

# City of South Portland Annual Report

Fiscal Year 2012/2013



# A LOOK AROUND THE CITY



Bug Light Kite Festival Compliments of Denise Michaud

Ocean Street Compliments of Denise Michaud



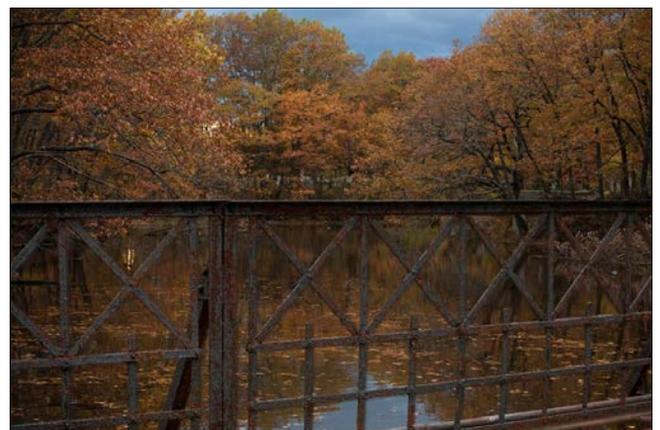
Compliments of Susan Mooney



Movie Night at Bug Light Compliments of Denise Michaud



Compliments of Denise Michaud



Compliments of Denise Michaud

# ONLINE SERVICES

**Please visit our website for these E-Commerce Services**

**[www.southportland.org](http://www.southportland.org)**

**Absentee Ballot Requests**

**Assessor's Database**

**Boat Registration Renewal**

**Cemetery Listings**

**City Ordinances**

**Dog Licensing**

**Hunting and Fishing License**

**Library Catalog Search**

**Public Health Information - Swine Flu**

**Recreation Center Registration**

**Rental Properties**

**Report graffiti abuse to this email [graffiti@southportland.org](mailto:graffiti@southportland.org)**

**Stormwater Violation**

**Tax Maps**

**Vehicle Registration Renewal**

**Web GIS Viewer (Geographic Information System)**



# CITY DIRECTORY

<b>Assessor's Office</b>	<b>41 Thomas Street</b>	<b>767-7604</b>
<b>City Clerk's Office</b>	<b>25 Cottage Road</b>	<b>767-7601</b>
<b>City Manager's Office</b>	<b>25 Cottage Road</b>	<b>767-7606</b>
<b>Corporation Counsel</b>	<b>25 Cottage Road</b>	<b>767-7605</b>
<b>Economic &amp; Community Development</b>	<b>25 Cottage Road</b>	<b>767-7606</b>
<b>Finance Office</b>	<b>25 Cottage Road</b>	<b>767-7612</b>
<b>Fire Department</b>	<b>20 Anthoine Street</b>	<b>799-3311</b>
<b>General Assistance</b>	<b>25 Cottage Road</b>	<b>767-7617</b>
<b>Human Resources</b>	<b>25 Cottage Road</b>	<b>767-7682</b>
<b>Information Technology</b>	<b>25 Cottage Road</b>	<b>767-7681</b>
<b>Library-Main</b>	<b>482 Broadway</b>	<b>767-7660</b>
<b>Library-Branch</b>	<b>155 Wescott Road</b>	<b>775-1835</b>
<b>Parks Department</b>	<b>33 Pitt Street</b>	<b>767-7670</b>
<b>Planning &amp; Development</b>	<b>496 Ocean Street</b>	<b>767-7603</b>
<b>Police Department</b>	<b>30 Anthoine Street</b>	<b>799-5511</b>
<b>Public Works</b>	<b>42 O'Neil Street</b>	<b>767-7635</b>
<b>Recreation Department</b>	<b>21 Nelson Road</b>	<b>767-7650</b>
<b>School Department</b>	<b>130 Wescott Road</b>	<b>871-0555</b>
<b>South Portland Community Television</b>	<b>25 Cottage Road</b>	<b>767-7615</b>
<b>Transportation Department</b>	<b>46 O'Neil Street</b>	<b>767-5556</b>
<b>Water Resource Protection</b>	<b>111 Waterman Drive</b>	<b>767-7675</b>



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***Special recognition is extended to Jessica Hanscombe, Licensing Administrator, in the City Clerk's Office, for designing and editing this publication.***

# CITY DEPARTMENT HOURS

## **City Hall– 25 Cottage Road**

Monday through Friday 8:00 am to 4:30 pm

City Clerk and Treasury open till 6:30pm on Thursday

## **Community Center-21 Nelson Road**

Monday through Friday 6:00 am to 9:00 pm

Saturday 7:00 am to 7:00 pm

Sunday 2:00 pm to 9:00 pm

## **Library– 482 Broadway**

Tuesday 10:00 am to 8:00 pm

Wednesday 10:00 am to 6:00 pm

Thursday 10:00 am to 8:00 pm

Friday 10:00 am to 6:00 pm

Saturday 10:00 am to 6:00 pm

## **Library-155 Wescott Road**

Monday 10:00 am to 8:00 pm

Wednesday 2:00 pm to 6:00 pm

Friday 2:00 pm to 6:00 pm

Sunday 12:00 pm 5:00 pm

## **Parks Department-33 Pitt Street**

Monday through Friday 7:00 am to 3:30 pm

## **Public Works-42 O'Neil Street**

Monday through Friday 7:00 am to 3:30 pm

## **Transfer Station-929 Highland Avenue**

Tuesday through Saturday 8:00 am to 3:30 pm

Closed Sunday and Monday



# CITY MEETING SCHEDULE

## **City Council**

Meeting: 7:00 pm– Council Chambers

1st & 3rd Mondays of each month

Workshop: 6:30 pm—Council Chambers

2nd & 4th Mondays of each month

## **School Board**

7:00 pm– South Portland High School

2nd Monday of each month

## **Board of Appeals**

7:00 pm– Council Chambers

4th Wednesday of each month

## **Planning Board**

7:00 pm– Council Chambers

2nd Tuesday of each month

(4th Tuesday if necessary)

# CITY HOLIDAYS 2014

**City Hall will be closed on these important dates.**

January 1, 2014—**New Year's Day**

January 20, 2014—Martin Luther King Day

February 17, 2014—**President's Day**

April 21, 2014—**Patriot's Day**

May 26, 2014—Memorial Day

July 4, 2014—Independence Day

September 1, 2014—Labor Day

October 13, 2014—Columbus Day

November 11, 2014—**Veteran's Day**

November 27, 2014—Thanksgiving Day

December 25, 2014—Christmas Day

# DATES TO REMEMBER

February 13, 2014 Taxes Due

May 8, 2014 Taxes Due

June 10, 2014 Primary Election

June 30, 2014 Fiscal Year ends

July 1, 2014 Fiscal Year begins

November 4, 2014 Gubernatorial and Municipal Election

December 1, 2014 2015 Fish and Game Licenses available

December 31, 2014 Dog Licenses are due

# PRINCIPAL EXECUTIVE OFFICERS

## City Council

(December 2012-December 2013)

Thomas Blake, Mayor

Alan Livingston

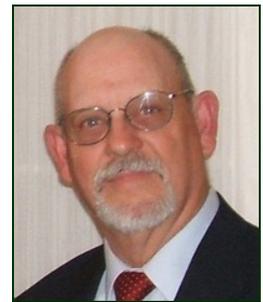
Gerard Jalbert

Linda Cohen

Melissa Linscott

Patricia Smith

Michael Pock



## Council Appointed City Staff

James H. Gailey, City Manager

Sally Daggett, Corporation Counsel

Susan Mooney, City Clerk

# REPRESENTATIVES TO THE LEGISLATURE

## **House District 122**

Terry K. Morrison  
13 Ocean Street  
South Portland ME 04106  
207-831-0828

## **House District 123**

Scott M. Hamann  
60 Thornton Avenue  
South Portland ME 04106

## **House District 124**

Bryan T. Kaenrath  
PO Box 2168  
South Portland ME 04106  
207-409-7137



# STATE SENATOR

## **Senate District 7**

Rebecca Millett  
3 State House Station  
Augusta ME 04333  
207-287-1515  
[SenRebecca.Millett@legislature.maine.gov](mailto:SenRebecca.Millett@legislature.maine.gov)

