



CITY OF PORTLAND

2021 ANNUAL REPORT





March 28, 2022

Dear Portland City Council:

Please find within this document a copy of the Annual Report from each department of the City of Portland; the format is the same as previous years. This Annual Report is an outline of the services provided by the City of Portland and its employees. The purpose of this report is to focus on the major activities of 2021.

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

Sincerely,

A handwritten signature in blue ink that reads "Nikki Miller".

Nikki Miller
City Clerk

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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, 2021.

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, 2021. 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 \$27,627,062 (excluding component units).
- Governmental activities net position was \$13,997,698.
- Business-type activity net position was \$13,629,364.
- Component Unit net position was \$1266,718.

Fund Level

- At the close of the fiscal year, the City's governmental funds reported a combined ending fund balance of \$3,623,699 with \$2,756,353 being nonspendable, restricted, committed or assigned for specific purposes and \$867,346 being unassigned.
- The General Fund realized \$53,945 more in revenues and other financing sources than anticipated for the fiscal year. The General Fund operations also expended \$267,835 less than appropriated when including other financing uses.
- Overall, the General Fund balance increased by \$201,446.

Capital and Long-term Debt Activities

- The total additions to the capital asset schedules for the primary government were \$1,272,831, excluding reclassifications. Significant capital purchases during the year included Grand River Small Urban Project, Grand River Bridge Project, Safe Routes to School, and several Mill & Fills.
- The total long-term debt for the primary government was \$5,022,527, a net decrease of \$474,912 from the prior year. This decrease was largely due to the natural reduction of debt and offset with the new leases payable for a street sweeper, heart monitors, and mailer.
- 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.

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 2020/2021. All changes in net position are reported based on the period for which the underlying events giving rise to the change occurs, regardless of the timing of related cash flows. Therefore, revenue and expenses are reported in these statements for some items that will only result in cash flows in future financial periods, such as uncollected taxes and earned but unused employee vacation leave.

Both statements report the following activities:

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

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

Because of the different basis of accounting between the fund statements (described below) and the government-wide statements, pages 18 and 20 present reconciliations between the two statement types.

The following summarizes the impact of transitioning from modified accrual to full accrual accounting:

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

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

The fund financial statements, which begin on page 17, provide information on the City's significant (major) funds, and aggregated nonmajor funds. A fund is a fiscal and accounting entity with a self-balancing set of accounts that the City uses to keep track of specific sources of funding and spending for a particular purpose. Traditional users of governmental financial statements will find the Fund Financial Statements presentation more familiar. The *basic financial statements* report major funds as defined by the Government Accounting Standards Board (GASB) in separate columns. Statement 34 defines a "major fund" as the General Fund, and any governmental or enterprise fund which has either total assets and deferred outflows of resources, total liabilities and deferred inflows of resources, total revenues or total expenditures/expenses that equal at least 10% of those categories for either the governmental funds or the enterprise funds *and* where the individual fund total also exceeds 5% of those categories for governmental and enterprise funds combined. The major funds for City of Portland include the General Fund, the City Income Tax Fund, the Major Street Fund, the Local Street Fund, the Ambulance Fund, the Electric Light and Power System Fund, the Sewage Disposal System Fund and the Water System Fund. All other funds are classified as nonmajor funds and are reported in aggregate by the applicable fund type.

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

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

Notes to the Financial Statements

The Notes to the Financial Statements provide additional information that is essential to a full understanding of the detail provided in the government-wide and fund financial statements. The Notes can be found beginning on page 26 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 \$27,627,062 at the end of this fiscal year's operations. The net position of the governmental activities was \$13,997,698; the business-type activities were \$13,629,364.

The City also reports its investment in capital assets (e.g. land, buildings, equipment, etc.) The City uses these capital assets to provide services to students and residents of the community; consequently, these assets are not available for future spending. Also, a certain amount of net position was restricted for specific purposes such as major streets, perpetual care, ambulance services, and debt service.

Net Position as of June 30, 2020 and 2021

	Governmental Activities		Business-type Activities		Total Primary Government	
	2021	2020	2021	2020	2021	2020
Current and Other Assets	\$ 4,252,837	\$ 3,866,534	\$ 5,657,711	\$ 5,076,094	\$ 9,910,548	\$ 8,942,628
Capital Assets	14,448,687	14,365,599	15,163,910	15,799,281	29,612,597	30,164,880
Total Assets	18,701,524	18,232,133	20,821,621	20,875,375	39,523,145	39,107,508
Deferred outflows of resources	809,757	537,705	528,303	284,934	1,338,060	822,639
Current Liabilities	638,462	818,810	625,849	612,588	1,264,311	1,431,398
Noncurrent Liabilities	4,381,768	4,403,862	6,827,366	7,252,653	11,209,134	11,656,515
Total Liabilities	5,020,230	5,222,672	7,453,215	7,865,241	12,473,445	13,087,913
Deferred inflows of resources	493,353	465,887	267,345	263,240	760,698	729,127
Net Investment in Capital Assets	14,032,589	13,695,910	10,660,038	11,074,409	24,692,627	24,770,319
Restricted	761,390	854,037	1,086,116	1,026,266	1,847,506	1,880,303
Unrestricted	(796,281)	(1,468,668)	1,883,210	931,153	1,086,929	(537,515)
Total Net Position	\$ 13,997,698	\$ 13,081,279	\$ 13,629,364	\$ 13,031,828	\$ 27,627,062	\$ 26,113,107

Changes in Net Position for the Fiscal Year Ending June 30, 2020 and 2021

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 2019/2020 and 2020/2021.

	Governmental Activities		Business-type Activities		Total	
	2021	2020	2021	2020	2021	2020
Revenues						
Program Revenues						
Charges for Services	\$ 1,271,359	\$ 1,074,876	\$ 6,307,291	\$ 5,745,396	\$ 7,578,650	\$ 6,820,272
Grants and Contributions	773,194	580,724	-	-	773,194	580,724
General Revenues						
Property Taxes	1,245,207	1,213,696	-	-	1,245,207	1,213,696
State Shared Revenue	451,292	455,931	-	-	451,292	455,931
City Income Taxes	987,360	914,955	-	-	987,360	914,955
Local Community Stabilization	3,082	1,932	-	-	3,082	1,932
Investment Earnings	2,314	13,518	5	25,089	2,319	38,607
Miscellaneous	50,991	75,684	195,410	680,145	246,401	755,829
Transfers	114,310	122,310	(114,310)	(122,310)	-	-
Total Revenues	4,899,109	4,453,626	6,388,396	6,328,320	11,287,505	10,781,946
Expenses						
General Government	998,671	1,100,057	-	-	998,671	1,100,057
Public Safety	738,765	904,423	-	-	738,765	904,423
Public Works	1,441,394	1,394,339	-	-	1,441,394	1,394,339
Health and Welfare	550,910	637,692	-	-	550,910	637,692
Community and Economic Develop.	14,825	22,078	-	-	14,825	22,078
Recreation and Culture	231,843	224,635	-	-	231,843	224,635
Other	6,282	1,307	5,790,860	6,239,326	5,797,142	6,240,633
Total Expenses	3,982,690	4,284,531	5,790,860	6,239,326	9,773,550	10,523,857
Increase in Net Position	916,419	169,095	597,536	88,994	1,513,955	258,089
Net Position - Beginning	13,081,279	12,912,184	13,031,828	12,942,834	26,113,107	25,855,018
Net Position - Ending	\$ 13,997,698	\$ 13,081,279	\$ 13,629,364	\$ 13,031,828	\$ 27,627,062	\$ 26,113,107

Governmental Activities

The result of 2020/2021 governmental activity was an increase of \$916,419 in net position to \$13,997,698. Of the total governmental activities' net position, \$14,032,589 is invested in capital assets less related debt, \$761,390 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 (\$1796,281) is listed as unrestricted, having no legal commitment.

Revenues

The three largest revenue categories were property taxes at 25.4%, charges for services at 26.0%, and city income taxes at 20.2%. Net revenues were approximately 10.0% more than the prior year mainly due to charges for services and grant revenues in the current year. The City levied a property tax millage for the year ended June 30, 2021, for general government operations at 12.5396 mills, with an additional 0.9907 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 36.2% of the governmental activities total. General government is the second largest area, expending approximately 25.1% of the governmental activities total and includes general government departments (e.g., council, community promotions, city manager, elections, general administration, assessor, and city hall maintenance). Public safety is the third largest governmental activity and expended 18.5% 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 \$597,536 during fiscal year 2020/2021. Of the business-type activities' net position, \$10,660,038 is invested in capital assets net of related debt, \$1,086,116 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 \$1,883,210 is listed as unrestricted, having no legal commitment.

FINANCIAL ANALYSIS OF THE CITY'S MAJOR AND NONMAJOR FUNDS

As the City completed 2020/2021, its governmental funds reported *combined* fund balances of \$3,349,366. The net changes are summarized in the following chart:

	General Fund	City Income Tax	Major Street Fund	Local Street Fund	Ambulance	Nonmajor Governmental Funds	Total Governmental Funds
Fund Balance 6/30/2020	\$ 1,710,451	\$ 1,036,319	\$ 378,286	\$ 267,070	\$ 6,476	\$ 217,834	\$ 3,616,436
Fund Balance 6/30/2021	\$ 1,911,897	\$ 738,914	\$ 376,989	\$ 188,431	\$ 177,549	\$ 229,919	\$ 3,623,699
Net Change	\$ 201,446	\$ (297,405)	\$ (1,297)	\$ (78,639)	\$ 171,073	\$ 12,085	\$ 7,263

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, 2021, the General Fund reported a fund balance of \$1,911,897. The 2020/2021 original budget did not call for a change in fund balance.

The General Fund 2020/2021 expenditures were more than 2020/2021 revenues by \$201,446 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 \$267,835. Actual revenues and other financing sources were more than of budgeted by approximately \$53,945. The final amended budget planned for a \$120,334 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 \$2,386,221; \$53,945 more than the final amended budget.

The City’s original General Fund expenditures and other financing uses budget was increased by \$210,511 during 2020/2021. The increase can be partly attributed to the Capital Outlay functions as expenditures exceeded initial projections.

Actual City expenditures and other financing uses for 2020/2021 were \$267,835 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, 2021, the City Income Tax Fund reported a fund balance of \$738,914, a decrease of \$297,405 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, 2021, the Major Street Fund reported a fund balance of \$376,989, which is a decrease of \$1,297 from the prior year. The decrease is due to more activity than budgeted for improvements to major streets during the year.

Local Street Fund

As of June 30, 2021, the Major Street Fund reported a fund balance of \$188,431, which is a decrease of \$78,639 from the prior year. The decrease is due to more activity than budgeted for improvements to major streets during the year.

Ambulance Fund

As of June 30, 2021, the Ambulance Fund reported a fund balance of \$177,549, which is an increase of \$171,073 from the prior year fund balance due to an increase in charges for services and the planning for a vehicle purchase.

Enterprise Funds

As the City completed 2020/2021, its enterprise funds reported *combined* net position of \$13,629,364. This is a net increase of \$597,536 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 6/30/2020	\$ 7,720,570	\$ 1,495,714	\$ 3,795,089	\$ 20,455	\$ 13,031,828
Net Position 6/30/2021	\$ 8,253,927	\$ 1,529,828	\$ 3,824,280	\$ 21,329	\$ 13,629,364
Net Change	\$ 533,357	\$ 34,114	\$ 29,191	\$ 874	\$ 597,536

Electric Light and Power System Fund

As of June 30, 2021, the Electric Light and Power System Fund reported a net position of \$8,253,927, an increase of \$533,357 from the prior year. Of the entire net position amount, \$5,540,090 is invested in capital assets, net of related debt, \$453,086 is restricted for utility reserve, \$137,424 is restricted for debt service, and \$2,123,327 is unrestricted.

Sewage Disposal System Fund

As of June 30, 2021, the Sewer Fund reported a net position of \$1,529,828 an increase of \$34,114 from the prior year. Of the entire net position, \$1,785,420 is invested in capital assets, net of related debt, \$495,606 is restricted, and (\$751,198) is unrestricted.

Water System Fund

As of June 30, 2021, the Water System Fund reported a net position of \$3,824,280, an increase of \$29,191 from the prior year. Of the entire net position, \$3,334,528 is invested in capital assets, net of related debt and \$489,752 is unrestricted.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets - At the end of Fiscal Year 2020/2021 the City had invested \$29,612,597, and \$517,771 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.

Net Book value of capital assets at June 30, 2021, was as follows:

	<u>Governmental Activities</u>	<u>Business-type Activities</u>	<u>Totals</u>
Land	\$ 1,199,132	\$ -	\$ 1,199,132
Construction in Progress	911,012	-	911,012
Land Improvements, net	122,093	-	122,093
Buildings, net	170,710	-	170,710
Equipment and Furniture, net	973,201	-	973,201
Electric System, net	-	6,565,090	6,565,090
Sewer System, net	-	4,944,420	4,944,420
Water System, net	-	3,654,400	3,654,400
Infrastructure:			
Streets and Bridges, net	11,072,539	-	11,072,539
Capital Assets, net	<u>\$ 14,448,687</u>	<u>\$ 15,163,910</u>	<u>\$ 29,612,597</u>

Outstanding Long-Term Obligations as of June 30, 2021:

Long-term Obligations - As of June 30, 2021, the City had \$5,022,527 in long-term obligations outstanding for the primary government. This level of net obligation is \$474,912 less than the obligation recorded 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.

