

# **Lower Grand River Watershed**

## **City of Grand Rapids Kent County, Michigan Progress Report**

**Reporting Period  
August 1, 2012, through July 31, 2013**

**Progress Report Due Date:  
October 1, 2013**

**Project No. G120878**

## Lower Grand River Watershed Progress Report

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### LIST OF ABBREVIATIONS/ACRONYMS

AWRI	Annis Water Resources Institute
BMP	Best Management Practice
CES	Center for Environmental Study
CoC	Certificate of Coverage
DIP	Data, Information, and Procedures
DPW	Department of Public Works
FTC&H	Fishbeck, Thompson, Carr & Huber, Inc.
GVMC	Grand Valley Metropolitan Council
HD	Health Department
ICMA	International City/Country Management Association
IDEP	Illicit Discharge Elimination Plan
I&E	Information and Education
KCDC	Kent County Drain Commissioner
KCRC	Kent County Road Commission
LGROW	Lower Grand River Organization of Watersheds

## Lower Grand River Watershed Progress Report

LGRW	Lower Grand River Watershed
LID	Low Impact Development
MDEQ	Michigan Department of Environmental Quality
MDNRE	Michigan Department of Natural Resources and Environment
MS4	Municipal Separate Storm Sewer System
MSUE	Michigan State University Extension
NOAA	National Oceanic and Atmospheric Administration
NPS	Nonpoint Source
O&M	Operation and Maintenance
OCDC	Ottawa County Drain Commissioner
PCC	Post-Construction Controls
PEP	Public Education Plan
POS	Point-of-Sale
SEMCOG	Southeast Michigan Council of Governments
SESC	Soil Erosion and Sedimentation Control
SWPPI	Stormwater Pollution Prevention Initiative
TSS	Total Suspended Solids
USEPA	U.S. Environmental Protection Agency
WMEAC	West Michigan Environmental Action Council
WMP	Watershed Management Plan
WQI	Water Quality Index

# PART 1 - Contact Information

<b>Contact Information for MDEQ:</b>	
Please provide current contact information for MDEQ to use regarding storm water issues.	
<b>Permit Application Contact</b>	
Name	Mike Lunn
Title	Environmental Services Department Manager
Address	1300 Market Avenue SW
City, State, Zip	Grand Rapids, MI 49503
Telephone (with area code)	616 456-3625
Fax (with area code)	616 456-3711
E-mail	mlunn@grcity.us
<b>Stormwater Program Manager</b>	
Name	Carrie Rivette
Title	Project Engineer
Address	1120 Monroe Avenue NW
City, State, Zip	Grand Rapids, MI 49503
Telephone (with area code)	616 456-3057
Fax (with area code)	616 456-4199
E-mail	crivette@grcity.us
<b>Stormwater Permit Fee Billing Address</b>	
Name	Mike Lunn
Title	Environmental Services Department Manager
Address	1300 Market Avenue SW
City, State, Zip	Grand Rapids, MI 49503
Telephone (with area code)	616 456-3625
Fax (with area code)	616 456-3711
E-mail	mlunn@grcity.us

## PART 2 - Municipal Stormwater Pollution Prevention Initiatives (SWPPI) Commitments

### SWPPI Implementation

Committees have been working to address different subject areas to make program implementation as efficient as possible. Every participating MS4 has a representative on at least one committee. Committee meetings have also been used to update everyone on the progress of the other committees and the program in general. The committees are as follows:

- Stormwater Education Committee
- Ordinance & Strategy Committee
- Municipal Training Committee
- Data, Information, and Procedures (DIP) Committee

The list of committee members who have served on the committees during this reporting period is indicated in Table 2 below.

**Table 2 - LGRW Committee Membership List as of July 31, 2013**

Community	Representative	Storm Water Education	Ordinance & Strategy	Municipal Training	Data, Information & Procedures
Allendale Charter Township	Mr. Jerry Alkema	X			
Cascade Charter Township	Mr. Ben		X		
Cascade Charter Township	Mr. Steve Peterson	X			
East Grand Rapids, City of	Mr. Brian Donovan		X		
East Grand Rapids, City of	Mr. Ken Feldt				X
Ferrysburg, City of	Mr. Craig Bessinger				X
Forest Hills Public Schools	Mr. Ron Boezwinkle	X			
Georgetown Charter Township	Mr. Mike Hatkowski			X	
<b>Nested:</b> Jenison Public Schools	Ms. Kim Hansen	X			
Grand Haven, City of	Mr. Bill Hunter			X	
Grand Haven, City of	Ms. Cheryl Davidson	X			
Grand Rapids Charter Township	Mr. Bob Versluys		X		

<b>Community</b>	<b>Representative</b>	<b>Storm Water Education</b>	<b>Ordinance &amp; Strategy</b>	<b>Municipal Training</b>	<b>Data, Information &amp; Procedures</b>
Grand Rapids, City of	Mr. Chuck Schroeder				Alt
Grand Rapids, City of	Mr. Mike Lunn	Alt	X	Alt	Alt
Grand Rapids, City of	Ms. Carrie Rivette	X	X	X	X
Grandville, City of	Mr. Ken Krombeen		X		
Grandville, City of	Mr. Ron Carr	X		X	
GVSU*	Mr. John Koches (Chair)				X
Hudsonville, City of	Ms. Amber Eckert-Howe	X			
KCDC	Mr. Bill Byl		X		
KCDC	Mr. Brad Boomstra		X		
KCDC	Mr. Doug Sporte		X	X	
KCDC	Ms. Angie Latvaitis				X
KCDC	Ms. Lani Brown	X			
KCRC	Mr. Dave Beck	X			
KCRC	Mr. Dave Bennett			X	
KCRC	Mr. Wayne Harrell				
Kent County Health Department*	Mr. Adam London				X
Kent Resource Recovery*	Ms. Kristen Wieland	X			
Kentwood, City of	Mr. Jim Beke			X	X
Kentwood, City of	Mr. John Gorney	X			
MDEQ*	Ms. Amanda St. Amour	X		X	X
MDEQ*	Ms. Dana Strouse	X			
OCDC**	Mr. Joe Bush				
OCDC**	Ms. Linda Brown	X			
OCRC**	Mr. Steve Van Hoven				
Plainfield Charter Township	Mr. Rick Solle			X	
Plainfield Charter Township	Ms. Mary Trapp	X			

Community	Representative	Storm Water Education	Ordinance & Strategy	Municipal Training	Data, Information & Procedures
Rockford, City of	Mr. Dennis Brinks				
Rockford, City of	Mr. Mike Bouwkamp	X		X	
Rockford, City of	Mr. Phil Vincent				
Sparta, Village of	Mr. Martin Super				
Sparta, Village of	Mr. Miles Ring			X	
Spring Lake, Village of	Ms. Chris Burns	X			
Spring Lake, Village of	Mr. Roger Belknap			X	
Walker, City of	Mr. Scott Conners				
Walker, City of	Ms. Bonnie Broadwater	X	X	X	X
Wyoming, City of	Mr. Aaron Vis	X	X		X
Wyoming, City of	Mr. Bill Dooley		X		
Wyoming, City of	Mr. Myron Erickson		X		

### Stormwater Education Committee

The Stormwater Education Committee met on September 20, 2012; November 28, 2012; February 27, 2013; and May 23, 2013 during the reporting period. The September and November 2012 meetings focused on an updated version of the Public Education Plan (PEP), a new slogan/logo, and brochure/give-a-way selections for distribution during this reporting period. The February and May meetings focused on development of activities and materials to implement the PEP.

The “Be Stormwater Savvy” slogan was changed to “Keep it Pure.” A new logo was chosen to be used on all of the brochures, articles, giveaways, etc. used by permittees. The new logo is as shown.



The updated PEP, dated September 19, 2012, was submitted to MDEQ for review. Minor changes were recommended by MDEQ. The final PEP was submitted to MDEQ in December 2012. The MDEQ sent letters of approval to all communities in February 2013. A copy of the final PEP document and agendas and minutes from the meetings are available at the following site:

<http://www.ftch.com/lowergrandriverwatersheddocuments#PublicEducationPlan>

### **Ordinance & Strategy Committee**

The Ordinance & Strategy Committee did not meet during the reporting period. Meetings will continue when new post-construction stormwater control requirements become established.

### **DIP Committee**

The DIP Committee met on August 22, 2012; September 19, 2012; November 14, 2012; January 16, 2013; March 13, 2013; May 15, 2013 and July 17, 2013 during this reporting period. This is a joint committee with LGROW. Mr. John Koches, Annis Water Resources Institute (AWRI), is chairman of the committee. The meetings have focused on the Illicit Discharge Elimination Plan (IDEP) revisions prior to distribution to all watershed partners, including the prioritization of discharge points, dry weather screening procedures, and measures of effectiveness. Agendas and minutes from the meetings are available at the following site:

<http://www.ftch.com/lowergrandriverwatersheddocuments#IllicitDischargeEliminationPlanIDEP>

### **Municipal Training Committee**

The Municipal Training Committee is planning to meet in the fall of 2013.

## **Training**

### **Training Library**

A lending library of training materials is housed at FTC&H and is available to all watershed partners to assist with the Municipal Employee Training requirements of the discharge permit. The following materials are currently available:

DVD from Excal Visual, LLC

- IDDE – a grate concern: Illicit Discharge Detection & Elimination (14¼ Minutes)

DVD from Excal Visual, LLC

- Storm Watch - Municipal Stormwater Pollution Prevention (20 Minutes)

DVD from Excal Visual, LLC

- Stormwater Pollution Prevention - A Drop in the Bucket (16 Minutes)

DVD from Excal Visual, LLC

- Ground Control - Stormwater Pollution Prevention for Construction Sites (14.5 Minutes)

DVD from Excal Visual, LLC

- Spills & Skills - Non-Emergency HazMat Spill Response (18.5 Minutes)

DVD from Southeast Michigan Council of Governments (SEMCOG) and the Road Commission for Oakland County

- Keep An Eye On It! - Environmental Awareness for Gravel Road Maintenance (18.5 Minutes)

DVD from USEPA - Reduce Runoff: Slow It Down, Spread It Out, Soak It In (includes the following videos)

- |  |            |
|--|------------|
| ■ Reduce Runoff: Slow It Down, Spread It Out, Soak It In | 9 Minutes  |
| ■ RiverSmart Homes: Getting Smart about Runoff           | 12 Minutes |
| ■ Building Green: A Success Story in Philadelphia        | 11 Minutes |
| ■ After the Storm  | 22 Minutes |

Book published by the Michigan Department of Natural Resources and Environment (MDNRE) and the National Oceanic and Atmospheric Administration (NOAA)

- FILLING THE GAPS: Environmental Protection Options for Local Governments, 2nd Edition, revised December 2010 (including appendices on CD) (90 Pages)

Campaign Tool Kit from the Center for Environmental Study (CES)

- Stormwater Savvy Resources (including resource CD) (67 Pages)
- A Guide to the Media Process (23 Pages)
- Getting In Step - A Guide for Conducting Watershed Outreach Campaigns (CD) (100 Pages)

Three [educational primer modules](#) on nonpoint source (NPS) pollution developed by the Great Lakes Commission and the U.S. Army Corps of Engineers.

- |  |           |
|--|-----------|
| • Nonpoint Source Pollution Issues in Urban/Suburban Communities (PPT) | 27 Slides |
| • Nonpoint Source Pollution Issues in Rural Land Management (PPT)      | 26 Slides |
| • Nonpoint Source Pollution Issues in Forest and Inland Lakes (PPT)    | 31 Slides |

“Tools for Tracking Human Fecal Pollution in Urban Storm Drains, Creeks, and Beaches” Brochure by City of Santa Barbara, 2012, 16 Pages, and “Source Tracking Protocol Development Project” Technical Report by City of Santa Barbara, 2011, 235 Pages. Also available in PDF.

“Technical Guidance on Implementing the Stormwater Runoff Requirements for Federal Projects under Section 438 of the Energy Independence and Security Act” by EPA, 2009, 63 Pages. Also available in PDF.

“Nonpoint Source Pollution Issues in Urban/Suburban Communities” PowerPoint by Great Lakes Commission, 2012, 27 Pages. Also available in PDF.

“Nonpoint Source Pollution Issues in Forests and Inland Lakes” PowerPoint by Great Lakes Commission, 2012, 31 Pages. Also available in PDF.

“Nonpoint Source Pollution Issues in Rural Land Management” PowerPoint by Great Lakes Commission, 2012, 26 Pages. Also available in PDF.

## Monitoring

The Grand River Water Quality Index (WQI) is used to show the trend of Grand River water quality downstream of Grand Rapids. A WQI of 71-90 indicates good water quality with high diversity of aquatic life and very few limits for recreational use. Grand Rapids has been monitoring the Grand River for forty years and all of the data is available upon request. A record of the WQI for Wealthy Street Bridge is provided as an example of improving water quality in the Grand River. An interactive map and data from recent sampling events can be viewed as follows:

<http://grcity.us/enterprise-services/Environment-Services/Pages/Water-Quality-Index2.aspx>



## MDEQ Program Audits

MDEQ is expecting to perform Municipal Separate Storm Sewer System (MS4) Program Audits in all MS4 communities within 5 years. During this reporting period, MDEQ performed audits on the following LGRW communities:

August 8, 2012	Georgetown Township
September 11, 2012	City of Rockford
November 19, 2012	City of Walker
May 29, 2013	Allendale Charter Township
July 24, 2013	City of Hudsonville

FTC&H assisted the communities in preparing for the audits and in addressing any deficiencies identified by MDEQ.

PART 2A - SUMMARY OF MUNICIPAL COMMITMENTS

<b>LGRW Prioritized Objectives for Permittees from 2011 WMP</b>	<b>Commitment</b>	<b>Timeline</b>	<b>Measures of Effectiveness</b>
Encourage proper septic tank management.	Provide educational brochures to all homeowners with septic systems. Currently there are 10 within the City limits, none of which have storm sewers in the area.	December 2012.	Document that all brochures were sent.  Report number of septic tank failures reported.
<b>Actions completed:</b>	During this reporting year, it was discovered that there are actually 70 houses in the City that are served by septic systems. With the exception of 3993 Breton SE, which was referred to the Kent County Health Department (KCHD) for evaluation, all of the owners were sent the brochures. A list of the addresses, when the septic systems were identified and when their brochures were sent out is presented as Table 1.		
Encourage septage ordinance.	Continue to work with the County or the Committee on septic tank issues.	Ongoing.	Number of failed septic systems connected to public sewer.  Number of failed septic systems reported to Health Department and number of repairs and permits issued.
<b>Actions completed:</b>	As noted above, 3993 Breton SE was reported to the KCHD as a potential failed septic system. We are currently awaiting their determination, although both parties suspect that the property will be required to connect to the available sanitary sewer system.		
Implement vegetative buffering practices. Restore and protect the stream buffer and canopy.	Continue to enforce environmental features ordinance passed in 2012 requiring a 75-foot buffer protecting rivers, wetlands, streams, water bodies and sensitive environmental receptors.  Prepare and adopt tree ordinance for the protection and restoration of the City's canopy.	Continue to implement environmental features buffer.  Implement tree ordinance by June 30, 2013.	Report number of sites where buffer ordinance was applied.  Adoption of tree ordinance.
<b>Actions completed:</b>	The buffer ordinance was required at three sites during this reporting year. The City is still in the process of drafting the tree ordinance.		

<b>LGRW Prioritized Objectives for Permittees from 2011 WMP</b>	<b>Commitment</b>	<b>Timeline</b>	<b>Measures of Effectiveness</b>
Implement MDNR wildlife population management practices.	Continue to install “Don’t feed the wildlife signs” where needed.  Provide online training for staff.	Ongoing.  Provide training by June 2013.	Number of signs – less feeding observed.  Number of staff attending training.
<b>Actions completed:</b>	The City’s only problematic area of feeding wildlife is Riverside Park. Signage has been installed at this location. Additional staff training will occur by June 2014.		
Implement sanitary sewer maintenance practices.	Maintain compliance with CMOM (Capacity, Management, Operation & Maintenance) for sanitary sewers in order to prevent seepage to storm sewers.	Ongoing.	Refer to cmom.net.  Maintenance items are tracked in an enterprise asset management system.
<b>Actions completed:</b>	CMOM compliance has been maintained.		
Implement Low Impact Development practices.	Continue implementing commitment to LID, as detailed in Green Grand Rapids, a 2012 addendum to our Master Plan.	Ongoing.	Number and type of LID practices utilized at City properties.
<b>Actions completed:</b>	Construction for four sites with LID practices was completed this reporting period. These include “bump-outs” with bio swales in the streets, porous pavement in alleys and parking lanes, a vortex filter, tree installations with expanded areas for root growth, and infiltration basins.		
Implement watershed focused land-use planning.	Continue enforcement of the City’s current floodplain ordinance to protect flood plains not regulated by MDEQ.  Continue enforcement of the city’s current pet waste ordinance.  Continue implementing commitment to LID, as detailed in Green Grand Rapids, a 2012 addendum to our Master Plan.	Ongoing.	Number of plans reviewed.  Number of offsite LID practices implemented.
<b>Actions completed:</b>	This reporting period, 153 permits were issued for City and Private. Of the 153 permits issued, 25 were non-city projects that incorporated LID. Typically, LID is only implemented when impervious surfaces at a site are increased. A majority of the permits reviewed had a decrease in impervious surfaces or remained the same.		

<b>LGRW Prioritized Objectives for Permittees from 2011 WMP</b>	<b>Commitment</b>	<b>Timeline</b>	<b>Measures of Effectiveness</b>
Implement proper soil erosion and sedimentation control techniques.	<p>Continue to enforce regulations as a Municipal Enforcing Agency.</p> <p>Train City field staff in SESC.</p> <p>Maintain certifications of Construction Stormwater Operators.</p>	<p>As projects are reviewed.</p> <p>Train a majority of field staff by June 30, 2013.</p> <p>Continue certifications.</p>	<p>Maintain MEA status.</p> <p>Percent of field employees trained.</p> <p>Number of Construction Stormwater Operators.</p>
<b>Actions completed:</b>	<p>On July 10, 2013, our Municipal Enforcing Agency status was again approved after the 2012 audit. According to our SESC Administrative Policy, we have 23 people who should be trained. Currently, 13 of the 23 are trained, 56 percent. We have 4 additional staff members trained that are not required to be trained. We will have all of our field staff trained per our SESC policy by July 31, 2014.</p>		
Implement channel streambank stabilization, bio engineering and erosion control techniques.	<p>Compliance with DEQ permit conditions for any work that occurs within a stream.</p> <p>Flow restriction ordinance for all streams and reduced flow for impaired streams.</p>	<p>Continue to obtain DEQ permits for construction in a stream or channel.</p> <p>Continue to implement flow controls per stormwater ordinance.</p>	<p>Number of projects needing permits and permits obtained.</p> <p>Number of sites limited to reduced discharge.</p>
<b>Actions completed:</b>	<p>None of the City projects during this reporting period occurred within a waterway. Of the permits issued, 24 had flow restrictions to protect all waterways and six had flow restrictions for impaired waterways.</p>		

<b>LGRW Prioritized Objectives for Permittees from 2011 WMP</b>	<b>Commitment</b>	<b>Timeline</b>	<b>Measures of Effectiveness</b>
Implement turf management and proper fertilizer application practices.	<p>Continue to be in compliance with the State of Michigan Public Act 299 of 2010.</p> <p>Staff is trained in proper use of pesticides, herbicides and fertilizers.</p> <p>Contracts for these services contain language requiring proper usage.</p> <p>a. “No clippings of grass or weeds may be left in the street, on the curb, parkways, or sidewalk, but must be properly disposed of by the contractor.”</p> <p>b. “All chemicals and materials which are spilled or misapplied to areas other than turf shall be cleaned up immediately. The contractor shall not allow chemicals &amp; other materials to enter storm sewers, catch basins and/or water ways.”</p> <p>c. “No chemical of any kind may be discharged into the gutters or sewer system. If granular(s) are used they must be swept or blown clean off all impermeable surfaces.”</p>	Ongoing.	<p>Number of staff trained.</p> <p>Number of contracts issued.</p>
<b>Actions completed:</b>	Two City staff members are certified in pesticide application by the state. This certification requires ongoing training, including fertilizer and herbicide application. These employees are responsible for application of pesticides, herbicides and fertilizers.		

PART 2B - STORMWATER CONTROLS INSPECTION, MAINTENANCE AND EFFECTIVENESS

Property Name: City Wide				
Structural Storm Water Control	Inspection Frequency	Maintenance Schedule	Inspection and Maintenance Conducted and Location of Log (if applicable)	Effectiveness of Control and Support Documentation
Stormwater Manholes	Complaint Based	N/A	14 repaired. 2 cleaned.  Logs are maintained in Cityworks	Identified problems were fixed and pollutants were removed.
Stormwater Catch basins	Complaint Based	Clean 2,500 annually	3,048 were cleaned. Logs are maintained in Cityworks.	2,316.81 tons of solids were removed from the stormwater system and kept from the waterways.
Discharge Points	Complaint Based	N/A	We are currently finishing IDEP inspection and sampling, which will be discussed in the IDEP section of the annual report. Logs are kept in an IDEP database.	A final report will be submitted in December 2013.
Stormwater Laterals	Complaint Based	N/A	21 laterals were repaired.  11 laterals had roots sawed and cleaned.  16 laterals were televised.  Logs are maintained in Cityworks.	Identified problems were fixed.

Stormwater Pressurized Mains	Complaint Based	Bi-weekly Inspection visit	Operators perform bi-weekly inspections. Logs are maintained in a Maximo database.	Have not had a failure of a Stormwater Pumping Station during a rain event.
Stormwater Lift Stations	Complaint Based	Bi-weekly Inspection visit	4 of 11 wet wells were cleaned as a result of inspections. Inspections occur once every two weeks from May to the end of October and once every four weeks from November to April. Logs are maintained in Cityworks.	Given that not all lift stations needed their wet wells cleaned, annual inspection appears to be sufficient.
Stormwater Gravity Mains	Complaint Based	N/A	52 sections of gravity mains were cleaned. 39 sections of gravity mains were root sawed and cleared. 24 sections of gravity main were repaired. Logs are maintained in Cityworks.	Identified problems were fixed and pollutants were removed.
Infiltration Basins (underground)	Complaint Based	10 yr. Inspection cycle	In Cityworks for inspection in 2019	Basin appears to function well.
Detention Basins	Complaint Based	Maintain & Inspect three times annually	Inspected once every 4 weeks from May to end of October. Logs are maintained in a Maximo database.	Detention Pond is working well.
Hydro Separators	Complaint Based	Clean twice year	2 of 3 hydrodynamic separators were cleaned.	Will evaluate next year after a full cycle of annual cleaning has been performed.

Siphons	Complaint Based	Clean annually	None of the siphons were cleaned this year. Logs are maintained in Cityworks.	Will evaluate next year after a full cycle of annual cleaning has been performed.
Creek gates	Complaint Based	Clean annually	19 creek gates were inspected and 10 were cleaned. Logs are maintained in Cityworks.	Responding to complaints ensures that the worst areas are addressed more often.
Open Ditches	Complaint Based	N/A	No open ditches were cleaned.	There were complaints related to the Waring Drain and, per a resident petition, the KCDC will be performing repairs on the drain this reporting cycle.

## PART 2C - PROCEDURES STATUS

The following Pollution Prevention and Good Housekeeping procedures were adopted by City of Grand Rapids. Dates of revised procedures are listed and revisions attached.