# BOARDS & COMMITTEES

## **Board of Appeals 2012-2013**

Alex Anastasoff	Gordon Stanhope	Aaron Hackett
Daniel Fortin	Cara Biddings	Mike Kabana
Greg Perry	Sara Orberton	

## **Board of Assessment Review 2012-2013**

Russell Barrows	Margaret Johnson	Maureen Hason
Paul Cloutier	Christopher Kovacs	
Randall Scott	Nancy Field	

## **Board of Education 2012-2013**

Sara Goldberg	Richard Carter	Tappan Fitzgerald
Richard Matthews	James Gilboy	
Mary House	Karen Callaghan	

## **Civil Service Commission 2012-2013**

Brian Wallace	Lee Harvey	Greg Marles
Elaine Lundgren	Brian Dearborn	Linda Cohen
James Hendry	Kathleen Hanson	George Hackett

## **Community Development Advisory 2012-2013**

Don Legere	Matthew Gilbert	Linda Eastman
Forrest Johnson	Mike Fletcher	
Elizabeth Morin	Anton Hoecker	

## **Conservation Commission 2012-2013**

William Sutton	Robert Klotz	Alison Shea
Monika Youells	Nathan Marles	Julie Provost-Lucci
Mitchell Sturgeon	David Critchfield	Edward Hellier
Laura Smith		

# BOARDS & COMMITTEES

## **Economic Development Committee 2012-2013**

Stephen Bushey	John Schwartzman	Peter Stocks
William Collins	Martin Macisso Jr	Anngela Smith
Dave Owen	Sergio Gaddar	Sarah Kirn

## **Energy and Recycling Committee 2012-2013**

Peter Wilson	David Domingos	Heather Valley	Angela Griffiths
Brian Wallace	Stanley Cox	Rita Thompson	Sabrina Dalton
Todd Erickson	Robert Foster	Jessica Williams	Edward Hellier
Eric Knutsen	Emily Sherman	Michael Howe	Joan Kushner

## **Harbor Commission 2012-2013**

John Stewart	William Van Voorhis
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## **Housing Authority 2012-2013**

Elizabeth Ross	Christine Dearborn	Kevin Glynn
Frank Morong	Mary Jo Jakab	
Laurie Carr	Lolita Ball	

## **Library Advisory Board 2012-2013**

Aimee Turner	Kathy Berube	Amber Mooney
Lynne Joys	Linda Eastman	Julie Kingsley
Colleen Jones Turner	Rita Swidroski	

## **Planning Board 2012-2013**

Susan Hasson	William Laidley
'Amy Cullen	Caroline Hendry
William Schreiber	Fred Hagan
Curt Jensch	Molly Butler-Bailey



# PUBLIC EDUCATION

## Current Enrollment by School

<u>School</u>	<u>Grades</u>	<u>Capacity</u>	<u>Enrollment</u>
Frank I. Brown	K-5	260	286
Helena H. Dyer	K-5	240	304
James Otis Kaler	K-5	240	177
Waldo T. Skillin	K-5	380	420
Dora L. Small	K-5	260	343
Daniel F. Mahoney Middle	6-8	450	335
Memorial Middle	6-8	450	375
South Portland High	9-12	1200	864

## Enrollment Trends

<u>Year</u>	<u>Total Enrollment</u>
2012	3116
2011	3086
2010	3101
2009	3022
2008	3029
2007	3064
2006	3041
2005	3014
2004	3108
2003	3223
2002	3196



# ECONOMIC CHARACTERISTICS

## **Population**

<u>Year</u>	<u>Amount</u>
1970	23,267
1980	22,712
1990	23,163
2000	23,324
2010	25,002

## **Population Characteristics**

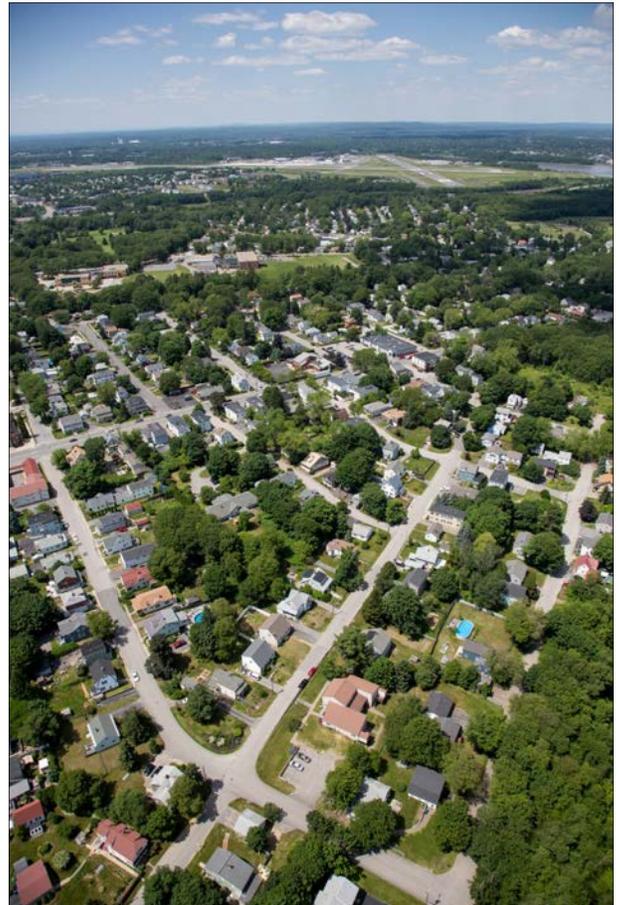
Median Age	39.4
% of school age	17.5%
% working age	61.6%
% 65 and over	13.6%
Persons per household	2.24

## **Income**

Median family income	\$52,833.00
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## **Housing**

%owner occupied	64.4%
%Built before 1939	31.4%
% Built since 1990	6.8%
Owner occupied med. value	\$112,000.00
Median gross rent	\$643.00
Occupied housing units	10,047



# TOP TEN TAXPAYERS

<b><u>Company Name</u></b>	<b><u>Taxes Paid</u></b>
1. GGP Maine Mall	\$3,549,375.00
2. National Semiconductor	\$3,029,665.00
3. Hannaford Bros. Co.	\$942,287.00
4. Fairchild Semiconductor	\$922,114.00
5. Home Properties	\$889,629.00
6. Portland Pipeline	\$727,877.00
7. Central Maine Power	\$527,303.00
8. Dead River	\$498,351.00
9. Anthem	\$443,959.00
10. Oprock Portland	\$429,219.00

# TOP TEN EMPLOYERS

<b><u>Company Name</u></b>	<b><u>Number of Employees</u></b>
1. UnumProvident Life	3500
2. Anthem/Blue Cross & Blue Shield of Maine	1000
3. City of South Portland	907
4. Fairchild Semiconductor	775
5. WEX	744
6. Southern Maine Community College	739
7. Texas Instruments	540
8. United Parcel Service	200
9. <b>Macy's</b>	200
10. Marriott Corp	148

# LETTER FROM THE MAYOR

Dear South Portland residents, businesses and visitors,

As the Mayor for South Portland during 2013, it is my privilege to introduce this 2012-13 Annual Report. To be given the opportunity to serve a second term as the Mayor for our wonderful community has truly been an honor and a privilege.

As South Portland residents, we continue to brag about our diverse community and the many activities and developments that make us who we are. While the west end of South Portland continues to remain primarily mixed use with a heavy focus on retail, the east end of South Portland has become increasingly popular with a steady influx of new residents. Along with this popularity we have seen a steady increase in ancillary interest and needs.

We invested heavily in the Knightville area as utilities were upgraded on Ocean Street and a completely new streetscape visually and functionally improved our historic downtown district. Several new restaurants and shops opened in Knightville, giving the neighborhood a new feeling of "electricity." **The restaurant growth was noticed throughout the City but no area received the attention that Cottage Road received as a wide variety of restaurants all contributed to greater Portland's increased reputation as a fine dining destination.**

The popularity of South Portland was also evident by the number of public events. We hosted no less than twelve road races that included the States first Color Run with 5,000 participants. **Bug Light Park also hosted the communities first "Buy Local "event and the Park continues to be the starting point for the Eastern Trail's Lighthouse Ride with over 1,000 bikers.** Our waterfront, our restaurants and our people continue to make South Portland a destination.