	<u>Balance</u> <u>June 30, 2020</u>	<u>Change</u>	<u>Balance</u> <u>June 30, 2021</u>
Primary Government			
Governmental Activities			
2016 Ambulance Installment Purchase Agreement (\$166,806)	\$ 99,218	\$ (23,794)	\$ 75,424
2016 Snow Plow Installment Purchase Agreement (\$147,582)	61,384	(30,286)	31,098
2016 Heart Monitors/Defibrillators Purchase Agreement (\$92,254)	19,087	(19,087)	-
2020 Street Sweeper contract payable	-	193,881	193,881
2020 Heart Monitors contract payable	-	99,468	99,468
2021 Mailer contract payable	-	16,227	16,227
2017 G.O. Limited Tax Bonds	490,000	(490,000)	-
Accumulated compensated absences	59,399	1,965	61,364
Business-type Activities			
2020 Refunding Bonds (\$1,105,000)	1,105,000	(80,000)	1,025,000
2004 Water System Bonds (\$1,344,872)	394,872	(75,000)	319,872
2010 Sanitary Sewer System (\$2,900,000) (Build America Bonds)	725,000	(15,000)	710,000
2011 Sanitary Sewer System (\$840,000)	2,500,000	(51,000)	2,449,000
Accumulated compensated absences	43,479	(2,286)	41,193
Total Reporting Entity	<u>\$ 5,497,439</u>	<u>\$ (474,912)</u>	<u>\$ 5,022,527</u>

CITY OF PORTLAND GOVERNMENT ECONOMIC OUTLOOK:

- State revenue sharing is expected to increase 2% for the City's fiscal year 2021-2022 based on State of Michigan revenue sharing estimates.
- The City has discontinued enrollment in its MERS B4 plan in an effort to contain future pension costs. All new hires will be enrolled in a MERS Hybrid pension plan in which the City's contribution is capped at 7% and employees must contribute 3%. Actual pension costs increased from \$526,780 to \$611,971 which reflects a 16% increase.
- The City is requiring all employees enrolled in the Defined Benefit plan to contribute to their own pension plan. All employees will contribute 3% for fiscal year 2021-2022.
- The City's income tax revenues in 2018 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). In 2021, revenues increased to \$990,076 (7% increase).
- The City's SEV increased from 2018 to 2019 the SEV to \$101,055,572 (an increase of 3.81%). From 2019 to 2020 the SEV increased to \$105,179,976 (increase of 4%). From 2020 to 2021 the SEV increased to 114,150,391 (increase of 7%). The outlook for the 2022 SEV is expected to increase around 6% 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

2021 Annual Report Of the City Council

The following information is a synopsis of the important decisions made by the City Council during the 2021 calendar year.

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

January

- The Council authorized the City Manager to begin the process to fill the vacant City Assessor position.
- The Council authorized the Mayor to sign the Joint Funding Agreement for the operation of the Streamgaging Station at the Hydro Dam.
- The Council approved an Advanced Life Support, Level 2 fee increase to \$800.00 for the Ambulance Department.
- The Council held the Annual Goal Session on January 28, 2021.

February

- The Council approved the purchase and installation of a flatbed on the former street sweeper truck for the Department of Public Works.
- The Council confirmed the appointment of Pam Huber to the Portland District Library Board.
- The Council approved Fleis & VandenBrink's proposal to provide engineering services for the Clean Water State Revolving Fund Project Plan for the Wastewater Department.
- The Council approved the Board of Light and Power request to join the Service Committee through the Michigan Public Power Agency.

March

- The Council approved the Portland Area Fire Authority Fiscal Year 2021-2022 Budget.
- The Council approved the Board of Light and Power's recommendation to designate City Manager, Tutt Gorman as the Member Authorized Representative.
- Jon Moxey, of Fleis & VandenBrink presented information on the Local Bridge Program and design options for a potential Divine Highway Bridge project.
- Representatives of Fleis & VandenBrink provided an overview and highlights of the SAW project.
- The Council approved submittal of an application for Local Bridge Program funds for preventative maintenance of the Bridge Street Bridge over the Grand River.

- The Council approved submittal of an application for Local Bridge Program funds for replacement of the Divine Highway Bridge over the Looking Glass River.
- The Council approved increases to the fee schedule for the Ambulance Department.
- The Council approved amendments to the Fiscal Year 2020-2021 Budget.
- The Council confirmed the Mayor's appointment of Council Member Johnston to the Planning Commission.

April

- The Council authorized the Mayor to sign an Interlocal Agreement for Assessing services between the City of Portland and the City of St. Johns.
- The Council approved the recommendation of the Board of Light and Power to approve a Consulting Services Agreement with Total Assurance Group, Inc. regarding broadband development.
- The Council approved Michigan Pavement Markings LLC's bid for 2021 street painting.
- The Council approved participation in the State bid process for winter road salt for 2021-2022.
- The Council approved the recommendation of the Board of Light and Power to approve a Net Metering Agreement for solar usage by City residents.
- The Council approved a capacity purchase for the Board of Light and Power through the Michigan Public Power Agency.
- The Council approved the lease/purchase of a new folding machine for City Hall operations.
- The Council authorized the Mayor and Clerk to sign Ambulance Services Agreements with the participating jurisdictions and approved the Care Plan Membership Agreement Form.
- The Council authorized the Mayor to sign a permit for a fireworks display at Bogue Flats Recreation area.

May

- Portland District Librarian, Cory Grimminck, provided the 2020 Annual Report to Council.
- The Council approved the recommendation of the Board of Light and Power to purchase a dump trailer for the Electric Department.
- The Council approved mill & fill road work to be performed by McKearney Asphalt & Sealing, Inc.
- The Council set the Public Hearing date for the proposed Fiscal Year Budget for 2021-2022.
- The Council held a Budget Workshop meeting on May 10, 2021.
- The Council held a Public Hearing on the proposed Wastewater Treatment Plan and Collection System Improvements Project through the Clean Water State Revolving Fund (CWSRF).
- The Council held a Public Hearing on and approved the Fiscal Year 2021-2022 Budget.
- The Council adopted Ordinance 101L to revise electric rates.

- The Council adopted the Final Project Plan for Wastewater System Improvements and designated the Authorized Project Representative.
- The Council approved the award of the Toan Park Revitalization Project to Katerberg Verhage.
- The Council approved the revision of Council Policy 77-1 to update cemetery rates.
- The Council approved a proposal from Fleis & VandenBrink to conduct a Water System Risk and Resilience Assessment and Emergency Response Plan Update.
- The Council approved the recommendation of the Board of Light and Power to replace the Hydro Dam Storage Garage for the Electric Department.

June

- The Council approved the Board of Light and Power's recommendation to join the Renewable Resource Service Committee through the Michigan Public Power Agency.
- The Council approved the Michigan Public Power Agency's recommendation to authorize the Member Authorized Representative to sign two Energy Services Project Power Purchase Commitment Authorization for solar power.
- The Council approved the Revised MERS Hybrid Plan Adoption Agreements (Benefit Program HA/HB/HC).
- The Council amended the Budget for Fiscal Year 2020-2021.
- The Council confirmed various appointments to City Boards and Commissions.

July

- The Council approved the purchase of three Kenwood 800 MHz radios for the Police Department.
- The Council approved the purchase of a turbine blower for the Parks Department.
- The Council approved a City Employee Referral Program Policy.

August

- The Council approved the Board of Light and Power's recommendation to appoint the City Manager to the Michigan Public Power Agency's Board as the representative with the Electric Superintendent as the alternate.
- The Council approved an EMT wage increase for the Ambulance Department.
- The Council held a Closed Session to discuss a legal memorandum regarding the filing of Initiative Petitions for an Amendment to the City's Charter.
- The Council confirmed various appointments to City Boards and Commissions.

September

- Representatives of Fleis & VandenBrink presented information on the project plan for the Wastewater System Improvements.
- Mayor Barnes presented the Constitution Week Proclamation for 2021.
- The Council adopted Ordinance 175QQ to revise Division 8, O-R Office/Research Form-Based District, Section 42-280 of the Code of Ordinances for the property located at Cutler Rd. and Grand River Ave.

- The Council approved the purchase of a 2010 Bonnell Spartan Pro Leaf Machine for the Department of Public Works.
- The Council approved Fleis & VandenBrink's proposal for engineering services associated with the remediation of the fuel spill at the Diesel Generation Plant as recommended by the Board of Light and Power.
- The Council approved the recommendation of the Board of Light and Power for Newkirk Electric to replace the reclosers at the Electric Department.
- The Council approved the recommendation of the Board of Light and Power for Cook Brothers to demolish the old storage facility at the Hydro Dam.
- The Council approved opting out of the Low-Income Energy Assistance Fund created by Public Act 95 of 2013.
- Newly hired Electric Superintendent Todd Davlin introduced himself to the Council and outlined his goals for the Electric Department.
- The Council approved HydroCorp's proposal to provide a Cross Connection Control Program for the City of Portland.
- The Council amended the budget for Fiscal Year 2021-2022.
- The Council approved a License Agreement to permit the Friends of the Red Mill to hold a Haunted House at the Red Mill in October.

October

- The Council approved the purchase of a new snow plow truck for the Department of Public Works.
- The Council approved a capacity purchase for the Board of Light and Power through the Michigan Public Power Agency.
- The Council approved repairs and maintenance to the gate shaft governors at the Hydro Dam.
- The council approved repairs to the doors and windows at the Hydro Dam Generating Station.
- The Council approved the financing of a 2022 International snow plow truck for the Department of Public Works.
- The Council approved improvements to the Bogue Flats Recreational Area bathrooms.

November

- The Council approved the purchase of Automatic Meter Reading technology from SLC Meter LLC for the Water Department.
- The Council approved repairs to the storage building adjacent to the DPW building.
- Mayor Barnes and Mayor Pro-Tem VanSlambrouck were renominated and voted on by the members of the Council.
- The Council authorized the City Clerk to sign a Resolution of Local Approval for a Liquor License Application for Rivers Edge LLC.
- The Council approved a proposal from Town & Country Technologies to install security cameras at various City owned facilities.
- The Council ratified the purchase of a 2021 Ford Police Interceptor for the Portland Police Department.

December

- Bill Tucker, CPA of Maner Costerisan presented the 2020/2021 Fiscal Year Audit.
- Jon Moxey and Joe Benjamin of Fleis & VandenBrink provided information on the upcoming Design Phase for the Wastewater Treatment Plant Improvement Project.
- The Council accepted the Fiscal Year 2020/2021 Audit.
- The Council approved a Professional Services Design Build Agreement between the City of Portland and F&V Construction for the Wastewater Treatment Plant Project.
- The Council approved a proposal from NTH Consultants, Ltd. to provide Occupational Health & Safety Compliance Services to the Electric Department.
- The Council approved the Board of Light and Power's recommendation to continue participation in the 2022 Clean Energy Program through the Michigan Public Power Agency.
- The Council authorized the Mayor to sign the Joint Funding Agreement for the Operation of the Streamgaging Station.
- The Council approved EMT wage increases for the Ambulance Department.
- The Council amended the Budget for Fiscal Year 2021-2022.
- The Council approved 2022 meeting dates.
- The Council confirmed the Mayor's appointments to various boards and commissions.

Respectfully submitted,

Monique I. Miller, City Clerk



January 2022

TO: City Council

FROM: Income Tax Administrator

RE: City Income Tax Annual Report

Revenues Received 12 months ending 12/31/2021:	\$	997,625
Less Refunds	\$	(95,896)
Net Revenues	\$	901,729
Less Administration Costs:	\$	(134,927)
Spendable Income for		
2021	\$	766,802
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 1984-2021	 \$	 19,385,667

Revenues for the year 2021 includes income from prior years, as follows:

2011-2017	\$	22,222.14
2018	\$	20,515.61
2019	\$	14,416.79
TOTAL:	\$	57,154.54

Net income tax collections for the year were up \$69,818 compared to the 2020 tax year. Administration costs were up \$9,165, resulting in a final increase in net revenues of \$60,653.