<b>Types of Properties</b>	<b>O&amp;M Procedure</b>	<b>Location on <a href="http://mygrcity.us/collaboration/swppp">http://mygrcity.us/collaboration/swppp</a></b>
PW, W, WW	Concrete Waste Management	<a href="#">BMP Concrete Waste Management.pdf</a>
A, C, D, F, G, L, M, Pk, Po, PW, R, T, V, W, WD, WW	Dumpster Management	<a href="#">BMP Dumpster Management.pdf</a>
Pk, PW, W	Erosion and Sediment Control	<a href="#">BMP Erosion and Sediment Control.pdf</a>
F, G, Po, PW	Fueling Areas	<a href="#">BMP Fueling Areas.pdf</a>
A, F, G, L, M, Pk, Po, PW, T, W, WD, WW	Garbage Storage	<a href="#">BMP Garbage Storage.pdf</a>
D, Pk, PW, W, WD, WW	Material Covering	<a href="#">BMP Material Covering.pdf</a>
D, Pk, PW, W, WD, WW	Outdoor Storage Areas	<a href="#">BMP Outdoor Storage Areas.pdf</a>
Pk, PW, W, WD, WW	Outdoor Storage, Raw Materials	<a href="#">BMP Outdoor Storage, Raw Materials.pdf</a>
PW	Paving and Grinding Operations	<a href="#">BMP Paving and Grinding Operations.pdf</a>
F, M, PW, W, WW	Petroleum and Chemical Storage, Small Quantities	<a href="#">BMP Petroleum and Chemical Storage, Small Q.pdf</a>
F, M, PW, W, WW	Petroleum and Chemical Disposal	<a href="#">BMP Petroleum and Chemical Disposal.pdf</a>
F, M, W, WW	Petroleum and Chemical Handling	<a href="#">BMP Petroleum and Chemical Handling.pdf</a>
F, W, WW	Petroleum and Chemical storage bulk	<a href="#">BMP Petroleum and Chemical Storage, Bulk.pdf</a>
F, L, M, Pk, Po, PW, W, WW	Salt Application	<a href="#">BMP Salt Application.pdf</a>
PW	Sand and Salt Storage	<a href="#">BMP Sand and Salt Storage.pdf</a>
A, D, F, G, L, M, Pk, Po, PW, W	Solid Waste Management	<a href="#">BMP Solid Waste Management.pdf</a>
A, F, M, Pk, PW, W, WD, WW	Spill Cleanup	<a href="#">BMP Spill Cleanup.pdf</a>
A, F, M, Pk, PW, W, WD, WW	Spill Prevention Control and Cleanup	<a href="#">BMP Spill Prevent Control.pdf</a>

<b>Types of Properties</b>	<b>O&amp;M Procedure</b>	<b>Location on <a href="http://mygrcity.us/collaboration/swppp">http://mygrcity.us/collaboration/swppp</a></b>
PW, W	Dust Control	<a href="#">deq-wb-nps-dc_250612_7.pdf</a>
A, D, F, G, M, Pk, PW, W, WD, WW	Equipment Storage and Maintenance Areas	<a href="#">deq-wb-nps-ems_250618_7.pdf</a>
F, L, Pk, Po, PW, R, V, W, WD, WW	Fertilizer Management	<a href="#">deq-wb-nps-fm_250620_7.pdf</a>
F, L, Pk, Po, PW, R, V, W, WD, WW	Lawn Maintenance	<a href="#">deq-wb-nps-lm_250884_7.pdf</a>
D, F, L, Pk, Po, PW, W, WD, WW	Organic Debris Disposal	<a href="#">deq-wb-nps-odd_250887_7.pdf</a>
F, L, Pk, Po, PW, W, WD, WW	Pesticide Management	<a href="#">deq-wb-nps-pm_250893_7.pdf</a>
WW	Stream Bank Stabilization	<a href="#">deq-wb-nps-sbs_250898_7.pdf</a>
PW, W, WW	Soil Management	<a href="#">deq-wb-nps-sm_250902_7.pdf</a>
WW	Slope, Shoreline, Stabilization	<a href="#">deq-wb-nps-sss_250907_7.pdf</a>
Pk, PW	Street Sweeping	<a href="#">deq-wb-nps-sw_250908_7.pdf</a>
F, L, M, Pk, R, V, WD, WW	Trees, Shrubs and Ground Covers	<a href="#">deq-wb-nps-tsg_250910_7.pdf</a>
PW	Winter Road Management	<a href="#">deq-wb-nps-wrm_250914_7.pdf</a>
Pk	Golf Course Manual	<a href="#">ess-nps-Golf-Course-Manual_209682_7.pdf</a>
Pk, PW	Road Salt Storage	<a href="#">Road Salt Application and Storage.doc</a>

**Property Types Legend:**

A - Administration	F - Fire	M - Maintenance Grg	PW - Public Works	V – Vacant/Open Land	WW - Wastewater
C - Cemetery	G – Garage/Storage	Pk – Parking/Parks	R – Residential	W – Water Cond/Tmt	
D – Unregulated Landfill/Dump	L – Library	Po - Police	WD – Waste Disposal Area		

## PART 2C - PROCEDURES STATUS

The City has reviewed and customized these procedures during the 2012-2013 permit cycle.

General operations and maintenance items for Transportation, Parking, Maintenance Garages and O&M Waste Disposal

(1) Controls for reducing or eliminating the discharges of pollutants from streets, roads, highways, parking lots, and maintenance garages;

(a) Streets, roads, highways

- a. Street Sweeping – goal is once every 30 days (weather dependent). ***The street sweeping frequency has changed to approximately every 70 to 90 days due to staffing shortages and the inability to marshal enough sweepers on a daily basis to meet the 30-day goal. The City has collected 3,148 cubic yards of waste from street sweeping this reporting year. This has kept over 3,000 tons of pollutants out of the waterways.***
- b. Salt Application – Drivers are trained with new equipment to utilize salt most cost effectively which minimizes the amount used on the roadways.
- c. SESC Program – tracking and construction is controlled via ordinance
- d. Vehicle Accident Spills – Fire Department has a policy for cleanup and control in place as submitted with the 2011-2012 annual report.
- e. Dust Control - See BMP sheet
- f. Snow Removal – See BMP sheet
- g. Gravel Road – See BMP sheet
- h. Roadside Vegetation – See BMP sheet

(b) Parking lots

- a. Every surface parking lot has check sheet has cleaning the curb lines as a daily activity (5 days per week). Larger pieces of trash or debris are removed daily from the lot. Finer materials of grit and gravel are allowed to accumulate until there is a sufficient volume to warrant sweeping. Sweeping the curb lines is done weekly, monthly, or bi-monthly, depending on the inspection, season or activity in the lot.
- b. During the winter months curb line cleaning activity is reduced due to snow accumulation. However, when the snow melts in the spring the curb lines are cleaned as they become accessible. During the fall, falling and blowing leaves require more attention and result in an increased frequency of cleaning curb lines.
- c. Parking lots associated with City own buildings are cleaned on an as needed basis. The department responsible for the lot inspects and schedules cleaning.

(c) Maintenance garages

- a. The maintenance garage and public works yard including salt storage has trained staff. Work has been ongoing to formalize the activities in this area. A SWPPP is being created and implemented to fully document all the

procedures and ensure compliance. Implementation is expected to be complete by March 2013.

(2) Procedures for the proper disposal of operation and maintenance waste from the separate storm water drainage system (dredge spoil, accumulated sediments, floatables, and other debris);

- (a) Dredge spoil, accumulated sediments, floatables, and other debris from the use of City staff and equipment for these activities are dumped on a concrete slab located at the wastewater treatment plant (WWTP). The liquid is discharged to the WWTP and solids disposed of in a type II landfill. The DEQ staff was shown the facility during a June 3, 2011 MS4 Inspection.
- (b) Contractors are required as part of their contract to properly dispose of dredge spoil, accumulated sediments, floatables, and other debris in a type II landfill.

(3) Ways to ensure that flood management projects assess the impacts on the water quality of the receiving waters and, whenever possible, examine existing water quantity structures for incorporation of additional water quality protection devices or practices.

- (a) Green Grand Rapids Master Plan Update establishes the baseline for these requirements and is complemented by Zoning and Planning Ordinances.
- (b) The Sustainability Plan also includes goals and targets to address water quality.
- (c) Use of Green Infrastructure and Low Impact Design is reviewed and incorporated into all public projects when affordable and appropriate.

PART 2D - STAFF AND CONTRACTORS TRAINING ON POLLUTION PREVENTION AND GOOD HOUSEKEEPING

Training Topic Area	Employee Group to Receive Training	Training Frequency Goal	Potential Training Type
<b>SWPPI Requirements</b>			
Maintenance activities, maintenance schedules, and inspection procedures	Collection System Maintenance Group	Ongoing  First 6 months of hire	<b>Written O&amp;M Procedures</b>  <b>Office of Water Programs, California State University, Sacramento Operation and Maintenance of Wastewater Collection Systems, Volumes I &amp; 2</b>
<b>Training completed:</b>	There are 10 Collection System Asset Technicians, 60% of which have taken and passed the California State University, Sacramento Operation and Maintenance of Wastewater Collection Systems, Volume I and II.		
Controls on streets, parking lots, maintenance garages, and storage yards	Public Services, Facilities and Fleet Management, Field Staff and Parking Services	Hire in  2 year cycle	<b>Online training which may include PowerPoints and/or the following videos</b>  <b>Storm Watch - Municipal Storm Water Pollution Prevention - DVD from Excal Visual, LLC</b>  <b>Spills &amp; Skills - Non-Emergency HazMat Spill Response - DVD from Excal Visual, LLC</b>  <b>Keep An Eye On It! - Environmental Awareness for Gravel Road Maintenance - DVD from SEMCOG &amp; Road Commission for Oakland County</b>
<b>Training completed:</b>	Training is performed on hire. From October of 2012 to July of 2013 stormwater staff has been working with public services supervisors to review and customize all BMPs and to ensure that we are performing per the BMPs. Refreshers will be provided for the remaining staff during the next reporting cycle.		

Training Topic Area	Employee Group to Receive Training	Training Frequency Goal	Potential Training Type
Disposal of O&M waste	Collection System Maintenance Group  Contractors	Ongoing  Contract	<b>Written O&amp;M Procedures</b>  <b>Written contract requirements</b>
<b>Training completed:</b>	The Operation and Maintenance of Wastewater Collection Service training noted above includes managing a collection system O&M program, supervising a sewer cleaning program, and complying with the NPDES permit and applicable rules and regulations.		
Water quality protection in flood control projects (detention basins, dams)	Stormwater Management Personnel, Field Staff & Design Personnel	Ongoing	<b>Training consistent with LID and other training/conferences as they become available</b>
<b>Training completed:</b>	All stormwater management, design and lead field staff have passed the comprehensive soil erosion and sedimentation control exam through the MDEQ. In addition, additional field and design staff members are trained as construction stormwater operators, as noted in Part 2A. The stormwater engineer attended MWEA's 2012 Watershed Seminar, 2013 Grand River Forum, the West Michigan Soil Erosion Control Network (WMSECN) 2012 fall field day, which includes various BMPs, the 2013 WMSECN's Better Site Design and LID workshop, and the December 2012 Daylighting Seminar by NTH. The stormwater inspector attended WMSECN's fall field day in 2013.		

Training Topic Area	Employee Group to Receive Training	Training Frequency Goal	Potential Training Type
Controls to reduce discharge of pesticides, herbicides, and fertilizers	Contractors	Ongoing	<p><b>Compliance with the State of Michigan Public Act 299 of 2010</b></p> <p><b>Staff is trained in proper use of pesticides, herbicides and fertilizers</b></p> <p><b>Contracts for these services contain language requiring proper usage</b></p> <ul style="list-style-type: none"> <li>a. <b>“No clippings of grass or weeds may be left in the street, on the curb, parkways, or sidewalk, but must be properly disposed of by the contractor.”</b></li> <li>b. <b>“All chemicals and materials which are spilled or misapplied to areas other than turf shall be cleaned up immediately. The contractor shall not allow chemicals &amp; other materials to enter storm sewers, catch basins and/or water ways.”</b></li> <li>c. <b>“No chemical of any kind may be discharged into the gutters or sewer system. If granular(s) are used they must be swept or blown clean off all impermeable surfaces.”</b></li> </ul>
<b>Training completed:</b>	All contractors involved in landscaping must agree to abide by the requirements above. As noted in Part 2A, staff in charge of pesticide, herbicide and fertilizer application are certified by the State for pesticide application and their training includes herbicide and fertilizer application practices.		
<b>Other Topics</b>			
Construction site stormwater runoff	Field Staff Contractors	Preconstruction meeting	<p><b>Training may include one or both of the following;</b></p> <p><b>Ground Control - Storm Water Pollution Prevention for Construction Sites - DVD from Excal Visual, LLC</b></p> <p><b>LGRW_ContractorTrainingBrochure_2011-09-16.pub</b></p>

Training Topic Area	Employee Group to Receive Training	Training Frequency Goal	Potential Training Type
<p align="center"><b>Training completed:</b></p>	<p>As noted in Part 2A, seven field staff are certified Construction Stormwater Operators. Our goal was to provide training to 50% of the field staff by June 30, 2013. Currently, 13 of the 23 are trained, 56 percent. We have 4 additional staff members trained that are not required to be trained. We will have all of our field staff trained per our SESC policy by July 31, 2014. In addition, discussed at each pre-construction meeting for City projects, including City field staff, is that our stormwater system drains directly to the river and must be protected. Contractors are presented with the brochure "What Every Earth Work Contractor Must Know About Storm Water" at every pre-construction meeting. On March 18, 2013, our CSATs were trained in soil erosion and sedimentation control.</p>		
<p>LID</p>	<p>Stormwater Management Personnel, Field Staff &amp; Design Personnel</p>	<p>Ongoing</p>	<p><b>Provide copies of the SEMCOG Low Impact Design manual. Provide opportunities for training and attendance of webinars and other conferences. The following videos are also available for their use;</b></p> <p><b>Reduce Runoff: Slow It Down, Spread It Out, Soak It In - DVD from USEPA</b>  <b>RiverSmart Homes: Getting Smart about Runoff - DVD from USEPA</b>  <b>Building Green: A Success Story in Philadelphia - DVD from USEPA</b>  <b>After the Storm - DVD from USEPA</b>  <b>BMP Tour of GVSU Campuses – Walking Tour</b></p>
<p align="center"><b>Training completed:</b></p>	<p>In addition to the training noted above, the LID manual has been presented to all stormwater management and design personnel. LID in the context of street maintenance/reconstruction was also presented to the Sustainable Streets Task Force (SSTF). Members included 12 members of City Staff, 2 commissioners and representatives from the community. This resulted in the following recommendation, "Evaluate all streets recommended for improvement for the suitability of green infrastructure to manage stormwater. Green infrastructure should be implemented where site conditions allow as outlined in the City's Technical Reference Manual."</p>		

Training Topic Area	Employee Group to Receive Training	Training Frequency Goal	Potential Training Type
IDEP	All Employees	Ongoing	<p>Items will be maintained on City intranet and periodic announcements made. These items will include various brochures and include;</p> <p><b>WaterPollutionReportForm.doc</b>  <b>Article_City_Employees.doc</b></p>
<b>Training completed:</b>	Training has been available via the GR311 materials and the Basin Buddy program and video on our website. Staff attended the IDEP training at FTCH on May 16, 2013.		
General Storm Water Education	Top Management	Annually	<p><b>“Back to Basics” Storm Water Training – Live Presentations (in 2011 the Six Minimum Control Measures were highlighted)</b></p>
<b>Training completed:</b>	<p>Training was done via a Six Minimum Control Measures Video on our website. <a href="http://grcity.us/enterprise-services/Environment-Services/Pages/Minimum-Control-Measures.aspx">http://grcity.us/enterprise-services/Environment-Services/Pages/Minimum-Control-Measures.aspx</a>. Stormwater presentations including green infrastructure were also made to City Commission on three occasions (March 19, April 30 and June 11). These were televised lived and have been rebroadcast on the public cable channel.</p>		

## PART 2E - POST CONSTRUCTION CONTROLS ACTIVITIES

### Implementation

The City of Grand Rapids Ordinances Ord. No. 2001-26, § 1 of 2001 and Ord. No. 2007-13, § 1 are the Stormwater Ordinances for the City. Post-construction controls for new development contained in the ordinance include:

- Limiting discharge rates to 0.13 cfs/acre for a 25-yr 24-hr storm.
- Limiting discharges to sensitive downstream receptors, including open channel banks susceptible to erosion, to 0.05 cubic feet per second per acre up to the two (2) year rain event.
- Treatment of the first ½" of rain for water quality.

***A total of 153 Land Use Development Services permits were reviewed for this reporting period.***

The City of Grand Rapids Ordinances Ord. No. 2012-01, § 1 of 2012 is a zoning ordinance establishing setbacks for rivers, wetlands, streams, water bodies, or other sensitive environmental areas. Incentives for using Low Impact Development are also included in the zoning ordinances.

In addition, the Green Grand Rapids Master Plan Update depicts Grand Rapids' commitment to using Low Impact Development, conserving green space and protecting our waterways.

***Of the reviewed sites, 53 required and implemented LID.***

### Operation and Maintenance

In 2010, the City had a draft stormwater ordinance that included long term operation and maintenance of post-construction controls. However, when the MS4 permit was withdrawn, the ordinance was not finalized for adoption. Upon receipt of new permit which is not expired, the stormwater ordinance will be revisited.

In preparation for the draft ordinance, however, a method for tracing and inspecting the post construction controls was established. Without the ordinance for authorization, the City cannot enter private property to inspect it. However, all post construction controls are inspected, to the extent they can be, from public rights of way.

In addition, the City's nuisance ordinance can be utilized to inspect controls if a complaint is received by Code Enforcement.

***Currently, there are 142 sites in monitor status that area due to be inspected every other year, provided that they can be inspected from public property. Inspections on 10 sites***

***were performed this reporting period, given that a majority of the sites (over 130) went into monitor status after 8/1/2011.***

Explain the enforcement activities of your comprehensive storm water management program for post-construction controls completed during this reporting period:

***During this reporting period, no enforcement activities were required as a result of post-construction inspections.***

Have any long-term operation and maintenance agreements been signed?

***Under our current ordinance, long-term operation and maintenance agreements are not required.***

Explain how the Post Construction Controls have addressed other issues, such as protecting sensitive areas, directing growth to identified areas, encouraging infill development in higher density urban areas and areas with existing infrastructure, and/or maintaining or increase open spaces

***Requiring post development runoff to equal pre-development runoff is an incentive to use properties already developed, as retention/detention costs can be high. When re-using a site that is already developed, stormwater control costs can be minimal, if they are needed at all.***

# PART 3 - PEP

## REGIONAL PEP

The updated PEP was approved by MDEQ in February 2013. The purpose of the PEP is to promote, publicize, and facilitate education for the purpose of encouraging the public to reduce the discharge of pollutants in stormwater to the maximum extent practicable. This section provides a report of public education activities implemented between August 1, 2011, and July 31, 2013.

### A. PUBLIC EDUCATION COMMITTEE

A LGRW Stormwater Education Committee was formed in 1999 to begin development and implementation of the PEP. Since that time, the committee has met on a regular basis to discuss and plan activities scheduled for implementation in the PEP. The 2012/2013 committee consists of the following participants:

- Mr. Jerry Alkema - Allendale Charter Township
- Mr. Steve Peterson - Cascade Charter Township
- Mr. Ron Boezwinkle – Forest Hills Public Schools
- Ms. Kim Hansen - Jenison Public Schools
- Ms. Cheryl Davidson - City of Grand Haven
- Ms. Carrie Rivette - City of Grand Rapids
- Mr. Ron Carr – City of Grandville
- Ms. Amber Eckert-Howe – City of Hudsonville
- Ms. Lani Brown - Kent County Drain Commissioner's Office (KCDC)
- Mr. Dave Beck - Kent County Road Commission (KCRC)
- Ms. Kristen Wieland - Kent County Resource Recovery
- Mr. John Gorney - City of Kentwood
- Ms. Amanda St. Amour - MDEQ
- Ms. Dana Strouse – MDEQ
- Ms. Linda Brown - Ottawa County Drain Commissioner's Office (OCDC)
- Ms. Mary Trapp - Plainfield Township
- Mr. Mike Bouwkamp - City of Rockford
- Ms. Chris Burns - Village of Spring Lake
- Ms. Bonnie Broadwater - City of Walker
- Ms. Angie Latvaitis - KCDC
- Ms. Elaine Sterrett-Isely - WMEAC
- Ms. Becky Huttenga - Ottawa Conservation District
- Mr. Aaron Vis - City of Wyoming
- Ms. E. Wendy Ogilvie - FTC&H

- Ms. Laurie Beth Nederveld - FTC&H
- Mr. Kevin Lignell - Grand Valley Metropolitan Council (GVMC)

## B. PEP IMPLEMENTATION IN YEAR 10

This section describes the public education activities implemented by the Permittees in the tenth year of PEP implementation, August 1, 2012, and July 31, 2013. The following report is according to the updated PEP, which meets the requirements of the 2013 approved PEP. Target audiences, messages, and delivery mechanisms are described for each Public Education Topic.

### **Public Education Topic 1 - Personal Watershed Stewardship**

*PEP Objective 1:* Educate the public about their responsibility and stewardship in their watershed.

*Target Audience:* Watershed residents, community groups, business associations, and city and township officials.

*Content of Message:* You live in the Grand River Watershed, which flows into Lake Michigan. Water quality in lakes and streams is greatly affected by our everyday activities. By taking water quality protection personally, you will help improve our community's water resources.

*Delivery Method:*

- A link from the Permittees' websites to the LGRW's website, [www.lowergrandriver.org](http://www.lowergrandriver.org), was maintained or was established. The watershed website provides information on nonpoint source (NPS) pollution, local watershed issues, water science education, and watershed management.
- Permittees distributed 1075 *Water Cycle* coloring books to residents in the LGRW.
- Permittees displayed their lamppost banners purchased in 2012 to advertise the presence of the Grand River and Plaster Creek Watersheds. The banners featured the LGRW logo and the message "Yours to Protect."

### **Public Education Topic 2 - Ultimate Stormwater Discharge Location and Potential Impacts**

*Target Audience:* Residents, Visitors, Riparian Landowners, Local Units of Government, Teachers, Schools, Businesses, and Girl/Boy Scouts.

*Content of Message:* 1) Storm drains connect to your local lakes and streams, not a water treatment plant. 2) Prevent pollution from entering your storm drains and protect the health of your family, your community, and the Grand River.

*Delivery Method:*

- Fourteen Permittees ordered a total of 268 storm drain markers from East Jordan Iron Works. Markers advertise the message “Dump No Waste. Drains to Waterway” or “Dump No Waste. Drains to Lake.” Permittees installed these markers near catch basins to discourage illicit dumping.

**Public Education Topic 3 - Public Reporting of Illicit Discharges**

*Target Audience:* Residents, Visitors, Riparian Landowners, Local Units of Government, and Businesses.

*Content of Message:* Report illicit discharges to your city or township to prevent pollution from entering your storm drains and protect the health of your family, your community, and the Grand River.

*Delivery Method:*

- Permittees distributed copies of the “*Citizen Report Form*” to their residents. This form included information on how to report illicit discharges and connections to one’s community. Permittees individually customized these brochures for their residents.
- A reporting sheet, developed in 2005, was used by the Permittees to track resident calls concerning illicit discharges and connections.
- Permittees distributed the article “*How you as an Employee Can Help Reduce Pollution Entering the Grand River*” to their employees. This article encourages employees to report stormwater discharges to their community’s stormwater coordinator.

## **Public Education Topic 4 - Personal Actions that can Impact the Watershed**

*Target Audience:* Residents, Visitors, Riparian Landowners, Local Units of Government, Teachers, Students, Landscaping/Lawn Care Companies, Commercial Power Washers, Carpet Cleaning Companies, and Golf Courses.

*Content of Message:* 1) Avoid scorching your lawn. Use slow-release fertilizers only 2 to 3 times per year. Non-phosphorus types are best for the environment. 2) Lower your water bill. Install a rain barrel to capture and reuse your stormwater. 3) Wash your car at a commercial car wash or on your lawn. Otherwise, dirty, oily water on your driveway will flow to your storm drain and eventually your local lake or stream. 4) Pick up your pet waste and dispose of it properly; otherwise, it could end up in the Grand River and on your favorite Lake Michigan beach.

*Delivery Method:*

- Permittees distributed the newsletter article “*New Michigan Law Restricts Phosphorus Fertilizers*” to their residents via their webpage or community newsletter. This article describes the new Michigan fertilizer law and encourages homeowners to use phosphorus-free fertilizer.
- Permittees distributed the newsletter article “*What is a Rain Garden?*” to their residents via their webpage or community newsletter. This article discusses the benefits of rain gardens and how you can plant one.
- Permittees distributed 1,075 copies of *Go Green Lawn Care Tips* card, developed by Michigan State University Extension (MSUE), to their residents. These cards provide tips on weed and insect control and give recommendations on when to fertilize and the types of fertilizers to use on your lawn.
- Permittees sent eco-friendly car wash letters containing tips on ways to protect our local lakes and streams, the Grand River, and Lake Michigan, during car wash fundraisers.
- Permittees distributed the newsletter article “*How You Can Help Reduce Pollution Entering the Grand River*” to their residents via their webpage or community newsletter. This article encourages residents to dispose of pet waste, paints, motor oil, etc., in the appropriate locations, not in the storm drains.
- Permittees distributed 1,075 copies of *Landscaping for Water Quality: Garden Designs for Homeowners*, 3rd Edition, developed by The Center for Environmental Study, brochure to their residents. This brochure encourages residents to landscape their yards to improve water quality, along with instructions on how to do layout/plan for a rain garden and what native plantings to use.

## **Public Education Topic 5 - Waste Management Assistance**

*Target Audience:* Residents, Visitors, Riparian Landowners, Local Units of Government, and Auto Repair Shops.

*Content of Message:* 1) Protect your family's health, dispose of unwanted paints, solvents, and cleaners at your county collection center. 2) Recycle used oil and automotive fluids. Just one gallon of used motor oil dumped down a catch basin can contaminate one million gallons of your drinking water.

*Delivery Method:*

- Permittees distributed 1,155 copies of their county's household hazardous waste guide or flyer.
- Permittees distributed the newsletter article "*Guide To Household Hazardous Waste Disposal*" to their residents via their webpage or community newsletter. This article defines household hazardous water and lists common wastes, along with providing information on where to dispose of these wastes.
- Permittees distributed the newsletter article "*How You Can Help Reduce Pollution Entering The Grand River*" to their residents via their webpage or community newsletter. This article encourages residents to dispose of pet waste, paints, motor oil, etc., in the appropriate locations, not in the storm drains.
- Permittees distributed 1,075 copies of the pamphlet "West Michigan, Take Back Meds," to their residents. The pamphlet encourages the proper disposal of unused/unwanted/expired medications and lists locations for disposal.

## **Public Education Topic 6 - Septic System Maintenance**

*Target Audience:* Septic System Owners and Local Units of Government.

*Content of Message:* 1) If you have a septic system, have it pumped out every 3 to 5 years to avoid a costly septic system failure. Failing septic systems can leak bacteria into your local stream, the Grand River, and eventually Lake Michigan, causing beach closures.

*Delivery Method:*

- Permittees distributed 916 copies of USEPA's *A Homeowner's Guide to Septic System* brochure to their residents. This brochure describes what a septic system is, how it works, and how to maintain it.
- Permittees distributed 916 copies of *Do Your Part - Be Septic Smart* brochure, developed by EPA, to their residents. The brochure gives tips on how to determine if you have a septic system, how to

maintain a septic system, and how to tell if it is working properly. It strongly encourages residents to protect their home and family by properly caring for, and maintaining, their septic system.

