fall Recreation Programs

1. Soccer

A. Revenue	Registration Fees:	\$4,715.00
	Total:	\$4,715.00
B. Expenditures	Shirts	\$666.50
	Total:	\$666.50
C. Total Revenue		\$4,715.00
D. Total Expenditures		\$666.50
E. Total Balance		\$4,048.50

2. Flag Football

A. Revenue	Registration Fees:	\$2,630.00
	Total:	\$2,630.00
B. Expenditures	Shirts	\$394.25
	Officials:	\$420.00
	Total:	\$814.25
C. Total Revenue		\$2,565.00
D. Total Expenditures		\$815.25
E. Total Balance		\$1,815.75

B. Winter Recreation Activities

1. 1st-4th Grade Basketball

A. Revenue	Registration Fees	\$9,115.00
	Sponsorship-Board of Light & Power	\$1,572.12
	Total:	\$10,687.12
B. Expenditures	Shirts	\$1,572.12
	Officials & Scorekeepers	\$605.00
	Total:	\$2,177.12
C. Total Revenue		\$10,687.12
D. Total Expenditures		\$2,177.12
E. Total Balance		\$8,510.00

V. Adult Recreation:

A. Fall Recreation Programs

1. Softball

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

C. Winter Recreation Programs

1. Basketball

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

VI. Programs Revenues & Expenditures Summary

A. Revenue

Program Revenue	\$44,532.12
City of Portland Contribution	\$32,000.00
Portland Township Contribution	<u>\$ 8,000.00</u>
Total Revenue	\$84,532.12

B. Expenditures

Program Expenditures	\$17,741.14
Personnel	\$40,384.47
Administrative Services	\$12,768.00
Contracts & Services	<u>\$ 6,748.00</u>
Total Expenditures	\$77,641.61

C. Balance	\$ 6,890.51
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Respectfully Submitted,

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



2020 Annual Report

2020 Annual Report

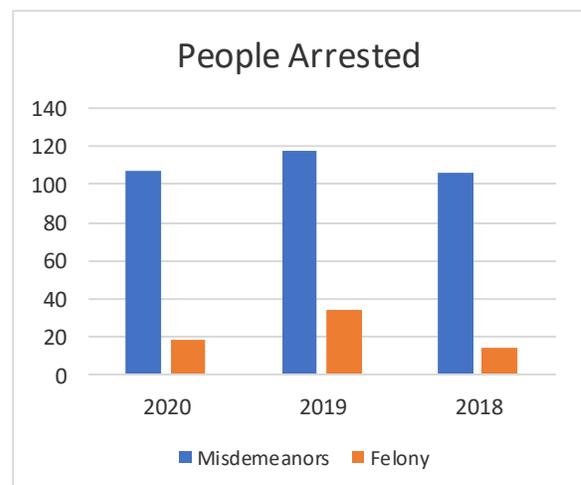
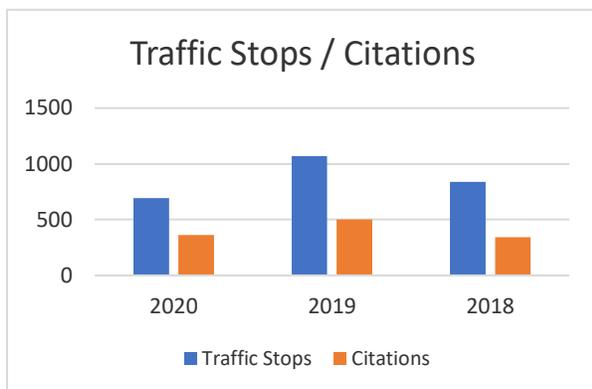
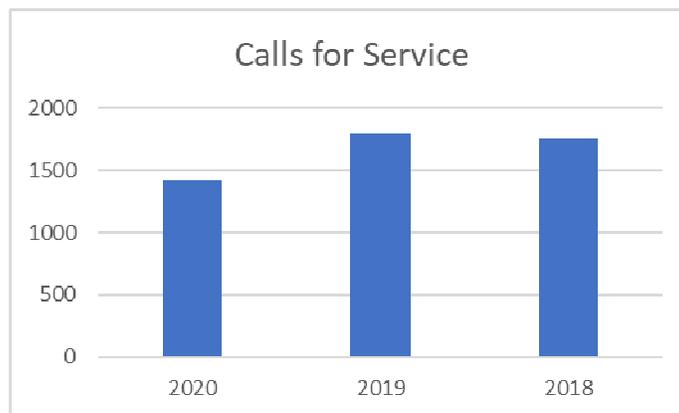
Police Response

January of 2020 began with a sharp increase in the number of calls for service, arrests, and traffic stops. The trend continued into February but began to decline towards the end of the month due to safety cautions surrounding the Covid-19 pandemic. By April, 2020, all three categories saw the lowest monthly statistical decline across the board.