Respectfully submitted,

Mindy Tolan
Income Tax Administrator

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



2021 ANNUAL REPORT OF TAXES LEVIED IN THE CITY OF PORTLAND FOR THE PAST FIVE YEARS:

	2017	2018	2019	2020	2021
TTV - REAL	89,290,061.00	91,126,375.00	92,140,476.00	95,642,756.00	99,036,381.00
- PERSONAL	4,136,400.00	4,052,500.00	4,056,600.00	3,815,400.00	3,549,900.00
	93,426,461.00	95,178,875.00	96,197,076.00	99,458,156.00	102,586,281.00
*PARCEL COUNT	1805	1860	1868	1880	1889
MILLS LEVIED-SUMMER TAX					
CITY OF PORTLAND	13.6574	13.6574	13.6574	13.5303	13.6574
PORTLAND PUBLIC SCHOOLS-OPERA'	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	4.4601	5.8723	5.8671	5.8671	5.8448
I.S.D. TECH	1.0000	0.0000	0.0000	0.0000	0.0000
IONIA COUNTY OPERATING	4.6326	4.6326	4.6265	4.6265	4.5941
MILLS LEVIED-WINTER TAX					
PORTLAND PUBLIC SCHOOLS-DEBT S	7.3500	7.3500	7.3500	7.3500	7.3500
LIBRARY	0.9316	1.2325	1.2308	1.2308	1.2221
LIBRARY DEBT	0.7800	0.7200	0.6800	0.6300	0.6200
SENIOR CITIZENS	0.4988	0.4988	0.4981	0.4981	0.4946
COUNTY ROADS		1.0000	0.9987	0.9987	0.9917
TOTAL:	57.3105	58.9636	58.9086	58.7315	58.7747
DOLLARS LEVIED-SUMMER TAX					
CITY OF PORTLAND	1,271,644	1,295,675	1,309,717	1,341,848	1,398,930
PORTLAND PUBLIC SCHOOLS-OPERA'	583,765	585,902	582,986	597,350	613578.71
STATE EDUCATION TAX	551,955	564,201	571,148	591,778	612549.75
INTERMEDIATE SCHOOL DISTRICT	508,389	557,102	562,641	581,857	598682.37
IONIA COUNTY OPERATING ^	431,340	439,491	443,669	458,821	469859.04
DOLLARS LEVIED-WINTER TAX					
PORTLAND PUBLIC SCHOOLS-DEBT S	684,066	697,293	704,850	728,922	752862.34
LIBRARY ^	86,698	116,921	117,658	122,063	125173.5
LIBRARY DEBT	72,588	68,300	65,002	62,472	63500.02
SENIOR CITIZENS ^	46,416	47,314	47,611	49,391	50655.22
COUNTY ROADS	-	94,866	95,469	99,038	101573.42
TOTAL TAX LEVIED:	4,236,862	4,372,198	4,405,282	4,534,503	4,685,791
TOTAL ADMINISTRATIVE FEE LEVIED:	42,359	44,642	45,014	46,322	47880.32
TAX DOLLARS SPLIT					
CITY OF PORTLAND	30.01%	29.63%	29.73%	29.59%	29.85%
PORTLAND PUBLIC SCHOOLS	29.92%	29.35%	29.23%	29.25%	29.16%
STATE EDUCATION TAX	13.03%	12.90%	12.97%	13.05%	13.07%
INTERMEDIATE SCHOOL DISTRICT	12.00%	12.74%	12.77%	12.83%	12.78%
IONIA COUNTY ^	13.32%	13.81%	13.82%	13.90%	13.78%
PORTLAND PUBLIC LIBRARY	1.71%	1.56%	1.48%	1.38%	1.36%

RESPECTFULLY SUBMITTED,

MINDY TOLAN
CITY TREASURER

2022 ANNUAL REPORT TO COUNCIL
Assessing Department

2021 AD VALOREM ROLL

	2020 STATE EQUAL VALUE	2021 STATE EQUAL VALUE	2020 TAXABLE VALUE	2021 TAXABLE VALUE	PARCEL COUNT	% CHANGE AV	% CHANGE TV
REAL PROPERTY							
Agricultural	\$ 280,800	\$ 292,400	\$ 162,197	\$ 164,464	7	4.13%	1.40%
Commercial	\$ 24,229,400	\$ 24,611,400	\$ 22,363,165	\$ 23,431,527	144	1.58%	4.78%
Industrial	\$ 1,465,700	\$ 1,220,000	\$ 1,146,752	\$ 1,160,601	6	-16.76%	1.21%
Residential	\$ 84,359,091	\$ 91,481,900	\$ 71,729,590	\$ 73,969,589	1374	8.44%	3.12%
Exempt	\$ -	\$ -	\$ -		137		
TOTAL REAL	\$ 110,334,991	\$ 117,605,700	\$ 95,401,704	\$ 98,726,181	1668	6.59%	3.48%
PERSONAL PROPERTY							
Commercial	\$ 1,970,900	\$ 2,042,800	\$ 1,970,900	\$ 2,042,800	198	3.65%	3.65%
Industrial	\$ 579,000	\$ 493,800	\$ 579,000	\$ 493,800	3	-14.72%	-14.72%
Utility	\$ 1,016,000	\$ 1,013,300	\$ 1,016,000	\$ 1,013,300	2	-0.27%	-0.27%
TOTAL PERSONAL	\$ 3,815,400	\$ 3,549,900	\$ 3,565,900	\$ 3,549,900	194	-6.96%	-0.45%
TOTAL REAL & PERSONAL	\$ 114,150,391	\$ 121,155,600	\$ 98,967,604	\$ 102,276,081	1862	6.14%	\$ 0

2021 IFT ROLL

	2020 SEV	2021 SEV	2020 TV	2021 TV	PARCEL COUNT	%CHANGE AV	% CHANGE TV
REAL	\$ 318,600	\$ 310,200	\$ 318,600	\$ 318,600	1	-2.64%	0.00%
PERSONAL	\$ 249,500	\$ 214,300	\$ 249,500	\$ 214,300	2	-14.11%	-14.11%
TOTAL IFT	\$ 568,100	\$ 524,500	\$ 568,100	\$ 532,900	3	-7.67%	-6.20%

The State inflation rate multiplier (IRM), as determined by the change in the general price level during 2021, was +1.014%. Therefore, any change greater or less than that percentage represents a combination of demolitions, new construction, uncappings and trends in the market.

<u>TOP TAXPAYERS</u>	TAXABLE VALUE
Tom's Food Center (Ellen's Prop)	\$ 2,757,100
Parkers Landing (Portland Partners)	\$ 2,269,034
DFC of Portland (The Brook)	\$ 1,973,005
Portland Apartments (LAWCO)	\$ 1,002,300
Consumers Energy	\$ 997,000
THK Rhythm Automotive	\$ 749,241
Rindlehaven Land Co	\$ 616,800
Keusch's (Dick's Uptown)	\$ 611,752
Speedway America LLC	\$ 578,700
Portland Products	\$ 524,500

2021 COMMUNITY CLEAN-UP SUMMARY

City of Portland, Portland Township, and Danby Township

259 Loads Received
 18 – 30-yard dumpsters
 1 – 40-yard dumpster

Waste Hauling and Disposal Charges from Granger	\$ 12,316.93
Wages	\$ 1,062.25
Equipment Costs	\$ 82.54
Recycle Ionia (Electronics)	\$ 3,300.00
Portland Iron & Metal	(\$ 1,307.20)
Total Clean Up Costs	\$ 15,454.52

	City of Portland	Portland Township	Danby Township	Total
Loads Received 5/1/21	149	69	41	259
TOTAL	149	69	41	259
Percentage of Total	57%	27%	16%	100%
Allocated Cost	\$8,809.08	\$4,172.72	\$2,472.72	

HISTORICAL COMPARISON OF CLEAN-UPS	2015	2016	2017	2018	2019	2021
Loads Received	393	307	289	248	273	259
Dumpsters Filled	26	28	21	18	18	19
Waste Hauling and Disposal Cost	\$ 9,490.00	\$10,420.00	\$7,665.00	\$6,570.00	\$11,729.80	\$12,316.93
Wages	\$ 1,802.37	\$ 1,943.02	\$2,202.94	\$2,138.44	\$ 2,193.07	\$ 1,062.25
Equipment Costs	\$ 592.19	\$ 1,090.64	\$ 506.64	\$ 413.94	\$ 175.02	\$ 82.54
Electronics Recycling	\$ 2,300.00	\$ 3,650.30	\$1,950.00	\$1,940.00	\$ 2,168.60	\$ 3,300.00
Portland Iron & Metal	(\$ 728.62)	(\$ 494.62)	(\$ 967.20)	(\$1,841.00)	(\$ 741.30)	(\$ 1,307.20)
Total Clean Up Costs	\$13,455.94	\$16,609.34	\$11,357.38	\$9,221.38	\$15,525.19	\$15,454.52

Municipal Inspection Services, Inc.

P O Box 146

Grand Ledge, MI 48837

2021 Annual Report

Permits

PORTLAND

Electrical Permits				42	\$4,840.00
Mechanical Permits				35	\$4,486.00
Plumbing Permits				34	\$3,802.00
Registration Fees				23	\$345.00
Residential - new construction				3	\$8,559.00
Residential - other				40	\$9,973.00
Mobile Home Setup				1	\$517.00
Non-residential- new construction				0	
Non-residential- other				3	\$3,691.00
TOTAL - ALL PERMITS ISSUED				181	\$36,213.00

2021 Annual Sewer Report

	2019	2020	2021
Customers Billed	1609	1606	1609
Total Dollars Billed	\$ 923,962.03	\$ 989,102.29	\$ 1,801,099.69
Penalties Added	\$ 6,906.82	\$ 7,646.75	\$ 7,079.64
Total Sewer Credit Given	<i>Info unavailable</i>	<i>Info unavailable</i>	<i>Info unavailable</i>
Total Dollars Collected	\$ 911,370.71	\$ 907,903.35	\$ 1,021,966.06
Amount Outstanding	\$ 9,647.35 12/31/2019	\$ 8,629.43 12/31/2020	\$ 6,400.22 12/31/2021



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1.4	Nation Pollutant Discharge Elimination System (NPDES) Permit Exceedances And Sanitary Sewer Overflows (SSO)	2
1.5	Biosolids Report and Land Application	3
1.6	Health And Safety	3
1.7	Collection System Sewer Call Outs	3
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1.10	WWTP Five Year Trends	Error! Bookmark not defined.

2021 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 2021 is submitted to the City of Portland by F&V Operations and Resource Management, Inc. (FVOP). Throughout 2021 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.

The WWTP produced good quality effluent throughout 2021

FVOP and City staff updated and implemented a new Computerized Maintenance Management System (CMMS) called HIPPO in 2021. The CMMS allows WWTP staff to schedule and document equipment maintenance procedures as well as track equipment repair history. Additional benefits of utilizing the new CMMS include tracking of parts inventories, repair costs, general asset management, and ease of use.

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

1.2 STAFF

The City of Portland has a total of two (2) City operators and a Project Manager (PM) and an operator III 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
- Ken Dey (Project Manager): Class A, B, C, & D
- Payton Shelafoe (F&V Operator III): Class C & D

1.3 ANNUAL AND AVERAGE FLOW

The average influent flow was 347,000 gallons per day. The average effluent flow was 251,000 gallons per day. The WWTP received a total of 126 million gallons of influent and discharged a total of 92 million gallons of treated effluent during 2021.

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

Due to the ongoing Copper issue in the biosolids, the City's wastewater treatment plant (WWTP) experienced one non-compliance issue during land application of biosolids in December 2020. (See Section 1.5) There were no Sanitary Sewer Overflow (SSO) reported to EGLE during 2021. The City's WWTP returned to compliance with the NPDES Permit on February 25, 2021.

FVOP submitted the Facility Monitoring Plan (FMP) to EGLE before it was due.

EGLE conducted a Compliance Evaluation Inspection (CEI) in December 2021. Some minor changes in the lab were requested, which FVOP and the operators already have or will be implementing. All other areas were satisfactory.

1.5 BIOSOLIDS REPORT AND LAND APPLICATION

The EGLE 2021 biosolids report for the period of October 1, 2020 through September 30, 2021 was submitted to the EGLE before the deadline of October 30, 2021.

NutriGro Environmental Solutions, LLC land applied biosolids three times during the 2021 reporting year. They land applied biosolids in December 2020, April 2021, and August 2021. A total of 38.02 dry tons of biosolids were land applied for 2021.

In December of 2020 biosolids were applied to a field that exceeded EGLE's table 1 for Copper. The limit is 4300 ppm and biosolids over this concentration is prohibited. Biosolids were applied at a concentration of 4530 ppm. This was due to an oversight of NutriGro Environmental Solutions, LLC and their rush to empty the digestors. FVOP has already established a corrective Action Plan to prevent this from happening again. FVOP is working with NutriGro Environmental Solutions, LLC to satisfy all regulatory requirements

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 2021. 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 2021.
- FVOP and City staff completed twelve (12) safety tailgates during 2021.

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 eleven (11) sewer call outs for the WWTP staff in 2021. Upon investigating the sewer call out issues, the staff determined that one (1) was an issue with the City sewer main and the other ten (10) were issues with the resident's laterals to the sewer main. A sewer main clog affected two (2) homes in December 2021.

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 nine (9) City residences who had issues with their laterals, nine (9) of those laterals were inspected using the City's sewer push camera.

1.8 COLLECTIONS SYSTEM MAINTENANCE

There was a total of 27,500 feet of sewer main cleaned during 2021, which is approximately twenty (20) percent of the collection system. This is in conformance with recommended Best Management Practices of cleaning sewers on a 5-year rotation. The cleaning included noted trouble spots as well as routine cleaning per the collections system maintenance plan. With the addition of an FVOP operator increased cleaning is planned for 2022.