Councilor Tom Coward left mid term to join the Cumberland County Board of Directors and an unusual mid term special election had Michael Pock besting three other opponents for the District One seat. Councilor Livingston did not seek re election after serving one term and was replaced by Maxine Beecher representing District 4.

Despite a reduction in State revenue sharing, we were able to hold the tax rate to a 1.2 % increase. Working with staff to make delicate decisions, South Portland had one of the lowest increases in the entire region and saw no lay offs or elimination of services. We continue to provide the services and programs that our changing population need and have come to expect.

With the growing international dislike for Tar Sands Oil, the citizens initiated a referendum that would have restricted the growth and development of our petroleum industry. Record public hearings within excess of 400 people turned the debate into one of the most contentious questions our community has ever faced. The initiative was narrowly defeated at the polls. The Council immediately responded by enacting a moratorium to prohibit Tar Sands Oil, enabling the Council and staff to develop an ordinance that protects the community.

**Previous Council's had determined that our Public works, Transportation and Parks facilities were outdated, inefficient and unsafe.** The voters echoed this concern by supporting a new fourteen million dollar Public Services Facility to be built on outer Highland Avenue.

South Portland continues to grow in the right direction, a direction that maximizes the quality of life for our residents, our businesses and for the many visitors we receive annually. It is my pleasure to be a representative for our community and to present this Annual Report.

Respectfully Submitted,



Mayor Tom Blake

# A LETTER FROM THE CITY MANAGER

It is with pleasure I present to the City Council and the citizens of South Portland the annual report on the operations and financial conditions of the city government for the fiscal year July 1, 2012 to June 30, 2013.

Annually the City of South Portland develops this report to recognize the collection of key accomplishments over the prescribed time period. Maintaining a record of key accomplishments **that have taken place is important to understand our community's history. In some instances as projects cross the fiscal year boundaries, I have provided the full explanation.**

The FY13 budget was adopted with a 1.79% or \$503,463 increase over FY12. The FY13 budget total needs from taxes was \$433,212 or 2.57%. The City with the 2.57% increase fell under the State Statute LD1 Growth Limitation Factor. The largest increase in the budget was personnel increases through MainePers Retirement, Cost of Living Wages, the half funding of two firefighters and half funding of a civilian position within the Police Department. These positions were half funded and hired at the half year point, ultimately being fully funded in the FY14 budget. The City saw significant savings in a reduction of General Assistance rent (-\$53,500), renegotiation of our solid waste contract (-\$79,005) and a significant savings in utilities as a result of the Siemens Energy contract the City entered into the prior year (-\$110,000). The City Council worked with staff on incorporating \$80,000 for the paving program back into the General Fund budget. Since 2003 the paving program has been paid for through the Capital Improvement Budget. The City again had to use \$400,000 from the tax stabilization account for the balancing of the FY13 budget.

The economic times presented a number of challenges; however, the City experienced positive activity in a few of the local revenue accounts. We continued to experience the ramifications of the State of Maine balancing their own budget, and the impacts and process became overwhelming in the preparation of the FY14 budget. An attack on State Revenue Sharing, Commercial Excise, the Business Equipment Tax Exemption and Homestead Exemption Program Revenue all could have resulted in the loss of 2.8 million in revenue an increase of 8 cents on the mil rate. In the end, only State Revenue Sharing was cut, resulting in a FY14 budget impact of \$507,000.

The City Council in FY2012 adopted a Local Circuit Breaker program, mirroring the State of Maine program, providing a local rebate for seniors (qualifying age 70 years old). A qualifying homestead could receive upwards of \$400.00 from the City, over-and-above **what is received from the State's program. The program's first year the Council budgeted \$30,000 towards the local program and 62 residents took advantage of the program for a distribution of \$12,112. The savings in FY12 was transferred to the FY13 program. In FY13, 151 residents took advantage of the program for a total distribution of \$30,151.**

**On June 17, 2013, a citizen initiative petition was submitted to the City Clerk's office requesting amendment of the South Portland Code of Ordinances to include a proposed "Waterfront Protection Ordinance." On July 1, 2013, the City Clerk determined that the petition contained the required number of valid signatures and that each paper had a valid statement of the circulator, and the City Clerk forwarded the petition to the City Council. A referral of the proposed ordinance to the Planning Board was made at the July 1st City Council meeting. At the conclusion of the Planning Board's second public hearing, the Planning Board, by a vote of 4-2, adopted a finding that the proposed ordinance was inconsistent with the City's Comprehensive Plan. In August, the City Council opted to send the petition to the voters in November.**

On November 5, 2013, the citizen-initiated Waterfront Protection Ordinance was defeated by a vote of 4453 against the ordinance to 4261 in favor of the ordinance. The next day, the City Council held a special workshop meeting to consider a proposed moratorium on development proposals involving the loading of oil sands/tar sands products onto marine tank vessels docking in South Portland. The City Council approved the moratorium at their December 16, 2013 meeting. **Stay tuned...**

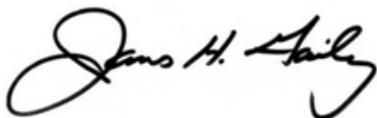
#### 2013 Important Accomplishments

- Significant redevelopment of the Wilkinson Park and Redbank Community Center complexes.
- Public Works / Transportation Facility received voter approval for a new facility.
- Began construction on the Transit Hub located at the rear of City Hall.
- Continued renovations to City Hall (siding and painting)
- Kicked off a community fundraising effort for the replacement of the hot tub at the municipal pool.
- Repaved East Broadway with the incorporation of a middle turning lane, bike lanes and pedestrian safety enhancements.
- Welcomed 5000 runners to SMCC and the Willard Neighborhood for the Color Run.
- Began the design for the Thornton Heights CSO and Streetscape work.
- Welcomed many new businesses to the City, all finding their own little niche with our community.
- Paving of Broadway (Lincoln – Cash Corner), Rumery and Dartmouth among many other neighborhood streets.

These are only a few accomplishments this great City experienced over the last year. Please read this annual report and learn more about the tremendous things that are happening in our community.

I would like to take an opportunity to express my sincere thanks to the South Portland City Council for its cooperation, assistance, and confidence they have given staff during the past **year, and to the state's most talented department heads and employees of the City for their exceptional commitment to further the mission of our organization.** It is truly an honor to serve this great community.

Respectfully submitted,



James H. Gailey  
City Manager

# CITY CLERK

## Elections

MUNICIPAL BALLOT	District One	District Two	District Three and Four	District Five	Central	
<b>City Council - District Three</b>						
DeAngelis, Rosemarie	662	634	1475	699	2046	5516
Linscott, Melissa E.	1043	902	2031	1104	2066	<b>7146</b>
<b>City Council - District Four</b>						
Cohen, Linda C.	1459	1383	3105	1671	3584	11202
<b>Board of Education - District Three</b>						
Matthews, Richard T.	1434	1367	3061	1643	3483	10988
<b>Board of Education - District Four</b>						
No Declared Candidate						
<b>Board of Education - District Five</b>						
Fitzgerald, Tappan C. II	1392	1320	3000	1632	3412	10756

The November 6, 2012 election was interesting. It matched 2008 with both Presidential elections drawing an 81% turnout, however absentee voting dropped by 1,765 from 2008 to 2012. Over 37% of the ballots cast in 2008 were by absentee ballot. That percentage dropped to 26% in 2014.

In the municipal election the only contested local race was the District Three City Council seat. Melissa Linscott unseated incumbent Rosemarie DeAngelis by 1,630 votes. Linda Cohen ran unopposed to fill the District Four City Council seat previously held by Maxine Beecher. Councilor Beecher was termed out after serving three consecutive terms.

No one took out petition papers for the District Four Board of Education Seat previously filled by James Gilboy. Mr. Gilboy was sworn back in after receiving enough votes to win a write-in campaign. Richard Matthews ran unopposed and was re-elected. He initially ran and won a write-in campaign in November, 2010 to fill the remaining term from the 2009 election. Tappan C. Fitzgerald also ran unopposed and was also re-elected.