Officers were eventually able to return to limited patrol activity as 2020 continued and safety precautions evolved. Overall arrests still saw a tremendous drop; Covid-19 based policies of the Ionia County Sheriff's Department prohibited officers from making arrests and lodging people for most crimes; these policies continued through the end of 2020. Additionally, traffic stops were at a significant decline due to a suspension of secretary of state administrative functions and executive orders ordering most people to stay at home.

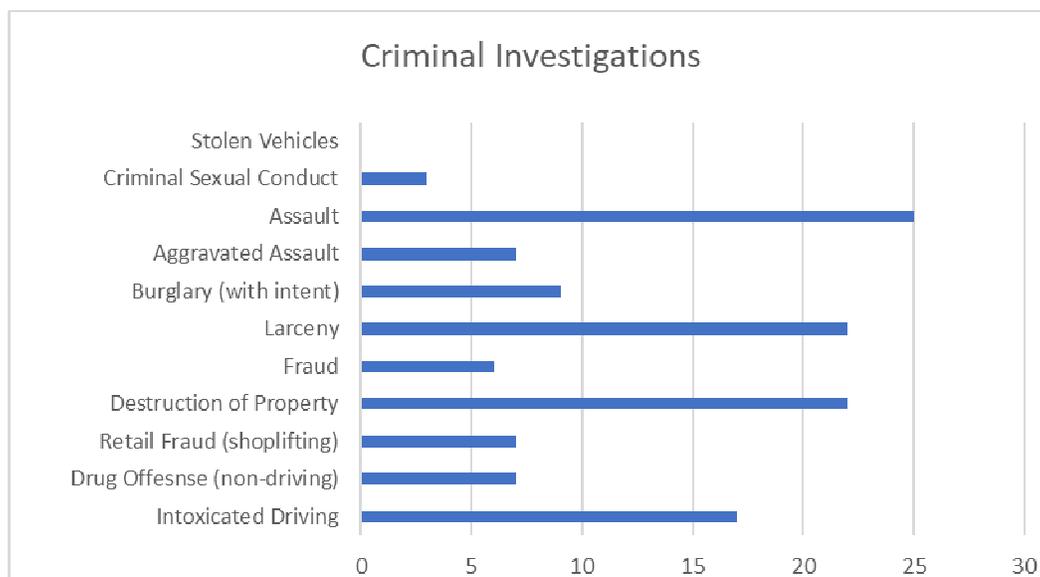
Officers at the Portland Police Department responded to 1,421 original calls for service in 2019. These calls do not include tasks such as investigative follow up or administrative responsibilities such as gun permits, court appearances or FOIA requests.

There were 107 persons arrested for 157 misdemeanor charges and 19 persons arrested for 31 felony charges; the bulk of these arrests occurring at the beginning of the year. Officers stopped 691 cars and issued 362 traffic citations.



Criminal Investigations

The following chart represents a sampling 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 decreased to 64 in 2020 compared to 125 in 2019; this is attributed to less traffic on the roads.

Notable Activity

In September of 2019, 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. This case was resolved in September 2020 resulting in the suspected shooter being convicted of carrying a dangerous weapon with unlawful intent, assault with a dangerous weapon, and felony firearm.

Officer Smith investigated a call for an assault against an obviously pregnant female. Officer Smith was able to separate the subjects; however, the suspect soon became aggressive towards Officer Smith and assisting units from Michigan State Police and the Ionia County Sheriff's Department. The suspect was arraigned on charges of knowingly assaulting a pregnant individual, disorderly person /drunk, four counts of resist and obstruct officer and one count of resist and obstruct officer causing injury.