- Permittees distributed the newsletter article *“Maintaining Your Septic System”* to their residents via their webpage or community newsletter. This article encourages residents to regularly pump their septic tanks and to stay away from additives.

### **Public Education Topics 7 and 8 - Benefits of Native Vegetation and Management of Riparian Lands**

*Target Audience:* Residents, Visitors, Riparian Landowners, Local Units of Government (e.g. Parks Departments), Teachers, Students, and Faith-based Organizations.

*Content of Message:* Plant native plants in your yard or garden. Natives naturally need less water, fertilizers, and pesticides saving you time and money.

*Delivery Method:*

- Permittees distributed 1,075 copies of *Go Green Lawn Care Tips* card, developed by Michigan State University Extension (MSUE), to their residents. These cards provide tips on weed and insect control and give recommendations on when to fertilize and the types of fertilizers to use on your lawn.
- Permittees distributed 1,075 copies of *Landscaping for Water Quality: Garden Designs for Homeowners*, 3rd Edition, developed by The Center for Environmental Study, brochure to their residents. This brochure encourages residents to landscape their yards to improve water quality, along with instructions on how to do layout/plan for a rain garden and what native plantings to use.
- Permittees distributed the newsletter article *“What is a Rain Garden?”* to their residents via their webpage or community newsletter. This article tells about the benefits of rain gardens and how to plan them.

### **Public Education Topic 9 - Entity of Specific Pollutants**

*Target Audience:* Local Units of Government (e.g. County Road Commissions, Department of Public Works [DPW]), and Restaurants.

*Content of Message:* Prevent pollution from entering your storm drains and protect the health of your family, your community, and the Grand River.

*Delivery Method:*

- Permittees distributed 1,075 copies of the pamphlet “West Michigan, Take Back Meds,” to their residents. The pamphlet encourages the proper disposal of unused/unwanted/expired medications and lists locations for disposal.
- Permittees distributed the newsletter article “How You Can Help Reduce Pollution Entering the Grand River,” to their employees at department meetings. This article encourages residents to dispose of pet waste, paints, motor oil, etc., in the appropriate locations, not in the storm drains.

## C. EVALUATION MEASURES

This section includes a description of the quantitative and qualitative evaluation measures of PEP effectiveness implemented between August 1, 2012, and July 31, 2013.

### **Community Quantitative and Qualitative Evaluation Measures of Effectiveness**

Permittees completed *PEP Questionnaires* to provide a quantitative and qualitative evaluation of their individual stormwater education efforts. Based on the input provided by the Permittees, the most popular brochure topics were those covering native vegetation/rain garden/riparian buffers, proper use of pesticides/fertilizers/herbicides and household hazardous waste management.

# 2013 Stormwater Public Education Plan (PEP) Questionnaire

Reporting Period of August 1, 2012, to July 31, 2013

Please complete this questionnaire to provide an evaluation of the stormwater education activities you have implemented between **August 1, 2012, and July 31, 2013**. FTC&H will include this information, along with watershed-wide measures of effectiveness, in your 2013 Progress Report.

**Please return this form to FTC&H by August 16, 2013.**

Community Name: City of Grand Rapids

Brochures, Flyers, and Give-a-ways (distributed to Permittees in March 2013)

1. What percentage of brochures, flyers, and give-a-ways have been distributed?

- "West Michigan Take Back Meds" brochure 0% 25% 50% 75% 100% distributed
- Household Hazardous Waste guidebook/flyer 0% 25% 50% 75% 100% distributed
- "A Homeowner's Guide to Septic System" brochure 0% 25% 50% 75% 100% distributed
- "Do Your Part – Be Septic Smart" brochure 0% 25% 50% 75% 100% distributed
- "The Solution to Stormwater Pollution" brochure 0% 25% 50% 75% 100% distributed
- "Catch A Ride On The Water Cycle" coloring book 0% 25% 50% 75% 100% distributed
- "Go Green Lawn Care Tips" flyer 0% 25% 50% 75% 100% distributed

Use phosphorus free fertilizer was distributed to all homeowner associations.

- Fish Post-it Note give-a-ways 0% 25% 50% 75% 100% distributed
- Window decal give-a-ways 0% 25% 50% 75% 100% distributed
- CES's "Landscaping for Water Quality: Garden Designs for Homeowners" brochure 0% 25% 50% 75% 100% distributed

Garden Designs for Homeowners" brochure

Given that we do not get our supplies until after our biggest event of the year (Home Show), many of the brochures and giveaways will be given away next year. Table 2 summarizes our distribution that includes other stormwater brochures not listed above. Given the timing of Party for the Planet and the flood, the tally sheets were not obtained to indicate number of brochures handed out.

2. Where did you distribute your brochures, flyers, and give-a-ways?

Government office Library Community event Other \_\_\_\_\_

3. Describe any interest, comments, or discussion generated from the brochures, flyers, and give-a-ways. Give-a-ways are preferred by residents, but Landscaping for Water Quality has people showing the most interest of educational items.

4. What brochure topics have historically been in the highest demand in your community?

- How to report stormwater pollution
- Stormwater discharge locations/impacts
- Native vegetation/rain gardens/riparian buffers
- Proper vehicle care/motor oil disposal
- Proper use of pesticides/fertilizers/herbicides
- Proper yard waste disposal
- Proper pet waste disposal
- Proper septic system maintenance
- Household hazardous waste management

Illicit Discharge Reporting (brochure available at [www.ftch.com/lowergrandriverwatersheddocuments](http://www.ftch.com/lowergrandriverwatersheddocuments))

5. How many "Citizens Reporting Brochures" were customized and distributed to your residents? Provided via website.  
Please describe any interest, comments, or discussion generated from the brochure None.

How many complaints were received from the general public regarding illicit discharges? Five.

Lamppost Banners

6. Did you display your lamppost banners provided to you in 2009, 2011, 2012, or 2013?

- Yes, at Monroe south of Coldbrook (streets) Since 2011 (dates). Please describe any public feedback generated None
- No, but we will display our banners at \_\_\_\_\_ (streets) on \_\_\_\_\_ (dates)
- We did not order lamppost banners in 2009, 2011, 2012, or 2013

Newsletter Articles (available at [www.ftch.com/lowergrandriverwatersheddocuments](http://www.ftch.com/lowergrandriverwatersheddocuments))

7. Did you distribute these newsletter articles to your residents?

- “How You Can Help Reduce Pollution Entering the Grand River?” article  Yes, on \_\_\_\_\_ (date);  
 No, but we will in April 2014 (date);  No
- “How You as an Employee Can Help Reduce Pollution Entering the Grand River?” article  Yes, on \_\_\_\_\_ (date);  No, but we will in April 2014 (date);  No
- “Maintaining Your Septic System” article  Yes, on See Table 1 (date);  
 No, but we will on \_\_\_\_\_ (date);  No
- “Use Phosphorus Free Fertilizer” flyer  Yes, on May 13, 2013 (date);  
 No, but we will on \_\_\_\_\_ (date);  No Neighborhood Association List on Table 3.
- “What is a Rain Garden?” article  Yes, on \_\_\_\_\_ (date);  
 No, but we will in March 2014 (date);  No
- “Guide to Household Waste Disposal” article  Yes, on \_\_\_\_\_ (date);  
 No, but we will in February 2014 (date);  No

8. Please describe any interest, comments, or discussion generated from the articles None

9. If applicable, list the newsletter name or webpage address used to distribute the articles

10. If applicable, how many residents received your community newsletter? N/A

11. If applicable, how many total website hits did you receive for your online newsletter articles? N/A

Website

12. Is there a web link to [www.lowergrandriver.org](http://www.lowergrandriver.org) on your community’s website?

- Yes, please describe any interest, comments, or discussion generated from the website None
- No, but we have a web link to \_\_\_\_\_
- No

13. If you have developed your own stormwater webpage, please list the web address grcity.us/esd, then pick stormwater, soil erosion, basin buddy or rain gardens.

Stormwater Poster Board and EnviroScape

14. Did you set up your stormwater poster board display?

- Yes, on Fall 2012 (dates) at Development Center (location). Please describe any feedback generated None
- No, but we will set up our display on \_\_\_\_\_ (dates) at \_\_\_\_\_ (location)
- No

15. Did you use an EnviroScape interactive stormwater model to educate the public on stormwater pollution?

Yes, on April 20, 2013 (dates) at Party for the Planet with KCDC (location);  No

#### Storm Drain Awareness Activities

16. Did you implement a storm drain awareness activity between August 1, 2012, and July 31, 2013?

Yes, we installed 200 (no.) storm drain markers on Monroe, Ottawa, Michigan, Lyon, Fulton, Division, Ionia, Commerce, Crescent, Winchester, Bostwick, Pearl, west side river walk, Campau, Louis, Rosa Parks Circle (streets) from August 29 to September 18, 2012 (dates)

Yes, we held a storm drain stenciling event on \_\_\_\_\_ (dates) and stenciled \_\_\_\_\_ (streets). These are installed, but are not currently tracking them.

Yes, we have approximately \_\_\_\_\_ (no.) pre-marked catch basin backs/grates with the message "No dumping, drains to waterway"

Yes, we hung/passed out door knob flyers on list above (streets) from August 29 to September 18, 2012 (dates)

No, but we plan to implement \_\_\_\_\_ (activities) on \_\_\_\_\_ (dates)

17. Please describe any interest, comments, or discussion generated from the activities above People are surprised to hear that storm water that goes to the catch basins does not get treated.

18. Have you noticed a reduction in storm drain dumping?

Yes, if so, please describe \_\_\_\_\_;  No, if so, please describe We have seen an increase in reported dumping. However, that is likely due to more citizens and staff being more aware that dumping should be reported than an increase in actual dumping.

#### Car Wash Letters (A letter template is available at [www.ftch.com/lowergrandriverwatersheddocuments](http://www.ftch.com/lowergrandriverwatersheddocuments))

19. Did you mail any letters on environmentally-friendly car wash fundraisers to schools/charities?

Yes, we sent letters to see attached (schools/charities). Please describe any feedback generated None.

No, but we will send letters to \_\_\_\_\_ (schools/charities) on \_\_\_\_\_ (date)

No

#### Additional Efforts

20. Did you participate in a community stormwater workshop?

Yes, workshop held on following date \_\_\_\_\_. Please insert name of workshop WMEAC Rain Barrel Workshops. Number of people that attended \_\_\_\_\_. Please describe any feedback generated or follow-up needed We partner with WMEAC for their Rain Barrel Workshop. Last reporting cycle, 263 rain barrels were distributed to City residents.

No, but we would like to next year.

No

21. If applicable, please describe any other stormwater public education activities your community implemented beyond the requirements described above. (Submit any relevant documentation.)

**Ottawa County Water Quality Forum** – November 1. The City presented on water quality in the Grand River and sources of pollutants.

**Plumbing Association** – November 20, 2013. The City presented to 13 area plumbers on stormwater retention, first flush, and soil erosion and sedimentation control. 15 to the River was also shown.

**Grand Rapids Home Show** – February 28 – March 3, 2013. The City's booth showcased the Basin Buddy program described below. A photo of the booth is attached. A summary of brochures passed out is provided on Table 2.

**City Commission** – Stormwater presentations were made to the City Commission on March 19, April 30 and June 11. These presentations were televised live and are periodically re-broadcast on the public cable channel.

**River City Wild Ones** – March 18, 2013. A presentation was made showcasing green infrastructure in the City in private and public locations. A summary of brochures handed out is on Table 2.

**Party for the Planet** – April 20, 2013. The City teamed with KCDC and assisted with the EnviroScope.

**LGROW Spring Forum** – April 25, 2013. The City presented on water quality in the Grand River at the forum.

**Basin Buddy** – Our Basin Buddy program, featuring the Basin Buddy video and the Adopt-A-Catch Basin program, was previewed on March 5, 2013 at a televised City Commission meeting. A brochure is attached and the website is [grcity.us/basinbuddy](http://grcity.us/basinbuddy).

**Great Lakes Energy and Green Living Expo** – May 4, 2013. The City had a booth and passed out brochures. The biggest topic was septic care.

**Huron River Watershed Council** – July 12, 2013. The City presented to the council on green infrastructure and maintenance.

The **Wastewater Treatment Plant** had 127 tours this reporting period. The tours included over 1,700 people ranging from first grade, to college students, to adults. The tour includes our rain gardens and discusses separated vs. combined sewers, our sewer separation projects, stormwater protection, native vegetation and stormwater runoff.

## PART 4 - IDEP

### Regional IDEP Activities

A detailed description of the IDEP activities undertaken on an individual basis is included below. The IDEP activities include dry-weather screening of discharge points, locating possible sources of contamination, responding to reported incidents, correcting the problems, and preventing new illicit connections.

The DIP Committee worked with MDEQ on IDEP revisions throughout the reporting period and submitted the final draft for review and approval on July 31, 2013.

Please describe any dry-weather screening conducted during the reporting period and the findings of that screening.

Dry weather screening is currently being finished on all outfalls owned by the City. Currently, 94% of the outfalls have been inspected and sampled if there was a flow. One of the City-owned discharge points has required follow-up, and this was simply due to fish remains being dumped in a parking lot. We are currently tracking a Kent County Drain Commissioner's outfall that the City's samplers noted and sampled while inspecting our outfalls. All sampling information is being submitted to the KCDC and MDEQ. A complete breakdown of sampling information will be presented in the next Annual Report.

Please list any other known and/or resolved illicit discharges identified during the reporting period and status of elimination. For significant discharges, also list the pollutants involved with an estimate of the volume and loading.

Examples of illicit discharges include: malfunctioning septic systems; sanitary sewer leaks, overflows, or cross-connections; laundry water discharges; leaking fluids from vehicles, barrels, dumpsters, or tanks; concrete truck wash water; polluted runoff from temporary or permanent storage areas; improper fire hydrant flushing; spills from auto accidents; power washing wastewater; industrial/commercial wastewater, dumping; and any other violation of the IDEP ordinance.

**541 Burton SW** – Transport Repair Services – 8/3/2012 at 3:12 pm. One of our Industrial Pretreatment Program (IPP) staff noted outdoor storage of drums, oil filters in leaking dumpsters, and stained soils at the site. Some of the stained soils in the gravel parking area and staining on the paved areas were near and/or into onsite catch basins whose discharge points were unknown. Ryan Grant and Reed Sneller from the MDEQ and City Staff met with the owner at the site to determine required actions. It was determined by MDEQ staff that cleanup needed to be done to meet waste disposal requirements and that the City require the owner to dye test his storm system to determine the discharge point. The owner addressed the items noted by Mr. Sneller to be addressed. However, numerous communications between the City and the owner, including warning of potential fines have not resulted in dye testing at the site. Attempts to resolve this were made in August, September twice in October, November and December of 2012 and February, May and August of 2013. Upon further review of City code, however, we are not authorized to enforce this further. City crews will smoke test and/or televise our system to determine if this site discharges to our system.

**1008 Houseman NE** – 8/6/2012 - The KCDC's Office contacted the City to let us know that their IDEP sampling indicated sanitary sewage coming into the stormwater system at 1008 Houseman. They had identified the sewage in their pond and tracked it back in our storm lines to that location. On August 9, 2012, IPP staff and I met with the homeowner to determine if a basement restroom was connected. We were unable to determine the cause of the discharge to storm at that time. The week of August 15, the City televised the line and determined that the sanitary lateral for the house had been connected to the storm line. By August 27, 2012, the house had been disconnected from the storm system and connected to the sanitary system. All of the lines and sumps from the manhole nearest the house to the KCDC pond were also cleaned.

**223 Spencer NE** – 8/8/12 at 9:06 am – City Parking Services staff reported that a concrete truck from a private project had discharged concrete wash out to a catch basin in a City lot. Stormwater staff met with the company and educated them on the importance of keeping everything other than stormwater out of the catch basins. The concrete company was then contacted and informed that they would be billed for City staff to clean the catch basin and that additional fines would be assessed if it happened again. The catch basin was cleaned that day.

**509 Wealthy SE** – 8/28/2012 at 2:10 pm – City Management reported groundwater pumped from a vault in an area of known groundwater contamination was being discharged into a catch basin. The plumber was informed that contaminated groundwater could not be discharged to storm. He was to pump to a tank for proper disposal or obtain permission to discharge to sanitary sewer. This began a process where we met with MDEQ staff to determine a process for pumping from vaults. The process has been established and we are revising City code to establish this process as a requirement prior to pumping groundwater from a vault.

**801 Fairview NE** – 9/17/2012 at 8:10 am – Grand Rapids Police Department (GRPD) informed us that they caught someone dumping oil into a catch basin at the above address. The offender was ticketed. We proceeded to clean out the catch basin and provided an invoice for cleanup to GRPD so that it

could be submitted to the court with the police report.

**130 Fulton W** – Van Andel Arena - 9/20/2012 at ~9:30 am – Given previous experience with the circus, an inspector was sent to ensure that there were no illicit discharges from the site. The inspector reported that the animal wash area discharged to their stormwater system. While the circus claimed that solid were removed from the area, residual solids and liquid waste was still entering the stormwater system. Our stormwater system was cleaned that morning and blocked where their system entered ours. Van Andel and the circus were informed to have a private waste hauler pump the system over the weekend until the circus left. We returned on Monday to unblock and clean our system. Van Andel was billed for our services. We were informed that arrangements to protect the stormwater system for the circus would be made in advance in the future.

**Graceland Street and Paris Ave NE** - 9/21/2012 at ay 10:22 am - We received a call that a local tenant was dumping trash and diapers into the catch basin. The catch basin was cleaned, but the responsible party could not be identified.

**East Side Grand River Outfall, South of Bridge Street** – 10/5/2012 at 1:10 pm – The MDEQ had received an earlier report that there was a sheen on the water in the river surrounding this outfall. MDEQ staff followed up and reported that it was still occurring at 1:10 pm. A crew was dispatched and booms were put in to the river. We were out there with cameras and looking into manholes and checking all of the parking lots/decks and loading docks that could be tied in until we ran out of options. We put booms in the last 2 manholes before the outfall and around where the outfall discharge entered the river. The WWTP supervisors checked on the outfall/booms over the weekend. There is still some sheen on the outfall on October 8. That morning, we tried a different style of camera, but still were not able to get far with it due to too much flow and low lighting. We then performed a records search that did not indicate any unknown outfalls. One more attempt was made to televise the lines and identify new outfalls, but no potential sources were identified.

**410 Pearl NW** – 11/16/2012 at 10:22 am – A local plumber was performing work at the Burger King and notified us that the grease trap for the facility was connected to the storm drain. It appears as though the drain was missed during the combined sewer separation for the area. The catch basin was blocked immediately and a pump setup to pump from the catch basin to the sanitary sewer. The pipe was then connected to the sanitary system. The project was completed on 11/18/2012.

**1101 Monroe NW** – Coldbrook Drain – 11/17/2012 – This outfall is a KCDC drain. The City worked with the County to investigate the release, but the detailed IDEP reporting should have been filed by KCDC. During the investigation, however, it was noted the City of Grand Rapids Fire Department was allowing foam to enter the storm system under non-emergency conditions. We have since worked with the Fire Department and they are no longer practicing foam usage on impervious surfaces or in places where it could reach the storm system.

**1251 Ball NE** - 1/28/2013 at 7:00 am - The Grand Rapids Fire Department (GRFD) responded to an accident involving a bus and spilled diesel fuel at approximately 7:00 am on January 28, 2013. As shown on the attached map, the accident occurred in front of 1740 Leonard NE. According to GRFD, the tank was leaking at a rate of approximately 3 gallons per minute and it took approximately 10 minutes to stop the flow. GRFD assumed approximately 40 to 50 gallons of fuel spilled.

Given a communication error, which has since been remedied, Environmental Services Department was not informed until just before 9 am. GRFD has been contacted and will contact the emergency number, which is manned 24 hours a day. Shortly after 9 am, Carrie Rivette arrived onsite. As shown on the map, the diesel fuel traveled to the catch basin in front of 1716 Leonard NE. Sewer Maintenance was contacted at 9:29 am. Kathie Kuzawa, Wastewater/Stormwater Superintendent, proceeded to contact Valley City to pump the impacted stormwater system and Sewer Maintenance to provide a crew plug the system.

After review of the maps, the wetland area noted on the map was inspected and discovered to have been impacted by the diesel fuel. At 10:19 am, the MDEQ was contacted and a voice mail was left for Mike Worm. At 10:41, Doug Spote of the Kent County Drain Commissioner's (KCDC's) Office was contacted, as the drain becomes a KCDC drain across Ball Avenue, as noted by the color change on the map.

Shortly thereafter, Sewer Maintenance and Valley City arrived. Valley City was directed to put booms in the manhole at the wetland discharge point and in the wetland near the discharge point, where the bulk of the diesel appeared to have collected. Photographs are attached. Valley City was also instructed to begin pumping the catch basin that received the spill and the manholes in between the spill and the wetland. After realizing that the Valley City truck could not pump the solids, that truck was moved to skim the water in the wetland at the inlet and then the outlet areas and a different truck was brought in to pump from the catch basin and manholes.

Sewer Maintenance then plugged the outlet pipe of the manhole that was the wetland discharge point. Inspection downstream had confirmed that the bulk of the diesel fuel was on the water in the wetland.

The catch basin that received the spill and all the manholes between it and the wetland area were cleaned. All signs of diesel fuel were skimmed off by the Valley City vacor truck to the extent possible. Sewer maintenance also put additional booms in the areas of the wetland where the sheen remained.

Due to forecasted rain, the plug could not stay in the system over night. As such, the plug was removed at approximately 4 pm after as much of the diesel fuel as possible had been removed from the upstream system. All booms remained in place, however.

On January 29, 2013, Sewer Maintenance personnel removed the booms from the site for proper disposal. At that time, there was no visible evidence of remaining diesel fuel. While an odor remained, it was determined to have been from the booms. As such, spill response was determined to have been completed.

**236 Valley NW** – 1/28/2012 at 3:00 pm. This event was called into the Water Department Manager, Joellen Thompson by Michael Sak of 236 Valley Avenue N.W. (via phone message) and promptly forwarded to Kathie Kuzawa, Stormwater Wastewater Maintenance Supervisor at 3 pm. The caller advised of a "fuel spill that was running down Valley from Bridge Street to 236 Valley". The call was received by Joellen Thompson a few moments before 3 pm.

Kathie Kuzawa promptly advised the Stormwater Project Engineer, Carrie Rivette; went to the scene to investigate the complaint; made direct contact with the Collection System Maintenance staff to mobilize two (2) combination vacuum/jet trucks to the site along with the emergency response trailer which houses a variety of equipment which can be utilized to contain and isolate hazardous spills or sewage

that has made its way out of the system; and contacted Young's Environmental Service to start mobilization procedures for a fuel spill confinement, collection and disposal.

Kathie Kuzawa arrived on scene at 3:12 pm and denoted what appeared to be a trail of fuel that traversed from 236 Valley Avenue N.W., headed north down Valley Avenue to Bridge Street N.W., intensified at the corner, headed east on Bridge Street and ended at Garfield Avenue N.W. (see attached map).

Water from snow melt was flowing south in the curb portion of the street. The spilled fuel was washing into the snow melt waters and eventually into the storm system via a catch basin located on the northeast corner of Valley Avenue and Jackson Street N.W.

Prior to Collection System staff arriving at the site, snow was utilized to form a temporary barricade upstream of the catch basin that a majority of the waters were flowing into. The amount of fuel spilled was minimal (estimated at < 0.1 gallons total) but, due to weather conditions the sheen created from this spill was very visible.

Collection System Maintenance staff arrived on site. After a brief discussion regarding the situation, decision was made to plug the discharge of the basin on the northeast corner of Valley Avenue and Jackson Street N.W and use the basin as a containment pit for the runoff so that it could be collected and properly disposed of by Young's Environmental Services. The storm system that this basin discharges into is a 62 inch by 108 inch box sewer. Because of the intensity of the run off going into this sewer, it was felt that isolating the sewer would not be necessary or practical in this situation.

The snow in the curb area on the east side of the block of Valley Avenue affected was cleared and drive abutments were dammed with the snow so that the liquid would not pond in any concave areas. The east portion of the street was then washed down and waters were collected out of the basin on the northeast corner of Valley Avenue and Jackson Street. The amounts of spillage on Bridge Street were so minimal that collection of these waters was not necessary or practical.

Contaminated waters were discharged into a carboy so that they could be transported and stored until proper procedures for disposal could take place.

Following this incident, discussion took place between the Environmental Services Manager, Mike Lunn and Kathie Kuzawa regarding future response to reported fuel spills. The minimal amount of fuel present in the situation should not have warranted the response that took place but, because of departmental policies in place was appropriate.

The source of the fuel could not be determined. In all likelihood it was probably a vehicle that had been over fueled or had a leak in the fuel storage or delivery system.

**235 Grandville SW - Founders Brewing Co.** – 4/1/2013 at 6:30 pm – A waste tank was reported to be dripping and about to overflow the holding area. City staff informed the manager that if the overflow makes its way to the stormwater system, Founders will be ticketed. The manager indicated that he would clear the area up. On 4/2/2013 at 7:30 am, City staff drove by to ensure that the leaking tank had not overflowed. While it had not, a contractor was draining the fire suppression system into the waste tank area and silage was going to the storm system. City staff pumped out the impacted catch

basins and the MDEQ was contacted. Mr. Ryan Grant indicated that the facility would have to get an Industrial Stormwater Permit, as this was their third offense and they could no longer be classified as a No Exposure facility. As such, the City left follow up to Mr. Grant. Founders was billed for the City's cleanup efforts and issued a Civil Infraction, though.