1.9 WWTP MAINTENANCE ACHIEVEMENTS

During 2021 the WWTP had several notable equipment issues that were either repaired, corrected, cleaned or replaced. These achievements include the following:

- Secondary clarifiers were inspected, cleaned, and repairs made.
- The aeration tank #1 were taken out of service, cleaned and inspected.
- Updated and implemented new computerized maintenance management system (CMMS.)
- Both ferrous feed pumps were rebuilt, and improvements done to the ferrous storage tanks.
- All three lift stations underwent annual preventive maintenance.
- UV system was cleaned, and several updates were completed.
- Wear plates replaced on thickener pump, and annual maintenance completed on thickener.

- The surface mixer was removed and inspected, and electrical repairs made.
- The office was remodeled and painted.
- Fine screen was cleaned, and annual maintenance completed.
- Bi-Annual Inspection and maintenance of the City's Cruise Alarm System was completed.
- Canal Street Lift Station #2 pump was rebuilt after a 3-inch rock was caught up in the impeller, and put back into service.

2021 Annual Water Report

	2019	2020	2021
Customers Billed			
City	1653	1647	1649
Rural	25	24	24
	1678	1671	1673
Total Gallons Billed			
City	102,172,786	112,361,921	109,203,213
Rural	1,833,674	1,881,139	2,039,095
	104,006,460	114,243,060	111,242,308
Total Dollars Billed			
City	\$ 595,242.20	\$ 677,820.43	\$ 730,140.15
Rural	\$ 19,771.91	\$ 21,814.42	\$ 24,631.66
	\$ 615,014.11	\$ 699,634.85	\$ 754,771.81
Penalties Added	\$ 4,465.01	\$ 5,010.06	\$ 4,717.75
Total Dollars Collected	\$ 612,462.35	\$ 623,416.08	\$ 746,945.88
Total Gallons Pumped	118,955,000	114,595,000	129,106,000
Hydrant Flushing	856,000	1,100,000	2,500,000
Unaccounted Gallons	14,092,540	-748,060	15,363,692
Percent of Total	11.85%	-0.65%	11.90%





City of Portland Water Department 2021 Annual Report

Recap of work completed in 2021

1. 321 work orders were completed for turn off/on of water, and final reads.
2. 53 water meter repair orders were received and completed.
3. Miss Dig tickets were completed thought 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 successfully completed.
6. Hydrant inspections were completed and repaired as needed.
7. Valve and curb boxes were raised or lowered as needed and restoration of surrounding material completed.
8. 3 Water main breaks and service line repairs were completed.
9. 500' of 1" galvanized water main on Okemos Rd., was replaced with 1" HDPE.
10. Lead and Copper sampling was completed this year, along with routine annual samples that are required by EGLE throughout the year.
11. A new Emergency Response Plan (ERP) was generated for the department.
12. With some assistance from F&V, the Department completed a NEEDS Survey. This was a new requirement requested by the EPA.
13. Certified water operators continue to attend training to earn CEC's toward license renewals. Rod Smith, and Ken Gensterblum renewed their licenses this year. They are certified until 2025.
14. South tower received a visual inspection. The Hill St. Tower was drained, cleaned, disinfected and returned to service in late summer. Work completed by SUEZ.
15. HydroCorp continues to maintain our Cross-Connection Control program, by doing physical inspections, organizing device testing, record keeping, and reporting to EGLE.
16. The annual Consumer Confidence Report was prepared and distributed to the public as per EGLE requirements in late June.
17. We're continuing to be active in a Well Head Protection Program to ensure future water quality.
18. The Water Department ordered a new Service Truck in late 2022. It was put into service in the first quarter of 2021. The previous service truck (503), was transferred to wastewater.
19. GIS mapping of the distribution system was competed and is being used in the field.

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



**City of Portland
Department of Public Works
2021 Annual Report**

FLUIDS USED

	2018	2019	2020	2021
Cylinder Oil (gal)	110	110	55	55
Transmission Fluid (gal)	55	55	10	10
Hydraulic Oil (gal)	55	55	0	55
Antifreeze (gal)	24	12	12	8
Car Wash Soap (gal)	30	30	30	30

FUEL COST

Year	Cost
2018	\$25,100
2019	\$20,350
2020	\$13,925
2021	\$22,100

MAJOR AND LOCAL STREETS

Material	2018	2019	2020	2021
Hot Black Top (ton)	66	50	56	34
Winter Black Top (ton)	24	6	5	6
Crack Filler (ton)	10	8	14	0
Road Gravel (yds)	0	0	0	0
Sand (yds)	40	0	0	0

SIDEWALKS AND WALKWAYS

Safe Routes to School was completed this year with some additional areas.

STREET PAINTING

2018: Cost \$13,676.80

2019: Cost \$16,514.87

2020: Cost \$16,681.07

2021: Cost \$16,027.25

WINTER STREET SALT

2018	450 tons	Total cost: \$23,177.00
------	----------	-------------------------

2019	700 tons	Total cost: \$44,968.00
------	----------	-------------------------

2020	500 tons	Total cost: \$33,327.50
------	----------	-------------------------

2021	300 tons	Total cost: \$19,128.67
------	----------	-------------------------

From January 1, 2021 to December 31, 2021, thirty miles of major intersections and hills were salted 18 times.

All City streets, cemetery, hydro plant and alleys were plowed and salted a total of 18 times.

The downtown area was cleaned of snow 9 times.

Bogue Flats trail loop was plowed 5 times.

LEAF PICK 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.

2021: Approximately 2,000 cubic yards were picked up.

CITY WIDE CLEAN-UP

	2018	2019	2020	2021
Loads Received	248	273	Cancelled	259
Dumpsters Filled	18	20		18
Loads of Brush Received	0	0		0
Auto Batteries Received	0	0		0
Electronics	109/tv's	103tv's		6,600lbs.
 <u>Costs:</u>				
Dumpsters	\$6,570.00	\$8,207.00		\$12,062.26
Wages	\$2,138.44	\$2,193.07		\$1,062.25
Electronics	\$1,940.00	\$2,168.60		\$3,300.00
Equipment	\$413.94	\$175.02		\$82.54
Total Cost of Cleanup	\$11,062.38	\$12,743.69		\$16,507.05

MILES PUT ON CITY VEHICLES

	2018	2019	2020	2021
9-05 GMC Truck	7,162	5,100	4,190	4,481
9-11 Vactor Truck	313	144	151	108
9-22 GMC Truck	4,382	4,643	3,890	3,955
9-14 Sweeper	717	725	Replaced	600
9-48 Freightliner Flatbed	N/A	N/A	N/A	1,660
9-49 International Plow	2,928	3,399	2,093	2,789
9-50 International Truck	373	234	126	N/A
9-51 Freightliner Truck	3,268	3,210	2,115	3,314
9-52 International Truck	1,060	1,270	910	N/A
9-54 GMC 1 Ton	4,668	4,940	4,528	4,184
Total miles:	24,871	23,665	18,003	21,091

EQUIPMENT

Several pieces of equipment were sold at auction due to age/condition.
 Repurposed the former street sweeper chassis with a flatbed to be a multipurpose truck.
 Acquired a 2010 Bonnell leaf vacuum to update our leaf removal equipment.
 (Both shown in picture on next page)



MISCELLANEOUS

- Michigan Wood Fibers ground the brush pile and cleaned up the compost area.
- Hired a new public works employee due to a retirement.
- Assisted with river trail repairs.
- Updated the brush policy and right of way permits.
- Asphalt mill & fill Ionia Rd and Rowe Ave.
- Placed the crushed asphalt from the mill & fill projects in the alleys.
- The motor pool/DPW building received new steel siding. Picture below showing the old & new steel.



Respectfully Submitted,

Ken Gensterblum
Public Works Director

Project Report for the City of Portland

Billing for 2021

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

<u>Project Number</u>	<u>Project Description</u>	<u>Billing Work</u> <u>1/2021 – 12/2021</u>
1110G	General Consultation	\$10,601.54
28771	Bridge Inspection	\$2,000.00
816480	SAW Project	\$43,711.61
833070	Safe Routes to School Project	\$123,328.64
836350	Grand River Avenue Bridge Improvements	\$3,253.00
836360	Grand River Avenue Small Urban	\$3,470.14
840730	Divine Hwy Bridge Feasibility	\$1,874.82
844520	Water Reliability Study	\$5,000.00
846940	William Toan Park Improvements	\$31,803.81
848390	WWTP SRF Project Plan	\$19,800.00
850060	Water RRA & ERP	\$6,000
	TOTAL	\$250,843.56
	F&V Operations & Resource Management *Operations*	
712020	Portland WWTP O&M	\$122,037.73
	TOTAL	\$372,881.29

2021 Annual Report



2021 Highlights



The Mission of the Portland Board of Light and Power (PBLP) is to provide safe, reliable, and sustainable power to the City of Portland and Portland Township Customers

SAFETY

The 2021 work year was completed with no reportable safety accidents or injuries. The City invested throughout the year in facilities, resources, training and personal-protective-equipment to improve and upgrade workplace safety. In late autumn, the City approved professional consulting services to update safety plans, policies, and procedures for high-risk work activities.

RELIABILITY

The PBLP had another reliable year. While neighboring utilities, in and out of the state of Michigan, suffered from storm related outages, historical investments in our underground power lines kept outages for our customers to a minimum. In October, we conducted a 10-hour system-wide outage to replace reclosers located at the connection point between the PBLP distribution system and the Consumers Energy transmission system. These preventative maintenance activities improve the reliability of power supply to the city.

SUSTAINABILITY

On the financial front, the cost of power in the City continues to be the most competitive local option. Despite a significant increase in the price of natural gas, which directly correlates to the price of power locally and across the country, overall power pricing for customer remained relatively stable (*Additional details can be found in Attachment Table 7*). We are working with other municipal power organizations across Michigan to contract forward power and capacity purchases in a conservative portfolio manner to maintain competitive pricing and reliable power delivery for our community. From a renewable standpoint, 25.7% of the power used by PBLP customers in 2021 came from a renewable resource. For comparison purposes the US Energy Information Administration reported that renewable energy sources accounted for about 12.6% of total U.S. energy consumption and about 19.8% of electricity generation. The Portland Municipal Dam is a significant source of renewable energy in the power portfolio. The PBLP continues to look for opportunities to expand the renewable portion of our contracted power portfolio in a financially responsible manner.

2022 PBLP Objectives



The Mission of the Portland Board of Light and Power (PBLP) is to provide safe, reliable, and sustainable power to the City of Portland and Portland Township Customers

DISTRIBUTION SYSTEM

- Transition to GIS documentation and standardized naming conventions for planned and existing infrastructure
- Establish and implement distribution system an operation and maintenance asset management strategy
- Move targeted areas of overhead lines to underground
 - a. Charlotte Highway Water Tower (partially complete)
 - b. Bills Party Store
 - c. Market Street
 - d. I-96 Crossing at Okemos/Oak Streets
- Complete engineering and procurement activities for new transmission to distribution system substation

POWER GENERATION PLANT

- Exercise generation assets monthly
- Standardize operations and maintenance practices
- Evaluate options for lowering natural gas commodity and delivery costs

MUNICIPAL DAM

- Contract an engineering assessment of the dam
- Establish and implement asset management strategy for the dam
- Restore concrete around impoundment area
- Improve security and fencing
- Evaluate options for improved community recreation

STREETLIGHTS

- Transition decorative streetlights to LED
- Evaluate LED options for wood poles and farm lights
- Improve cross walk lighting at Grand River and West Street

ADMINISTRATION

- Continue prioritization and commitment to zero harm safety culture
- Improve public power education
- Plan for and recommend options to provide broadband fiber services to community
- Establish a plan and schedule for transitioning electric meters to automated meter technology
- Plan for and communicate about electric vehicles

Statistics



The Mission of the Portland Board of Light and Power (PBLP) is to provide safe, reliable, and sustainable power to the City of Portland and Portland Township Customers

COMMUNITY POWER DEMAND

- 2021 peak power demand occurred in August at 9,078 KW
 - 2021 average monthly peak power demand was 6,242 KW
 - 2021 peak monthly power use occurred in August at 3,883,429 KWH
 - 2021 total power use was 34,464,402 KWH
- * *(Additional details can be found in Attachments Tables 1 & 2)*

MUNICIPAL DAM POWER PRODUCTION

- 2021 Annual power production for the dam was 2,133,574 KWH
 - 2021 Peak monthly production occurred in December at 236,472 KWH
 - In the context of the last 25 years of production history, 2021 was within the 4 highest production years and was 27% over the 25-year annual production average.
- * *(Additional details can be found in Attachment Tables 3 & 4)*

MUNICIPAL DAM OPERATING COSTS

- 2021 direct expenses for the dam were \$24,159.30
 - 2021 indirect expenses for the dam were estimated at \$21,576.55
 - 2021 value of power generated by the dam is estimated at \$138,648.95
 - In addition to the in-system reliability, and renewable value derived from power generating by the dam, financially the dam generated financial value in 2021
- * *(Additional details can be found in Attachment Table 5)*