Officers responded to a call where subjects in a nearby apartment could be heard calling for help; they believed people were trying to hurt them. Officer Kauffman and Officer Goggins responded and found two subjects under the influence of methamphetamine and hallucinating; they were also able to locate a substantial amount of suspected methamphetamine in the residence. A handgun was also produced by one of the subjects during the investigation. Two subjects were jailed at the Ionia County Jail on two charges of possession of methamphetamine and felony firearm.

Officer Kauffman was the sole officer to respond to a report of a domestic assault and attempted strangulation. Officer Kauffman responded quickly and located the suspect outside of the residence; the subject was apprehended after a short foot pursuit. Investigation showed the male suspect had assaulted his long time girlfriend; he then attempted to strangle a second female when she intervened during the first assault. The

suspect, under the influence of methamphetamine, had also caused significant damage inside the residence. Officer Kauffman’s investigation resulted in a quick conviction when the suspect pled guilty to assault with intent to commit great bodily harm; the suspect was sentenced to 27 months to 60 months in prison.

Officer Smith was alerted to an injured female in the area of Bogue Flats in August. Investigation revealed the female had been struck in the face with a wooden board by her boyfriend. The victim was uncooperative during the investigation; however, Officer Smith was able to conduct witness interviews and obtain search warrants to support the arrest of the suspect who was arraigned on charges of felonious assault.

Chief Thomas was called to check a male subject who was nearly unconscious. The male was found to have been severely beaten with obvious serious injuries. An extensive investigation began while the subject was still hospitalized and unresponsive; it’s believed to be a retaliatory crime. Despite best efforts, the victim refused to cooperate in the investigation, and the case has been marked as inactive.

Code Enforcement

The police department began assisting the Zoning Administrator with code enforcement in September 2020. Primary target areas consisted of abandoned vehicles, junk/secondhand goods, and tall weeds and grass. In the first four months, we met with homeowners and renters at 51 addresses and accomplished the following:

Removal of 16 Abandoned Vehicles Clean up of 8 areas of “Junk” Trimming of tall grass / weeds in 28 yards

Personnel

The Department saw one full-time and one part-time resignation in 2020 bringing the total number of officers to an all-time low. There is currently a plan to replace one full time officer position; the second full-time position, lost in 2019, is still under consideration. The Department employed one part-time officer at the end of 2020.

There is 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.

School / Community Engagement

Due to Covid-19, engagement with the area school districts and at community events was put on hold pending orders to close schools and cancel school events; community events were postponed or cancelled.

Portland Police Department continued to partner with St Patrick’s schools. Officers assisted in simulating lockdown drills where students and staff were trained to be proactive during incidents involving active violence and with training two grade levels in first aid / CPR. Area emergency services, including the police department, partnered with the Portland Middle School to sponsor low-income / at-risk students during the Christmas season.



2020 ANNUAL REPORT



DATE: 02/05/2021
TO: CITY MANAGER
FROM: AMBULANCE DIRECTOR
RE: 2020 ANNUAL REPORT

In 2020, Portland Ambulance took on the challenges of a pandemic, a new director and a completely new group of full-time paramedics and many new part-time staff all while maintaining the level of service our citizens expect.

Staffing

This year I took over as director upon the retirement of Phil Gensterblum after his 30 years of service to the department. I started my time here at Portland Ambulance when I was still in high school by being involved in the explorer program. In 2008 I obtained my EMT license after completing the program at Lansing Community College and joined the department the same year as a part-time employee. I went on to obtain my Paramedic license in 2010 after completing the program at LCC and took a full-time position in Williamston at Northeast Ingham Emergency Services Authority (NIESA) as a paramedic / firefighter, eventually taking over as one of the supervisors of that department. I left NIESA in 2015 to take the position here with the City of Portland as a full-time paramedic. I am active on the Portland Area Fire Authority as a firefighter and Captain of that department. I live here in Portland with my wife and two children.

Our full-time paramedic staff are a great group of people to work with and all bring a lot to the organization.

Heather Crosby joined the department in January and came to us from AMR in Holland. Heather obtained her EMT and Paramedic education from Great Lakes EMS Academy. She has worked for North Ottawa Community Health System as a paramedic and then AMR for several years prior to coming to Portland Ambulance. Heather is still active with AMR as a paramedic, dispatcher and an instructor. She is also a probationary firefighter with Portland Area Fire Authority where she is currently taking classes to gain her fire certification. Heather is also a Certified Critical Care Paramedic able to take severely ill patients on transfers from hospitals.