**3912 Pemberton SE** – May 1, 2012 at approximately 3 pm – The City of Kentwood contacted us and informed us that they had been tracking a complaint that blue water was being discharged to a tributary of Plaster Creek. They traced it to the City of Grand Rapids behind 3865 Breton SE. City staff traced the water to the ponds in the vicinity of 3912 Pemberton SE and collected samples of the water. When we reported this information to Mr. Mike Worm of the MDEQ, he referred it to Lansing to follow up with the contractor that applied the algaecide. The City provided lab results and contacts for the state to follow up further. The management firm for the pond was notified that the pond had to be blocked from discharging until the blue went away.

**311 28<sup>th</sup> ST SE** – 5/23/2013 at 9:10 am - I received a police report indicating that vandalism had occurred at 311 28<sup>th</sup> St. Two vehicles had their gas tanks punctured and they drained to a catch basin in the parking lot. I contacted the owners and they had Plumbers wash out their parking area and pump out their catch basin.

**732 Baxter SE** – 6/11/2013 at 8:10 am – We received a call that a neighbor was dumping into this catch basin. The basin was inspected and cleaned and a letter sent to the accused party indicating that civil infraction tickets could be assessed if this happens again.

**300 Monroe NW – Calder Plaza** – 6/13/2013 at 11:31 am - We received a photo from the MDEQ depicting power washing on Calder Plaza. The power washing operations had stopped for lunch when our staff arrived. They were told that they could not resume operations. However, the route that stormwater takes from the plaza does not have any sumps. Therefore, we could not capture and pump the release. The power washing was performed by request of the Office of Special Events.

The City had already revised its special events permit this reporting year to aid in the prevention of discharges during festivals and such. The temporary occupancy permit for special events now reads "No person shall discharge, directly or indirectly, and substance other than stormwater or an exempted discharge, into a City catch basin. Violations may result in the issuance of a Civil Infraction ticket. For an example of exempted discharges, please contact the Development Center at (616)456-4100." It is evident, however, that more training is required. We have notified the Special Events Coordinator that we will need to train their staff to address this release and prevent future occurrences. This will be performed by June 30, 2014.

**1648 Monroe NE – Lacks** – 7/15/2013 at 8:34 am – I received an email from Mr. Ryan Grant of the MDEQ. It was forwarding the following information on a spill: On Sunday July 14, 2013, at about 2:30 AM, a problem was discovered at Lacks Plastic Plate Monroe facility. An automated rinse cycle that was initiated on Saturday did not cease properly and caused an overflow of the containment area. It is currently unknown how much water flowed into the plant. There was a release to a storm drain on the south side of the facility. Again, it is currently unknown how much of the water escaped to the storm drain. The water that did escape was mostly potable rinse water, but as it mixes with things on the floor it may have picked up certain chemicals. An initial sample was taken and it showed some copper. pH was around 7.2

Lacks called me later that morning and informed me that their calculations estimated that 500 gallons could have been discharged to our stormwater system. Initial estimate from Lacks was a maximum of 50 gallons. As such, we dispatched two vacor trucks to address the release. The crews plugged the discharge point to the river, pumped out all of the water and debris from the sumps between Lacks and the discharge point, cleaned the lines and then unplugged the discharge point. Mr. Grant indicated that he would follow up further with Lacks, as they have a No Exposure Certificate and will be required to obtain an Industrial Stormwater Permit.

**835 Northlawn NE** – 7/30/2013 at approximately 9:00am – We receive a call that painters in the area were dumping their waste to a catch basin. The homeowner was notified and he informed us that it would not happen again. The catch basin was cleaned out on 8/1/2013 and the homeowner was billed, as we informed him that he would be. We have not been able to get the painting company information from the homeowner, though.

Please list the status and schedule for elimination for any illicit discharges identified but not eliminated during this reporting period. Also, report the status of any illicit discharges identified but not eliminated during previous reporting periods.

With the exception of 541 Burton SE, all identified illicit discharges from this and previous reporting cycles have been eliminated. City crews will televise and or smoke test this area of our system by the end of October 2013 to determine if the site is connected to our storm system. If so, penalties will be assessed against the site.

Please describe actions taken when indications of illicit discharges have been identified, if any.

Actions taken are provided above.

Please provide:

- An estimated quantification of the number of discharges eliminated, and
- An estimated quantification of the volume of illicit flow eliminated.

19 illicit discharges were eliminated. Of the 19, only one, 1001 Houseman, was a case of more continuous discharge and not an individual spill. Given that there is only one person in the residence, it is estimated that approximately 100 gallons per day of flow was eliminated.

Describe the effectiveness of the program to prevent illicit discharges and the method used to assess effectiveness.

The City is now almost done with its fifth cycle of dry weather monitoring. All illicit connections that could be identified in this manner have been eliminated. Dry weather screening should be discontinued. The periodic monitoring of the Grand River and tributaries has proven effective in identifying illicit discharges and should be continued.

## PART 5 - New Point Source Discharges of Stormwater

Do you own or operate any NEW or previously unidentified stormwater discharges?

Yes  No *If "yes," please indicate which discharge points are new on your outfall map or list.*

Is your stormwater discharge point map attached or provided electronically?

Map is attached  Map is provided electronically  Other. *Please explain in comments section.*

Is your stormwater discharge point list attached or provided electronically?

List is attached  List is provided electronically  Other. *Please explain in comments section.*

Comments:

New and abandoned points have been identified during our dry weather screening. A revised map and list of IDEP points will be submitted in December 2013 upon review of dry weather screening and final compilation of results.

## PART 6 - Nested Drainage System Agreements

Please list all nested jurisdictions with whom you have a cooperative agreement:		
Name of Nested Jurisdiction	Agreement previously provided to MDEQ	Agreement attached
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments: No Nested Jurisdiction.		

## PART 7 - Other Actions

Please list any extra efforts your community has conducted above and beyond your commitments recorded above (e.g., stream buffer ordinance adoption, new management techniques, invasive species control, habitat enhancement/protection, logjam removal, stream/beach clean-ups, etc.) that have helped implement the **Lower Grand River Watershed Management Plan**:

- The Mayor's 9th annual Grand River Clean-up - September 15, 2012, over 450 participants. This year the event was held in conjunction with the cities of Walker, Wyoming and Grandville and collected over 5 tons of debris from the river banks. While this is less weight than previous years, over 300 more people participated this year. It appears as though the larger, heavier items have been removed during the previous cleanups. City employees actively participated in this even.

Please list any other actions your community has conducted to reduce stormwater pollution

- The City continues to provide a rain garden plant nursery for WMEAC.
- Grand Rapids participates in LGROW, GLSLCI, West Michigan Take Back the Meds and West Michigan Soil Erosion Control Network.
- The EPA selected the City to be a pilot project for their SUSTAIN modeling. The Plaster Creek area will be modeled in order to identify the most effective BMPs in terms of cost and overall effectiveness. The kickoff meeting for the project was May 24, 2012. The City provided data needed for the project in the summer of 2012.
- The City is in the process of working on a Tree Ordinance.

## PART 8 - Revisions to the SWPPI

Based on your evaluation of the effectiveness of your stormwater BMPs, are there any commitments that should be added to or removed from the SWPPI?

No, the SWPPI does not need any revisions

The following revisions to the SWPPI could be considered:

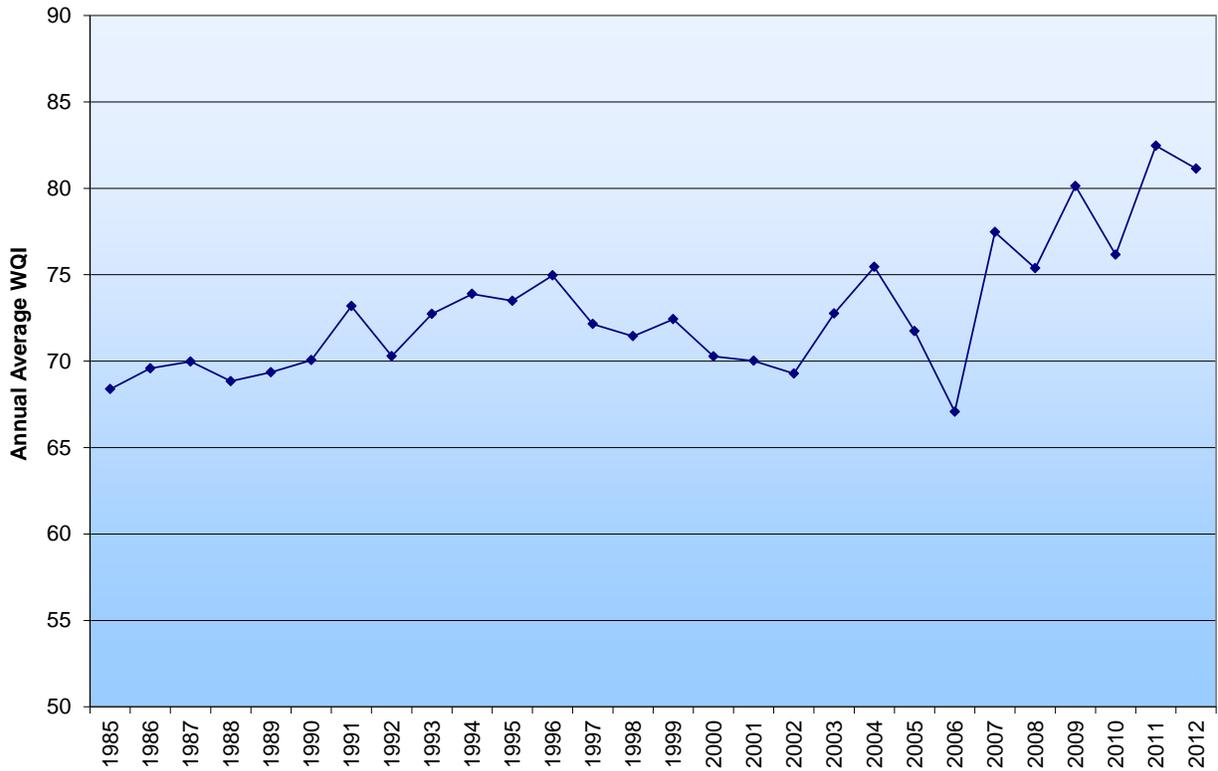
Original SWPPI Section/Subsection	Revision
Appendix 2-C (1)(a)	The street sweeping frequency has changed to approximately every 70 to 90 days due to staffing shortages and the inability to marshal enough sweepers on a daily basis to meet the 30-day goal.

# 2013 City of Grand Rapids

## Stormwater Special Reporting Requirements

- a) Environmental Impacts [40 CFR 122.42(c)(7)]
  - a. Grand River Water Quality Index (WQI) shows that the Grand River water quality continues to improve downstream of Grand Rapids. A WQI of 71-90 indicates good water quality with high diversity of aquatic life and very few limits for recreational use. Grand Rapids has been monitoring the Grand River for forty years and the data is made available to those which request it.

**Railroad Bridge North, Water Quality Index**



# 2013 City of Grand Rapids

## Stormwater Special Reporting Requirements

### QUARTERLY RIVER SURVEY REPORT

DATE: 11/14/2012

CITY OF GRAND RAPIDS EPSD

<b>Grand River</b>		<b>Time</b>	<b>Temp</b>	<b>DO</b>	<b>pH</b>	<b>BOD</b>	<b>TSS</b>	<b>FC</b>	<b>EC</b>	<b>Chloride</b>	<b>Cond</b>	<b>TP</b>	<b>NH<sub>3</sub>-N</b>	<b>NO<sub>2</sub>-N</b>	<b>NO<sub>3</sub>-N</b>
201204396	Northland Drive Bridge (250120)	09:23	5.3	12.9	7.45	<2.0	0.6	3	2	47	663	<0.009	0.02	0.006	0.6
201204397	Wealthy Street Bridge (250090)	10:22	5.9	13.8	7.78	<2.0	1.6	15	10	51	685	<0.009	0.03	0.003	0.5
201204398	Railroad Bridge South (250070)	12:55	6.2	13.0	8.27	<2.0	1.2	28		63	719	<0.009	0.04	0.009	0.7
201204399	Railroad Bridge North (250071)	12:55	6.3	13.4	8.24	<2.0	1.2	23	17	60	718	0.030	0.05	0.022	0.9
201204400	M-11, Wilson Avenue (250062)	12:21	6.3	12.3	8.05	<2.0	1.4	53	23	62	726	0.010	0.16	0.017	0.9
201204401	Eastmanville (250040)	11:34	6.7	12.3	7.79	<2.0	2.6	80	36	62	729	0.010	0.06	0.019	0.8

<b>Streams</b>		<b>Time</b>	<b>Temp</b>	<b>DO</b>	<b>pH</b>	<b>BOD</b>	<b>TSS</b>	<b>FC</b>	<b>EC</b>	<b>Chloride</b>	<b>Cond</b>	<b>TP</b>	<b>NH<sub>3</sub>-N</b>	<b>NO<sub>2</sub>-N</b>	<b>NO<sub>3</sub>-N</b>
201204402	Rogue River at West River Drive	09:00	3.8	13.4	7.57	<2.0	3.2	64		40	635	<0.009	0.03	0.002	0.3
201204403	Mill Creek at West River Drive	08:42	5.4	8.0	7.84	<2.0	2.0	136		49	707	<0.009	0.04	0.006	0.2
201204404	Indian Mill Creek at Turner Avenue	08:26	4.7	12.4	7.83	<2.0	74.0	260		94	908	0.080	0.04	0.006	1.1
201204405	Silver Creek at Crofton/Roy	10:00	9.4	10.6	7.42	<2.0	1.6	280		199	1230	<0.009	0.04	0.010	1.5
201204406	Plaster 1 at Burton	09:49	5.8	11.8	7.44	<2.0	1.2	320		144	1020	<0.009	0.06	0.006	0.2
201204407	Plaster 2 at Market	10:32	6.5	13.4	7.46	<2.0	0.8	260		138	1020	<0.009	0.06	0.005	0.4
201204408	Buck Creek at Chicago Drive	11:03	5.6	13.9	7.67	<2.0	0.8	230		124	1050	<0.009	0.02	0.008	0.3
201204409	Deer Creek	11:45	4.7	11.0	7.45	<2.0	1.4	109		49	676	0.010	0.05	0.005	0.3
201204410	Coldbrook Storm Drain	08:12	7.6	12.1	7.90	<2.0	1.4	164		187	1200	0.020	0.25	0.008	<0.1

<b>Grand River</b>		<b>Cr</b>	<b>Cu</b>	<b>Fe</b>	<b>Hg</b>	<b>Ni</b>	<b>Ag</b>	<b>Zn</b>	<b>Hard</b>	<b>WQI</b>
201204396	Northland Drive Bridge (250120)	<5	<1	80	<0.2	<5	<0.5	<5	292	93.1
201204397	Wealthy Street Bridge (250090)	<5	3	90	<0.2	<5	<0.5	6	293	88.1
201204398	Railroad Bridge South (250070)	<5	<1	90	<0.2	<5	<0.5	<5	296	84.1
201204399	Railroad Bridge North (250071)	<5	<1	100	<0.2	<5	<0.5	<5	295	83.6
201204400	M-11, Wilson Avenue (250062)	<5	<1	90	<0.2	<5	<0.5	7	293	82.3
201204401	Eastmanville (250040)	<5	1	130	<0.2	<5	<0.5	6	293	82.1

<b>Streams</b>		<b>Cr</b>	<b>Cu</b>	<b>Fe</b>	<b>Hg</b>	<b>Ni</b>	<b>Ag</b>	<b>Zn</b>	<b>Hard</b>	<b>WQI</b>
201204402	Rogue River at West River Drive	<5	<1	120	<0.2	<5	<0.5	<5	279	84.1
201204403	Mill Creek at West River Drive	<5	<1	60	<0.2	<5	<0.5	<5	314	76.1
201204404	Indian Mill Creek at Turner Avenue	<5	7	1990	<0.2	<5	<0.5	39	390	73.4
201204405	Silver Creek at Crofton/Roy	5	2	140	<0.2	7	<0.5	8	344	71.8
201204406	Plaster 1 at Burton	<5	2	200	<0.2	<5	<0.5	7	303	77.4
201204407	Plaster 2 at Market	<5	1	160	<0.2	<5	<0.5	6	316	77.5
201204408	Buck Creek at Chicago Drive	<5	<1	240	<0.2	<5	<0.5	<5	378	78.1
201204409	Deer Creek	<5	1	140	<0.2	<5	<0.5	<5	270	81.7
201204410	Coldbrook Storm Drain	<5	1	220	<0.2	<5	<0.5	5	376	78.0

<b>Miscellaneous Information</b>	
Weather conditions: Partly cloudy.	
Air Temperature: 1°C.	
Comments:	
River Flow: 1780 cfs	
Field Technicians: Jim Soper / Harold Boucher	
<b>Test Descriptions</b>	
<b>Time</b>	(hh:mm)
<b>Temperature</b>	(°C)
<b>DO</b>	Dissolved Oxygen (mg/L)
<b>pH</b>	(pH units)
<b>BOD</b>	5-day Biochemical Oxygen Demand (mg/L)
<b>TSS</b>	Total Suspended Solids (mg/L)
<b>FC</b>	Fecal Coliform (#FC/100ml)
<b>EC</b>	E. coli (#EC/100mL)
<b>Chloride</b>	(mg/l)
<b>Conductivity</b>	(µS/cm)
<b>TP</b>	Total Phosphorus (mg/L)
<b>NH<sub>3</sub>-N</b>	Ammonia as nitrogen (mg/L)
<b>NO<sub>2</sub>-N</b>	Nitrite as nitrogen (mg/L)
<b>NO<sub>3</sub>-N</b>	Nitrate as nitrogen (mg/L)
<b>Cr</b>	Total Chromium (µg/L)
<b>Cu</b>	Total Copper (µg/L)
<b>Fe</b>	Total Iron (µg/L)
<b>Hg</b>	Total Mercury (µg/L)
<b>Ni</b>	Total Nickel (µg/L)
<b>Ag</b>	Total Silver (µg/L)
<b>Zn</b>	Total Zinc (µg/L)
<b>Hardness</b>	(mg/L as CaCO <sub>3</sub> )
<b>WQI</b>	Water Quality Index (percent)

# 2013 City of Grand Rapids

## Stormwater Special Reporting Requirements

**QUARTERLY RIVER SURVEY REPORT**

**DATE: 3/13/2013**

**CITY OF GRAND RAPIDS EPSD**

<i>Grand River</i>		Time	Temp	DO	pH	BOD	TSS	FC	EC	Chloride	Cond	TP	NH <sub>3</sub> -N	NO <sub>2</sub> -N	NO <sub>3</sub> -N
201301047	Northland Drive Bridge (250120)	09:08	2.6	12.0	8.25	3.8	10.4	250	411	38	469	0.140	0.19	0.018	1.8
201301048	Wealthy Street Bridge (250090)	10:23	3.0	12.8	8.89	3.7	13.8	250	238	39	534	0.140	0.19	0.027	1.8
201301049	Railroad Bridge South (250070)	14:15	3.0	12.6	9.02	3.7	13.5	210		44	550	0.140	0.19	0.012	1.6
201301050	Railroad Bridge North (250071)	14:15	3.2	12.7	8.88	3.6	11.8	200	308	40	538	0.160	0.18	0.013	2.0
201301051	M-11, Wilson Avenue (250062)	13:37	3.6	12.5	8.96	3.5	9.5	207	238	42	545	0.150	0.18	0.017	1.9
201301052	Eastmanville (250040)	12:54	3.9	12.4	8.00	3.4	13.2	290	308	46	568	0.140	0.24	0.011	1.5

<i>Streams</i>		Time	Temp	DO	pH	BOD	TSS	FC	EC	Chloride	Cond	TP	NH <sub>3</sub> -N	NO <sub>2</sub> -N	NO <sub>3</sub> -N
201301053	Rogue River at West River Drive	08:51	0.8	14.0	8.25	<2.0	8.4	127		24	384	0.320	0.09	0.006	1.2
201301054	Mill Creek at West River Drive	08:31	1.2	13.9	8.29	<2.0	12.9	164		22	423	0.270	0.13	0.007	2.5
201301055	Indian Mill Creek at Turner Avenue	08:12	1.6	13.3	7.63	<2.0	5.2	2300		59	580	0.170	0.08	0.007	1.1
201301056	Silver Creek at Crofton/Roy	10:06	6.6	11.4	8.26	<2.0	17.4	109		221	1310	0.040	0.05	0.006	1.4
201301057	Plaster 1 at Burton	09:53	1.6	13.4	8.64	<2.0	9.9	191		124	734	0.120	0.07	0.004	0.4
201301058	Plaster 2 at Market	10:39	1.3	13.5	8.57	<2.0	8.6	200		127	746	0.100	0.06	0.001	0.4
201301059	Buck Creek at Chicago Drive	11:36	3.2	13.1	7.82	<2.0	5.6	82		111	876	0.040	0.05	0.004	0.7
201301060	Deer Creek	13:05	1.4	13.0	8.03	<2.0	6.7	145		23	404	0.180	0.11	0.012	4.0
201301061	Coldbrook Storm Drain	07:48	2.2	13.5	8.37	<2.0	2.3	200		207	1070	0.040	0.15	0.004	<0.1

<i>Grand River</i>		Cr	Cu	Fe	Hg	Ni	Ag	Zn	Hard	WQI
201301047	Northland Drive Bridge (250120)	<5	3	1220	<0.2	<5	<0.5	7	218	68.1
201301048	Wealthy Street Bridge (250090)	<5	3	1120	<0.2	<5	<0.5	8	229	65.7
201301049	Railroad Bridge South (250070)	<5	3	1170	<0.2	<5	<0.5	9	231	65.7
201301050	Railroad Bridge North (250071)	<5	3	1070	<0.2	<5	<0.5	9	225	66.2
201301051	M-11, Wilson Avenue (250062)	<5	3	940	<0.2	<5	<0.5	7	229	65.8
201301052	Eastmanville (250040)	<5	3	1180	<0.2	<5	<0.5	11	235	69.4

<i>Streams</i>		Cr	Cu	Fe	Hg	Ni	Ag	Zn	Hard	WQI
201301053	Rogue River at West River Drive	<5	3	660	<0.2	<5	<0.5	9	166	73.0
201301054	Mill Creek at West River Drive	<5	3	990	<0.2	<5	<0.5	8	192	71.0
201301055	Indian Mill Creek at Turner Avenue	<5	3	550	<0.2	<5	<0.5	8	205	66.7
201301056	Silver Creek at Crofton/Roy	<5	3	490	<0.2	5	<0.5	12	341	72.6
201301057	Plaster 1 at Burton	<5	3	1720	<0.2	<5	<0.5	13	179	73.7
201301058	Plaster 2 at Market	<5	3	1720	<0.2	<5	<0.5	13	189	73.6
201301059	Buck Creek at Chicago Drive	<5	2	760	<0.2	<5	<0.5	8	297	81.6
201301060	Deer Creek	<5	3	1090	<0.2	<5	<0.5	7	168	71.7
201301061	Coldbrook Storm Drain	<5	3	330	<0.2	<5	<0.5	7	259	75.2

**Miscellaneous Information**

Weather conditions: Partly cloudy, cold, some light snow, some sun.  
 Air Temperature: -2°C.  
 Comments: Bald eagle sighted at Northland Dr. Bridge.  
 River Flow: 9320 cfs  
 Field Technicians: Paul Kuklewski / Kurt Anderson

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**Test Descriptions**

Time (hh:mm)  
 Temperature (°C)  
 DO: Dissolved Oxygen (mg/L)  
 pH (pH units)  
 BOD: 5-day Biochemical Oxygen Demand (mg/L)  
 TSS: Total Suspended Solids (mg/L)  
 FC: Fecal Coliform (#FC/100ml)  
 EC: E. coli (#EC/100ml)  
 Chloride (mg/l)  
 Conductivity (µS/cm)  
 TP: Total Phosphorus (mg/L)  
 NH<sub>3</sub>-N: Ammonia as nitrogen (mg/L)  
 NO<sub>2</sub>-N: Nitrite as nitrogen (mg/L)  
 NO<sub>3</sub>-N: Nitrate as nitrogen (mg/L)  
 Cr: Total Chromium (µg/L)  
 Cu: Total Copper (µg/L)  
 Fe: Total Iron (µg/L)  
 Hg: Total Mercury (µg/L)  
 Ni: Total Nickel (µg/L)  
 Ag: Total Silver (µg/L)  
 Zn: Total Zinc (µg/L)  
 Hardness (mg/L as CaCO<sub>3</sub>)  
 WQI: Water Quality Index (percent)