OUTAGES

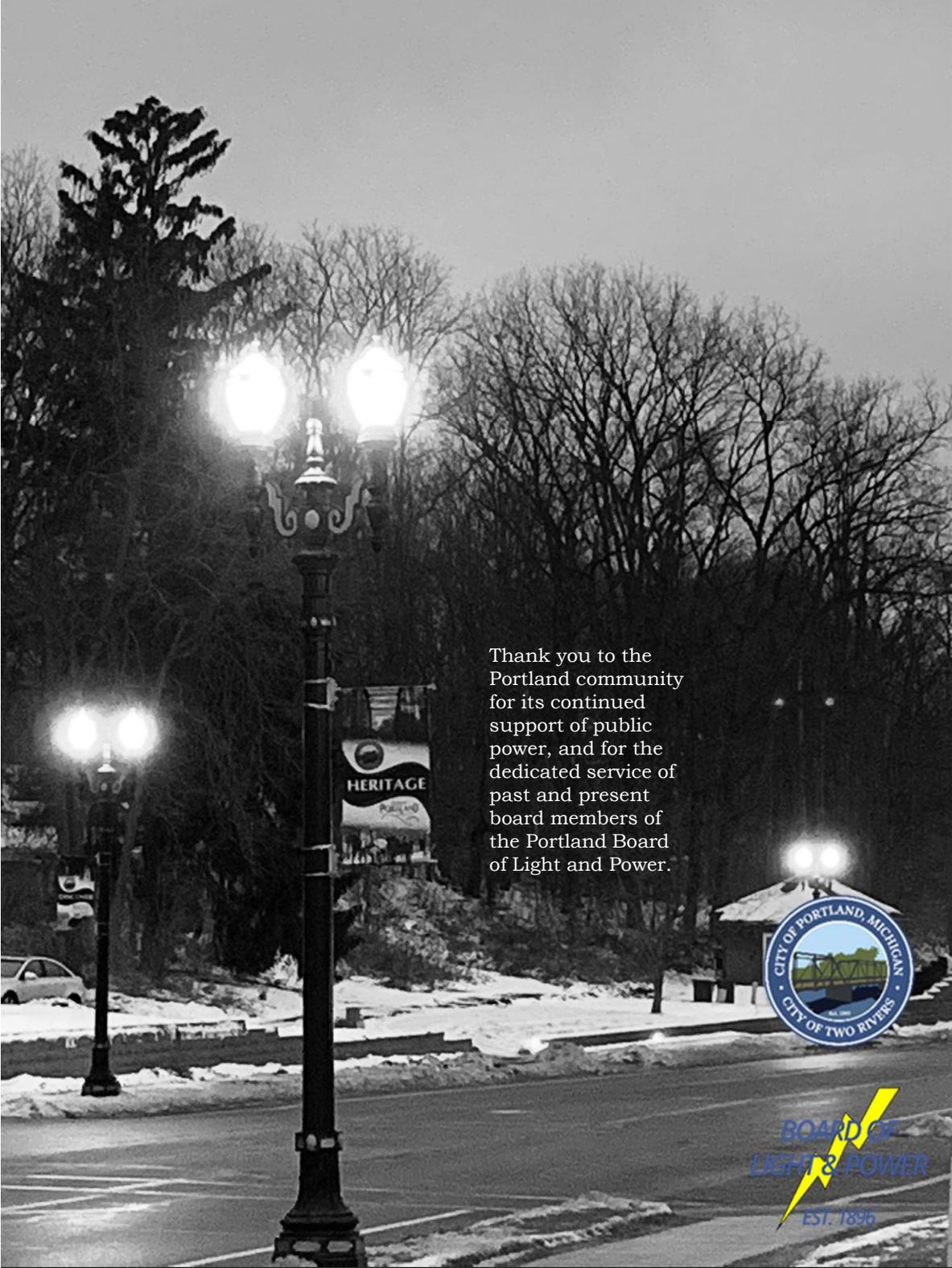
- In 2021 the system experienced 9 unplanned outages compared with 10 unplanned outages in 2020
 - The single most disruptive event in 2021 was a planned outage to replace reclosers between the Consumers Energy transmission system and the PBLP distribution system
 - Greater than 60% of the outages occurred within the overhead distribution system
- * *(Additional details can be found in Attachment Table 6)*



Attachments



Acknowledgments



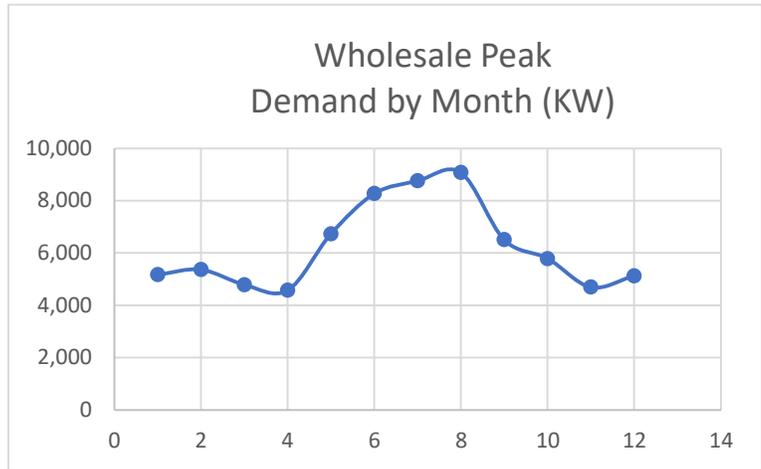
Thank you to the Portland community for its continued support of public power, and for the dedicated service of past and present board members of the Portland Board of Light and Power.





Table 1 - Wholesale Peak Demand for the City of Portland for 2021 (KW)

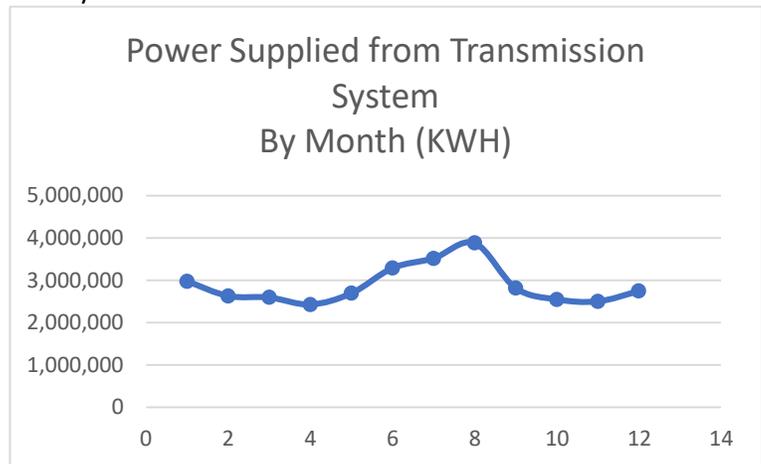
Month	MPPA and Hydro Combined
January	5,174
February	5,371
March	4,792
April	4,579
May	6,738
June	8,274
July	8,764
August	9,078
September	6,514
October	5,788
November	4,699
December	5,133



Average Monthly Peak Demand 6,242

Table 2 - Wholesale Energy Requirements for the City of Portland (KWh)

Month	Power Supplied from Transmission System
January	2,977,993
February	2,630,395
March	2,597,662
April	2,428,752
May	2,695,416
June	3,290,551
July	3,519,325
August	3,883,429
September	2,819,949
October	2,550,539
November	2,503,782
December	2,748,609



Total 34,646,402



Table 3 - Portland Municipal Dam 2021 Production

Month	Monthly Production KWH
January	KWH 142,816
February	KWH 187,467
March	KWH 230,401
April	KWH 152,568
May	KWH 135,949
June	KWH 126,301
July	KWH 162,432
August	KWH 201,258
September	KWH 152,917
October	KWH 229,377
November	KWH 175,616
December	KWH 236,472
Annual Production	KWH 2,133,574

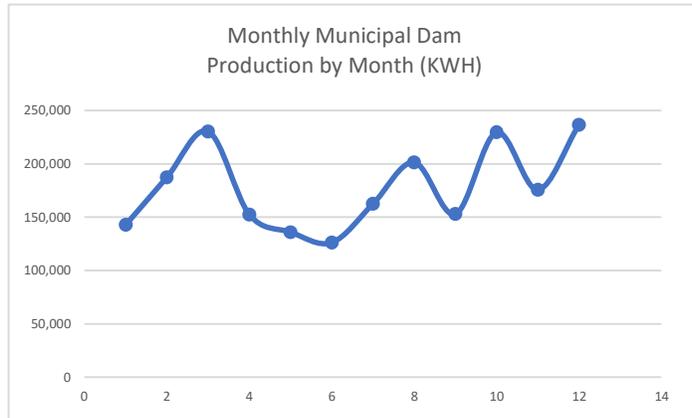


Table 4 - Portland Municipal Dam Historical Production

Year	Annual Production
2021	KWH 2,133,574
2020	KWH 2,135,283
2019	KWH 2,168,805
2018	KWH 2,000,068
2017	KWH 1,869,575
2016	KWH 1,862,374
2015	KWH 2,079,969
2014	KWH 2,035,260
2013	KWH 1,830,000
2012	KWH 1,855,800
2011	KWH 2,346,000
2010	KWH 1,400,000
2009	KWH 1,100,500
2008	KWH 1,726,100
2007	KWH 1,941,700
2006	KWH 1,870,000
2005	KWH 871,600
2004	KWH 1,186,000
2003	KWH 843,000
2002	KWH 1,001,480
2001	KWH 1,528,700
2000	KWH 1,835,500
1999	KWH 1,323,400
1998	KWH 1,445,100
1997	KWH 1,351,700
Average 1997-2021	KWH 1,669,660

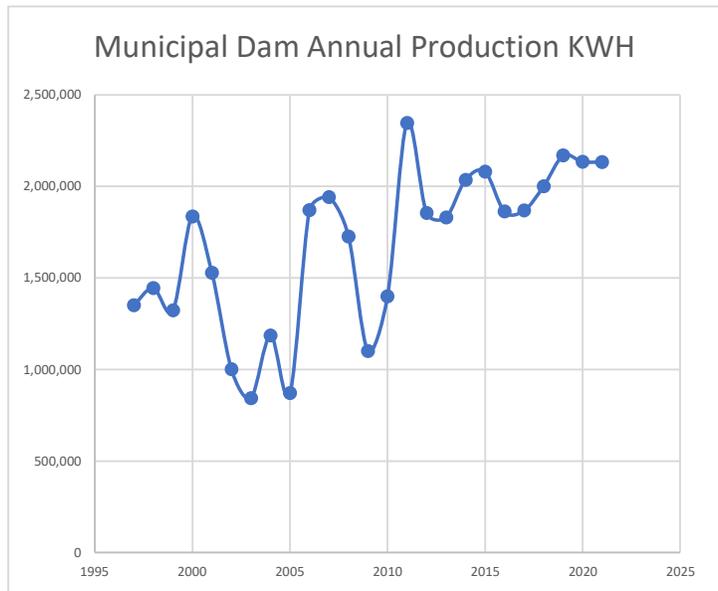




Table 5 - Portland Municipal Dam - Operating Costs

Direct Expenses 2021	\$	24,159.30
Estimated Indirect Expenses 2021	\$	21,576.55 *
Total Expenses for 2021	\$	45,735.85 ***
Total value of Dam Generation	\$	138,468.95

* Calculated using the historical estimate multiplied by 7.0%** inflation factor

** US Bureau of Labor and Statistics published inflation rate for 2021

*** 2021 Average total cost of power and capacity delivered to PBLP was \$0.0649/KWH

Year	Total Annual Expenses
2021	\$ 45,735.85
2020	\$ 38,593.00
2019	\$ 37,332.00
2018	\$ 57,635.00
2017	\$ 57,079.00
2016	\$ 47,971.00
2015	\$ 57,946.00
2014	\$ 40,673.00
2013	\$ 63,425.00
2012	\$ 322,581.00
2011	\$ 57,867.00
2010	\$ 50,819.00
2009	\$ 67,189.00
2008	\$ 31,614.00
2007	\$ 38,386.00
2006	\$ 76,675.00
2005	\$ 335,799.00
2004	\$ 88,106.00
2003	\$ 119,329.00
2002	\$ 33,897.00
2001	\$ 34,554.00
2000	\$ 25,595.00
1999	\$ 32,629.00
1998	\$ 34,288.00
1997	\$ 58,055.00
Average 1997 - 2021	\$ 74,150.91



Table 6 - Outage Report for 2021 by Circuits

West Side Residential Circuit:	2020	2021
Primary outages on overhead distribution	1	1
Primary outages on underground distribution	0	0
Major primary outages on overhead distribution	0	0
Major primary outages underground caused by dig-ins	0	0
Primary outages caused by dig-ins	0	0
Secondary outages caused by dig-ins	0	0
Secondary trouble calls on overhead distribution	0	1
Secondary trouble calls on underground distribution	0	3

Industrial Circuit	2020	2021
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 underground caused by dig-ins	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	2020	2021
Primary outages on overhead distribution	2	1
Primary outages on underground distribution	1	0
Major primary outages on overhead distribution	0	0
Major primary outages underground caused by dig-ins	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