It should be noted that Jeff Selser resigned from his At Large seat on the Board of Education. The City Council voted on November 19, 2012 to appoint Mary House to fill the vacancy until November 2013, when voters would elect a Board of Education member for the remainder of that term.

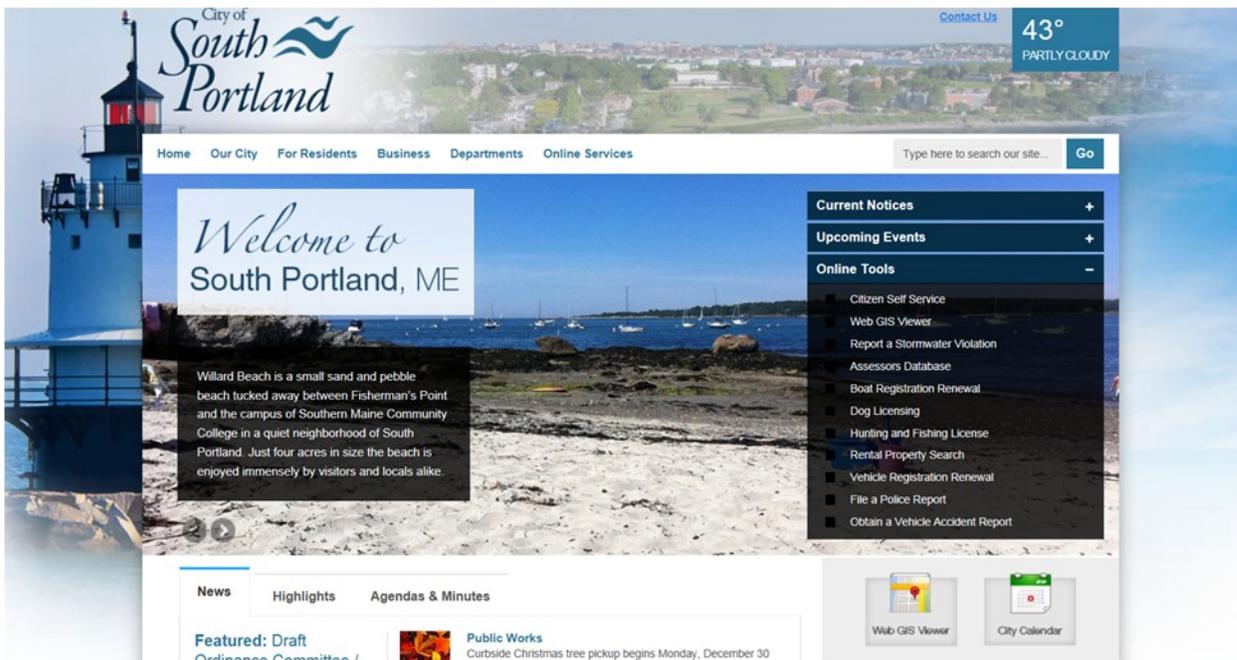
A Special Election was held on March 12, 2013. District One Councilor, Thomas Coward, ran unopposed in the November 6, 2012 election for the District Four County Commissioner seat. Not being able to hold both elected positions he resigned from the Council in January 2013. As with all Special Elections the polling places were combined to the Community Center. Voter turnout was very low with only 614 voters participating in the election. Michael Pock received the most votes and was declared the winner of the race.

Michael R. Pock	180
Richard Carter	178
Robert Foster	139
William Schreiber	111

The School Budget referendum was held on June 11, 2013. This also was a combined election at the Community Center with a low turnout. The school budget passed with 591 yes votes to 189 no votes. The voters also chose to continue to pass the school budget by referendum vote for another three years. 465 voted yes and 311 voted no.

**Website**

The City brought a new website online in June 2013. It was designed to be more user friendly so that residents and business owners can find information much easier. There is a powerful search component to assist with that goal. The website address remained the same, www.southportland.org



Respectfully Submitted,

*Susan M. Mooney*

Susan Mooney, City Clerk

# COMMUNITY DEVELOPMENT

The mission of the South Portland Community Development Program is to improve the physical, social, economic, and housing environments for the City's low- and moderate-income residents.

The Community Development Office oversees and administers community development initiatives funded through the City's **Community Development Block Grant** (CDBG) program. The City of South Portland receives an annual allocation of U.S. Department of Housing and Urban Development CDBG funds as a set-aside from Cumberland County. In FY 2012-13, the City received **\$388,286** as a CDBG allotment through its ongoing agreement with the County.

In 2012-13, the City's Community Development Program funded valuable public service and public infrastructure improvement activities. Many of the projects funded, described below, could not have occurred without the addition of CDBG funding. The strategic use of CDBG was also a contributing factor in the State of Maine's choice in awarding the City's 2012 Business Friendly Certification. The results of these activities will have a positive, lasting impact on South Portland's neighborhoods, businesses, and residents for years to come.

## **Public Services**

<b>Community Counseling Center, Trauma Intervention Program</b> —Mobile counseling services for victims of trauma in S. Portland's low-income neighborhoods	<b>\$5,000</b>
<b>Family Crisis Services, Enhanced Police Intervention Collaborative</b> —Domestic violence response and advocacy services	<b>\$5,000</b>
<b>Skillin School, Backpack Program</b> —Weekend food distribution for food-insecure households	<b>\$3,000</b>
<b>Southern Maine Agency on Aging</b> —Meals-on-Wheels distribution	<b>\$10,000</b>
<b>General Assistance Emergency Heating Assistance</b> —One-time heating assistance for struggling households	<b>\$5,000</b>
<b>Bus Pass Program</b> —Free bus passes for low-income students and residents	<b>\$2,242</b>
<b>Redbank Hub Personnel</b> —Staff person for neighborhood resource facility in Redbank neighborhood	<b>\$15,001</b>
<b>21 Club</b> —S. Portland after-school program	<b>\$8,000</b>
<b>Recreation Scholarships</b> —Scholarships for City recreation programs	<b>\$5,000</b>

**Public Improvements & Facilities—**

**Mill Creek Park, Phase III—improvements of walkways, gazebo, & landscaping      **\$152,385****



**Knightville, Phase II—combined sewer and streetscape improvements**

**\$125,000**



Respectfully Submitted,

Handwritten signature of Emily A. Freedman in black ink on a white background.

Emily A. Freedman, Community Development Coordinator

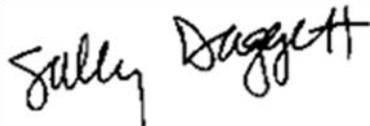
# CORPORATION COUNSEL

Legal counsel is provided to the City by the Jensen Baird Gardner & Henry law firm of Portland, Maine; **Sally Daggett, a partner at Jensen Baird, serves as the Corporation Counsel, the City's principal attorney.** The law firm has extensive experience in all aspects of local government law. In addition, the Legal Department is staffed by one legal secretary, in-house at City Hall.

The Legal Department is the central location where all legal issues before the City are managed and overseen. Activities in the Legal Department are divided into approximately three equal parts: defending and overseeing litigation, handling City Council issues (*e.g.*, advising the Council at meetings and drafting ordinances), and advising other City departments as legal issues arise. While the Legal Department does not deal directly with members of the public as a significant portion of its activities, like all City departments, it attempts to be user-friendly and responsive to citizen questions and concerns where appropriate. The Legal Secretary is the liaison between the City and its insurers, and spends many hours each week on claims, such as sewer back-ups and potholes. The Legal Secretary also acts as a liaison between City staff and outside legal counsel to ensure tracking of new and existing litigation.

The Corporation Counsel works with the City in a proactive manner to avoid litigation to the extent possible. This involves reviewing proposed ordinances or amendments prior to their enactment, assisting administrative boards in drafting detailed findings of fact and conclusions of law, and providing employee and board member training in substantive areas of the law, such as the Right-to Know Law, administrative board decision-making practice and procedures, and tax abatement appeals. The Corporation Counsel also drafts deeds, contracts, leases, resolutions and other legal papers on behalf of the City and its departments.