Jeff Carrow worked here at Portland Ambulance for a short time as an EMT several years ago and joined us as a full-time Paramedic in August. Jeff came to us from Clinton Area Ambulance Service Authority (CAASA) in St. Johns. He still works as a part-time paramedic with CAASA, Dewitt Area Emergency Services Authority as a firefighter and as a reserve police officer for the City of Laingsburg.



Joe Hovey joined the department in December. Joe started his training here at Portland Ambulance in our EMT program in 2018 after which he gained his license. Joe worked for CAASA for several years and then gained his Paramedic license in the first weeks of 2021 after going to Dorsey Emergency Medical Academy. He is active with Bath Twp Fire Department as a firefighter as well and is an instructor for CPR and several other classes.

We currently have a roster of nineteen personnel including seven paramedics, one advanced emergency medical technicians, and eleven emergency medical technicians. We currently have a diverse group with several of the staff having over twenty years of experience and we have several more who are just starting their careers. We also have three of our emt's in paramedic programs and look forward to seeing them complete their training and gain their licenses in the next year.

Many of our staff are local to the City of Portland and are able to cover second out ambulance calls which are staffed with staff on a paid-on-call setup. Many of our staff are also involved in other community related organizations such as fire departments, ambulance services, police agencies, and dispatch centers which brings a great level of knowledge and experience to the team.

Equipment

Vehicles - This year has seen some general maintenance on the ambulances but nothing that was not expected for the age, mileage and hours on each of the units. Currently we have adopted a rotation to the ambulances to allow a better spread of the mileage and hours across the fleet. COVID has also made this strategy a necessity to allow disinfection and cleaning of each ambulance while keeping our staff and patients healthy.

We recently licensed the departments Durango as a medical first response unit. The unit is able to assist on incidents and carries a wide range of equipment that was previously underutilized on the department. The unit carries all of our mass causality incident equipment and a large stock pile of equipment for active violence incidents the unit also has communications with that dispatch centers and hospitals.

Monitors/AED's – In late September the department took delivery of new Stryker Life Pak 15 v4 heart monitors and CR2 AEDs. These were purchased to replace the Philips MRx monitors that no longer meet FDA requirements in February 2021. Also with this purchase we obtained a LUCAS 3.0 CPR device and another power stretcher.



The new monitors offer a level of integration that we have long needed. They have allowed us to look at and learn from every call in detail using CODE-STAT software. Using these tools we have started to review in detail every critical call. The monitors have allowed better integration with secured cloud based data transmission to the hospitals and into our reporting software.

LUCAS 3.0 CPR Device – This piece of equipment has changed how the department responds to a cardiac arrest. The LUCAS allows our department to use less personnel while providing uninterrupted, consistent high quality CPR to cardiac arrest patients. LUCAS has also improved crew safety, by allowing all crew members to be seated and belted during transport of a patient in cardiac arrest. With COVID and the need to keep the number of personnel at a minimum on scene, we have seen an even greater value with this device.

COVID Equipment – Currently the department has over a 100 day supply of PPE. We have adopted reusable equipment such as gowns, face shield and P100 respirator masks. These items are more expensive up front but will save money in the long run. We continue to see issues with being able to purchase certain supplies including gloves, gowns and disinfectant, as well as some of our soft supplies. Many of the supplies we can get ahold of have gone up in price drastically over the event (Gloves 120%, N95 Masks 400-500% to name a few). Obtaining gowns and gloves was nearly impossible during the height of the pandemic; we enlisted the help of local persons to help make hospital grade gowns from hospital grade materials we were able to obtain giving our staff equivalent of a reusable level 3 isolation gown. We have also been using UV sanitizers to prolong the life of N95 masks as well as allowing a 72 hour cycle to make sure any COVID that is on the mask is inactive. I anticipate we will continue to see supply issues through the end of 2021.

Radios – We are finishing out our second year on the 800mhz system and will need to start looking into purchasing several new radios in the next two years to maintain the system. When we switched over to 800 radios, many of them were used and in need of replacement due to their age at that time.