Outage Report for 2021 by Circuits

South Circuit	2020	2021
Primary outages on overhead distribution	2	2
Primary outages on underground distribution	1	0
Major primary outages on overhead distribution	0	0
Major primary outages underground caused by dig-ins	0	0
Primary outages caused by dig-ins	0	0
Secondary outages caused by dig-ins	1	0
Secondary trouble calls on overhead distribution	0	0
Secondary trouble calls on underground distribution	0	0

Downtown Circuit	2020	2021
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 underground caused by dig-ins	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	2020	2021
Primary outages on overhead distribution	0	1
Primary outages on underground distribution	0	0
Major primary outages on overhead distribution	0	0
Major primary outages underground caused by dig-ins	0	0
Primary outages caused by dig-ins	0	0
Secondary outages caused by dig-ins	2	0
Secondary trouble calls on overhead distribution	0	0
Secondary trouble calls on underground distribution	0	0

Other

System wide planned outage, 10/15-11:45PM until 10/16-9:30 AM, all circuits to replace reclosers

TABLE 7 Portland, Michigan 2021 Annual Electric Report Power Cost and Supply



Kilowatts Purchased				Electric Purchase Costs			
	2019	2020	2021		2018	2019	2021
Constellaion	0	0	0	MPPA	\$ 2,081,926.88	\$ 2,041,744.59	\$ 2,263,942.65
MPPA	36,571,094	36,554,174	37,022,025	MPPA (Belle River)	\$ -	\$ -	\$ -
MPPA (Belle River)	0	0	0	MPPA (Campbell)	\$ -	\$ -	\$ -
MPPA (Campbell)	0	0	0	Integrlys	\$ -	\$ -	\$ -
Integrlys	0	0	0	ESP	\$ -	\$ -	\$ -
ESP	0	0	0				
Hydro Generation	2,163,850	2,000,100	2,140,206				
Diesel Generation	0	0	114,210				
Total	34,407,244	34,554,074	34,881,819	Total	\$ 2,081,926.88	\$ 2,041,744.59	\$ 2,263,942.65

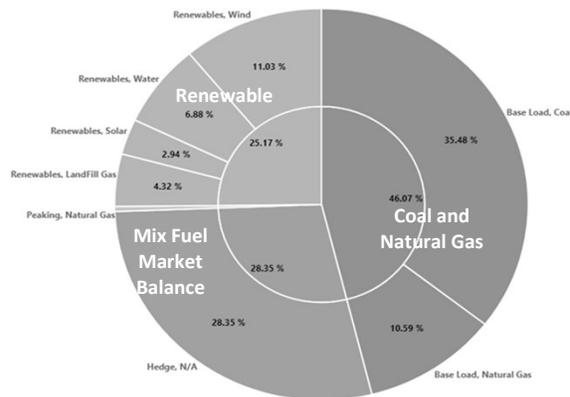
Kilowatts Used				Average Cost Per KWH Purchased			
	2019	2020	2021		2018	2019	2021
Residential	16,361,322	17,716,558	17,292,513		\$ 0.06	\$ 0.06	\$ 0.06
Commercial	8,417,557	8,201,280	8,676,686				
Lg. Demand/General	8,802,891	7,921,080	8,145,449				
Street Lights	326,168	332,819	315,904				
Diesel Plant	133,400	178,080	131,240				
Hydro-Not Billed	20,820	21,301	16,781				
Total	34,062,158	34,371,118	34,578,573				
Unaccounted For (Loss to System)	345,086	182,956	303,246				
Line Loss %	1.00%	0.53%	0.87%				



Electric Billed to Customers			
PCA Billed-Residential	\$ 149,497.15	\$ 324,265.22	\$ 278,317.47
PCA Billed-Commercial	\$ 76,827.22	\$ 152,162.46	\$ 144,841.76
PCA Billed-Lg. General Residential	\$ 1,730,941.77	\$ 1,859,651.03	\$ 2,006,343.00
Residential EO Charge	\$ 29,494.63	\$ 31,798.22	\$ 31,234.83
Geothermal Discount	\$ (1,411.86)	\$ (1,146.98)	\$ (1,305.77)
Commercial	\$ 895,872.15	\$ 888,626.22	\$ 1,015,850.98
Commercial/LG EO Chg	\$ 29,436.57	\$ 29,285.15	\$ 29,040.30
Lg. General/Demand	\$ 764,749.55	\$ 694,429.02	\$ 798,616.07
Lg. EO Charge	\$ 220.80	\$ 220.80	\$ 220.80
Street Lights	\$ 46,244.48	\$ 46,811.16	\$ 45,615.30
Tax	\$ 143,234.08	\$ 157,928.93	\$ 168,262.65
Rental Lights	\$ 2,992.36	\$ 2,815.05	\$ 2,773.81
Total	\$ 3,947,896.19	\$ 4,331,231.64	\$ 4,656,370.01

Residential Customers	2238	2236	2239
Commercial Customers	333	332	329
Lg. General/Demand	15	15	15
Total	2586	2583	2583

*Year End Totals





**Parks, Recreation &
Cemetery
Annual Report
2021**

I. CEMETERY DEPARTMENT

A. GRAVE OPENINGS

<u>#</u>	<u>Type</u>	<u>Residency</u>	<u>Cost</u>	<u>Total</u>
4	Casket Burial	Resident	\$250	\$1,000
7	Casket Burial	Resident	\$375	\$2,625
2	Casket Burial	Non-Resident	\$275	\$550
11	Casket Burial	Non-Resident	\$400	\$4,400
2	Cremation	Resident	\$100	\$200
4	Cremation	Resident	\$150	\$600
3	Cremation	Non-Resident	\$125	\$375
5	Cremation	Non-Resident	\$175	\$875
3	Infant Columbarium		\$0	\$0
	9 - After hours & Saturday OT Charges		\$150	\$1,350
41	Total			\$11,975

B. GRAVE OPENING – LAST FIVE YEARS

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Casket Burial of Resident	9	9	12	17	11
Casket Burial of Non-resident	4	4	8	20	13
Cremation Burial of Resident	10	9	8	8	6
Cremation Burial of Non-resident	4	4	12	9	8
Infant Columbarium Burial	0	0	0	0	3
Disinterment	1	0	0	0	0
	28	26	40	54	41

C. LOT SALES

<u>#</u>	<u>Lot Type</u>	<u>Residency</u>	<u>Plot Cost</u>	<u>Total</u>
9	Casket Burial	Resident	\$275.00	\$2,475.00
8	Casket Burial	Resident	\$300.00	\$2,400.00
9	Casket Burial	Non-Resident	\$450.00	\$4,050.00
4	Casket Burial	Non-Resident	\$475.00	\$1,900.00
4	Cremation	Resident	\$150.00	\$600.00
1	Cremation	Resident	\$175.00	\$175.00
3	Cremation	Non-Resident	\$250.00	\$750.00
0	Cremation	Non-Resident	\$275.00	\$0.00
38	Total			\$12,350.00

Perpetual care charges included in lot sale	\$1,935.00
Total revenue excluding perpetual care	10,415.00

D. FOUNDATION CHARGES

26 Foundations of various sizes	\$ 6,740.20
---------------------------------	--------------------

E. CEMETERY TOTALS FOR LAST FIVE YEARS

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Grave Openings	41	46	54	54	41
Graves Sold	43	20	38	61	38
Foundations	21	23	19	34	26
Openings Revenue	\$8,850.00	\$11,500.00	\$11,550.00	\$14,700.00	\$11,975.00
Sales Revenue	\$6,700.00	\$3,562.50	\$8,350.00	\$17,625.00	\$12,350.00
Foundations Revenue	\$4,762.40	\$3,982.80	\$3,650.80	\$7,459.00	\$6,470.20
Total Revenue	\$20,312.40	\$19,045.30	\$23,550.80	\$39,784.00	\$30,795.20

II. PARKS DEPARTMENT

A. STUMP REMOVALS

<u>Location</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Right of Way	22	8	12	17	15
City Property	3	0	4	8	2
Total	25	8	16	25	17

B. TREE PLANTING

<u>Location</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Curb Lawn	8	11	0	6	7
Cemetery	0	0	0	0	0
Parks	1	0	1	5	4
Downtown	0	1	0	0	0
Total	9	12	1	11	11

C. TREE REMOVALS

<u>Location</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Curb Lawn	9	12	9	29	12
City Property	4	3	5	6	4
Total	13	15	14	35	16

D. FUEL AND VEHICLE TOTALS FOR LAST FIVE YEARS

1. BREAKDOWN OF TOTALS

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
Gas	\$1,615.80	\$1,393.45	\$2,193.95	\$1,721.15	\$2,840.33
Diesel	\$1,739.40	\$1,575.29	\$1,950.02	\$1,664.77	\$1,464.69
Oil	\$245.74	\$233.72	\$277.26	\$283.93	\$315.47
Filters	\$276.84	\$264.12	\$303.47	\$297.19	\$308.81
Parts	\$4,391.27	\$3,726.17	\$4,011.68	\$3,441.25	\$4,877.36
Total	\$8,269.05	\$7,192.75	\$8,736.38	\$7,408.29	\$9,806.66

2. VEHICLE HOURS OVER LAST FIVE YEARS

<u>Vehicle</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>
JD 4405	91	96	105	121	95
Ztrak AC	150	144	132	128	152
Ztrak AP	125	131	126	137	140
Ztrak 950	176	335	300	252	296
JD 770	19	15	12	8	0
JD 3039	198	258	227	242	276
JD Gator 6x4	72	67	53	71	64
JD Gator 4x4	121	156	135	123	1168



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

January 1 – December 31, 2021

Index

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I. Youth Recreation:

A. Spring Programs

1. Kindergarten Baseball

Residency	#	%
City of Portland	13	27%
Portland Township	16	33%
Danby Township	13	27%
Eagle Township	1	2%
Orange Township	2	4%
Lyons Township	0	0%
Sebewa	1	2%
Other	2	4%
Total	48	100%

2. 1st/2nd Grade Softball

Residency	#	%
City of Portland	13	36%
Portland Township	12	33%
Danby Township	5	14%
Eagle Township	1	3%
Orange Township	3	8%
Lyons Township	1	3%
Sebewa	0	0%
Other	1	3%
Total	36	100%

3. 4 & 5 Year Old Flag Football

Residency	#	%
City of Portland	11	34%
Portland Township	11	34%
Danby Township	4	13%
Eagle Township	0	0%
Orange Township	2	6%
Lyons Township	1	3%
Sebewa	1	3%
Other	2	6%
Total	32	100%

B. Summer Programs

1. Tot Soccer

Residency	#	%
City of Portland	13	46%
Portland Township	4	14%
Danby Township	7	25%
Orange Township	3	11%
Eagle Township	0	0%
Lyons Township	1	4%
Sebewa	0	0%
Other	0	0%
Total	28	100%

2. 4 & 5 Year Old Tball

Residency	#	%
City of Portland	26	33%
Portland Township	19	24%
Danby Township	23	29%
Eagle Township	2	3%
Orange Township	3	4%
Lyons Township	2	3%
Sebewa	2	3%
Other	1	1%
Total	78	100%

3. Golf Camp

Residency	#	%
City of Portland	4	13%
Portland Township	8	25%
Danby Township	13	41%
Eagle Township	3	9%
Orange Township	1	3%
Lyons Township	0	0%
Sebewa	2	6%
Other	1	3%
Total	32	100%

4. K/1st Grade Flag Football

Residency	#	%
City of Portland	12	29%
Portland Township	7	26%
Danby Township	2	32%
Eagle Township	2	5%
Orange Township	0	0%
Lyons Township	2	0%
Sebewa	0	3%
Other	1	5%
Total	26	100%

2. 2nd/3rd Grade Flag Football

Residency	#	%
City of Portland	15	27%
Portland Township	16	29%
Danby Township	13	24%
Eagle Township	0	0%
Orange Township	4	7%
Lyons Township	2	4%
Sebewa	3	5%
Other	2	4%
Total	55	100%

5. Tennis Camp

Residency	#	%
City of Portland	23	30%
Portland Township	28	37%
Danby Township	13	17%
Eagle Township	2	3%
Orange Township	4	5%
Lyons Township	2	3%
Sebewa	2	3%
Other	2	3%
Total	76	100%

D. Youth Participation Totals

Residency	#	%
City of Portland	160	31%
Portland Twp.	156	30%
Danby Twp.	118	23%
Eagle Twp.	11	2%
Orange Twp.	26	5%
Lyons Twp.	14	3%
Sebewa Twp.	11	2%
Other	21	4%
Totals:	517	100%

C. Fall Programs

1. DK-3rd Grade Soccer

Residency	#	%
City of Portland	30	28%
Portland Township	35	33%
Danby Township	25	24%
Eagle Township	0	0%
Orange Township	4	4%
Lyons Township	3	3%
Sebewa	0	0%
Other	9	8%
Total	106	100%

II. Adult Recreation

A. Spring/Summer Programs

1. Softball

Residency	#	%
City of Portland	46	36%
Portland Township	39	30%
Danby Township	16	12%
Eagle Township	7	5%
Orange Township	3	2%
Lyons Township	2	2%
Sebewa	2	2%
Other	14	11%
Total	129	100%