Respectfully Submitted,



Sally J. Daggett

Corporation Counsel



# ECONOMIC DEVELOPMENT

The major goals of the Economic Development Division (ECD) in the Executive Department are to provide efficient and accurate assistance to businesses; identify strategic growth areas in the city; encourage and support business development and expansion; create a range of **well-paying jobs for the City's residents and workforce; and, foster a diverse and sustainable economic growth program for the benefit of all City residents.**

## **Economic Development**

The City of South Portland plays a significant role in the regional economy. The City is home to a number of worldwide companies and more than 1,500 small and medium sized businesses scattered throughout the City that collectively ensures that the City plays a significant role in **the State's economy.**

The City of South Portland is a vibrant community of 25,000, located on picturesque Casco Bay, known for its working waterfront, retail and industry, quality of life and was recently recognized as a New England Top 10 Best City.

The City is a coastal community in southern Maine encompassing an area of 12.93 square miles. The City has been referred to as two cities, with the western half of the City hosting commercial, industrial and advanced technology property and the eastern half of the City **sporting a community college, a beach area, several parks, one of the State's largest marinas,** a municipal boat ramp, a maritime museum and the second busiest oil port on the entire East Coast.

Prior to World War II South Portland was a residential community that broke away from Cape Elizabeth in 1895. The City was quiet until a shipyard was established in 1940 to build cargo ships for Great Britain. When the United States became involved with World War II, the shipyard expanded and turned out 236 of the 440 foot long Liberty Ships built during the war years. At its peak, the shipyard employed 30,000 people. The shipyard gradually ceased operations after the war ended in 1945.

**In the mid 1960's, with the forethought to recognize the location as having a healthy economic future, the City purchased 137 acres from Dwyer's Pig Farm. This purchase was made in anticipation of the Interstate 295 spur through Portland and South Portland that would be linking with the turnpike just south of the farm, with the added advantage of the close proximity of the Portland International Jetport (the runway is actually located in South Portland). When a developer came to the area looking for a likely spot for a shopping center, South Portland was chosen over Portland, Scarborough and Falmouth. As a result, the Maine Mall opened its first twenty stores to crowds of shoppers in August 1971. In the last 30 years the Maine Mall area has evolved from farmland into the largest retail, commercial, and office complex north of Boston and currently employs more than 3,000 people. Each year the Mall's 140 businesses draw 13 million visitors to its 1.2 million square feet of retail space.**

In the western half of the City where the Maine Mall is located, you will also find two world-class computer chip factories, Fairchild Semiconductor and Texas Instruments, Maine headquarters of Anthem Blue Cross/Blue Shield and WEX. These businesses provide employment to approximately 6,000 people.

The Assistant City Manager also served as the City's liaison on a number of local and regional boards and committees:

- The City's Economic Development Committee, a seven member citizen board that serves as a platform for the development of economic development policy;
- City Comprehensive Plan Implementation Committee;
- The City's Waterfront Market Association;
- The Cape Elizabeth/South Portland Regional Chambers of Commerce;
- Thornton Heights/Pleasantdale Working Group;
- The Greater Portland Economic Development Corporation;
- New England Council

**Highlights of the Economic Development work for FY 2012-13 included:**

- Worked with numerous companies throughout the year on business development, expansion, retention, and attraction to the City.
- City received the State of Maine designation as a Certified Business-Friendly community.
- Developed business attraction advertisement for strategic placement in publications.
- Identified location and developing plans for a City performing arts venue.
- Working to convert City capped landfill to a community solar array and other sustainable initiatives.
- Working to develop an Arts/Historical Commission and action plan.
- Participation in implementation of the 2012 Comprehensive Plan.

Respectfully Submitted,



Jon P. Jennings  
Assistant City Manager/  
Economic Development Director



# FINANCE

The Finance department provides several important roles in the operations of City government. These roles include the accounting functions of general ledger, budgetary management, **purchasing, accounts payables, payroll, and cash disbursements.** The department's role also includes the various treasury functions of cash management and investments, tax collection, auto registration, and the collection and billing for most City departments. The department oversees various budgets totaling approximately \$89 million as well as cash and investment reserves of approximately \$51 million. The Finance office strives to manage the finances of the City in a prudent, efficient and transparent manner. We believe the City is strongly positioned to provide the services its citizens require and at a reasonable tax burden.

## **Major indicators of the City's financial condition:**

### **Fund Balance**

A key indicator of the City's financial condition is the size of its unassigned fund balance. The City South Portland's "General Fund - Unassigned fund balance as of June 30, 2013 was \$10,144,040. This represented a decrease of \$447,875 from last year's balance. During the year the City utilized a portion of its unassigned balance to fund capital improvements of \$1,237,500, contributed \$500,000 to the municipal services facility reserve and increased the tax rate stabilization reserve by \$700,000.

The City's continuing solid financial condition is the result of prudent budgeting and monitoring of expenditures. The ending fund balance provides the City with adequate coverage for various liabilities, accounts receivable, and unforeseen expenses or shortfalls in revenues.

### **Budgetary Highlights**

#### **General Fund:**

Revenues for the general fund totaled \$70,254,947 (on the budgetary basis of accounting) in the fiscal year ended June 30, 2013. Actual revenues exceeded estimates by \$1,378,525.

### **General Fund Revenues Budget to Actual Summary**

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Revenues:			
Taxes	\$ 59,138,381	60,433,578	1,295,197
Intergovernmental	6,781,780	6,625,453	(156,327)
Licenses, permits, fees and fines	761,850	1,025,315	263,465
Charges for services	1,569,861	1,748,114	178,253
Unclassified	124,550	160,689	36,139
Interest earned	500,000	261,798	(238,202)
Total revenues	\$ 68,876,422	70,254,947	1,378,525

The revenue sources responsible for this surplus include the following:

- A taxes surplus of \$1.295 million of which \$1.228 million is attributable to an excise tax surplus due primarily to budgeting conservatively for fleet vehicles which are susceptible to major swings. Additionally, property taxes exceeded budget by \$82K.
- A surplus in State revenue sharing of \$101K, State BETE revenue of \$221K were offset by a large shortfall in State Education subsidies of \$411K as a result of the **governor's curtailment**.
- Building permit licenses came in with a surplus of \$259K.
- A surplus in charges for services relating to ambulance billings and bus service ridership which exceed anticipated revenues by \$80K and \$47K respectively.
- An investment earnings deficit of \$238K as a result of significantly lower interest rates on investments during the year and a mark to market adjustment as a result of increasing rates at yearend.

Expenditures for the general fund totaled \$68,489,790 (on the budgetary basis of accounting) in the fiscal year ended June 30, 2013.

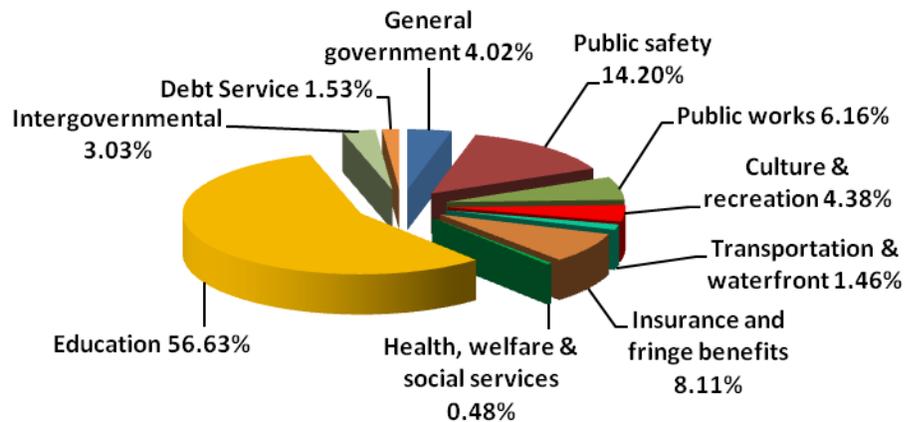
### **General Fund Expenditures Budget to Actual Summary**

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
Expenditures:			
General government	\$2,732,993	2,674,010	58,983
Public safety	9,835,593	9,726,184	109,409
Public works	4,339,150	4,218,084	121,066
Culture and recreation	3,122,003	3,000,007	121,996
Transportation and waterfront	1,029,764	997,583	32,181
Health, welfare and social services	365,421	326,893	38,528
Insurance and fringe benefits	5,697,050	5,552,005	145,045
Education	39,590,803	38,788,570	802,233
Intergovernmental (county tax)	2,075,037	2,075,037	
Other	112,000	82,568	29,432
Debt Service	1,051,550	1,048,849	2,701
<b>Total expenditures</b>	<b>\$69,951,364</b>	<b>68,489,790</b>	<b>1,461,574</b>

The following areas had expenditure surpluses attributable to management efforts to control budgeted expenditures:

- General government legal expenditures were lower than anticipated with a surplus to budget of \$26K.
- Public safety expenditures were under budget with police (surplus of \$41K), fire (surplus of \$25K) and communications (surplus of \$32K) making up the larger components.
- Public works was under budget because of lower tonage for rubbish disposal (surplus of \$88K), streets and sidewalks (surplus of \$44K) and the garage (surplus of \$40).
- Citywide insurance and benefits cost surplus of \$145.
- Education surplus of \$802K attributable to lower than anticipated, High School (surplus of \$186K) special education costs (surplus of \$214K), assistant superintendent (surplus of \$138K) and operations and maintenance (surplus of \$185K).