Calls

We had a slight drop in calls from the previous year, finishing the year with 944 calls for service. The months of March and April had a sharp falloff in call volume at the beginning of the pandemic. This drop was seen everywhere in the region and was not just isolated to our agency. Portland Ambulance was able to cover 97.8% of the calls for service in our area for 2020.



Mutual Aid Given – Portland Ambulance is called on frequently to assist other agencies when that agencies resources are depleted. This year was not the highest volume we have seen but it was significant. Frequently Portland Ambulance is called into other parts of this county to cover LIFE ems as well as outside of our county for other agencies.

Mutual Aid Received – Requests for aid reduced by one from the previous year. Many of these calls we were able to get a basic (BLS) ambulance or echo unit to the scene but were unable to transport the patient due to the level of care required, meaning we had to request an ALS ambulance from another agency to finish the transport. We have added local staff over the past several months in an effort to improve our second out paid on call status, but we still have time where we struggle to staff a full second crew, mainly during the day when staff is at their full-time jobs. We are using technology to quicken the decision making on these calls; utilizing Active911, staff is able to mark if they are available for second or third crew, giving us nearly real time information on our staffing for additional ambulances.

Transfers – in 2020 we have started to take transfers again from Sparrow Ionia in an effort to not only generate additional funding and run volume but to help take the pressure off LIFE ems, reducing the number of mutual aid calls requested by LIFE ems. Before we take a transfer, we ensure the second out ambulance is staffed before leaving the coverage area. The only exception to this is a critical patient at Sparrow Ionia that is in need of immediate transfer due to significant trauma, burns, heart attack, stroke, or post cardiac arrest etc.

In 2020, the department adapted quickly to the rapid changes we experienced during the pandemic, a complete full-time staffing change and a new director. I cannot express the level of dedication and professionalism exhibited by our staff through the entire year and during all of these changes. They have faced the unprecedented challenges of the pandemic, staffing shortages, and illness all while exceeding the level of service our citizens expect. I cannot thank them enough for what they do and I look forward to working with them through the coming years.

Respectfully submitted,

Zach Waltersdorf, Director

CALLS BY RESIDENCY	Jan		Feb		Mar		Apr		May		Jun		Jul		Aug		Sept		Oct		Nov		Dec		FINAL		Total
	R	NR	R	NR	R	NR	R	NR	R	NR	R	NR	R	NR	R	NR	R	NR	R	NR	R	NR	R	NR	R	NR	
	City of Portland	30	9	18	2	24	0	16	2	22	3	20	1	28	8	25	2	18	3	24	4	22	6	15	0	262	
Portland Twp	18	2	15	0	15	1	10	0	11	2	15	1	14	1	18	3	15	6	17	3	21	2	15	1	184	22	206
Danby Twp	9	5	6	0	6	0	4	1	3	3	14	1	8	0	7	0	9	3	7	0	11	0	10	1	94	14	108
Lyons Twp	2	1	9	1	1	0	1	0	5	0	5	0	2	1	3	0	4	0	3	0	3	0	9	0	47	3	50
Pewamo Vill	3	0	2	0	1	0	0	0	2	0	3	0	2	0	3	0	5	0	5	0	10	0	2	0	38	0	38
Sebewa Twp	2	0	4	0	2	0	5	0	4	0	4	0	1	3	0	0	3	3	6	0	1	0	2	1	34	7	41
Westphalia Twp	1	0	3	0	4	0	1	1	2	2	4	0	2	0	0	1	2	3	1	1	1	0	3	0	24	8	32
Westphalia Vill	1	0	11	0	2	0	3	0	0	1	2	0	1	0	0	1	0	0	4	0	2	1	1	2	27	5	32
Orange Twp	4	0	2	4	2	0	3	1	5		2	1		2	3	1	2	1	2		1	0	2	0	28	10	38
Transfer	1		0		0		0		0		2		0		2		1		2		0		2		10		
Mutual Aid Given	7		3		2		6		7		8		7		4		11		10		14		8		87		
TOTAL	95		80		60		54		72		83		80		73		89		89		95		74		944		
MA Received	4		4		1		0		0		2		1		1		7		0		1		0		21		

Ten Year History of Calls

Year	Total Calls	Billable Calls
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
2020	944	739