**River Survey Report**

# 2013 City of Grand Rapids

## Stormwater Special Reporting Requirements

### QUARTERLY RIVER SURVEY REPORT

DATE: 6/12/2013

CITY OF GRAND RAPIDS EPSD

River Survey Report

<b>Grand River</b>		<b>Time</b>	<b>Temp</b>	<b>DO</b>	<b>pH</b>	<b>BOD</b>	<b>TSS</b>	<b>FC</b>	<b>EC</b>	<b>Chloride</b>	<b>Cond</b>	<b>TP</b>	<b>NH<sub>3</sub>-N</b>	<b>NO<sub>2</sub>-N</b>	<b>NO<sub>3</sub>-N</b>
201302276	Northland Drive Bridge (250120)	08:20	20.7	7.8	8.33	<2.0	14.4	97	99	33	594	0.054	0.33	0.015	1.0
201302277	Wealthy Street Bridge (250090)	09:20	20.4	8.5	8.27	<2.0	20.6	87	81	37	602	0.074	0.29	0.007	0.9
201302278	Railroad Bridge South (250070)	12:30	20.6	8.5	8.24	<2.0	17.6	90		45	625	0.068	0.22	0.011	0.8
201302279	Railroad Bridge North (250071)	12:35	20.7	8.6	8.24	<2.0	16.4	90	91	41	614	0.059	0.17	0.008	0.8
201302280	M-11, Wilson Avenue (250062)	11:55	20.6	8.4	8.25	2.1	18.2	110	96	42	630	0.052	0.21	0.010	1.1
201302281	Eastmanville (250040)	11:17	20.8	8.7	8.31	2.7	14.4	80	69	46	633	0.076	0.24	0.016	1.1

<b>Streams</b>		<b>Time</b>	<b>Temp</b>	<b>DO</b>	<b>pH</b>	<b>BOD</b>	<b>TSS</b>	<b>FC</b>	<b>EC</b>	<b>Chloride</b>	<b>Cond</b>	<b>TP</b>	<b>NH<sub>3</sub>-N</b>	<b>NO<sub>2</sub>-N</b>	<b>NO<sub>3</sub>-N</b>
201302282	Rogue River at West River Drive	08:05	17.3	8.6	7.84	<2.0	7.8	127		35	593	0.019	0.24	0.008	0.8
201302283	Mill Creek at West River Drive	07:35	15.5	9.1	8.33	<2.0	7.4	490		45	671	0.028	0.17	0.011	1.1
201302284	Indian Mill Creek at Turner Avenue	07:20	15.3	8.3	8.03	<2.0	7.0	710		92	851	0.028	0.21	0.016	0.7
201302285	Silver Creek at Croften/Roy	09:00	15.0	9.4	8.18	<2.0	0.6	2200		180	1160	<0.009	0.19	0.010	2.0
201302286	Plaster 1 at Burton	08:50	17.6	7.4	8.06	<2.0	8.0	290		186	1150	0.043	0.21	0.021	0.4
201302287	Plaster 2 at Market	09:25	17.6	7.7	8.03	<2.0	9.4	630		104	887	0.052	0.21	0.014	0.8
201302288	Buck Creek at Chicago Drive	09:50	18.0	8.2	8.19	<2.0	8.2	460		124	1000	0.014	0.16	0.015	0.3
201302289	Deer Creek	11:25	18.5	6.4	8.05	<2.0	13.0	127		37	646	0.113	0.15	0.037	2.2
201302290	Coldbrook Storm Drain	07:05	19.0	8.6	7.97	2.2	3.0	670		170	967	0.037	0.20	0.005	0.1

<b>Grand River</b>		<b>Cr</b>	<b>Cu</b>	<b>Fe</b>	<b>Hg</b>	<b>Ni</b>	<b>Ag</b>	<b>Zn</b>	<b>Hard</b>	<b>WQI</b>
201302276	Northland Drive Bridge (250120)	<5	1	410	<0.2	<5	<0.5	<5	270	77.0
201302277	Wealthy Street Bridge (250090)	<5	1	670	<0.2	<5	<0.5	<5	267	78.3
201302278	Railroad Bridge South (250070)	<5	1	610	<0.2	<5	<0.5	12	273	79.1
201302279	Railroad Bridge North (250071)	<5	1	510	<0.2	<5	<0.5	<5	270	79.1
201302280	M-11, Wilson Avenue (250062)	<5	1	500	<0.2	<5	<0.5	6	279	75.8
201302281	Eastmanville (250040)	<5	2	530	<0.2	<5	<0.5	7	288	75.3

<b>Streams</b>		<b>Cr</b>	<b>Cu</b>	<b>Fe</b>	<b>Hg</b>	<b>Ni</b>	<b>Ag</b>	<b>Zn</b>	<b>Hard</b>	<b>WQI</b>
201302282	Rogue River at West River Drive	<5	<1	360	<0.2	<5	<0.5	<5	262	78.9
201302283	Mill Creek at West River Drive	<5	<1	200	<0.2	<5	<0.5	7	303	70.2
201302284	Indian Mill Creek at Turner Avenue	<5	<1	340	<0.2	<5	<0.5	6	359	70.2
201302285	Silver Creek at Croften/Roy	<5	<1	100	<0.2	5	<0.5	14	333	61.6
201302286	Plaster 1 at Burton	<5	1	370	<0.2	<5	<0.5	9	320	71.9
201302287	Plaster 2 at Market	<5	3	400	<0.2	<5	<0.5	8	314	69.6
201302288	Buck Creek at Chicago Drive	<5	1	570	<0.2	<5	<0.5	<5	354	72.4
201302289	Deer Creek	<5	2	650	<0.2	<5	<0.5	<5	287	70.6
201302290	Coldbrook Storm Drain	<5	2	290	<0.2	<5	<0.5	<5	254	70.1

**Miscellaneous Information**

Weather conditions:  
Air Temperature: 21°C.  
Comments:  
River Flow: 4900 cfs  
Field Technicians: Jim Soper / Greg Reno / Sara Czekaj

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**Test Descriptions**

Time (hh:mm)  
Temperature (C)  
DO: Dissolved Oxygen (mg/L)  
pH (pH units)  
BOD: 5-day Biochemical Oxygen Demand (mg/L)  
TSS: Total Suspended Solids (mg/L)  
FC: Fecal Coliform (#FC/100ml)  
EC: E. coli (#EC/100mL)  
Chloride (mg/l)  
Conductivity (µS/cm)  
TP: Total Phosphorus (mg/L)  
NH<sub>3</sub>-N: Ammonia as nitrogen (mg/L)  
NO<sub>2</sub>-N: Nitrite as nitrogen (mg/L)  
NO<sub>3</sub>-N: Nitrate as nitrogen (mg/L)  
Cr: Total Chromium (µg/L)  
Cu: Total Copper (µg/L)  
Fe: Total Iron (µg/L)  
Hg: Total Mercury (µg/L)  
Ni: Total Nickel (µg/L)  
Ag: Total Silver (µg/L)  
Zn: Total Zinc (µg/L)  
Hardness (mg/L as CaCO<sub>3</sub>)  
WQI: Water Quality Index (percent)

- b. All CSO and SSO occurrences are reported to the DEQ as required in NPDES Permit #MI0026069 when they occur.
- c. Illicit Discharges can be found in Part 4 of the Report.

- b) Data and Results [40 CFR 122.42(c)(4)] – see above
- c) BMP Changes [40 CFR 122.42(c)(2)]
  - a. As noted on Attachment A, all BMPs for Public Services were reviewed and customized.
  - b. We have a Technical Reference Manual that emphasizes green infrastructure and will be implemented upon revising our City ordinance. The ordinance revision process will begin in Late 2013.

## 2013 City of Grand Rapids

### Stormwater Special Reporting Requirements

- d) Revised Financial Analysis [40 CFR 122.42(c)(3)]
  - a. The storm water program continues to be funded from the City General Fund. Funding levels have remained fairly level but do not allow for significant system improvements at this time. A fiscal analysis of City of Grand Rapids is included as an attachment. The one attached is the most current from February 2013.
  
- e) Annual Budget [40 CFR 122.42(c)(5)]

Activity	FY2013 Expenditures	FY2014 Budget
Stormwater Management	339,213	489,197
Stormwater Maintenance	<b>737,873</b>	750,551
Street Sweeping	Awaiting Disposal	964,662
<b>Total</b>	<b>1,077,086</b>	<b>2,204,410</b>

#### Capital Improvement Plan

1380	Drainage Improvements & Emergency Repairs	175,000	175,000
1733	Kent County Drain Commission Special Assessments	45,000	<u>45,000</u>
			220,000

#### Summary of Enforcement Actions and Inspections

Activity	2012-2013 Reporting Cycle
Stormwater Inspections	1648
Notices of Violations	73
Civil Infractions	1

#### Summary of Street Sweeping

The City has collected 3,148 cubic yards of waste from street sweeping this reporting year. This has prevented over 3000 tons of material from entering the stormwater system.

# **BUDGET GUIDELINES**

## **Introduction**

The clear expression of policies governing the City's budget process can be a difficult task. Some of these principles may appear to be little more than common sense, barely worthy of the effort necessary to set them forth. On the other hand, they are principles that influence the decision as to whether or not specific requests, no matter how meritorious, ever achieve the City Manager's recommended budget, and further, whether the City Commission approves the request. When a department seeks the financial support of the City Manager and the City Commissioners, it is best for all concerned that the framework for making decisions be clearly understood.

The City has many funding priorities. The City is restricted by a large body of laws, program mandates, rules, grantor restrictions and fund matching requirements, and staff is always attentive to limitations on the operations. It is the City's historical practice to effectively and efficiently manage its operations in conformity with community wants and needs, but it must also remain attentive to legal directives and restrictions. This focus has been sharpened through the Transformation Investment Plan.

The City has employed a series of General Financial Guidelines for many years. The City Commission last updated the guidelines in 2011. Background information and rationale is presented for each set of the guidelines.

The FY2014 budget process is well underway. We continue to provide the budget forecasts within the context of our five-year plan. The projections are not intended to be a prediction of future budgetary results; rather, they serve as a neutral benchmark that the City Commission and others

can use to assess the potential effects of policy decisions. Consequently, they are built on the premise that current policies regarding funding allocations and spending priorities remain unchanged.

## **Guideline 1 - Balancing the Budget**

### **Background**

The City must live within its means. The City is supported by various financial resources and must function within the limits of these resources each fiscal year. A balance must be maintained between revenues and expenditures, so that the public can realize the benefits of a strong and stable government platform. It is important to understand that this economic reality applies to the City over periods of time which extend beyond the year-to-year appropriations.

By law, authorized spending cannot exceed available resources, defined as revenues generated in the current period added to reserves carried forward from prior years. We call those carry forward balances Unassigned Fund Balance in the General Operating Fund and other governmental funds that use modified accrual accounting. In the Comprehensive Annual Financial Report, Internal Service Funds and Enterprise Funds that use full accrual accounting refer to the carry forward balances as Retained Earnings. Retained Earnings often include amounts that are not available for discretionary spending, namely the net book value of fixed assets that will be recognized as depreciation expense over the estimated useful life of the asset. Therefore, the budget uses the term Unrestricted Cash as the measure of reserves that are available to be appropriated in future years.

Temporary shortages, or operating deficits, can and do occur, but they should not be tolerated as extended trends. The City must continually strive to avoid operating deficits and use of one-time resources (such as fund balance or sales of assets) or accounting gimmicks to fund on-going expenditures and expect the continued delivery of services to City residents and businesses.

### Rationale

Use of one-time money (particularly accounting gimmicks) in the face of a long term deficit plugs the gap without actually solving the deeper structural problem. It is an inherent bet that the problems are cyclical, not structural in nature. This method of balancing the budget may enable the City to temporarily avoid painful measures such as raising taxes or cutting services, but such avoidance can become addictive while the real problem grows in severity until ultimately requiring even more painful solutions (are you listening Washington?)

### Five-Year Context

Why five years? Five years encompasses a sufficient time frame that will demonstrate the consequences of trying to fund ongoing expenditures with one-time revenues. It will show the worst surprises before they are upon the City. Of course we cannot make perfect projections of the availability of resources and expenditure requirements. Estimates are just that – *estimates*. They are economic models that enable us to reality test budget assumptions. The actual numbers may be different, but the long range modeling will alert us to future problems that may be created by decisions made today.

The key assumptions that significantly influence the financial forecast are shown later in this section. If the Commission believes that alternative economic variables regarding future year revenue growth or labor costs should be used, staff can assess the impact of such alternative assumptions and illustrate the likely impacts. It is extremely important to remain focused on the economic factors that have the highest probability of occurring. Hope cannot replace reason.

We have had considerable difficulty in producing meaningful interim financial statements supplemented by consequential analysis. In years past, we tried unsuccessfully to implement monthly expenditure plans which included a requirement that budgets be presented in monthly allotments. Our financial tools at the time were insufficient to manage this directive and we were therefore unable to handle the data on an ongoing basis in the Budget Office.

In recent years, the Budget Office shifted its focus to a longer time horizon, thus began the five-year budget model. We identified and addressed circumstances that threatened our ability to manage and provide services over that five year time horizon. The next steps will be management of the budget in monthly allotments and the introduction of a performance management system using Key Performance Indicators or “KPI’s”. Both of these elements are included in the Financial Management System project development.

Our past experience and forward-looking perspective dictates that two key attributes are critical in the selection of a new Financial Management System. First, any potential system must be able to allocate and manage the revenue

and expenditure budgets within monthly allotments. Second, it must facilitate the introduction of a performance management system.

Spending Authorization vs. Appropriations

The City allocates resources for all authorized positions, whether filled or unfilled at the time of budget adoption. Even if all positions are filled at the beginning of the year, it is inevitable that vacancies will occur throughout the year. The requirement for other elements of the budget (road salt for example) is often subject to the vagaries of the weather. The Appropriation Lapse assumption has been developed in recognition that the entire amount of the approved spending is generally not fully spent.

Appropriation lapse is influenced by the length of time it takes for vacant positions to be filled. In fact, appropriation lapse has been larger in recent years because we have delayed filling vacant positions. Further, calculated savings from mid-year changes (e.g. reductions in force) need to account for the likely delays from the time that changes are announced until the time that the change is put into effect. \$3 million of appropriation lapse has been assumed in recent years.

The City has been holding positions open for long periods of time while executing the Transformation Investment Plan. As a result, the appropriation lapse will likely continue to exceed the guideline. The FY2014 Fiscal Plan will contain an assumed lapse of \$3 million in the General Operating Fund. The appropriation lapse in other funds is as follows:

<u>Fund/Department</u>	<u>Lapse %</u>
District Court	1.00%
Parking	1.00%
Sewer	1.00%
Water	1.00%
IT Department	1.00%
Facilities & Fleet Mgt.	1.00%
All Other Funds	0.00%

Balanced Budget

Ongoing expenditures are to be matched to ongoing revenues and one-time revenues are to be matched to one-time expenditures. We isolate most of these effects through the use of capital project funds and grant funds. Uses of Fund Balance and transfers from the Transformation Investment Fund will be considered one-time sources of funding and as such should be matched to one-time expenditures. The need for transfers from the Transformation Investment Fund is not determined until all department budgets have been reviewed, scrutinized and modified to become part of the City Manager’s preliminary recommended Fiscal Plan. Each report is reviewed by the Investment Managers before being presented to the City Commission for final approval.

FY2014 Planning Issues

The City intends to deliver a balanced budget, which to the extent necessary will include transfers from the Transformation Investment Fund.

## **Guideline 2 - Contingencies**

### **Background**

The City must anticipate unforeseen conditions. Contingencies can and do occur. They occur with varying degrees of significance and with varying degrees of duration. The City recognizes the importance of emergency reserves that can provide a financial cushion in years of poor revenue receipts or in the event of a major emergency.

### **Rationale**

Contingency appropriations and sufficient fund balance reserves must be maintained for unanticipated expenditures or revenue shortfalls, and to preserve flexibility throughout the fiscal year to make adjustments in funding for programs approved in connection with the annual budget. The objective is for the City to be in a strong fiscal position that will be able to weather negative economic trends. This is important since the City is restricted by the requirements of various laws that limit the City from raising taxes without voter approval, thus increasing the resources available requires long lead times. Additional factors that influence the need for and the level of fund balance reserves include:

- Provide cash balances to facilitate the conducting of financial transactions.
- Investment of reserves provides additional program funding resources in the form of investment income.

- Provide the ability to mitigate State budget actions that may reduce City revenue.
- Front-fund or completely fund, if necessary, disaster costs or costs associated with being predominantly self-insured. (Self-insurance is only possible if reserves are set aside. In the absence of financial reserves the City would have no insurance.)
- Provide the ability to absorb large liability settlements without the need for issuing judgment obligation bonds or to divert funding away from programs and services.

### **Contingent Account**

#### **Background**

The Guidelines state that the General Operating Fund Contingent Appropriation (allowance for unforeseen obligations) will be established each year at \$1,500,000.

#### **FY2014 Planning Issues**

The FY2014 Fiscal Plan will be compliant with the guideline of \$1,500,000 for the Contingent Appropriation.

### **Fund Balance & Unrestricted Cash**

#### **Background**

The policy says the unappropriated/unreserved/unassigned fund balance of the General Operating Fund will be maintained at not less than 15%.

The fund balance amounts shown on the fund statements are excluding the amounts that are reflected in the Comprehensive Annual Financial Report (CAFR) as reserved or otherwise allocated. The fund statements for the fiscal plan differentiate fund balance between assigned to meet fund balance policy guidelines and unassigned. The unassigned amounts can be positive or negative. This differs from the CAFR presentation where assigned fund balances cannot exceed the actual amount of fund balance available.

Enterprise and Internal Service funds characterize the fund equity as “unrestricted cash”. In most cases, the unrestricted cash is approximately equal to the working capital. We focus on unrestricted cash because that is the best measure of discretionary resources in funds using full accrual accounting. We have designed our Enterprise and Internal Service funds to generate cash from user charges (fees) in amounts sufficient to pay operating, maintenance, debt service, and a limited amount of “cash and carry” capital. Cash generated from bonds are only available to fund capital.

### FY2014 Planning Issues

If income tax revenues continue to trend 6% or more over FY2012 levels, then the FY2014 Fiscal Plan will have a 10% unappropriated/unreserved/unassigned fund balance of the General Operating Fund. This is up from 7.5% in the FY2013 Fiscal Plan and keeps the City moving toward the 15% guideline over time.

At the onset of the last recession, the City’s initial response was to do what could be done to hunker down and let the

storm blow over while hoping for a better day. When it became clear that a better day was not going to arrive, the City had no choice but to begin implementing significant staff reductions as well as other hefty cost cutting measures. This type of response will not be possible during the next recession. The primary reason for this is that the City has already reduced headcount by 425 positions (over 500 positions, when considering the SAFER, COPS, and Supplemental Income Tax positions) since Fiscal Year 2002. This is why it is imperative that the City continues to build a 15% unassigned General Operating Fund balance, and further, consideration should be given to building a Budget Stabilization Fund. Of course, we must continue to implement the Transformation Investment Plan and adopt a continuous improvement mindset.

### **Guideline 3 - Capital Improvement Expenditure Program**

#### Background

The City’s Capital Improvement expenditure program includes the purchase, renovation or upgrade of new and existing municipal facilities or physical plant infrastructure. The program is also funded by multiple sources of funding, depending on the type of project and the use of the facility. As such the City develops a five-year capital improvement program budget encompassing all City municipal and physical plant facilities. Physical plant infrastructure such as the Water and Wastewater facilities also include a Master Plan covering required renovations and expansion requirements for the next 20 years.

### Rationale

It is important for the City to realize the impact of capital assets on the operating budget of the City and understand that capital assets need to be regularly maintained to avoid major deferred maintenance expenditures and to extend the useful life whenever possible.

A five-year capital improvement program shall be prepared and updated each year. The operating impact of each project should be identified and incorporated into the annual operating budget. The City shall endeavor to maintain capital assets on a regular basis. Within legal limits and the constraints of operating budgets, debt may be issued for the purchase or renovation of capital assets.

New projects shall be specifically approved and added to the Capital Improvement Program. Before inclusion in the five-year capital program, information should be obtained on the complete scope of work, a description of the different project phases, cost estimates for the total project (which should include adjustments for inflation based on the construction or development schedule) and recommended funding sources for the total project. Once approved, significant changes to the scope of work concerning existing projects (i.e. Budget Substitutions) shall be approved by the Fiscal Committee of the City Commission.

The City must recognize the impact of new capital projects on the annual operating budget of the City. Future maintenance costs need to be identified and incorporated into the annual operating budget when new projects are completed. These costs include such things as departmental staffing, building maintenance, custodial

services, landscaping, furniture and fixtures, etc. It is important to understand that capital assets need to be regularly maintained to achieve the estimated useful life of the capital asset.

Each year the City prepares a Capital Financing Plan in conjunction with the Capital Budget. The plan details the sources of financing for all capital projects included in the Capital Budget. The plan considers all potential sources of funding including grants and developer contributions, dedicated sources of funding such as water and sewer charges for services, or other Special Revenue or Internal Service Fund fees, general tax revenues, and debt financing.

### FY2014 Planning Issues

City employees are capably performing the capital planning process within current constraints. Asset classes supported by enterprise fee structures are well maintained according to asset management plans. These plans ensure that effective preventative maintenance, capital maintenance and capital replacement is conducted at the right time. This assures the reliability of the asset and ensures that it achieves its maximum service life. The Water System, Sewer System and Parking System all fall into this category.

A stark difference is readily apparent when comparing remaining asset classes like Parks, Streets, City Buildings, Street Lighting, and Stormwater. With only severely limited dollars to invest, these systems are in progressively greater states of disrepair. Preventative maintenance is not

possible and the capital replacement expenditures are much too small to make a difference.

The reality is that there have been insufficient resources to conduct sustainable asset management. This must be corrected if the City is to provide a stable platform for civic life. Failure to act will lead to failure of several critical asset classes. The difficulty is that there have been and will continue to be insufficient resources to conduct sustainable asset management. A comprehensive approach to sustainable asset management will help the City maximize the limited financial tools available to assure that the City's assets such as parks, streets, sidewalks, pools, and street lights are sustainable, thus providing quality of life for current and future generations.

#### **Guideline 4 - Capital Reserve Fund**

##### **Background**

The City maintains a Capital Reserve Fund for the purposes of establishing a financing mechanism to support the General Capital Improvements Program of the City.

The City annually deposits revenues of 1.25 mills of the General Operating millage levy (4.107 mills) and 4% of the base City income tax revenues into this fund, (i.e. 4% of the 1.3% base levy on resident and 0.65% on non-resident.).

##### **FY2014 Planning Issues**

The FY2014 Preliminary Fiscal Plan will respect this guideline. The capital requirements have exceeded the funding sources for several years. In response, the City

has issued bonds to fund the most urgent capital requirements. Approximately 75% of the capital set-aside will be spent on debt service in FY2014 leaving insufficient funding for new capital projects.

#### **Guideline 5 - Streets Capital Fund**

##### **Background**

The 21<sup>st</sup> Century Task Force concluded that Gas and Weight Tax receipts would be insufficient to maintain the Major and Local Streets. The Task Force recommended that the General Operating Fund provide supplemental funding to the Streets Capital Fund. The General Operating Fund provided supplemental funding for many years but the General Operating Fund support has ended due to financial pressures in the General Operating Fund. The Transformation Investment Plan does not permit restoration of this supplemental funding.

##### **FY2014 Planning Issues**

The Sustainable Streets Task Force has been meeting since early 2012. They have concluded that the condition of major and local streets is deteriorating and additional ongoing revenues are necessary to reverse the trend. The Sustainable Streets Task Force will make a presentation to the City Commission on February 12, 2013.

#### **Other Budget Policies**

There are other policy issues that the City is required to consider in developing the budget. These items arose in conjunction with ballot measures where the taxpayers

considered dedicated sources of funding for the Public Library and increased funding for the Police.

### Public Library

The Public Library Fund is designated as the depository of revenues from the Library Millage, (currently 2.4533 mills) of the General Operating levy. Such funds are restricted, by City Charter, to the operating/maintenance expenses and capital improvement needs of the Grand Rapids Public Library System.

### Police

Annual General Operating Fund appropriations in support of Police services shall be established in an amount equal to not less than 32% of the total annual appropriation.

## **Transformational Goals and the Total Cost of Compensation**

### Background

In FY2011 we stated that the key to financial sustainability could be summarized into two broad categories. First, we need to reduce the total cost of employee compensation (wages, salaries, and benefits) by 10% (subsequently reduced to 8.2%) as directed by the City Commission. Second, all departments must accomplish transformation savings targets of approximately 10% by June 30, 2015

These savings could be generated from changes in the deployment of personnel, changes in tactics, consolidation with neighboring communities, shifting specialized services

to regional authorities, or other business funding models. All General Operating Fund departments have the same savings targets – 8.2% from labor concessions and 10% from transformational activities. The labor savings were realized during the last round of bargaining with all bargaining units.

### FY2014 Planning Issues

Transformation goals have been established for most of the groups who provide services to the public, although not as formally or as calculated as General Operating Fund goals. For example, Water and Sewer were charged with reducing operating costs by 10% over the last three fiscal years. This goal has been achieved. Given the relatively fixed nature of the costs of these services (i.e. approximately 50% of the costs are fixed), this translates to a 20% cost reduction in the non-fixed portion of the cost of services. New savings goals are being established now.

The included chart shows the financial targets for General Operating Fund departments.

## **Measuring Cost Reduction Progress**

### Background

Progress toward financial sustainability is being measured in several ways – the most important of which is meeting Transformation Investment Plan targets and meeting cost reduction targets. Meeting aggregate expenditure reduction targets is one of the most critical paths to our financial sustainability.

Revenue modifications can be effective in eliminating or reducing deficits and subsidy requirements. However, the only revenues that count toward achieving budget targets are those generated by a fee for service – those services that are funded with departmental expenditures. Further, the revenues will be considered as contributing to achieving targets only to the extent that the revenues exceed the baseline, which is the projected revenue in the FY2012 adopted budget from non-tax sources.