### General Fund Expenditure Components Fiscal Year 2013



## Tax Rates

The property tax rate for fiscal year 2012-13 was \$16.50 per thousand dollars of valuation. The approval of the High School construction project has impacted the tax rate gradually over the past three years and with the approval of the fiscal year 2013-14 budget, the total cumulative impact totals 66 cents on the tax rate. Next years' fiscal year 2013-14 tax rate is \$16.70. The components of the tax rate for fiscal years 2011-12, 2012-13 and 2013-14 are as follows:

	<b>2011-12</b>	<b>2012-13</b>	<b>2013-14</b>
Education	\$10.46	\$10.79	\$10.91
Municipal	\$5.02	\$5.10	\$5.14
County	\$0.62	\$0.61	\$0.65
<b>Total</b>	<b>\$16.10</b>	<b>\$16.50</b>	<b>\$16.70</b>

In fiscal year 2012-13, educational services accounted for 65.4% of your property tax dollars, while municipal and county services required 30.9% and 3.7% respectively. Therefore, for every tax dollar paid in 2012-13, 65 cents paid for educational services, 31 cents paid for municipal services, and 4 cents paid for county services.

Like other municipalities, South Portland continues to rely heavily on property taxes for the support of services. For the fiscal year ending June 30, 2013, property taxes accounted for 77.77% of total general fund revenues.

**The City's tax collection rate remained high during 2012-13. Collected taxes for the year ending June 30, 2013, were 98.14% of the City's total tax commitment. This continued high collection rate reflects the ongoing strength of the local economy.**

### **Debt Service**

The City of South Portland's total bonded debt decreased by \$2,342,102 during the current fiscal year as a result of repayments and no additional borrowing. The City will be issuing bonds for Phase 2 of the High School Project in the March or April of 2014.

**The State allows municipalities to borrow up to 15% of their total valuation. With the City's State Valuation at \$3,516,250,000 for 2013, the debt limit would be over \$527,000,000. Our current debt is \$47,722,187 or less than 1.36% of State Valuation or approximately 9.05% of the City's debt limit. Another measure of a municipality's debt load is debt per capita. As of June 30, 2013, the City of South Portland's debt per capita (including lease obligations) was \$2,034 as compared to the prior year of \$2,090.**

### **Credit Rating**

Municipal credit ratings are based on a number of factors, including fiscal management, debt levels, reserve fund balances, capital funding requirements, long-range planning and economic outlook.

The City of South Portland maintains a "Aaa" rating from Moody's and a "AA+" rating from Standard & Poor's for general obligation debt. **With the 'Aaa' and 'AA+' ratings, the City of South Portland has the two highest bond ratings of any community in Maine. Please refer to the agencies' reports for a comprehensive explanation of their rating assessment.**

### **Additional Information**

The financial statements on the following pages provide additional information on the City's financial condition.

For a complete analysis of the City's financial position, the City's Comprehensive Annual Financial Report and budget documents may be found on the City's web site at [www.southportland.org](http://www.southportland.org), at the South Portland Public Library, or at the Finance Department in South Portland City Hall.

## Staff

The department is comprised of a dedicated staff of 16 full-time and 3 permanent part-time employees, all of whom strive to maintain an attitude of friendly service to the citizens despite the high volume of activity that the department experiences. Special thanks go to the staff for their hard work and dedication throughout the year. It is through their efforts that the City remains in solid financial condition.

## Financial Report for the Year Ending June 30, 2013

The following excerpts have been extracted from the Comprehensive Annual Financial Report of the City of South Portland, Maine for the fiscal year ended June 30, 2013, a complete copy of which is available for inspection at the City's Finance Office. The excerpts included herein are:

Basic Financial Statements:

Government-wide Financial Statements:

Statement of Net Assets	Statement 1
Statement of Activities	Statement 2

Fund Financial Statements:

Balance Sheet - Governmental Funds	Statement 3
Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds	Statement 4
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	Statement 5
Statement of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual - General Fund and TIF Funds	Statement 6

Proprietary Funds:

Statement of Net Assets - Sewer Enterprise Fund	Statement 7
Statement of Revenues, Expenditures, and Changes in Net Assets - Sewer Enterprise Fund	Statement 8

Individual Fund Statements and Schedules:

General Fund:

Comparative Balance Sheets	Exhibit A-1
Schedule of Revenues, Expenditures and Changes in Fund Balance Budget and Actual - General Fund	Exhibit A-2
Schedule of Revenues, Expenditures and Changes in Fund Balance Budget and Actual - Education	Exhibit B

Respectfully Submitted,



Greg L'Heureux, Finance Director

**CITY OF SOUTH PORTLAND, MAINE**  
**Statement of Net Position**  
**June 30, 2013**

	Governmental Activities	Business-type Activities	Total
<b>ASSETS</b>			
Cash and cash equivalents	\$ 55,488,368	-	55,488,368
Investments	8,157,099	-	8,157,099
Receivables, net of allow. of \$804,580 and \$87,225	1,931,327	433,873	2,365,200
Taxes receivable	1,349,203	-	1,349,203
Tax liens and acquired property	377,851	-	377,851
Prepaid expenses	-	8,661	8,661
Inventory	19,361	-	19,361
Internal balances	(11,392,334)	11,392,334	-
Restricted assets, cash	50,000	-	50,000
Capital assets, not being depreciated	38,570,914	1,809,991	40,380,905
Capital assets, net of accumulated depreciation	73,030,339	48,327,642	121,357,981
Total assets	167,582,128	61,972,501	229,554,629
<b>LIABILITIES</b>			
Accounts payable	3,910,483	129,787	4,040,270
Accrued liabilities	460,855	1,661	462,516
Accrued interest	683,155	-	683,155
Accrued teachers' summer salaries	3,074,868	-	3,074,868
Non-current liabilities:			
Due within one year	5,405,096	112,350	5,517,446
Due in more than one year	51,846,215	571,691	52,417,906
Total liabilities	65,380,672	815,489	66,196,161
<b>NET POSITION</b>			
Net investment in capital assets	72,207,636	49,690,446	121,898,082
Restricted for:			
Permanent Funds - Nonexpendable principal	198,949	-	198,949
Permanent Funds - Expendable	125,576	-	125,576
Education	4,072,226	-	4,072,226
Other grants	2,048,804	-	2,048,804
Tax Increment Financing	5,156,049	-	5,156,049
Capital	-	4,543,966	4,543,966
Unrestricted	18,392,216	6,922,600	25,314,816
Total net position	\$ 102,201,456	61,157,012	163,358,468

*See accompanying notes to basic financial statements.*

CITY OF SOUTH PORTLAND, MAINE  
 Statement of Activities  
 For the year ended June 30, 2013