Times of Calls

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Percent
00:00-08:00	24	18	9	13	14	19	14	17	21	15	21	12	197	20.9%
08:00-16:00	49	39	28	21	33	31	30	39	38	40	47	29	424	44.9%
16:00-00:00	22	23	23	20	25	33	36	17	30	34	27	33	323	34.2%
07:00-17:00	56	45	36	21	43	37	36	37	52	45	55	38	501	53.1%

UNIT	RUNS	LOADED MILES	
AMB 43 (2017)	625	9,482.7	
AMB 45 (2016)	302	4,587.0	
AMB 44 (2008)	21	124.8	
UNIT MILEAGE	START	END	TOTAL
AMB 43 (2017)	58,988	82,328	23,340
AMB 45 (2016)	18,445	30,090	11,645
AMB 44 (2008)	238,240	238,821	581
CAR 42 (2018)	5,917	9,558	3,641

MUTUAL AID GIVEN

Jan		Feb		Mar		Apr		May		Jun		Jul		Aug		Sept		Oct		Nov		Dec	
Ionia C	LIFE	Oeida T	GL	Eagle T	DELT	Dalls T	CAAS	Ionia T	LIFE	BerIn T	LIFE	Eagle T	DELT	Mull V	GL	LakeO V	LIFE	Ionia C	LIFE	Eagle V	DELT	Clarks V	LIFE
Camp T	LIFE	Orang T	LIFE	Mull V	GL	Rox T	GL	Ionia C	LIFE	Ionia C	LIFE	Eagle T	DELT	Mull V	GL	Ionia C	LIFE	Ionia C	LIFE	Rox T	GL	Orlean T	LIFE
BerIn T	LIFE	Orang T	LIFE	Dalls T	CAAS	Rox T	GL	Eagle T	DELT	Ionia C	LIFE	Orang T	LIFE	Muir V	LIFE	Ionia C	LIFE	Ionia C	LIFE	GL C	GL	Ionia C	LIFE
Beld C	LIFE					Rox T	GL	Eagle T	DELT	Ionia C	LIFE	Lyon V	LIFE	LakeO V	LIFE	Ionia C	LIFE	Ionia T	LIFE	Lyon V	LIFE	Ionia C	LIFE
Rox T	GL					Lyon V	LIFE	WT T	DELT	Ionia T	LIFE	Ionia C	LIFE	LakeO V	LIFE	Ionia T	LIFE	Ionia T	LIFE	Sara V	LIFE	Orang T	LIFE
Eagle T	DELT					Ionia C	LIFE	Rox T	GL	Ionia T	LIFE	Ionia C	LIFE			Ionia T	LIFE	Ionia T	LIFE	Sara V	LIFE	Dalls T	CAAS
Eagle T	DELT							Rox T	GL	Rox T	GL	Bost T	LIFE			Hubb V	LIFE	Ionia T	LIFE	Sara V	LIFE	Rox T	GL
										Nash V	NASH					Orang T	LIFE	Ionia T	LIFE	Ionia C	LIFE	Eagle T	DELT
																Rox T	GL	LakeO V	LIFE	Ionia C	LIFE		
																Rox Twp	GL	Eagle T	DELT	Ionia C	LIFE		
																GL C	GL			Ionia T	LIFE		
																				Ionia T	LIFE		
																				Orang T	LIFE		
																				Orang T	LIFE		
																				Orang T	LIFE		

MUTUAL AID REQUESTED

Jan		Feb		Mar		Apr		May		Jun		Jul		Aug		Sept		Oct		Nov		Dec	
City	LIFE	West V	CAAS	City	LIFE					City	LIFE	City	LIFE	City	DELT	Sebewa T	LIFE			Port T	LIFE		
City	LIFE	West V	CAAS							Danby T	LIFE					Port Twp	LIFE						
City	LIFE	CITY	LIFE													City	LIFE						
Pew	CAAS															Lyons T	LIFE						
																Danby T	LIFE						
																Danby T	GL						
																City	DELT						