### **Factors Influencing City Costs**

Some of the major items impacting performance vs. budget and targets include personnel expense and various “non-controllable” costs. The Budget Office compiles a rate sheet that summarizes the major components of personnel expense. These line item expenses represent the largest portion of a department’s appropriation request and often experience the most significant year over year changes, both increases and decreases. Personnel expense includes categories such as health insurance and unemployment compensation, as well as legacy costs for pension and retiree health. Other cost drivers include items such as liability insurance, motor equipment and facility charges, central service cost allocation, I.T., engineering costs and most recently 3-1-1 customer service.

### **Labor**

The labor forecasts are the most significant element of projected expenditures. Labor forecasts are developed in a budgetary software application that was created solely for that purpose. The software has been configured to

forecast many of the compensation components on the basis that is applicable to each specific bargaining unit. The labor forecasts are developed by extracting every authorized position from the HR/Payroll system and forecasting the cost for wages (including step increases and longevity) and benefits based on the incumbent’s date of hire and employment status. The labor forecast includes base wages, health care costs, pension costs, retiree health care costs, FICA, unemployment and a few contract specific stipends. The departments input the estimated amounts necessary for overtime, holiday pay premiums acting assignment and a few minor pay stipends. Vacant positions are forecast at the C step, midway through the pay range. The software application has proven to be a very accurate forecasting tool.

### **Health Care**

Annually the City engages an actuary to develop calendar year health care premium rates for active and retired employees. The rates are described as “premiums” but what they actually represent are the revenue requirements for the self-insured health care plan for the upcoming calendar year. The City’s labor agreements with the collective bargaining units contain provisions regarding the “truing up” of actual healthcare cost experiences with the actuarial estimates. Any over or under amounts are smoothed into the next three year’s employee premium sharing rates. The City uses the same approach with regard to what is charged to the departmental budgets for healthcare rates per employee. The City calculates its healthcare revenue requirements by looking at the projected pay as you go costs (calculated rates from the actuary) and adjusting for excess or deficiency of revenues from prior years actual experience, which smooths the

revenue required from the departments (the implemented rate).

Once all the health care revenues needs have been calculated, the total is divided by the number of authorized personnel, and applied equally as a department “premium”.

### Pension

The rates used for the projected pension costs are provided in the actuarial reports. The contribution rate projections are based on the assumption that all future experience exactly matches with the assumptions of future experience and the 30-year amortization period for the General and Police and Fire Retirement Systems. Both plans regularly undergo experience studies approximately every five years. The purpose of an experience study is to review and evaluate whether key assumptions regarding future experience have been validated in prior years or whether the past experience indicates a need to modify assumptions regarding future experience.

### Retiree Health Care

The retiree healthcare benefit has been modified significantly in recent years. New hires and employees who were not yet vested in the pension system were converted to a defined contribution retiree healthcare benefit. Further modifications were made so those employees who remained in the defined benefit retiree healthcare plan now earn their retiree healthcare benefits over the course of their career according to a vesting schedule. Additionally, future retirees are now required to participate in premium sharing (at the same levels as active employees) and share the same level of benefits as active employees. For

budgetary purposes, we take the actuarial projections and the Annual Required Contributions for those employees who remain eligible for the defined benefit retiree healthcare benefit, and we blend that with the cost for the employees who are eligible for the defined contribution payments. This blended rate is charged to Departments for all employees. We manage the retiree healthcare plan on an organizational level so Department heads do not know which benefit a particular employee is eligible to receive.

### FY2014 Planning Issues

#### Liability Insurance

The FY2014 budget is the first time that the liability insurance charges have been experience rated. In other words, a department’s share of the premium is now at least partially driven by the number of claims historically paid.

#### Health Care

It is noteworthy that past years healthcare rates were set at a rate that was higher than what our actual experience showed was necessary, and therefore the calendar year 2013, 2014 and 2015 rates will be smoothed to a level lower than what our actual healthcare cost experience will be. For FY2014, the annual per person premium is \$11,919 up from the FY2013 estimate of \$11,643. However, this is less than the \$12,599 that was projected in FY2013’s Final Fiscal Plan.

General Pension and Police & Fire Pension

*Pension Rates*

	<u>FY2014</u>	<u>FY2013</u>
General Pension Rate	20.64%	18.01%
Police and Fire Rate	21.76%	22.26%

*Post Age 65 Supplemental Rates*

	<u>FY2014</u>	<u>FY2013</u>
General Pension	0.50%	0.50%
Police Officers/Sergeants	0.50%	0.50%
Police Command	1.00%	1.00%
Fire	0.70%	0.70%

The post age 65 supplemental rates are added to the pension rates for purposes of costing out the charges to departments. We budget for the two items by adding the rates together because it was determined that the post age 65 rates should be applied to the same wage base as the pension.

The FY14 General Pension rate is up from the FY13 budget primarily due to underperformance of investment rate of return for FY12.

Retiree Health Care

*Retiree Health Care Rates*

	<u>FY2014</u>	<u>FY2013</u>
General Retiree Health	13.98%	14.30%
Police Retiree Health	23.34%	22.94%
Fire/ECO Retiree Health	22.14%	23.59%

## General Operating Fund Revenue Targets

	2012	2013	2014	2015	2016
	Adopted Revenue	Projected Revenue	Projected Revenue	Projected Revenue	Projected Revenue
TARGETS:					
A120 Clerk's Office	\$ 304,896	\$ 305,396	\$ 305,396	\$ 310,471	\$ 310,471
A130 Executive Office	1,050	1,000	1,000	1,000	1,000
B210 Community Development	2,338,867	2,904,358	2,918,978	2,931,146	2,939,802
C310 Design & Development	361,910	321,910	342,560	345,235	345,235
C330 Enterprise Services	1,640,869	1,704,816	1,772,233	1,841,942	1,912,351
D410 Human Resources	0	0	0	0	0
D420 Administrative Services	52,200	52,200	52,200	52,200	52,200
E510 Police	1,521,900	1,533,000	1,533,000	1,533,000	1,544,433
E520 Fire	979,186	979,186	994,936	994,936	994,936
E540 Attorney's Office	12,000	12,000	12,000	12,000	12,000
F620 Fiscal Services	2,500	2,500	2,500	2,500	2,500
General Administration	15,280,370	15,489,752	15,859,048	16,096,994	13,812,503
F630 Technology & Change Management	0	0	0	0	0
F640 Treasury	2,479,080	2,578,580	2,578,580	2,578,580	2,578,580
F650 Comptroller's Office	1,860	1,860	1,860	1,860	1,860
<b>Subtotal (REVENUE TARGETS):</b>	<b>24,976,688</b>	<b>25,886,558</b>	<b>26,374,291</b>	<b>26,701,864</b>	<b>24,507,871</b>
Add Back:					
Income Taxes	55,661,098	57,330,930	59,050,858	60,822,384	62,647,056
Property Taxes	13,442,792	13,233,354	13,218,134	13,461,449	13,852,882
State Shared Revenue	12,755,283	13,137,941	13,532,080	13,938,042	14,356,183
<b>Grand Total Adjusted FY2012 Budget:</b>	<b>\$ 106,835,861</b>	<b>\$109,588,783</b>	<b>\$112,175,363</b>	<b>\$114,923,739</b>	<b>\$115,363,992</b>

**General Operating Fund Expenditure Targets**

<u>TARGET BUDGETS</u>	<u>2012</u> Targets	<u>2013</u> Targets	<u>2014</u> Targets	<u>2015</u> Targets	<u>2016</u> Targets
A120 Clerk's Office	\$ 1,656,864	\$ 1,738,207	\$ 1,604,990	\$ 1,739,945	\$ 1,674,163
A130 Executive Office	1,150,768	1,152,326	1,162,744	1,167,677	1,194,761
B210 Community Development	2,428,282	2,757,433	2,789,272	2,785,098	2,843,141
C310 Design & Development	1,247,620	1,266,406	1,273,379	1,279,704	1,307,876
C330 Enterprise Services	5,150,363	5,407,538	5,510,568	5,609,913	5,794,539
D410 Human Resources	1,874,267	1,810,436	1,866,004	1,817,308	1,894,222
D420 Administrative Services	668,876	657,932	656,353	657,333	671,469
E510 Police	41,089,385	41,145,244	41,969,921	40,837,656	41,858,846
E520 Fire	25,949,293	26,170,086	25,224,289	25,575,785	25,812,950
E540 Attorney's Office	2,205,975	2,237,322	2,272,208	2,293,690	2,344,072
F620 Fiscal Services	1,480,589	1,475,571	1,532,404	1,535,678	1,570,252
General Administration	18,996,970	18,531,156	15,149,762	15,392,522	15,574,368
F630 Technology & Change Management	196,916	197,157	197,973	197,800	201,482
F640 Treasury	6,428,232	6,410,899	6,489,882	6,505,645	6,702,915
F650 Comptroller's Office	2,472,989	2,486,830	2,527,431	2,527,851	2,594,183
<b>TOTAL</b>	<b>112,997,388</b>	<b>113,444,542</b>	<b>110,227,177</b>	<b>109,923,605</b>	<b>112,039,240</b>

# REVENUE OVERVIEW

This section provides an overview of the City of Grand Rapids' Fiscal Plan revenues. The narrative and graphics present revenue information for all budgeted funds as well as separate revenue data by source and by fund.

City revenues are most easily explained by separating the sources into six major groups.

## **Group 1 - Charges for Services**

### **Background**

This category is the City's largest overall revenue source due to the revenues of the Water Supply System, Sewage Disposal System, and Parking System Enterprise Funds. These Systems are large operations serving City residents and businesses as well as several surrounding communities. User fees are updated annually or as needed to ensure compliance with bond covenants and to assure the solvency of the Systems. Other City funds with fee revenues include Retiree Healthcare, the 61<sup>st</sup> District Court Fund, the Refuse Collection and Disposal Fund, and the Building Inspection Fund, among others. Examples of General Operating Fund charges for services include cable franchise fees and fire hydrant service charges.

Charges for Services consist of revenues derived from charging the recipient for the product or service provided by the City. This category is becoming an increasingly larger revenue source. This result has occurred as the City has focused more attention on those services that should be provided on full cost recovery from user charges. User charges can cover the costs, but over the long-term not exceed the costs of providing the services. Unlike the private

sector, state laws and related court cases limit City fees to the costs of the services provided.

### **FY2014 Planning Issues**

City Departments have been directed to focus on 100% fee recovery. Departments should compile a list that identifies all their fees at 100% recovery level. For those fees that are not currently achieving the 100% recovery level, the department should be prepared to recommend how they will achieve the 100% recovery level. The recommendation can be for an immediate fee increase or a multi-year phased increase approach.

If achievement of the 100% recovery level will negatively impact the Sustainability Plan goals, departments should recommend a fee recovery goal that will not adversely affect Sustainability Plan goals. If a decision is made to recommend something less than full cost recovery, then the justification must be documented in writing. Note that if less than 100% recovery level is recommended, Departments are not to reallocate the residual costs to other services within the department. Instead, residual costs are to be subsidized and the source of subsidy needs to be identified. Finally, attempts should also be made to simplify the overall fee structure.

The proposed fee policy will require staff to maintain a listing of all fees. The format of this listing is shown below:

**CITY OF GRAND RAPIDS, MICHIGAN**

**PROPOSED FEE SCHEDULE**

DEPARTMENT: \_\_\_\_\_

DATE PREPARED: \_\_\_\_\_

PREPARED BY: \_\_\_\_\_, EXTENSION: \_\_\_\_\_

**\*\* Due to the large number of responses that will need to be combined into one report, please do not change this template. Configure your data to fit in the space allocated. \*\***

Ln	Fee Name	Accounting Code Including OL3	Description of the Service or Product Provided	Authorization for the Fee or Family of Fees (enabling code, ordinance, statute, etc)	Choose One from Below		Proposed Fee	Unit of Measure (ton, mile, each, etc)	FY2014 Revenue Budgeted for this Fee or Fee Family	CR % (see below)	If CR% < 100%, is the service available from private or not-for-profit sectors? If yes, identify the organization(s)
					Who Approves the Fee?	Fee Calculation Method					
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
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16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
									<b>FY2014 REVENUE FROM LISTED FEES</b>	<b>\$</b>	<b>-</b>

**Who Approves the Service Provision Fee?  
(i.e. which entity/person is the final authority?)**

- Choose 1:  
 A - City Commission resolution  
 B - City Manager signature  
 C - Department director/manager signature  
 D - No one

**Method of Calculating Fees - please choose all that apply**

- 1 - Comparing to other communities or to businesses that provide a similar service  
 2 - Included only "direct costs" (wages/benefits) as defined in the User Fee Policy draft  
 3 - Included "direct costs" and "indirect costs" as defined in the User Fee Policy draft  
 4 - Included "direct costs," "indirect costs," and "overhead" (9992) as defined in the User Fee Policy draft  
 5 - Dollar amount of this fee was determined based on non-cost criteria

**CR%** - please indicate what share of the costs for this service provision are recovered from this fee.

## **Revenues – General Operating Fund**

The General Operating Fund is the fund where the City accounts for most tax supported activities. Taxes, rather than Charges for Services, are the major revenue source.

Eighteen years ago City income tax and property tax revenues were 38.6% and 16.9% of total General Operating Fund revenues respectively, but more recently the proportionate shares were projected to be 50% and 11.6%. The shift to the more economically volatile Income Tax as the primary General Operating Fund revenue source has contributed, in part, to the ongoing General Operating Fund budget constraints. Also contributing to the economic challenges to the City is the near elimination of the statutory revenue sharing program.

The volatility of income tax revenue also means that the City's fund balance goals should exceed the traditional 5 – 10% targets of most local governments. City guidelines currently advise that fund balance levels shall be at 15%.

### **Group 2 - City Income Taxes**

#### **Background**

With the approval of Michigan Public Act 284 in 1964, as amended, the State authorized Michigan cities to adopt uniform city income tax ordinances if approved by the City's voters. Income tax receipts are deposited into the General Operating Fund and the Capital Reserve Fund.

In 1967, the City's electorate approved a two mill reduction in the City's maximum authorized general operating millage and the implementation of an income tax imposed on income earned within the City regardless of the residence of the taxpayer and on all income of City residents. Income taxed includes business net income and individuals' salaries and wages. Up to and including the calendar year ending December 31, 1995, residents paid 1% and non-residents paid 1/2 of 1%.

In 1995, the City's electorate authorized an increase in the income tax from 1.0 % to 1.3% for residents and from 0.5% to 0.65% for non-residents effective January 1, 1996. At the same time, the City's electorate voted to amend the City Charter to annually dedicate an appropriation of not less than 32% of the City's general operating fund budget to provide police services so long as an income tax of at least 1.3% for residents and 0.65% for non-residents is collected. In May, 2010 the City's electorate authorized a temporary increase in the income tax from 1.3% to 1.5% for residents and from 0.65% to 0.75% for non-residents effective July 1, 2010 through June 30, 2015.

Dependency exemptions are allowed on individual returns with other exemptions for alimony, Keogh and IRA plans, unreimbursed business expenses and disability income. The exemptions have varied during the past ten years. Beginning July 1, 2010, the dependency exemption was lowered from \$750 to \$600 per dependent.

Assumptions are made as to the rate at which taxable income is expected to grow. We then overlay the temporary increase in the income tax rate and the permanent decrease in the exemption rate.

The estimated revenues shown in the fiscal plan include the additional revenue from this ballot measure and are shown on the Transformation Investment Fund Statement. Income tax revenue (other than that generated by the May 2010 ballot measure) is divided between the Capital Reserve Fund and the General Operating Fund.

There is an approximately 30 day lag time for receipt of tax revenues (i.e. December receipts are not fully received until the end of January) and taxpayers remit according to various schedules – quarterly, monthly, or even more often.

#### FY2014 Planning Issues

As shown on the following page, FY2013 income tax revenues are trending 8.65% above FY2012 levels as of 1/18/2013. We believe a portion of that is attributable to income (bonuses, dividends, etc.) being shifted to calendar year 2012 in anticipation of higher income tax rates in calendar year 2013. We continue to see a variety of threats to the economic recovery, but in the absence of some catalyst we believe it is appropriate to forecast the economic recovery to continue. Although many clouds of doubt can be seen on the horizon, we believe that it is best to preclude these doubts from completely dominating our reasoning while at the same time, refusing to forget about them all together.

The above considerations lead us to believe that FY2013 estimated income tax revenues will not be as high as the current year-to-date results but will still be higher for FY2013 and FY2014 than forecast in the FY2013 Fiscal Plan. Our

estimated income tax growth for FY2013 is 6% over FY2012 actual. A 1% increase in the growth rate (FY13 over FY12 Actual) translates to approximately \$575K in additional revenues. Therefore, 6% growth would generate approximately \$3.45M in additional income tax revenues.

The original FY2012 and FY2013 estimate was for income tax revenue to grow at 3% over the prior year. However, the FY2012 actual results were higher than projected at just over 6%. As a result, actual income tax revenues in FY2013 only have to grow by approximately 1% in order to meet the 3% budget projection. *This means that our revised estimate at this time will be \$1,669,832 higher than the amount included in the adopted budget.*

The following pages include schedules detailing cumulative net income tax receipts year-to-date for FY2013 vs. FY2012. Income tax revenue is up approximately \$1.3M or just under 6% compared to the same period last year (December YTD). This should not be confused with the income tax *receipts* data discussed earlier.

To the extent actual income tax revenue exceeds budgeted income tax revenue, that increased tax revenue will be used to help meet two critical and complementary objectives: increasing General Operating Fund unassigned/unappropriated/unreserved fund balance and decreasing the required subsidy from the Transformation Investment Fund. City guidelines specify a 15% fund balance for the General Operating Fund. For FY2013, fund balance was maintained at 7.5%. For FY2014, fund balance will be maintained at 10%. This is a good step forward toward the

CITY OF GRAND RAPIDS									
INCOME TAX DEPARTMENT									
NET INCOME TAX RECEIPTS CUMULATIVE TO DATE FY 2013 to FY 2012									
(100% OF INCOME TAX RECEIPTS LESS REFUNDS PLUS PENALTY AND INTEREST)							FY2013 FUND SPLITS		
(0710ADMIN, 0710/403 AND 0710SUPP - 438001 LESS 438002 PLUS 438003)							NEW FUND SPLIT		
WEEK	WEEK ENDING		YR TO DATE	YR TO DATE	YR TO DATE	YR TO DATE	GOF	CAPRES	TRANS
	FY 2011	FY 2012	FY 2012	FY 2013	DIFFERENCE	%	83.29%	3.47%	13.24%
1	08/12/11	08/10/12	427,230.83	696,390.04	269,159.21	63.00%	580,023.25	24,164.74	92,202.05
2	08/19/11	08/17/12	1,165,458.19	1,731,534.61	566,076.42	48.57%	1,442,195.18	60,084.25	229,255.18
3	08/26/11	08/24/12	1,809,213.59	2,555,555.32	746,341.73	41.25%	2,128,522.03	88,677.77	338,355.52
4	09/02/11	08/31/12	4,705,139.35	4,651,586.40	(53,552.95)	-1.14%	3,874,306.31	161,410.05	615,870.04
5	09/09/11	09/07/12	5,123,661.62	5,839,033.52	715,371.90	13.96%	4,863,331.02	202,614.46	773,088.04
6	09/16/11	09/14/12	6,067,346.63	6,546,201.46	478,854.83	7.89%	5,452,331.20	227,153.19	866,717.07
7	09/23/11	09/21/12	6,759,338.49	7,454,639.71	695,301.22	10.29%	6,208,969.41	258,676.00	986,994.30
8	09/30/11	09/28/12	9,420,649.59	10,864,724.49	1,444,074.90	15.33%	9,049,229.03	377,005.94	1,438,489.52
9	10/05/11	10/05/12	10,697,154.04	12,667,446.96	1,970,292.92	18.42%	10,550,716.57	439,560.41	1,677,169.98
10	10/14/11	10/12/12	11,113,769.50	13,317,618.01	2,203,848.51	19.83%	11,092,244.04	462,121.34	1,763,252.63
11	10/21/11	10/19/12	11,966,417.23	13,830,558.65	1,864,141.42	15.58%	11,519,472.30	479,920.39	1,831,165.96
12	10/28/11	10/26/12	14,821,716.14	14,451,715.87	(370,000.27)	-2.50%	12,036,834.15	501,474.54	1,913,407.18
13	10/31/11	10/31/12	14,829,830.84	17,076,729.16	2,246,898.32	15.15%	14,223,207.72	592,562.50	2,260,958.94
14	11/11/11	11/09/12	16,746,147.26	18,365,848.64	1,619,701.38	9.67%	15,296,915.33	637,294.95	2,431,638.36
15	11/18/11	11/16/12	17,426,546.83	18,364,098.63	937,551.80	5.38%	15,295,457.75	637,234.22	2,431,406.66
16	11/25/11	11/22/12	17,741,247.22	18,877,119.24	1,135,872.02	6.40%	15,722,752.61	655,036.04	2,499,330.59
17	11/30/11	11/30/12	20,001,904.36	21,345,883.20	1,343,978.84	6.72%	17,778,986.12	740,702.15	2,826,194.93
18	12/09/11	12/07/12	21,250,456.84	22,487,185.13	1,236,728.29	5.82%	18,729,576.49	780,305.32	2,977,303.32
19	12/16/11	12/14/12	21,939,558.62	23,004,431.66	1,064,873.04	4.85%	19,160,391.13	798,253.78	3,045,786.75
20	12/23/11	12/21/12	22,539,825.54	24,355,074.46	1,815,248.92	8.05%	20,285,341.52	845,121.08	3,224,611.86
21	12/30/11	12/28/12	25,121,081.45	26,939,656.34	1,818,574.89	7.24%	22,438,039.77	934,806.07	3,566,810.50
	12/30/11	12/31/12	25,121,081.45	27,887,274.21	2,766,192.76	11.01%	23,227,310.69	967,688.42	3,692,275.10
22	01/05/12	01/04/13	26,127,235.48	28,760,724.29	2,633,488.81	10.08%	23,954,807.26	997,997.13	3,807,919.90
23	01/13/12	01/11/13	26,968,893.33	29,413,014.20	2,444,120.87	9.06%	24,498,099.53	1,020,631.59	3,894,283.08
24	01/20/12	01/18/13	28,045,561.01	30,470,257.61	2,424,696.60	8.65%	25,378,677.56	1,057,317.94	4,034,262.11

City maintaining a 15% unassigned General Operating Fund balance over time. In FY2013, just over \$6.05M was transferred into the General Operating Fund from the Transformation Investment Fund. In FY2014, transfers from the Transformation Investment Fund are anticipated to significantly decrease while maintaining a balanced General Operating Fund budget. These transfers will be decreased such that unassigned General Operating Fund fund balance does not grow beyond 10% as of the end of FY2013. The FY2014 recommended budget will seek to maintain the 10% fund balance.

### **Group 3 - City Property Taxes**

#### **Background**

Levying and collection of property taxes, enabled under the General Property Tax Act, Michigan Public Act 206 of 1893, as amended, is the primary revenue generator for many of Michigan's governmental units. Property taxes, currently the City's third largest overall source of funds, have long been a serious citizen concern in Michigan and elsewhere. The General Property Tax Act is regularly amended by State legislators but voters approved major changes in 1978 and 1994 which also affect the City of Grand Rapids' property tax revenues on an ongoing basis.

The first voter approved major change to the property tax process was an amendment to the State Constitution (the "Headlee Amendment") in 1978 which placed limitations on increases of property tax millage rates by the State and its political subdivisions from then authorized levels of taxation, as

well as voter approved changes thereafter. The Headlee Amendment and the enabling legislation, Michigan Public Act 35 of 1979, as amended, has the effect of reducing the maximum authorized tax rate which could be levied by a local taxing unit.

Under the Headlee Amendment's millage reduction provisions, should the value of taxable property, exclusive of new construction, increase at a percentage greater than the percentage increase in the Consumer Price Index, the maximum authorized tax rate would be reduced by a factor which would result in the same maximum potential tax revenues to the local taxing unit as if the valuation of taxable property (less new construction) had grown only at the state inflation rate instead of the higher actual growth rate. Thus, should taxable property values rise faster than consumer prices, the maximum authorized millage rate is reduced, or "rolled back", accordingly.

In 1994, the electorate of the State approved an amendment, called "Proposal A," to the Michigan Constitution permitting the Michigan Legislature to authorize ad valorem taxes on a non-uniform basis. The legislation implementing this constitutional amendment added a new measure of property value known as taxable value ("Taxable Value"). Since 1995, taxable property has two valuations, SEV (generally, 50% of true cash value) and Taxable Value. Property taxes are levied on Taxable Value. Generally, the Taxable Value of property is the lesser of (a) the Taxable Value of the property in the immediately preceding year, adjusted for losses, multiplied by the lesser of the inflation rate or 5%, plus additions, or (b) the property's current SEV. Under certain

circumstances the Taxable Value of property may be different from the same property's SEV. When property is sold or transferred, Taxable Value is adjusted to the SEV, which under existing law is 50% of the current true cash value. The Taxable Value of new construction is equal to current SEV. Taxable Value and SEV of existing property are also adjusted annually for additions and losses.

The interaction between the Headlee Amendment, Proposal A, and legislative treatment of the uncapped value of property upon its transfer, as growth in existing value of property, means that revenues have been artificially reduced since 1995. This interaction disproportionately affects older communities who can no longer support new growth, and rely on the increase in property value from the “uncapping” of taxable value.

The initial Headlee Amendment permitted rolled back millages to be adjusted upward when property tax values increased by less than the rate of inflation. However, the Legislature eliminated any millage rate recovery for this situation following the passage of Proposal A in 1994. Pursuant to Michigan Public Act 298 of 1917, as amended, the City is authorized to levy up to 3.0000 mills for refuse collection and disposal activities without seeking voter approval.