B. Fall Programs

1. Softball

Residency	#	%
City of Portland	64	45%
Portland Township	34	24%
Danby Township	15	11%
Eagle Township	8	6%
Orange Township	3	2%
Lyons Township	3	2%
Sebewa	2	1%
Other	13	9%
Total	142	100%

C. Adult Participation Totals

Residency	#	%
City of Portland	110	41%
Portland Township	73	27%
Danby Township	31	11%
Eagle Township	15	6%
Orange Township	6	2%
Lyons Township	5	2%
Sebewa	4	1%
Other	27	10%
Totals:	271	100%

III. Youth & Adult Participation Total

Residency	#	%
City of Portland	270	34%
Portland Township	229	29%
Danby Township	149	19%
Eagle Township	26	3%
Orange Township	32	4%
Lyons Township	19	2%
Sebewa	15	2%
Other	48	6%
Total	788	100%

IV. Youth Recreation:

A. Spring Programs

1. Kindergarten Baseball

Revenue	Registration Fees	\$1,728.00
Expenditures	Shirts	\$278.25
Total Revenue		\$1,728.00
Total Expenditures		<u>\$278.25</u>
Total		\$1,449.75

2. 1st/2nd Grade Softball

Revenue	Registration Fees	\$1,296.00
Expenditures	Shirts	\$210.00
Total Revenue		\$1,296.00
Total Expenditures		<u>\$210.00</u>
Total		\$1,086.00

3. 4 & 5 Year Old Flag Football

Revenue	Registration Fees	\$1,152.00
Expenditures	Shirts	\$168.00
Total Revenue		\$1,152.00
Total Expenditures		<u>\$168.00</u>
Total		\$984.00

B. Summer Programs

1. Tot Soccer

Revenue	Registration Fees	\$1,120.00
	Total:	<u>\$1,120.00</u>
Expenditures	Instruction Fee	\$630.00
Total Revenue		\$1,120.00
Total Expenditures		<u>\$630.00</u>
Total		<u>\$490.00</u>

2. 4 & 5 Year Old Tball

Revenue	Registration Fees	\$2,808.00
Expenditures	Shirts	\$540.50
	Total:	<u>\$540.50</u>
Total Revenue		\$2,808.00
Total Expenditures		<u>\$540.50</u>
Total		<u>\$2,267.50</u>

3. Golf Camp

Revenue	Registration Fees:	\$1,440.00
Expenditures	Instructor Fee	\$1,080.00
Total Revenue		\$1,440.00
Total Expenditures		<u>\$1,080.00</u>
Total		<u>\$360.00</u>

4. Kindergarten/1st Grade Flag Football

Revenue	Registration Fees	\$936.00
Expenditures	Shirts	\$168.00
Total Revenue		\$936.00
Total Expenditures		\$168.00

Total Balance		<u>\$768.00</u>
5. Tennis Camp		
Revenue		
	Registration Fee	\$4,400.00
Expenditures		
	Instruction Fee	\$2,984.95
	Shirts	<u>\$662.55</u>
	Total:	<u>\$3,647.50</u>
Total Revenue		\$4,400.00
Total Expenditures		<u>\$3,647.50</u>
Total Balance		<u>\$752.50</u>

C. Fall Programs

1. 2nd/3rd Grade Soccer

Revenue		
	Registration	\$3,816.00
Expenditures		
	Shirts	\$698.50
Total Revenue		\$3,816.00
Total Expenditures		<u>\$698.50</u>
Total Balance		<u>\$3,117.50</u>

2. 2nd/3rd Grade Flag Football

Revenue		
	Registration Fees	<u>\$1,980.00</u>
	Total:	<u>\$1,980.00</u>
Expenditures		
	Shirts	\$366.00
Total Revenue		\$1,980.00
Total Expenditures		<u>\$366.00</u>
Total Balance		<u>\$1,614.00</u>

V. Adult Recreation:

A. Spring/Summer Programs

1. Softball

Revenue

Team Entry Fees	\$3,625.00
Player Fees	\$2,840.00
Total:	<u>\$6,465.00</u>

Expenditures

Umpire/Scorekeepers	\$2,442.00
Softballs	\$364.00
Shirts	\$244.38
Trophy	\$68.00
Total:	<u>\$3,118.38</u>

Total Revenue	\$6,465.00
Total Expenditures	\$3,118.38
Total Balance	<u>\$3,346.62</u>

B. Fall Programs

1. Softball

Revenue

Team Entry Fees	\$3,300.00
Player Fees	\$3,275.00
Total:	<u>\$6,575.00</u>

Expenditures

Umpire/Scorekeepers	\$2,220.00
Softballs	\$364.00
Shirts	\$206.26
Trophy	\$100.00
Total:	<u>\$2,890.26</u>

Total Revenue	\$6,575.00
Total Expenditures	\$2,890.26
Total Balance	<u>\$3,684.74</u>

VI. Programs Revenues & Expenditures Summary

A. Revenue

Program Revenue	\$33,716.00
City of Portland Contribution	\$24,000.00
Danby Township Contribution	\$ 6,000.00
Portland Township Contribution	<u>\$ 8,000.00</u>
Total Revenue	\$71,716.00

B. Expenditures

Program Expenditures	\$13,795.00
Personnel	\$34,881.00
Administrative Services	\$13,023.00
Contracts & Services	<u>\$ 6,748.00</u>
Total Expenditures	\$68,447.00

C. Balance **\$ 3,269.00**

Respectfully Submitted,

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



2021 Annual Report

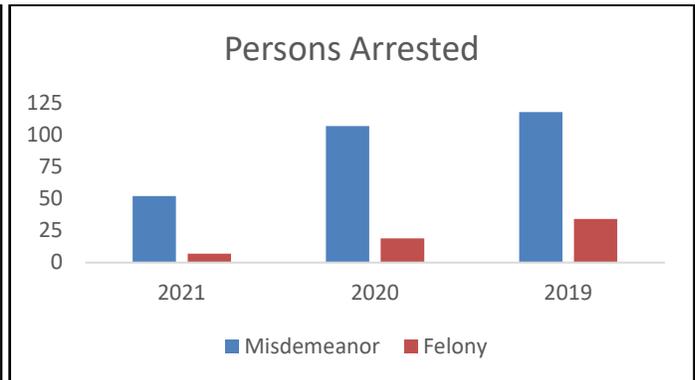
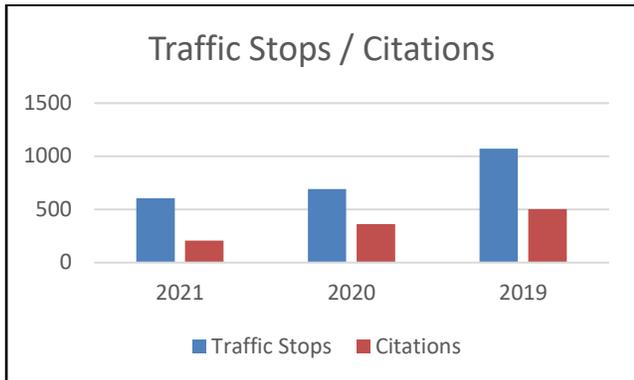
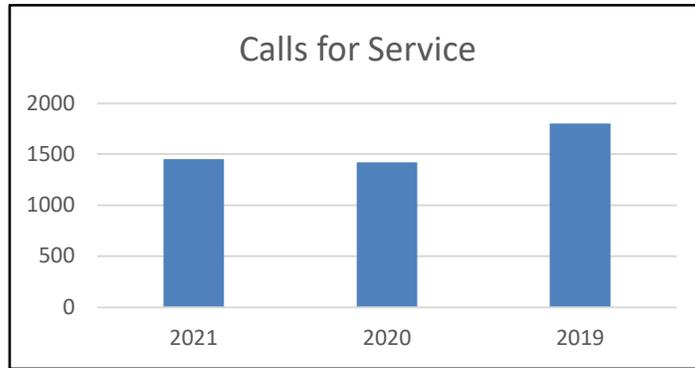
2021 Annual Report

Police Response

The Covid-19 pandemic continued to bring new challenges to officers in 2021 with changes in laws, restrictions regarding arrests, and evolving mandates. Despite this, officers have remained flexible and continue to be creative as they look for the best ways to serve the residents of the City of Portland.

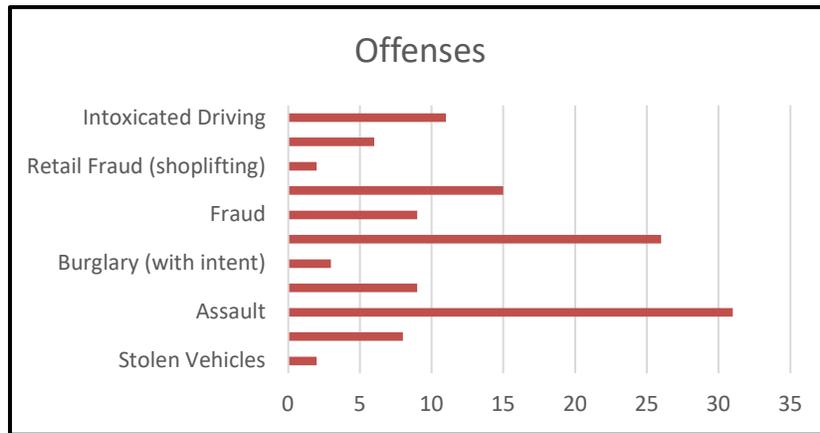
Temporary changes to the motor vehicle code regarding driver's licenses and vehicle registrations caused a minor reduction in the number of traffic stops and traffic citations issued. Criminal arrest numbers fell sharply this year largely in part to the continued Covid-19 safety precautions established by the Ionia County Sheriff's Department in 2020. Due to these precautions, the large majority of subjects with misdemeanor and felony warrants and subjects actively committing a crime are released once an officer has contact with them.

Officers at the Portland Police Department responded to 1,450 original calls for service in 2021. There were 52 persons arrested for 69 misdemeanor charges and 7 persons arrested for 8 felony charges. Officers stopped 605 cars and issued 206 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 increased to 95 in 2021 compared to 64 in 2020.

Use of Force & Vehicle Pursuits

Per departmental policy, use of force is documented whenever force exceeds handcuffing and use of soft, empty hands. Use of force includes pointing a TASER or a firearm at a subject to gain compliance whether or not the weapon is discharged.

- There were two use of force incidents during 2021. One incident occurred during a domestic assault incident, and one incident occurred during a traffic stop.

The Department policy allows pursuits during incidents where there is an articulable threat to public safety or probable cause the driver of the vehicle committed a felony; generally, pursuits are prohibited for civil infraction violations.

- There were two pursuits in 2021. One incident occurred while assisting another law enforcement agency in apprehending a suspect for stealing a vehicle; the second incident occurred after a driver fled from a traffic stop.

Notable Activity

During the fall of 2020, Portland officers responded to an elderly woman who was not breathing; she was found to be deceased. Officers investigated the death and became suspicious of her condition; vulnerable adult abuse was suspected. An investigation was completed beginning that night and continued by Officer Kauffman and Chief Thomas. Probable cause was developed over the next few months and produced to the Ionia County Prosecutors Office in 2021. Arrest warrants were issued for each of her caretakers - two family members who were arrested for "2nd Degree – Vulnerable Adult Abuse".

On April 4, 2021, Officer Kauffman received a "BOL" for a male subject who was possibly traveling to a Portland address with the intent of killing the occupants. Officer Kauffman arrived at the residence and observed the described pickup traveling in front of him towards the address. The suspect saw Officer Kauffman's patrol vehicle, stopped his truck in front of the residence, and then ran from the vehicle. Officer Kauffman went after the subject and heard a gun shot a few moments later. The foot chase was suspended, and a perimeter was set. The subject was soon located with an accidental, self-inflicted gun shot to his leg. Medical treatment was sought, and the subject was later arrested for assault with intent to commit murder, a weapons violation, and violation of his parole.

In the fall of 2021, Officer Goggins investigated separate occurrences of a house and outbuildings that had been broken into. Officer Goggins was not only able to identify the juvenile responsible but also recovered several items that had been stolen allowing him to return those items to their rightful owners. The suspect was petitioned into juvenile court on several counts of breaking and entering, unlawful entry, and possession of burglary tools.

Code Enforcement

The Department worked with 49 homeowners and renters while targeting abandoned vehicles, junk/secondhand goods, and tall weeds and grass.

Removal of **6** Abandoned Vehicles
Clean up of **14** areas of "Junk"
Trimming of tall grass / weeds in **29** yards

Personnel

Chief Thomas filled in as acting director of the Portland Ambulance Department beginning in August of 2021 and was appointed to oversee the department in October. Having a single manager over both the police and ambulance departments frees up a portion of each agencies budget that had previously been dedicated to employing separate managers.

Chase Rairigh was hired in October of 2021 as a full-time police officer, and Tim Groenhof returned to the department in a part-time capacity. There is still has one full-time officer position to fill; however, this has been challenging due to the low number of qualified candidates and the high number of law enforcement agencies who also have vacancies.