Functions/programs	Net (expense) revenue and changes in net position						
	Program Revenues			Primary Government			
	Expenses	Charges for services	Operating grants and contributions	Capital grants and contributions	Governmental activities	Business-type activities	Total
<b>Primary government:</b>							
<b>Governmental activities:</b>							
General government	\$ 10,512,718	514,857	870,791	-	(9,127,070)	-	(9,127,070)
Public safety	12,030,128	1,506,952	733,060	-	(9,790,116)	-	(9,790,116)
Public works	7,282,274	331,600	-	497,318	(6,453,356)	-	(6,453,356)
Culture and recreation	4,333,705	922,237	-	-	(3,411,468)	-	(3,411,468)
Transportation and waterfront	1,218,546	418,198	237,848	21,001	(541,499)	-	(541,499)
Health, welfare and social services	329,143	-	113,648	-	(215,495)	-	(215,495)
Education	44,402,127	616,566	8,426,916	-	(35,358,645)	-	(35,358,645)
Interest on debt service	1,761,281	-	-	-	(1,761,281)	-	(1,761,281)
<b>Total governmental activities</b>	<b>81,869,922</b>	<b>4,310,410</b>	<b>10,382,263</b>	<b>518,319</b>	<b>(66,658,930)</b>	<b>-</b>	<b>(66,658,930)</b>
<b>Business-type activities:</b>							
Sewer	5,885,557	5,637,193	-	138,232	-	(110,132)	(110,132)
<b>Total business-type activities</b>	<b>5,885,557</b>	<b>5,637,193</b>	<b>-</b>	<b>138,232</b>	<b>-</b>	<b>(110,132)</b>	<b>(110,132)</b>
<b>Total primary government</b>	<b>\$ 87,755,479</b>	<b>9,947,603</b>	<b>10,382,263</b>	<b>656,551</b>	<b>(66,658,930)</b>	<b>(110,132)</b>	<b>(66,769,062)</b>
<b>General revenues:</b>							
Property taxes, levied for general purposes					58,939,831	-	58,939,831
Motor vehicle excise taxes					5,453,056	-	5,453,056
Cable television franchise					176,253	-	176,253
Grants and contributions not restricted to specific programs:							
State Revenue Sharing					1,901,233	-	1,901,233
Homestead exemption					475,200	-	475,200
Other State aid					2,014,966	-	2,014,966
Unrestricted investment earnings					431,930	27,079	459,009
Miscellaneous					1,224,458	-	1,224,458
Transfers					(298,992)	298,992	-
<b>Total general revenues and transfers</b>					<b>70,317,935</b>	<b>326,071</b>	<b>70,644,006</b>
<b>Change in net position</b>					<b>3,659,005</b>	<b>215,939</b>	<b>3,874,944</b>
<b>Net position - beginning</b>					<b>98,542,451</b>	<b>60,941,073</b>	<b>159,483,524</b>
<b>Net position - ending</b>					<b>\$ 102,201,456</b>	<b>61,157,012</b>	<b>163,358,468</b>

See accompanying notes to basic financial statements.

CITY OF SOUTH PORTLAND, MAINE  
Balance Sheet  
Governmental Funds  
June 30, 2013

	General	Tax Increment Financing	Capital Projects	Other Governmental Funds	Total Governmental Funds
<b>ASSETS</b>					
Cash and cash equivalents	\$ 31,973,811	5,494,703	18,019,854	-	55,488,368
Investments	7,342,079	-	-	815,020	8,157,099
Due from other governments	247,261	-	-	1,429,450	1,676,711
Accounts receivable, net of allowance of \$804,580	162,032	22,679	1,261	68,644	254,616
Taxes receivable	1,349,203	-	-	-	1,349,203
Tax liens and tax acquired property	377,851	-	-	-	377,851
Interfund loans receivable	-	-	-	2,750,224	2,750,224
Inventory	-	-	-	19,361	19,361
Restricted assets, cash	50,000	-	-	-	50,000
<b>Total assets</b>	<b>\$ 41,502,237</b>	<b>5,517,382</b>	<b>18,021,115</b>	<b>5,082,699</b>	<b>70,123,433</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>					
<b>Liabilities:</b>					
Accounts payable	1,189,887	361,333	2,193,873	155,284	3,900,377
Accrued liabilities	429,196	-	-	31,659	460,855
Interfund loans payable	13,946,527	-	-	206,137	14,152,664
Accrued teachers' summer salaries	2,907,445	-	-	167,423	3,074,868
<b>Total liabilities</b>	<b>18,473,055</b>	<b>361,333</b>	<b>2,193,873</b>	<b>560,503</b>	<b>21,588,764</b>
<b>Deferred inflows of resources:</b>					
Unavailable revenue - property taxes	1,358,000	-	-	-	1,358,000
<b>Total deferred inflows of resources</b>	<b>1,358,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,358,000</b>
<b>Fund balances:</b>					
Nonspendable	-	-	-	218,310	218,310
Restricted	4,072,226	5,156,049	11,070,586	2,174,380	22,473,241
Committed	4,419,099	-	4,756,656	2,246,436	11,422,191
Assigned	3,035,817	-	-	-	3,035,817
Unassigned	10,144,040	-	-	(116,930)	10,027,110
<b>Total fund balances</b>	<b>21,671,182</b>	<b>5,156,049</b>	<b>15,827,242</b>	<b>4,522,196</b>	<b>47,176,669</b>
<b>Total liabilities, deferred inflows of resources, and fund balances</b>	<b>\$ 41,502,237</b>	<b>5,517,382</b>	<b>18,021,115</b>	<b>5,082,699</b>	
Amounts reported for governmental activities in the statement of net position are different because:					
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.					111,601,253
Other long-term assets are not available to pay for current period expenditures and, therefore, are deferred in the funds.					1,358,000
Long-term liabilities that are not due and payable in the current period and therefore are not reported in the funds:					
Bond premiums					(2,575,862)
Accrued compensated absences					(3,124,656)
Other postemployment benefits liability					(1,030,952)
Accrued interest					(683,155)
Landfill closure					(111,500)
Capital leases					(3,133,341)
Bonds payable					(47,275,000)
<b>Net position of governmental activities</b>					<b>\$ 102,201,456</b>

*See accompanying notes to basic financial statements.*

**CITY OF SOUTH PORTLAND, MAINE**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Governmental Funds**  
**For the year ended June 30, 2013**

	General	Tax Increment Financing	Capital Projects	Other Governmental Funds	Total Governmental Funds
<b>Revenues:</b>					
Taxes	\$ 60,433,578	2,303,339	1,353,970	20,000	64,110,887
Intergovernmental	10,018,019	922,710	21,001	4,330,251	15,291,981
Licenses, permits, fees and fines	1,025,315	-	-	-	1,025,315
Charges for services	1,748,114	-	-	1,713,234	3,461,348
Unclassified	590,789	-	500,000	267,885	1,358,674
Interest earned	279,661	27,453	98,808	26,008	431,930
<b>Total revenues</b>	<b>74,095,476</b>	<b>3,253,502</b>	<b>1,973,779</b>	<b>6,357,378</b>	<b>85,680,135</b>
<b>Expenditures:</b>					
<b>Current:</b>					
General government	8,339,338	66,587	-	1,146,968	9,552,893
Public safety	10,150,395	-	-	666,206	10,816,601
Public works	4,316,757	133,431	-	223,229	4,673,417
Culture and recreation	3,030,146	-	-	823,200	3,853,346
Transportation and waterfront	997,583	-	-	86,928	1,084,511
Health, welfare and social services	329,143	-	-	-	329,143
Education	42,556,262	-	-	1,942,792	44,499,054
School lunch program	-	-	-	1,547,688	1,547,688
Intergovernmental	2,075,037	-	-	-	2,075,037
Other	66,437	1,426,678	-	15,695	1,508,810
Debt service (excluding education)	1,048,849	-	-	-	1,048,849
Capital expenditures	179,824	50,000	27,787,953	-	28,017,777
<b>Total expenditures</b>	<b>73,089,771</b>	<b>1,676,696</b>	<b>27,787,953</b>	<b>6,452,706</b>	<b>109,007,126</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>1,005,705</b>	<b>1,576,806</b>	<b>(25,814,174)</b>	<b>(95,328)</b>	<b>(23,326,991)</b>
<b>Other financing sources (uses):</b>					
Transfers in	731,353	-	1,690,861	521,105	2,943,319
Transfers out	(2,259,105)	(685,934)	(51,491)	(245,781)	(3,242,311)
Issuance of debt	157,008	-	995,742	-	1,152,750
<b>Total other financing sources (uses)</b>	<b>(1,370,744)</b>	<b>(685,934)</b>	<b>2,635,112</b>	<b>275,324</b>	<b>853,758</b>
<b>Net change in fund balances</b>	<b>(365,039)</b>	<b>890,872</b>	<b>(23,179,062)</b>	<b>179,996</b>	<b>(22,473,233)</b>
<b>Fund balances, beginning of year</b>	<b>22,036,221</b>	<b>4,265,177</b>	<b>39,006,304</b>	<b>4,342,200</b>	<b>69,649,902</b>
<b>Fund balances, end of year</b>	<b>\$ 21,671,182</b>	<b>5,156,049</b>	<b>15,827,242</b>	<b>4,522,196</b>	<b>47,176,669</b>