The Promotional millage cannot produce more than \$50,000 for the fiscal year which is the maximum allowed by Michigan Public Act 359 of 1925, as amended which authorizes home rule cities, like Grand Rapids, to levy up to \$50,000 for promotional purposes. After collecting these property taxes, the City disburses the funds to Experience Grand Rapids,

formerly known as the Grand Rapids - Kent County Convention and Visitors Bureau.

City Property Taxes are generated by applying the approved millage rates to the taxable value of a property. One mill equals \$1.00 per \$1,000 of taxable property value. The taxable value of property may be less than or equal to but cannot exceed the property's SEV. Property tax revenues are deposited into the General Operating, Library, Capital Reserve and Refuse Collection and Disposal funds.

#### FY2014 Planning Issues

After securing the long-sought goal of reducing Michigan's personal property tax in a compromise plan forged through the Lt. Governor with municipal interests, business and local government advocates next need to turn their attention to convincing voters to go along with the plans. A package of bills passed in the lame-duck legislative session would begin phasing out the personal property tax on industrial equipment in 2014. That phase-out is contingent on voters' approval of replacing lost revenues for municipalities with a portion of the state's use tax. Proponents say maintaining a coalition of business and public-sector interests that worked out the compromise repeal legislation is needed to ultimately secure passage of the proposal that will appear on the August 2014 primary ballot.

The legislative package enacted in Lansing would phase out the industrial personal property tax through 2022 and shift part of the revenues from the state use tax — a business tax paid on out-of-state purchases. That revenue would go to

reimburse municipalities 80% of personal property tax revenues that are presently used to pay for non-essential services.

Only municipalities that see a reduction of more than 2.3% in taxable value as a result of the repeal would become eligible to receive any reimbursement. Municipalities could enact an Essential Services assessment to pay for 100% essential services (Police, Fire, ambulance and jail operations.) Debt obligations and tax increment financing related obligation will be reimbursed by the State. If voters reject the shift in the use tax in 2014, the entire package goes away. The personal property tax's phase out would begin in 2014, starting with commercial and industrial property valued at less than \$40,000 per taxing jurisdiction. The repeal would extend to larger businesses in 2016.

The effects of the real property market are expected to result in a tax revenue decline of approximately 2% from FY2013 to FY2014. These effects are amplified by the personal property tax repeal that begins to impact in FY2015 when accounts below \$40,000 taxable value ("TV") become exempt. It is projected that this portion of the repeal alone will result in a loss of approximately \$39M in taxable value and \$160K in gross General Fund tax revenue. Total estimated property tax contributions to the General Operating Fund are expected to be flat and increase approximately 1.5% compared to the prior year in FY2015 and FY2016, respectively.

#### **Group 4 - State Revenues and Grants**

State Revenues and Grants include three major sources of revenues. State grants, state shared revenues and gas and weight taxes, are historically the City's third largest source of funds. State revenues and grants are dependent on the State's economic health.

#### **State Grants**

State grants support operating and capital activities for City projects ranging from child enrichment programs to street improvements. The amount of State grants received annually fluctuates depending on the timing and purpose of the grant. Like other grants, State grant revenues and expenditures are recognized via budget amendments when award letters or agreements are received from the granting agency.

#### **State Shared Revenues**

##### **Background**

The State's distribution of revenue sharing payments to the City's General Operating Fund is subject to the State's overall financial condition and budget process.

State Revenue Sharing distributions have been declining since 2002, primarily due to cuts in the Statutory component of the revenue. For FY2012, the State eliminated Statutory Revenue Sharing. The Statutory Revenue Sharing program was replaced with an incentive based program where selected communities are eligible to receive distributions based on their willingness to reduce employee retirement and health care

costs, share services and make their spending more transparent to taxpayers. The program is now known as the Economic Vitality Incentive Program (EVIP) and is available to cities, villages and townships that previously received more than \$4,500 per year in Statutory Revenue Sharing and commit to meet state standards and adopt best practices.

#### *FY2014 Planning Issues*

The year-to-date Constitutional revenue sharing distributions have been 1.2% more favorable than what was budgeted for FY2013.

#### ***Economic Vitality Incentive Program (EVIP)***

##### *Background*

The EVIP replaces the statutory revenue sharing program. The State of Michigan sized the EVIP at two thirds of the amount that the City last received from the statutory revenue sharing program. In essence, the statutory revenue sharing program was reduced by one third. Further, this reduced amount was divided into three equal pots of money, each with their own criteria that must be met in order to remain eligible to receive the funding. We believe that the City is and will remain in compliance with the three criteria. These revenues are deposited to the Transformation Investment Fund.

#### *FY2014 Planning Issues*

The Economic Vitality Incentive Program receipts were 5% higher than anticipated.

#### ***State Gas and Weight Taxes***

##### *Background*

The Michigan Constitution provides that all proceeds of taxes levied by the State on motor vehicle fuels and registered motor vehicles (except general sales and use taxes and regulatory fees) and all or a portion of the proceeds of certain other transportation related taxes must be used exclusively for transportation purposes and deposited into the Michigan Transportation Fund (the "Fund"). The Michigan Constitution further provides that at least 90% of all such taxes must be used for the purposes of planning, administering, constructing, financing, and maintaining state, county, city and village roads. Revenues deposited into the Fund (after the deduction of certain specified amounts) are allocated by formula established under State Trunk Line Highway System, Michigan Public Act 51 of 1951, as amended ("Act 51"), and transferred to the State Trunk Line Fund, the Comprehensive Transportation Fund, the county road commissions and the cities and villages of the State, all for use for transportation purposes.

These funds (known as "Gas and Weight Taxes") are distributed to cities and villages, after certain deductions by the State, on the basis of population and mileage for the type of street when compared to the total for the State. Pursuant to statutory authorization, a city must first expend such state-returned moneys for payment of principal and interest on its transportation fund bonds and notes prior to expending funds for new transportation-related projects. A further limitation is specified by Michigan Public Act 175 of 1952, as amended,

which specifically states that “no city or village may pledge, for annual debt service requirements in excess of 50% of the revenues received during the fiscal year next preceding any borrowing from the Fund pursuant to Act 51.” The effect of this pledge is to provide a minimum of 2.0 times coverage to the bondholders.

Gas and weight taxes are excise taxes - this means these taxes are charged based on numbers of units sold (i.e., gallons) rather than on the price of the units. As fuels like gas and diesel become more expensive and as vehicles become more fuel efficient, fewer gallons of fuel are sold which means that fewer taxes are collected. At the same time, costs associated with road and street repairs and maintenance continue to rise. Labor costs, like health insurance benefits for the workers who fix the roads, and material costs, like petroleum-derived asphalt, have been and are expected to continue to increase annually above the rate of inflation. Gas and weight taxes are already inadequate to maintain our roads but, with the General Operating Fund incapable of providing Streets Capital funding, the problem will get much worse in the very near future.

#### FY2014 Planning Issues

The City anticipates Gas and Weight taxes to slightly increase by 1% in FY2014. Receipts have been trending up slightly the last three years and we anticipate this trend to continue. However, given the current fiscal condition of the State of Michigan and recent proposals by Governor Snyder to change this tax, there is reason to be concerned that actual Gas and Weight tax revenue may be less than expected. As such, this

revenue will be closely monitored throughout the upcoming fiscal year and adjustments made to associated expenditures if necessary.

#### **Group 5 - Investment Earnings**

##### Background

Investment Earnings are the result of investing cash at prevailing interest rates until it is needed to pay for goods and services.

The City maintains an investment pool for all budgeted City funds. Each fund's portion of the investment pool is displayed on the balance sheet as “Equity in pooled cash and investments”. The City Treasurer is responsible for most investments, with the exception of the resources of the Retirement Systems' trust funds which are managed by their own Boards of Trustees and are not part of this Fiscal Plan.

The City Treasurer is authorized by State statute and City ordinance to invest surplus monies belonging to and under the control of the City. Surplus funds must be invested in accordance with Michigan Public Act 66 of 1977, as amended, (MCL 129.91 et seq.); Chapter 18 of the Grand Rapids City Code and the City of Grand Rapids Investment Policy. In summary, the City Treasurer may invest in the following investment instruments:

- Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.

- Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a financial institution, subject to a variety of criteria.
- Commercial paper rated at the time of purchase within the two highest classifications established by not less than two of the standard ratings services and that matures not more than 270 days after date of purchase.
- United States or federal agency or instrumentality obligation repurchase agreements.
- Bankers' acceptances of United States Banks.
- Obligations of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.
- Mutual funds registered under the federal Investment Company Act of 1940 (title I of chapter 686, 54 Stat. 789, 15 USC 80a-1 to 80a-3 and 80a-4 to 80a-64) composed of investment vehicles which are legal for direct investment by local units of government in Michigan. These investments are also subject to a variety of criteria.
- Investment pools organized under the Local Government Investment Pools Act (Michigan Public Act 121 of 1985,) as amended, and/or organized under the Surplus Funds Investment Pool Act (Michigan Public Act 367 of 1982.) subject to a variety of criteria.

The above investment instruments and the cash balances in the City's checking accounts are subject to certain risks, as are all investment instruments. By restricting the investment options the City Treasurer has to the investment instruments listed above, State law and City code have greatly reduced the

level of risk when investing the City's funds. However, the City's investments are still subject to the risks summarized below. Additional information regarding investment risk is described in the City's audited Comprehensive Annual Financial Report available online.

- Credit Risk: The risk that an issuer or other counterparty to an investment will not fulfill its obligations.
- Custodial Credit Risk: The risk that, in the event of a failure of the counterparty, the City may not be able to recover the value of investments or collateral securities that are in the possession of an outside party.
- Interest Rate Risk: This risk is the exposure of investments to changes in market value when interest rates change.
- Concentration of Credit Risk: The City's Investment Policy places limits on the amount that may be invested in any one issuer. The policy allows a maximum investment of 25% of available funds to be invested per financial institution at the time of the investment. In other words, the City Treasurer may not place all of the City's "eggs" in one basket.

#### FY2014 Planning Issues

We are expecting interest rates to continue to be at historically low levels and, with previously placed longer term investments maturing and being reinvested in lower interest rate securities, we are seeing a reduced estimate of interest earnings for all the City subfunds.

## **Group 6 - Other Sources**

### **A-87 Cost Allocation**

Other sources include a multitude of minor revenue sources, including funds transferred from non-General Operating Funds to the General Operating Fund for centralized support services like human resources and accounting. The amounts are determined by the City's Cost Allocation Plan which is prepared in compliance with the requirements of federal Circular A-87.

Cost allocation charges to the departments/funds are driven by the amount being allocated from the various central service departments. Annual fluctuations could be the result of either the central service departments incurring higher or lower expenditures or the allocation base increasing or decreasing for a recipient department/fund.

### **Grants**

Normally grant revenues and expenditures are budgeted in their entirety via a budget amendment in the fiscal year they are received. For multiple year grants, these appropriations remain in effect until the grant is closed so there is no subsequent budget activity in future fiscal years. The current year estimate includes only the actual revenue receipts and expenditures that are anticipated to take place during the fiscal year. The following year's proposed grants budgeted in the Fiscal Plan are those new grants that are awarded and not previously budgeted. The budget authority for these new grants will also remain in effect until they are closed.

### **Fiduciary Funds**

The total revenues of the City's budgeted funds include fiduciary funds. These funds are used to account for assets held in trust by the City for the benefit of individuals or other entities.

# **ECONOMIC UPDATE**

## **2012 Federal Tax Package (“Fiscal Cliff” Deal)**

- Bush-era tax rates permanently extended for under \$400K
- Capital gains rate rises for high-income taxpayers
- Retains new investment income surtax (healthcare law)
- Reinstates phase-out of personal exemption & itemized deductions
- Leaves scheduled sunset of payroll tax cut
- Raises the estate tax rate
- Indexes the alternative minimum tax (AMT) permanently
- Extends 2009 “stimulus” credits (5 years)
- Renews extended unemployment benefits for 2013
- Extends bonus depreciation for one year
- Delays automatic spending sequester until March

## **State & Local Employment**

Unemployment figures have dropped for the majority of Michigan's regional labor markets. Michigan's unemployment rates were lower in 14 of the state's 17 major labor markets but up in three northern Michigan areas.

Michigan's seasonally unadjusted jobless rate was at 7.9 percent in November, down from 8.3 percent in October. The rates were lower in Grand Rapids-Wyoming as well. The Grand Rapids-Wyoming unemployment rate for October was 5.4 percent, compared with 5.6 percent. This drop in

the Grand Rapids unemployment rate is consistent with the income tax results that Grand Rapids has been experiencing and bolsters our conviction that the FY2013 income tax results will be more favorable than anticipated in the Adopted Budget.

*Michigan's major labor market areas and their seasonally unadjusted jobless rates for November, followed by October (Excerpt):*

- Michigan, 7.9 percent, compared with 8.3 percent.

*Source: Michigan Department of Technology, Management & Budget.*

<b>Local Area Unemployment Statistics</b>					
<b>Original Data Value</b>					
<b>Series Id:</b>	LAUPA26075003,LAUPA26075004,LAUPA26075005,LAUPA26075006				
<b>Not Seasonally Adjusted</b>					
<b>Area:</b>	Grand Rapids city, MI				
<b>Area Type:</b>	Cities and towns above 25,000 population				
<b>State/Region/Division:</b>	Michigan				
<b>Years:</b>	2002 to 2012				
<b>Year</b>	<b>Period</b>	<b>labor force</b>	<b>employment</b>	<b>unemployment</b>	<b>unemployment rate</b>
2009	Nov	100793	86210	14583	14.5
2009	Dec	100455	85372	15083	15.0
2009	Annual	101507	86670	14837	14.6
2010	Nov	98545	86565	11980	12.2
2010	Dec	97948	86266	11682	11.9
2010	Annual	99461	85474	13987	14.1
2011	Nov	97686	88855	8831	9.0
2011	Dec	97253	87965	9288	9.6
2011	Annual	98239	87307	10932	11.1
2012	Nov	97503	90317	7186	7.4
2012	Dec	98190	89666	8524	8.7 (Preliminary)

## **State of Michigan Economic Outlook**

Michigan is starting its fourth year of economic recovery after a nearly decade-long recession. Over the recovery period, Michigan has improved its competitive position among other states and across the majority of its constituent counties. The pace of job growth slowed during 2012 but we see a sustained, moderately paced recovery through 2015, extending the recovery period to six years with some pickup in job growth over the forecast period.

The largest contributions come from professional and business services, manufacturing, and the sizeable trade-transportation-utilities sector. Job growth is accompanied by slowly declining unemployment and relatively tame price inflation. If the State's forecast proves correct, just under 40 percent of the job decline suffered during the "lost decade" will be replenished by the end of 2015. In summary, forward progress is being seen but there is still a ways to go.

The State's fiscal policy assumptions include: debt ceiling increase approved; no sequestration; lean spending and additional modest tax increases to help narrow the deficit.

- Q3 2012 GDP growth is at 3.1%
- Q4 2012 growth likely back to about 1%
- Payroll gains: moderate at best & uneven
- Unemployment rate improving slowly
- Business capital spending softened in 2012
- Light vehicle sales rising steadily
- Housing construction recovering since late 2011

## **2012 Michigan Income Tax Changes for Individuals**

During 2011 and 2012, Governor Rick Snyder signed legislation amending the Michigan Income Tax Act. The first returns that are affected by this legislation are those returns that are due in April 2013. Important changes include the following:

### **Tax rate**

- The rate reduction from 4.35% to 4.25% was delayed until October 1, 2012. Therefore, the 2012 annualized rate is 4.33%.
- For 2013 and each tax year thereafter the rate is 4.25%.

### **Exemptions**

- The personal exemption was increased from \$3,700 to an annualized personal exemption of \$3,763 for 2012. The personal exemption is \$3,950 for 2013.
- Special exemptions for seniors are no longer allowed.
- The \$600 exemption for children 18 and under is no longer allowed.
- Special exemption for unemployment compensation greater than 50% of adjusted gross income (AGI) is no longer allowed.
- Special exemption for disabled and exemption for disabled veterans remain unchanged.
- Phases out certain pension and retirement income subtractions based on date of birth.

## Deductions/Subtractions

- The deduction for reinvestment of gain from Michigan Strategic Fund investments is no longer allowed.
- Certain miscellaneous deductions (political donations; prizes won in state-regulated bingo, raffle, or charity games; charitable gifts from retirement plans) are no longer allowed.
- Removes both the gross income and the related expenses from oil and gas production if the gross income was subject to severance tax.
- Renaissance Zone deduction for zones certified or renewed after December 31, 2011 is no longer allowed.

## Non-refundable Credits

- **The credit for city income taxes is no longer allowed.**
- The credit for public contributions is no longer allowed.
- The credit for contributions to homeless shelters, food banks, and community foundations is no longer allowed.
- The credit for contributions to medical savings account is no longer allowed.
- The credit for donations to Family Development Program is no longer allowed.
- The film credit for wage withholding is no longer allowed.
- The credit for automobile donations is no longer allowed.

- The credit for college tuition and fees is no longer allowed.
- The credit for an historic rehabilitation plan certified after 2011 is no longer allowed.

## Refundable Credits

- Earned Income Tax Credit is reduced from 20% to 6%.
- The excess adoption expense credit is no longer allowed.
- The stillbirth credit is no longer allowed.
- Changes to the homestead property tax credit:
  - Household income replaced by total household resources, which excludes losses from business, rentals and royalties, and also excludes net operating losses.
  - Taxable value cap
    - Credit is not available for homes with taxable value of more than \$135,000.
    - Cap only applies to the residential portion of farms.
    - Cap does not apply to rented homesteads.
  - Senior claimants
    - Entitled to a credit equal to 100% if total household resources are \$21,000 or less.
    - Reduced by 4% for each additional \$1,000 in total household resources until \$30,000 is reached.
    - For total household resources of \$30,000 to \$41,000 senior claimants receive 60% of the credit.
    - Credit phase out applies.

- Claimants who are permanently disabled, paraplegic, hemiplegic, quadriplegic, or deaf: Full credit of 100% if household resources are \$41,000 or less. Credit phase out applies
- Alternative credit for eligible serviceperson/veteran is still available. Other claimants: Entitled to a 60% credit.
- Credit phase-out
  - Begins at \$41,001 of total household resources.
  - Reduced by 10% for each \$1,000 increase for all claimants.

#### **Miscellaneous**

- Adopts 100% sales factor apportionment.
- “No form” tax filing is no longer allowed.
- The tax voucher program for Early Stage Venture Investment agreements entered into after 2011 is no longer allowed.

**Table 1 Septic Systems in the City of Grand Rapids**

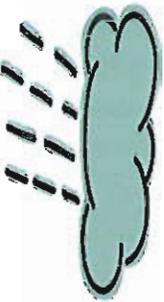
Number	Street	Zip	Identified	Brochure Sent	Note
1512	3 Mile NE	49505	4/5/2013	5/10/2013	
1516	3 Mile NE	49505	4/5/2013	5/10/2013	
1520	3 Mile NE	49505	4/5/2013	5/10/2013	
1560	3 Mile NE	49505	4/5/2013	5/10/2013	
3801	Breton SE	49512	8/1/2013		
3993	Breton SE	49512			Referred to KCHD for evaluation, to be evaluated wk of 7/15/13
1529	Bristol Ave NW	49504		2/20/2013	
1535	Bristol Ave NW	49504		2/20/2013	
1723	Dorias Court NE	49525		2/20/2013	
1729	Dorias Court NE	49525		2/20/2013	
1735	Dorias Court NE	49525		2/20/2013	
1742	Dorias Court NE	49525		2/20/2013	
3060	Dorias Drive NE	49525		2/20/2013	
3101	Dorias Drive NE	49525		2/20/2013	
3104	Dorias Drive NE	49525		2/20/2013	
3107	Dorias Drive NE	49525		2/20/2013	
3110	Dorias Drive NE	49525		2/20/2013	Resent 5/6/2013, 14221 Dallas Parkway STE 1000 Dallas, TX 75254
3114	Dorias Drive NE	49525		2/20/2013	
3115	Dorias Drive NE	49525		2/20/2013	
3120	Dorias Drive NE	49525		2/20/2013	
3129	Dorias Drive NE	49525		2/20/2013	
3135	Dorias Drive NE	49525		2/20/2013	
3139	Dorias Drive NE	49525		2/20/2013	Resent 5/6/2013, 1345 Monroe Ave NW Suite 324 Grand Rapids, MI 49505
3140	Dorias Drive NE	49525		2/20/2013	
3143	Dorias Drive NE	49525		2/20/2013	
3155	Dorias Drive NE	49525		2/20/2013	
3160	Dorias Drive NE	49525		2/20/2013	
3167	Dorias Drive NE	49525		2/20/2013	
3205	Dorias Drive NE	49525		2/20/2013	
3210	Dorias Drive NE	49525		2/20/2013	
3215	Dorias Drive NE	49525		2/20/2013	
3218	Dorias Drive NE	49525		2/20/2013	
3225	Dorias Drive NE	49525		2/20/2013	
3226	Dorias Drive NE	49525		2/20/2013	
3232	Dorias Drive NE	49525		2/20/2013	
3235	Dorias Drive NE	49525		2/20/2013	
3240	Dorias Drive NE	49525		2/20/2013	Resent 5/6/2013, 1427 Pinecrest Ave SE Grand Rapids, MI 49506

**Table 1 Septic Systems in the City of Grand Rapids**

Number	Street	Zip	Identified	Brochure Sent	Note
3245	Dorias Drive NE	49525		2/20/2013	
3248	Dorias Drive NE	49525		2/20/2013	
3255	Dorias Drive NE	49525		2/20/2013	
3256	Dorias Drive NE	49525		2/20/2013	
3262	Dorias Drive NE	49525		2/20/2013	
3265	Dorias Drive NE	49525		2/20/2013	
3300	Dorias Drive NE	49525		2/20/2013	
3303	Dorias Drive NE	49525		2/20/2013	Resent 5/6/2013, 2361 Morse Rd NC2W56 COLUMBUS, OH 43229-5856
3308	Dorias Drive NE	49525		2/20/2013	
3311	Dorias Drive NE	49525		2/20/2013	
3353	Dorias Drive NE	49525		2/20/2013	
3400	East Ridge Court NE	49525		2/20/2013	
3420	East Ridge Court NE	49525		2/20/2013	
3504	East Ridge Court NE	49525		2/20/2013	
1002	Four Mile Rd NE	49525	6/3/2013	7/23/2013	
1010	Four Mile Rd NE	49525	6/3/2013	7/23/2013	
1020	Four Mile Rd NE	49525	6/3/2013	7/23/2013	
1024	Four Mile Rd NE	49525	6/3/2013	7/23/2013	
1030	Four Mile Rd NE	49525	6/3/2013	7/23/2013	
1761	Garfield Ave NW	49504		2/20/2013	Resent 5/6/2013, 1723 Garfield Ave NW Grand Rapids, MI 49504
1801	Garfield Ave NW	49504		2/20/2013	Resent 5/6/2013, 2727 Michigan St NE Grand Rapids, MI 49506
1644	Lamberton Lake Drive NE	49525		2/20/2013	
1651	Lamberton Lake Drive NE	49525		2/20/2013	
1658	Lamberton Lake Drive NE	49525		2/20/2013	
1659	Lamberton Lake Drive NE	49525		2/20/2013	
1661	Lamberton Lake Drive NE	49525		2/20/2013	Resent 5/6/2013, 543 Greenwood Ave SE Grand Rapids, MI 49506-2910
3387	Michigan Street NE	49525		2/20/2013	
3391	Michigan Street NE	49525		2/20/2013	
3401	Michigan Street NE	49525		2/20/2013	
3403	Michigan Street NE	49525		2/20/2013	
3407	Michigan Street NE	49525		2/20/2013	Resent 5/6/2013, 3400 Eastridge Ct NE Grand Rapids, MI 49525
520	Twin Lakes Ave NE	49525		2/20/2013	
524	Twin Lakes Ave NE	49525		2/20/2013	

### Proper Care of a Catch Basin:

A catch basin is a living, breathing entity! It collects rainwater and discharges the rainwater to the stormwater system – which is comprised of other catch basins – storm ditches – stormwater pipes – and eventually they all empty into the waterways of the state!



### The City of Grand Rapids

stormwater system has more than 17,800 catch basins, 11,355 storm sewer manholes and 9 stormwater stations that are connected through a network of 383 miles of stormwater sewers. Along with the stormwater – sand, dirt and debris – anything that you might find along side of the road - is swept into the catch basin....



If a catch basin is “improperly fed” with solid material such as pop cans, paper waste, cigarette butts – or liquid material such as -waste oil, fertilizer, soap products - all kinds of havoc can be created.



If a catch basin can't breathe – i.e. the top is covered with leaves and debris – it is like holding your breath –

How long can you do that and still function properly? A catch basin can't function properly if it can't breathe – just like you!

### What happens when a catch basin gets sick?

**First** – the health of the catch basin declines....it can no longer capture the dirt and silt in the sump area and discharge the stormwater to the system and to the waterways of the state properly as designed. The catch basin can get plugged - flooding streets and yards.



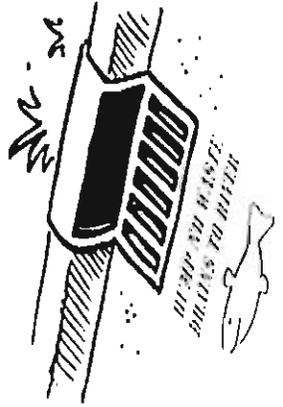
**Second** – the health of the waterways of the state decline because of all the pollutants that are being discharged from the stormwater system.