Two officers are assigned to work with Ionia County Emergency Management as ALICE instructors, and one officer teaches community CPR / First Aid. The Department has one certified child safety seat technician who is one of three in Ionia County.



ANNUAL REPORT 2021

Similar to ambulance departments and emergency medical response agencies nationwide, the Portland Ambulance Department faced staffing shortages, unexpected supply costs, and a new normal involving decontamination and patient care brought on by Covid-19. Despite this, Portland Ambulance has been able to face these challenges head-on and had a successful 2020!

STAFFING

The department has continued to evolve when it comes to staffing. Zach Waltersdorf, stepped down from his roll as director to focus more time on family and personal commitments; he remains a part-time member of the Department but has made a full-time commitment with another agency. Star Thomas, Police Chief with the Portland Police Department, worked as the interim director in his absence and was appointed to the director position in October 2021. Her background includes a Bachelor's of Science in Criminal Justice with a minor in Management and Supervision as well as over 20 years in the public services field including law enforcement, emergency management, fire, and medical.

Although Portland Ambulance struggled at times with staffing shortages, the department ended the year on a high note with four full-time paramedics, five part-time medics, and nine part-time EMT's. Four of the paramedics and two of the EMT's are instructor coordinators potentially allowing much of the required continuing education to be handled in-house.

There are new full-time additions to Portland Ambulance. Madison Gensterblum, a previous EMT with the agency, earned her paramedic license in October and now holds one of the paramedic positions. Also new to the agency is Dan Sowles who has over 25-years experience as a paramedic, educational instructor, and former ambulance director, and Don Fox who has approximately 30 years of paramedic, fire, and teaching experience. Heather Crosby continues to be an integral part of the department and will soon be working in the role of instructor coordinator.

Overall, the commitment of the both the full and part-time staff, paramedics and EMT's alike, has provided a supporting backbone as the agency continues to grow and develop despite industry challenges.

CALLS / COMMUNITY SERVICE

2021 saw 1,151 calls for service, transports, and mutual aid responses which far exceeded the annual prediction of 1000 calls. Just over 41% of the patients needed basic life support responses while almost 59% required advanced life support.

The service continues to be a presence at community events including Jr Raider Football and football games at Portland St Pats, Portland Public, and Pewamo-Westphalia School. Having an ambulance on scene during these events allows for an immediate response after a sport related injury and has been accomplished at no additional cost to the schools, sport clubs, or residents.

EQUIPMENT

The Dodge Durango, licensed in 2020 as a medical first response vehicle, continues to be used as a response truck when additional personnel are needed or when the minimum of two staff to an ALS/BLS vehicle cannot be met; this is typically in a second or third out scenario.

Three S-Scort III battery-powered portable suction units were replaced after two of the three units in service became defective. Two 800-mHz portable radios were added as the Department continues towards the phasing out of the analog radios. There have been no other extraordinary equipment upgrades since the purchase of the power cot, LifePaks, and monitors and LUCAS in 2020.

Ten Year History of Calls

Year	Total Calls	Billable Calls
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
2021	1151	861

Runs by Service Level

BLS	477	41.4%
ALS	674	58.6%

Patient Loaded Miles by Ambulance

	43	44	45
BLS	451.3	23	82.5
ALS	6458.9	621.6	9442

Total Calls For Month	Jan	Feb	Mar	Apr	May	Jun
	98	74	79	122	93	73
	Jul	Aug	Sep	Oct	Nov	Dec
	91	95	111	91	121	103

Mutual Aid Given	Jan	Feb	Apr	Mar	May	Jun
	6	6	7	4	3	3
	Jul	Aug	Sep	Oct	Nov	Dec
	4	8	6	9	10	8

Calls by Residency

	Jan		Feb		Mar		Apr		May		June		July		August		Sept		Oct		Nov		Dec		Final		Total
	R	NR	R	NR	R	NR	R	NR	R	NR	R	NR	R	NR	R	NR	R	NR									
City of Portland	34	4	12	3	24	2	39	6	25	7	18	5	23	4	19	7	28	9	23	7	36	10	35	3	316	67	383
Portland Twp	20	1	22	3	19	3	16	0	11	4	12	3	13	5	20	6	17	5	13	2	11	4	17	4	191	40	231
Danby Twp	13	0	6	1	9	2	14	8	15	4	6	2	7	5	9	0	7	4	9	5	11	1	10	0	116	32	148
Lyons Twp	2	1	1	0	3	0	9	1	5	2	3	1	4	0	3	3	2	1	1	3	5	3	3	0	41	15	56
Pewamo Vill	4	0	1	0	1	0	2	0	2	0	0	0	10	2	3	0	6	1	5	0	1	0	3	0	38	3	41
Sebewa Twp	5	0	8	1	3	0	0	3	5	0	6	1	1	0	4	0	5	0	2	1	6	1	5	0	50	7	57
Westphalia Twp	4	1	3	0	3	0	2	0	1	0	0	0	4	0	3	0	8	0	2	0	5	0	6	0	41	2	43
Westphalia Vill	2	0	0	0	3	0	3	0	1	0	4	0	0	1	1	0	4	0	1	1	4	0	1	0	24	2	26
Orange Twp	1	0	1	0	1	0	2	0	2	1	3	0	0	1	2	0	3	0	0	0	2	4	0	0	17	7	24

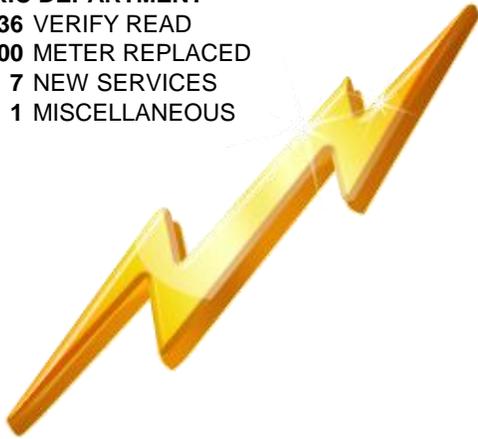
Call Volume by Time

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Percent
00:00 - 08:00	23	11	26	21	27	16	13	20	15	17	23	18	230	20.3%
08:00 - 16:00	43	31	26	55	36	31	33	39	54	55	53	45	501	44.2%
16:00 - 00:00	32	32	25	43	29	26	44	36	42	18	35	38	400	35.3%
07:00 - 17:00	55	34	35	61	47	42	44	50	59	61	59	54	601	53.1%

WORK ORDER RE CAP 2021

ELECTRIC DEPARTMENT

- 36 VERIFY READ
- 100 METER REPLACED
- 7 NEW SERVICES
- 1 MISCELLANEOUS



DPW

- 8 TREES REMOVED
- 2 TREES TRIMMED
- 1 SIDEWALK REPAIR
- 3 MISCELLANEOUS

WATER DEPARTMENT

- 21 VERIFY READ
- 59 ORION METERS INSTALLED
- 4 NEW SERVICES
- 1 SERVICE ON ALL PARKS
- 1 SERVICE OFF ALL PARKS
- 3 MISCELLANEOUS



CITY OF PORTLAND ZONING BOARD OF APPEALS

ANNUAL REPORT 2021

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

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

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

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

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

Meetings Held	Length of Meeting	No. of Members Present
January – No Meeting		
February – No Meeting		
March – No Meeting		
April – No Meeting		
May – No Meeting		
June – No Meeting		
July – No Meeting		
August – No Meeting		
September – No Meeting		
October – No Meeting		
November – No Meeting		
December – No Meeting		

SUMMARY OF MEETINGS

The ZBA did not meet in 2021.

2021 STATISTICAL SUMMARY

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

**CITY OF PORTLAND
PLANNING COMMISSION**

**ANNUAL REPORT
2021**

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 10, 2021	2 hours, 11 minutes	5
March – No Meeting		
April – No Meeting		
May 12, 2021	2 hours, 3 minutes	6
June – No Meeting		
July 14, 2021	1 hour, 52 minutes	6
August 11, 2021	51 minutes	6
September – No Meeting		
October 13, 2021	1 hour, 2 minutes	6
November – No Meeting		
December 8, 2021	1 hour, 16 minutes	5

SUMMARY OF MEETINGS

February 10, 2021

- Planning Consultant, Mr. Paul LeBlanc of PLB Planning Group advised the City Master Plan should be reviewed every five years, which is now due, but advised waiting until the 2020 Census Date is released.
- Mr. LeBlanc of PLB Planning Group suggested a revision of the Zoning Ordinance be conducted before review of the Master Plan.
- City Manager Gorman presented renderings of the proposed Toan Park Improvement Project which will include the addition of a splash pad.

May 12, 2021

- Mr. LeBlanc of PLB Planning Group presented reasoning for his suggestion the property on Cutler Rd. owned by the City be rezoned to better conform to the desired potential uses.

July 14, 2021

- The Planning Commission scheduled a Public Hearing on the proposed revisions to Division 8, O-R Office/Research Form-Based District, Section 42-280 of the Code of Ordinances which would affect the property owned by City on Cutler Rd.

August 11, 2021

- The Planning Commission held a Public Hearing to consider and then approved revision to the Division 8, O-R Office/Research Form-Based District, Section 42-280 of the Code of Ordinances.

October 13, 2021

- The Planning Commission held a Public Hearing on a proposed rezoning by Mayberry Homes to a 107-acre parcel from TND PUD to R-2 Traditional Residential and a 22-acre parcel from TND PUD to C-2 General Business located in the area of Rowe Ave. and Rindlehaven Commons, a portion of the Rindlehaven Development.
- The Planning Commission tabled the proposed rezoning request by Mayberry Homes.
- City Manager Gorman noted the update of Zoning Ordinance is in process and will be presented for review and comment in the near future.

December 8, 2021

- The Planning Commission tabled the proposed rezoning request by Mayberry Homes.
- The Planning Commission held a Public Hearing to consider and then approved a request for rezoning of a 1.97-acre portion of the parcel located at 467 Charlotte Hwy. that is adjacent to I-96; east of Charlotte Hwy. and west of Grand River Ave., from R-2 to C-3 to match the rest of the parcel already zoned C-3.

- The Planning Commission held a Public Hearing to consider and then approved a Special Land Use request for a self-storage facility to occupy 5.0 acres of the 5.34-acre parcel located at 467 Charlotte Hwy.
- The Planning Commission approved the site plan for the self-storage facility proposed for the property located at 467 Charlotte Hwy.

2021 STATISTICAL SUMMARY

- 6 Meetings Held
- Average Meeting Length – 1 hour, 14 minutes
- 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
2021**

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 25, 2021	55 minutes	8
February 22, 2021	55 minutes	8
March 22, 2021	73 minutes	7
April 26, 2021	48 minutes	8
May 24, 2021	53 minutes	8
June 30, 2021	54 minutes	7
July 26, 2021	36 minutes	7
August 30, 2021	44 minutes	6
September 27, 2021	41 minutes	7
October 25, 2020	64 minutes	8
November 22, 2021	42 minutes	8
December 20, 2021 – Spl. Mtg	19 minutes	8

SUMMARY OF MEETINGS

January 25, 2021

- The DDA voted proceed with the Patronicity fundraising campaign for the Riverfront Park Improvement Project.
- The DDA approved the amended project/goals for Fiscal Yar 2021/2022.
- The DDA approved payment of a Sign Incentive Grant to Studio 176.

February 22, 2021

- The DDA approved the proposed budget for Fiscal Year 2021-2022.
- The DDA voted to forego Beerfest on the Bridge 2021.

March 22, 2021

- The DDA approved an increase to the façade budget of \$4,000.00 from unencumbered funds to support the Design Committee approval of a Façade Design for 128 Kent St.

April 26, 2021

- Director ConnerWellman provided an update on the Toan Park Revitalization Project and reviewed the Board Member efforts, tasks, and updates for fundraising.

May 24, 2021

- Director ConnerWellman provided an update on the Toan Park Revitalization Project and reviewed the Board Member efforts, tasks, and updates for fundraising.
- There were discussions on several other topics.

June 30, 2021

- General business was conducted.

July 26, 2021

- The DDA approved moving forward with a Phase I Environmental Study and Phase II if needed, up to a cost of \$15,000.00, for the proposed donation of property at 103 W. Grand River Ave. from Bill Fabiano to the DDA.

August 30, 2021

- General business was conducted.

September 27, 2021

- General business was conducted.

October 25, 2021

- The DDA approved budget amendments for the Fiscal Year 2021-2022 Budget.
- The DDA approved combining The Organization and Marketing Team with The Design Team as there quite of overlap in team members. The combined team will meet once a month to hold a work meeting where no formal decisions will be made.
- The DDA approved changing the website database to Chamber Nation.

November 22, 2021

- The DDA approved a draft donation agreement with Bill Fabiano for the property located at 103 W. Grand River Ave.
- The DDA approved a motion to not hold a meeting in December.

December 20, 2021 – Special Meeting

- The DDA approved the Real Property Donation Agreement to accept the property at 103 W. Grand River Ave. from Bird Dog Real Estate, LLC (Bill Fabiano).

2021 STATISTICAL SUMMARY

- 12 Meetings Held
- Average Meeting Length – 48 minutes
- Average of 7 Members Present