Hospitals Transported

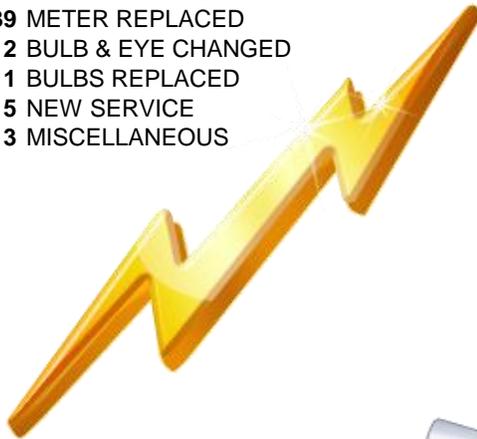
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Sparrow Main	38	30	24	20	30	28	24	29	42	23	31	17	336
McLaren Greater Lansing	3	4	5	0	2	6	2	8	2	8	6	3	49
Sparrow Ionia	22	17	8	17	17	17	26	20	22	28	27	29	250
Sparrow Clinton	0	1	1	0	0	0	1	0	0	1	1	2	7
Sparrow Carson	2	3	0	0	1	1	1	0	2	1	1	3	15
Sparrow Eaton	2	0	1	1	0	0	0	0	0	0	0	0	4
SP Pennock Hastings	0	0	0	0	0	1	0	0	0	1	0	0	2
Helen Devos Children's	2	1	0	0	0	0	0	0	1	0	1	0	5
SP Butterworth	2	1	0	1	1	2	4	0	0	2	2	1	16
Metro GR	1	0	0	0	2	0	1	1	0	1	0	0	6
St. Mary's GR	0	0	0	0	0	1	0	0	0	0	0	0	1
SP United Greenville	0	0	0	0	0	0	1	0	0	0	2	1	4
Allegiance Health Care	0	0	0	0	0	0	0	2	0	0	0	0	2
Private Residence	0	0	0	0	0	0	0	1	0	0	0	0	1
Total	72	57	39	39	53	56	60	61	69	65	71	56	698

Types of Calls	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2nd/3rd out calls	13	7	5	2	5	4	6	4	12	2	6	2	63
Amb Subscription Uses	2	3	3	3	3	4	5	2	2	2	2	2	33
Chest pain	8	5	9	2	3	10	3	5	6	4	6	5	66
Difficulty breathing	15	8	6	12	9	8	6	6	1	5	15	7	98
CVA/Strokes	0	2	1	3	2	3	2	1	3	0	2	1	20
Diabetic	1	2	2	4	3	1	0	4	3	1	1	2	24
Others (Medical type)	35	26	22	16	21	24	38	35	38	41	39	43	378
Motor Vehicle Accidents	13	15	4	6	7	5	8	4	9	10	8	6	95
Falls	9	15	10	6	14	20	11	11	13	6	13	7	135
Sports related	0	1	0	0	1	1	0	0	4	4	0	0	11
Assaults	1	1	0	0	2	0	1	4	1	1	0	0	11
Industrial	0	0	0	0	0	0	0	0	0	0	0	0	0
Other (Traumatic type)	4	1	2	2	7	6	3	1	0	5	2	0	33
Psyche calls	5	2	1	1	1	3	5	1	3	7	2	3	34
Cardiac Arrest	2	0	2	1	2	0	0	0	1	2	5	0	15
DOA (Dead on Arrival)	2	2	0	1	0	2	2	2	0	0	0	0	11

WORK ORDER RECAP 2020

ELECTRIC DEPARTMENT

- 16 CHECKED SERVICE
- 39 METER REPLACED
- 2 BULB & EYE CHANGED
- 1 BULBS REPLACED
- 5 NEW SERVICE
- 3 MISCELLANEOUS



DPW

- 28 TREES REMOVED
- 6 TREES TRIMMED
- 3 SIDEWALK REPAIR
- 1 MISCELLANEOUS

WATER DEPARTMENT

- 15 CHECKED USAGE-OK
- 3 NEW SERVICE
- 26 ORION METERS INSTALLED
- 1 SERVICE ON ALL PARKS
- 1 SERVICE OFF ALL PARKS
- 4 MISCELLANEOUS



CITY OF PORTLAND ZONING BOARD OF APPEALS

ANNUAL REPORT 2020

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 9, 2020	32 Minutes	5
April – No Meeting		
May – No Meeting		
June – No Meeting		
July – No Meeting		
August – No Meeting		
September – No Meeting		
October – No Meeting		
November – No Meeting		
December – No Meeting		

SUMMARY OF MEETINGS

March 9, 2020

- The Board considered and approved two variances related to parking requirements for off-street parking in the front yard [Section 42-408 (a) (1)] and access requirements for setback from property lines [Section 42-410 (g)] for the proposed development of a Taco Bell at 1433 E. Grand River Ave.