## What can I do to help?

- The grates of catch basins can become clogged with litter or leaves, especially in the spring and fall. Regularly inspect the grate and remove debris.
- **Adopt a catch basin!**
- Encourage neighbors to adopt the catch basins in front of their homes, and keep them free of debris.
- **DO NOT** rake or blow the leaves from your yard to the street!
- Pile shoveled snow where it can be absorbed into the ground
- Dispose of all waste (including pet waste) in trash receptacles instead of sweeping it into the gutters or catch basins.
- **NEVER** dispose of household waste, cleaning products, solvents or residual from concrete or paint projects where they might run into a catch basin!

## PROPERLY DISPOSE OF ALL DEBRIS AND WASTE PRODUCTS!



## Environmental Issues & Questionable Practices need to be reported!

If you see someone dispose of pollutants or any material into a catch basin or the gutter pan area of the street...

### Report it – Don't ignore

Download your free **GRCity311** smart phone app from our web site, [www.grcity.us](http://www.grcity.us).



You can instantly report to us any suspicious or illegal acts against the environment. We will investigate all reported incidents.

**You can also call us at 456-3246**

We are here for you **24** hours a day, **7** days a week, **365** days a year!



# Adopt a Catch Basin Program



**Q** - What is a catch basin?  
**A** - A catch basin is a receptacle at the entrance of a storm sewer designed to keep large or obstructive matter out of the stormwater system.

[grcity.us/basinbuddy](http://grcity.us/basinbuddy)

**Table 2 - Brochure Distribution**

Brochure Name	Home Show	River City Wild Ones	Green Living Expo	In Office and Intern Distribution
<b>Adopt A Catch Basin</b>	155			10
Drug Free Drains	25			
<b>GR WWTP Rain Garden Plant Species</b>	93			
<b>Sanitary and Stormwater Sewers</b>	5			
Your Path to Water Wise Lawn Sprinkling	15			
<b>A Homeowner's Guide to Septic Systems</b>	6			
<b>Be Stormwater Savvy-Clean Up After Your Pet</b>				4
City of GR About Wastewater Treatment	10			
<b>Kent Co Recycling Guide</b>	14			
<b>Landscaping for Water Quality</b>	60	80	80	25
<b>Rain Gardens</b>	55			
Sustainability Starts at Your Sink	45			
<b>The Solution to Stormwater Pollution</b>				25
<b>Earth Care From A to Z</b>	70			
<b>Kent Co A Fish Story Coloring Book</b>	25			10
The Story of Drinking Water	20			
<b>Stormwater Runoff Take it Personally</b>	5			
<b>Get the Most Out of Rain</b>	10			
<b>Use Phosphorus Free Fertilizer</b>	10			25
<b>W MI Take Back Meds</b>	57			
<b>Catch a Ride on the Water Cycle</b>	30			10
<b>Window Clings (Protect our River)</b>			10	
<b>Window Clings (Keep it Pure)</b>				10
Super Heron Coloring Page	84			
GR Environmental Tip #1 - Water & Oil Do Not Mix	65			
GR Environmental Tip #2 - Don't Rush to Flush	65			
GR Environmental Tip #3 - No Wipes in the Pipes	65			10
GR Environmental Tip #4 - Rain Water is Not Wastewater	65			
<b>GR Environmental Tip #5 - Report It Don't Ignore It</b>	35			
GR Environmental Tip #6 - We Never Close	35			

Be Stormwater Savvy - Don't Let a Good Drop go Bad			
<b>Cloth Tote Bag - Stormwater Savvy</b>	38		
<b>Lunch Tote - Stormwater Savvy</b>	41		
<b>Waste &amp; Recycling Guide</b>	33		
<b>Sticky Notes - Keep it Pure</b>		25	10

\* **Bold** indicates stormwater related

**Table3 - Neighborhood Associations Email List**

Name	Title	Mailing Street Number	City, State	Zip	Contact	Email
Creston	Neighborhood Association	205 Carrier St NE	Grand Rapids, MI	49505	Creston Neighborhood Association	creston@sbcglobal.net
Fulton Heights	Neighborhood Association	PO Box 1590	Grand Rapids, MI	7/11/2035	Steve Rajkovich	fhna@fultonheights.org
Garfield Park	Neighborhood Association	334 Burton St SE	Grand Rapids, MI	7/17/2035	David Clemo	gped@gpnagr.org
Heartside/Downtown	Neighborhood Association	54 S. Division	Grand Rapids, MI	7/13/2035	Stephanie Richards	grhdna@gmail.com
South West Area Neighbors		705 W Fulton	Grand Rapids, MI	7/14/2035	Eric Bracey	grswan@sbcglobal.net
Heritage Hill	Neighborhood Association	126 College Ave SE	Grand Rapids, MI	7/13/2035	Jan Earl	heritage@heritagehillweb.org
East Hills Council of Neighbors		131 Eastern Ave SE	Grand Rapids, MI	7/13/2035	East Hills Council of Neighbors	info@easthillscouncil.org
North East Citizen Action Association		1050 North Hampton Dr NE	Grand Rapids, MI	7/15/2035	Ben Rapin	info@necaagr.org
South Hill	Neighborhood Association	649 Union Ave SE	Grand Rapids, MI	7/13/2035	Tim England	info@southhillna.com
Madison Area	Neighborhood Association	813 Frankling St SE, Suite A	Grand Rapids, MI	7/17/2035	Loretta Walton	Mana1367@peoplepc.com
Midtown	Neighborhood Association	1147 East Fulton	Grand Rapids, MI	7/13/2035	Kelly Otto	midtownmi@yahoo.com
Millbrook	Neighborhood Association	1720 Weymouth Dr SE	Grand Rapids, MI	7/18/2035	Mike Brady	mike.brady@meijer.com
Ridgemoor Neighborhood Org		2260 Woodcliff Ave SE	Grand Rapids, MI	8/25/2035	Mary Lanning	mlanning@comcast.net
Neighbors of Belknap Lookout		PO Box 3138	Grand Rapids, MI	7/11/2035	Kristi DeKraker	nobl@choiceonemail.com
Oakdale	Neighborhood Association	1260 Kalamazoo Ave SE	Grand Rapids, MI	7/17/2035	Tom Bulten	oakdaleneighbors@oakdaleneighbors.org
Fuller Area Neighbors		1239 Fuller Ave SE	Grand Rapids, MI	7/16/2035	George Vander Weit	pastor@fullercrc.org
John Ball Park Community Association		71 Richards Ave NW	Grand Rapids, MI	7/14/2035	Peter Carlburg	pksummer@home.com
Roosevelt Park	Neighborhood Association	1260 Grandville Ave SW	Grand Rapids, MI	7/13/2035	Julie Niemchick	rooseveltparkna@yahoo.com
Alger Heights	Neighborhood Association	PO Box 7809	Grand Rapids, MI	7/20/2035	Sam Evans	sam.evans@behrind.com
Southeast Community Association		1408 Madison Ave SE	Grand Rapids, MI	7/17/2035	Southeast Community Association	scommunity@sbcglobal.net
South East End	Neighborhood Association	900 Fuller Ave SE	Grand Rapids, MI	7/16/2035	Ronald Newsome	seenanews@aol.com
Breton Village	Neighborhood Association	1912 Radcliff Ave SE	Grand Rapids, MI	7/16/2035	Gail Brusseau	sgb1222@comcast.net
West Side Connenction		PO Box 140412	Grand Rapids, MI	7/14/2035	Barbera Sue Damore	soosie@grar.com
West Grand Neighborhood Organization		625 Broadway Ave NW	Grand Rapids, MI	7/14/2035	Nola Steketee	wgno@att.net
Baxter	Neighborhood Association	710 Eastern Ave SE	Grand Rapids, MI	7/16/2035	Marian Barrera-Young	youngbarrera@aol.com

## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:47 PM  
**To:** 'WilliamsD@grpublicschools.org'  
**Subject:** Car Washing Fundraisers

Dear Daniel:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

In an effort to keep our local streams and lakes clean, the City of Grand Rapids and other communities in Kent County and Ottawa County, are participating in the National Pollutant Discharge Elimination System MS4 Storm Water Program (Program). As part of this Program, we ask that you follow these tips at your next car wash fundraiser to protect our local lakes and streams, the Grand River, and Lake Michigan.

- Use soap that is biodegradable and phosphate-free. Use soap sparingly.
- If possible, select a site where vehicles can be driven onto grass or gravel before washing. This way soapy water can filter through vegetation and soil before entering ground water or running off into the road ditch or storm drain.
- If a grass location is not possible, pick a location where water runs off into a field or grassed area to allow for infiltration.
- Use a spray nozzle to control the amount of water used.
- Consider partnering with a local car wash to hold your fundraiser. Because wash water from commercial car washes goes into the sanitary sewer, it will be treated at your local waste water treatment plant.

If you could consider this information prior to authorization of car washes and pass this information along to those that have car washes, it would be greatly appreciated.

Thank you for following these tips to protect our local water resources.

Sincerely,

Carrie Rivette

*Carrie L. Rivette, P.E.*

Project Engineer – Stormwater  
Environmental Services Department  
City of Grand Rapids - Development Center  
1120 Monroe Ave. NW  
Grand Rapids, MI 49503  
[crivette@grcity.us](mailto:crivette@grcity.us)  
(616) 456-3057 (phone)  
(616) 456-4199 (fax)



Report It Don't Ignore It!



## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:45 PM  
**To:** 'frostm@grps.org'  
**Subject:** Car Washing Fundraisers

Dear Mark:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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Report It Don't Ignore It!



## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:44 PM  
**To:** 'lewisr@grps.org'  
**Subject:** Car Washing Fundraisers

Dear Rodney:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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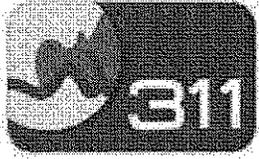
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Sincerely,

Carrie Rivette

*Carrie L. Rivette, P.E.*

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Report It Don't Ignore It!



## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:44 PM  
**To:** 'wilbont@grps.org'  
**Subject:** Car Washing Fundraisers

Dear Troy:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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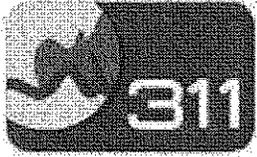
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Sincerely,

Carrie Rivette

*Carrie L. Rivette, P.E.*

Project Engineer – Stormwater  
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Grand Rapids, MI 49503  
[crivette@grcity.us](mailto:crivette@grcity.us)  
(616) 456-3057 (phone)  
(616) 456-4199 (fax)



Report It Don't Ignore It!



## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:43 PM  
**To:** 'nelsonk@grps.org'  
**Subject:** Car Washing Fundraisers

Dear Karl:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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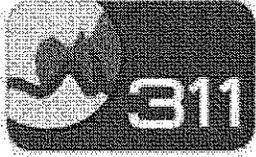
Thank you for following these tips to protect our local water resources.

Sincerely,

Carrie Rivette

*Carrie L. Rivette, P.E.*

Project Engineer – Stormwater  
Environmental Services Department  
City of Grand Rapids - Development Center  
1120 Monroe Ave. NW  
Grand Rapids, MI 49503  
[crivette@grcity.us](mailto:crivette@grcity.us)  
(616) 456-3057 (phone)  
(616) 456-4199 (fax)



Report It Don't Ignore It!



## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:42 PM  
**To:** 'garnera@grpublicschools.org'  
**Subject:** Car Washing Fundraisers

Dear Arthur:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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Sincerely,

Carrie Rivette

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Report It Don't Ignore It!



## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:41 PM  
**To:** 'WilliamsD@uprepgr.org'  
**Subject:** Car Washing Fundraisers

Dear Daniel:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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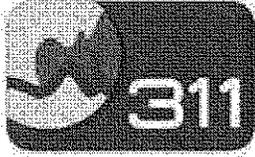
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Report It Don't Ignore It!



## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:41 PM  
**To:** 'Fernandezc@grpublicschools.org'  
**Subject:** Car Washing Fundraisers

Dear Carmen:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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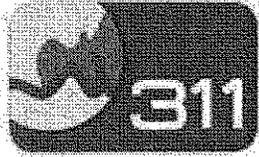
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Report It Don't Ignore It!



## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:40 PM  
**To:** 'ThompsonA@grpublicschools.org'  
**Subject:** Car Washing Fundraisers

Dear Arnetta:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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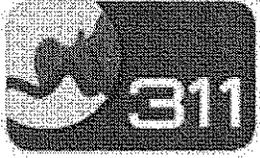
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## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:39 PM  
**To:** 'bomand@grps.org'  
**Subject:** Car Washing Fundraisers

Dear Donna:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:39 PM  
**To:** 'mathest@grpublicschools.org'  
**Subject:** Car Washing Fundraisers

Dear Tricia:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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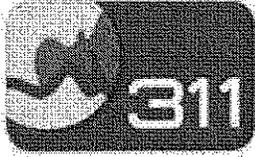
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## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:38 PM  
**To:** 'nassarm@grpublicschools.org'  
**Subject:** Car Washing Fundraisers

Dear Mike:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:37 PM  
**To:** 'jonesni@grps.org'  
**Subject:** Car Washing Fundraisers

Dear Nikki:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:37 PM  
**To:** 'daviss@grps.org'  
**Subject:** Car Washing Fundraisers

Dear Stephanie:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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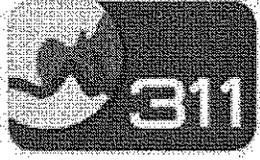
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## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:36 PM  
**To:** 'noelr@grpublicschools.org'  
**Subject:** Car Washing Fundraisers

Dear Rick:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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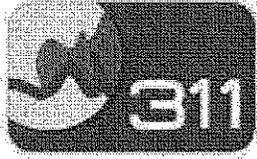
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Carrie Rivette

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## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:35 PM  
**To:** 'Aleman-Putmana@grpublicschools.org'  
**Subject:** Car Washing Fundraisers

Dear Ana:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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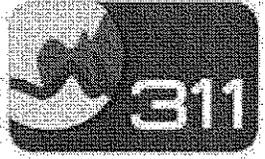
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## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:33 PM  
**To:** 'pascoem@grpublicschools.org'  
**Subject:** Car Washing Fundraisers

Dear Michael:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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Report It Don't Ignore It!



## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:33 PM  
**To:** 'brownr@grps.org'  
**Subject:** Car Washing Fundraisers

Dear Rodney:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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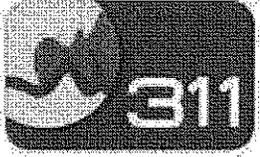
Thank you for following these tips to protect our local water resources.

Sincerely,

Carrie Rivette

*Carrie L. Rivette, P.E.*

Project Engineer – Stormwater  
Environmental Services Department  
City of Grand Rapids - Development Center  
1120 Monroe Ave. NW  
Grand Rapids, MI 49503  
[crivette@grcity.us](mailto:crivette@grcity.us)  
(616) 456-3057 (phone)  
(616) 456-4199 (fax)



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## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:47 PM  
**To:** 'WilliamsD@grpublicschools.org'  
**Subject:** Car Washing Fundraisers

Dear Daniel:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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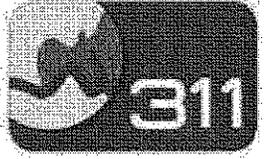
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## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:45 PM  
**To:** 'frostm@grps.org'  
**Subject:** Car Washing Fundraisers

Dear Mark:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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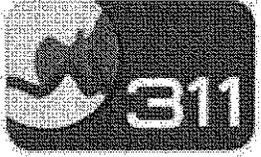
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## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:44 PM  
**To:** 'lewisr@grps.org'  
**Subject:** Car Washing Fundraisers

Dear Rodney:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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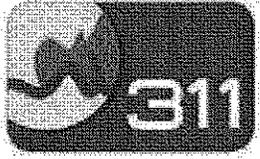
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## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:44 PM  
**To:** 'wilbont@grps.org'  
**Subject:** Car Washing Fundraisers

Dear Troy:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:43 PM  
**To:** 'nelsonk@grps.org'  
**Subject:** Car Washing Fundraisers

Dear Karl:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:42 PM  
**To:** 'garnera@grpublicschools.org'  
**Subject:** Car Washing Fundraisers

Dear Arthur:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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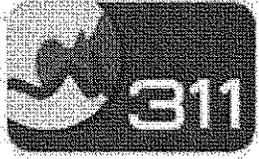
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## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:41 PM  
**To:** 'WilliamsD@uprepgr.org'  
**Subject:** Car Washing Fundraisers

Dear Daniel:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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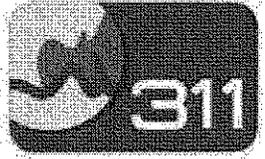
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## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:41 PM  
**To:** 'Fernandezc@grpublicschools.org'  
**Subject:** Car Washing Fundraisers

Dear Carmen:

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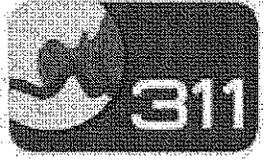
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## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:40 PM  
**To:** 'ThompsonA@grpublicschools.org'  
**Subject:** Car Washing Fundraisers

Dear Arnetta:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:39 PM  
**To:** 'bomand@grps.org'  
**Subject:** Car Washing Fundraisers

Dear Donna:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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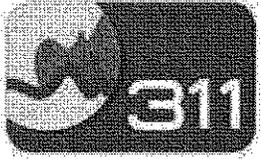
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Carrie Rivette

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## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:39 PM  
**To:** 'mathest@grpublicschools.org'  
**Subject:** Car Washing Fundraisers

Dear Tricia:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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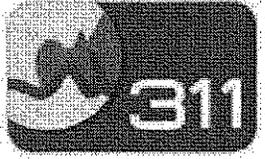
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## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:38 PM  
**To:** 'nassarm@grpublicschools.org'  
**Subject:** Car Washing Fundraisers

Dear Mike:

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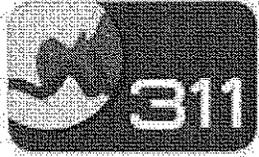
Thank you for following these tips to protect our local water resources.

Sincerely,

Carrie Rivette

*Carrie L. Rivette, P.E.*

Project Engineer – Stormwater  
Environmental Services Department  
City of Grand Rapids - Development Center  
1120 Monroe Ave. NW  
Grand Rapids, MI 49503  
[crivette@grcity.us](mailto:crivette@grcity.us)  
(616) 456-3057 (phone)  
(616) 456-4199 (fax)



Report It Don't Ignore It!



## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:37 PM  
**To:** 'jonesni@grps.org'  
**Subject:** Car Washing Fundraisers

Dear Nikki:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:37 PM  
**To:** 'daviss@grps.org'  
**Subject:** Car Washing Fundraisers

Dear Stephanie:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:36 PM  
**To:** 'noelr@grpublicschools.org'  
**Subject:** Car Washing Fundraisers

Dear Rick:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:35 PM  
**To:** 'Aleman-Putmana@grpublicschools.org'  
**Subject:** Car Washing Fundraisers

Dear Ana:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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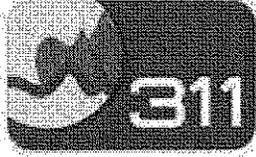
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## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:33 PM  
**To:** 'pascoem@grpublicschools.org'  
**Subject:** Car Washing Fundraisers

Dear Michael:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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## Rivette, Carrie

---

**From:** Rivette, Carrie  
**Sent:** Friday, September 28, 2012 2:33 PM  
**To:** 'brownr@grps.org'  
**Subject:** Car Washing Fundraisers

Dear Rodney:

Car washing has always been a favorite fundraiser for sports teams, scout troops, schools, and other non-profit groups. Unfortunately, dirty water containing detergents, residues from exhaust fumes, gasoline, and motor oil is washed off of cars and trucks washes into nearby storm drains during these events. Unlike the water we use in our homes and businesses, which is treated at a local waste water treatment plant, water that enters a storm drain will flow directly to a nearby stream or lake, and eventually the Grand River, without any kind of treatment.

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Report It Don't Ignore It!



# Adopt-a-Catch Basin

How can you help?

Keep sewer grates clean!



Allow only rainwater to enter



Report all Dumping

# Combined Sewer Overflows

All but eliminated

Flows reduced 99.8%

Complete construction 2015

\$237 Million spent  
(Sewer fund only)



before

after



CALVIN THEOLOGICAL SEMINARY

*A community of faith. A center of learning. A life of ministry.*



**TEMPORARY USE PERMIT**

**EVT-2012-0004**

**ADDRESS:** 300 MONROE AVE NW  
**LOCATION:**

**DATE ISSUED:** 8/3/2012  
**ISSUED BY:** Mark Fleet  
**ISSUE FEE:** \$742.50  
**PERMIT NO:** EVT-2012-0004

**APPLICANT**

HEIDI M HERZOG  
 1120 MONROE AVE NW  
 GRAND RAPIDS, MI 49503

**RESPONSIBLE PARTY**

HEIDI M HERZOG  
 1120 MONROE AVE NW  
 GRAND RAPIDS, MI 49503

**OWNER**

CITY OF GRAND RAPIDS  
 OFFICE OF ECON DEV  
 300 MONROE AVE NW  
 GRAND RAPIDS, MI 495032206

**USE DESCRIPTION:**

Grand Opening for new business. Jewlery Sales, live music, dancing, etc

**COMMENTS:**

THE CONDITIONS LISTED IN THE ATTACHED ADDENDUM ARE INCORPORATED BY REFERENCE.

**CONDITIONS:**

**IMPORTANT INFORMATION**

**DO NOT COVER OR CONCEAL WORK UNTIL INSPECTED.**

For inspections call:

**Primary Inspector:**

- Sign Inspector: David Karcis (616) 456-4498 dkarcis@grcity.us
- Building Inspector: Call for Assignment (616) 456-4100 devcenter@grcity.us
- Traffic Inspector: Jon Oeverman (616) 456-3846 joeverman@grcity.us
- Fire Inspector: Call for Assignment (616) 456-3900

Allow two (2) working days for inspection. If not inspected within two (2) working days, reschedule. ONLY PERMIT HOLDER MAY REQUEST AN INSPECTION. THIS PERMIT IS NON-TRANSFERABLE. Please assist us in ensuring safe installations and good workmanship by reporting illegal work, call (616) 456-4100.

ONLINE INSPECTION SERVICES: The City of Grand Rapids Development Center accepts temporary use permit applications online. For additional information on this service, visit [www.grcity.us/devcenter](http://www.grcity.us/devcenter) and select "Online Inspection Services", or call (616) 456-4100 for additional information and assistance. Permit status, receipt reprints, printable summary, and other information is also available online.



# TEMPORARY USE PERMIT

Permit #: EVT-2012-0004

## ADDENDUM

### Plan Review Conditions of this Permit

1. Fire works and pyrotechnics must be set off NO later than 11 pm. Maximum people in tent at one time= 50 due to egress issues. (Eric Dokter, 8/3/2012)
2. Per our conversation- Must seek approval from the OSE for parade. (Elizabeth Zeller, 8/3/2012)
3. Parade can NOT start at 5 pm. (Jonathan Oeverman, 8/3/2012)

### Plan Review Informational Items

1. ALCOHOL: Alcohol service/sales ARE NOT authorized by this permit. A license from the City's Vice Unit may be required. You may contact the Vice Unit by calling 616-456-4838. (Application, 8/21/2012)
2. AMUSEMENTS: Amusements (i.e., arcade or carnival-type machines) ARE NOT authorized by this permit. A license from the City Clerk's office may be required. You may contact the Clerk's office by calling 616-456-3016 or visit <http://www.grcity.us/license>. (Application, 8/21/2012)
3. ELECTRICITY: Temporary electrical power connection IS NOT authorized by this permit. An electrical permit may be required. Please contact a licensed electrical contractor or call 616-456-4100 to speak with the City's lead electrical inspector. (Application, 8/21/2012)
4. GAS: Temporary gas (e.g., propane) connection IS NOT authorized by this permit. A mechanical permit may be required. Please contact a licensed mechanical contractor or call 616-456-4100 to speak with the City's lead mechanical inspector. (Application, 8/21/2012)
5. SALES: Sales of food, non-alcoholic beverages, or merchandise ARE NOT authorized by this permit. A license from the City Clerk's office may be required. You may contact the Clerk's office by calling 616-456-3016 or visit <http://www.grcity.us/license>. (Application, 8/21/2012)
6. STAGE: Any temporary stage must be inspected before use. (Application, 8/21/2012)
7. TENT: Any tent must be evacuated in the event of severe weather. (Application, 8/21/2012)
8. VALET PARKING: Valet parking IS NOT authorized by this permit. A license from the City Clerk's office may be required. You may contact the Clerk's office by calling 616-456-3016 or visit <http://www.grcity.us/license>. (Application, 8/21/2012)

### General Permit Conditions

1. This temporary use shall not impose substantial adverse affects or noise impacts on nearby residential neighborhoods or to the public health, safety, or general welfare.
2. Amplified sound is restricted based on the time of day/night and location. Per the Grand Rapids Police Department, sound must not exceed 85 decibels as measured at the perimeter of the event.
3. No person shall discharge, directly or indirectly, any substance or pollutant other than stormwater or an exempted discharge, into a City catch basin. Violations may result in the issuance of a civil infraction ticket. For a list of exempted discharges, please contact the Development Center at (616) 456-4100.
4. This temporary use permit does not authorize permanent alterations to a structure or site. A separate building, land use (LUDS), or other required permit shall be obtained prior to such alterations.
5. Any temporary signs authorized by this permit shall be removed after the activity ends.