2020 STATISTICAL SUMMARY

- 1 Meetings Held
- Average Meeting Length –32 minutes
- Average of 5 Members Present
- 0 Variances Denied
- 2 Variances Approved
- 0 Request to Repeal a Decision of the Planning Commission

**CITY OF PORTLAND
PLANNING COMMISSION**

**ANNUAL REPORT
2020**

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 11, 2020	2 hours	6
April – No Meeting		
May – No Meeting		
June – No Meeting		
July – No Meeting		
August – No Meeting		
September – No Meeting		
October – No Meeting		
November – No Meeting		
December – No Meeting		

SUMMARY OF MEETINGS

March 11, 2020

- The Commission held a Public Hearing to consider a request for a Special Land Use for the properties at 1433 E. Grand River Ave. (34-300-091-000-125-00) and 159 Bristie St. (34-300-091-000-115-00), to construct a Taco Bell fast food restaurant with drive-thru to be located in the C-3 Highway Commercial District.
- The Commission adopted a resolution making a recommendation to defer Capital Improvement Planning to City Council as permitted by the Michigan Planning Enabling Act.
- The Commission approved a Special Land Use for the properties at 1433 E. Grand River Ave. and 159 Bristie St. to construct a Taco Bell fast food restaurant with drive-thru to be located in the C-3 Highway Commercial District.
- The Commission approved the site plan to construct a Taco Bell fast food restaurant on the properties located at 1433 E. Grand River Ave. and 159 Bristie St. along with the deviations as enumerated on page 8 of the City Zoning Consultant's memo to the Planning Commission, specifically the stacking spaces, which meets the requirement, the deviation from the minimum 25% window coverage, and the deviation to allow extra parking spaces which provide space for stacking spaces and snow removal, and contingent on the combining of the two parcels into one through the City of Portland Assessor's office.

2020 STATISTICAL SUMMARY

- 1 Meetings Held
- Average Meeting Length – 2 hours
- Average of 6 Members Present
- 1 Site Plans Approved
- 1 Special Land Use Approval
- 0 Lot Splits Approved

**CITY OF PORTLAND
DOWNTOWN DEVELOPMENT AUTHORITY**

**ANNUAL REPORT
2020**

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 27, 2020	39 minutes	5
February 24, 2020	35 minutes	6
March – No Meeting		
April – No Meeting		
May 26, 2020	57 minutes	8
June 22, 2020	31 minutes	7
July 27, 2020	36 minutes	8
August 24, 2020	50 minutes	7
September 28, 2020	1 hour, 8 minutes	7
October 26, 2020	36 minutes	9
November – No Meeting		
December – No Meeting		

SUMMARY OF MEETINGS

January 27, 2020

- The DDA voted to begin planning for a potential Riverfront Park Improvement Project at Toan Park in 2020 and to move forward with the project in 2021.
- The DDA approved updated work plans assigned leadership roles.

February 24, 2020

- The DDA approved the proposed budget for Fiscal Year 2020-2021.
- The DDA approved the request to apply for the 2020 Beerfest on the Bridge Liquor License.
- The DDA approved the request to contract with Paul Starr to coordinate the Beerfest on the Bridge at the same rate as last year.

May 26, 2020

- Director ConnerWellman noted that due to the COVID-19 Pandemic the DDA did not meet in March and April and that the teams have not been able to meet.
- The DDA approved a quote from Off and Running Painting for painting of the Boardwalk railing.
- The DDA approved the cancellation of Beerfest on the Bridge scheduled for August 8, 2020 due to the pandemic.

June 22, 2020

- General business was conducted.

July 27, 2020

- The Election of Officers was held.
- General business was conducted.

August 24, 2020

- General business was conducted.

September 28, 2020

- The DDA amended the budget for Fiscal Year 2020-2021.
- Director ConnerWellman presented the concept renderings for the Riverfront Park Improvements proposed for Toan Park.
- The DDA approved concept #2 to keep the current playground equipment and relocate it within Toan Park.

October 26, 2020

- General business was conducted.

2020 STATISTICAL SUMMARY

- 8 Meetings Held
- Average Meeting Length – 44 minutes
- Average of 7 Members Present