*See accompanying notes to basic financial statements.*

**CITY OF SOUTH PORTLAND, MAINE**  
**Reconciliation of the Statement of Revenues, Expenditures,**  
**and Changes in Fund Balances of Governmental Funds**  
**to the Statement of Activities**  
**For the year ended June 30, 2013**

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Net change in fund balances - total governmental funds (from Statement 4)	\$	(22,473,233)
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Amounts reported for governmental activities in the statement of activities (Statement 2) are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital acquisitions (\$29,499,214) exceed book value of disposed assets (\$203,181) and depreciation (\$4,316,041).		24,979,992
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. This represents the change in unavailable revenues.		282,000
Capital lease proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of lease principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position. This is the amount by which proceeds (\$1,152,750) exceed repayments (\$217,996).		(934,754)
Change in accruals are recorded on the statement of net position, but not on the governmental fund balance sheet - accrued compensated absences (\$3,349), accrued interest (\$359,591), and other postemployment benefits liability (\$305,976).		(662,218)
Changes in long-term liabilities on the statement of net position, are expenditures in the governmental funds. This is the change of the landfill closure liability.		(9,500)
Bond proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. During the year, the City did not issue any bonds. Governmental funds report the effects of premiums and discounts when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. During the year, the City amortized \$161,718 of bond premiums. Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position. For the year, the amount of repayments was \$2,315,000.		2,476,718

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<b>Change in net position of governmental activities (see Statement 2)</b>	<b>\$</b>	<b>3,659,005</b>
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*See accompanying notes to basic financial statements.*

**CITY OF SOUTH PORTLAND, MAINE**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Budget and Actual - General Fund and TIF Funds**  
**For the year ended June 30, 2013**

	General Fund				TIF Funds				Variance with final budget positive (negative)
	Budget		Actual	Variance with final budget positive (negative)	Budget		Actual	Variance with final budget positive (negative)	
	Original	Final			Original	Final			
<b>Revenues:</b>									
Taxes	\$ 59,138,381	59,138,381	60,433,578	1,295,197	2,304,000	2,304,000	2,303,339	(661)	
Intergovernmental	6,781,780	6,781,780	6,625,453	(156,327)	834,000	834,000	922,710	88,710	
Licenses, permits, fees and fines	761,850	761,850	1,025,315	263,465	-	-	-	-	
Charges for services	1,569,861	1,569,861	1,748,114	178,253	-	-	-	-	
Unclassified	124,550	124,550	160,689	36,139	-	-	-	-	
Interest earned	500,000	500,000	261,798	(238,202)	-	-	27,453	27,453	
<b>Total revenues</b>	<b>68,876,422</b>	<b>68,876,422</b>	<b>70,254,947</b>	<b>1,378,525</b>	<b>3,138,000</b>	<b>3,138,000</b>	<b>3,253,502</b>	<b>115,502</b>	
<b>Expenditures:</b>									
<b>Current:</b>									
General government	8,448,743	8,430,043	8,226,015	204,028	-	-	66,587	(66,587)	
Public safety	9,835,593	9,835,593	9,726,184	109,409	-	-	-	-	
Public works	4,339,150	4,339,150	4,218,084	121,066	230,558	230,558	133,431	97,127	
Culture and recreation	3,122,003	3,122,003	3,000,007	121,996	-	-	-	-	
Transportation and waterfront	1,011,064	1,029,764	997,583	32,181	-	-	-	-	
Health, welfare and social services	365,421	365,421	326,893	38,528	-	-	-	-	
Education	39,590,803	39,590,803	38,788,570	802,233	-	-	-	-	
Intergovernmental	2,075,037	2,075,037	2,075,037	-	-	-	-	-	
Other	112,000	112,000	82,568	29,432	1,464,054	1,464,054	1,426,678	37,376	
Debt service (excluding education)	1,051,550	1,051,550	1,048,849	2,701	-	-	-	-	
Capital expenditures	-	-	-	-	1,337,104	807,104	50,000	757,104	
<b>Total expenditures</b>	<b>69,951,364</b>	<b>69,951,364</b>	<b>68,489,790</b>	<b>1,461,574</b>	<b>3,031,716</b>	<b>2,501,716</b>	<b>1,676,696</b>	<b>825,020</b>	
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>(1,074,942)</b>	<b>(1,074,942)</b>	<b>1,765,157</b>	<b>2,840,099</b>	<b>106,284</b>	<b>636,284</b>	<b>1,576,806</b>	<b>940,522</b>	
<b>Other financing sources (uses):</b>									
Budgeted use of surplus - City	-	2,897,707	-	(2,897,707)	49,650	49,650	-	(49,650)	
Budgeted use of surplus - School	1,050,000	1,050,000	-	(1,050,000)	-	-	-	-	
Transfer in	731,353	731,353	731,353	-	-	-	-	-	
Transfers out	(706,411)	(3,604,118)	(3,664,540)	(60,422)	(155,934)	(685,934)	(685,934)	-	
<b>Total other financing sources (uses)</b>	<b>1,074,942</b>	<b>1,074,942</b>	<b>(2,933,187)</b>	<b>(4,008,129)</b>	<b>(106,284)</b>	<b>(636,284)</b>	<b>(685,934)</b>	<b>(49,650)</b>	
<b>Net change in fund balance - budgetary basis</b>	<b>-</b>	<b>-</b>	<b>(1,168,030)</b>	<b>(1,168,030)</b>	<b>-</b>	<b>-</b>	<b>890,872</b>	<b>890,872</b>	
<b>Reconciliation to GAAP basis:</b>									
Change in encumbrances - City	-	-	73,943	73,943	-	-	-	-	
Change in encumbrances - School	-	-	(216,938)	(216,938)	-	-	-	-	
Change in reserves	-	-	945,986	945,986	-	-	-	-	
<b>Net change in fund balance - GAAP basis</b>	<b>-</b>	<b>(365,039)</b>	<b>365,039</b>	<b>365,039</b>	<b>-</b>	<b>-</b>	<b>890,872</b>	<b>890,872</b>	
<b>Fund balance, beginning of year</b>	<b>-</b>	<b>-</b>	<b>22,036,221</b>	<b>22,036,221</b>	<b>-</b>	<b>-</b>	<b>4,265,177</b>	<b>4,265,177</b>	
<b>Fund balance, end of year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>21,671,182</b>	<b>21,671,182</b>	<b>-</b>	<b>-</b>	<b>5,156,049</b>	<b>5,156,049</b>	

See accompanying notes to basic financial statements

**CITY OF SOUTH PORTLAND, MAINE**  
**Statement of Net Position**  
**Proprietary Funds**  
**June 30, 2013 and 2012**

<b>Business-type Activities - Enterprise Funds</b>		
	<b>Sewer</b>	
	<b>2013</b>	<b>2012</b>
<b>ASSETS</b>		
Current assets:		
Receivables, net of allowance of \$87,225 and \$163,242, respectively	\$ 426,960	421,283
Sewer liens	6,913	97,143
Prepaid expenses	8,661	7,893
Interfund loan receivables	11,392,334	11,965,929
<b>Total current assets</b>	<b>11,834,868</b>	<b>12,492,248</b>
Noncurrent assets:		
Capital assets, not being depreciated	1,809,991	4,306,790
Capital assets	88,514,036	84,184,097
Accumulated depreciation	(40,186,394)	(38,515,350)
<b>Total noncurrent assets</b>	<b>50,137,633</b>	<b>49,975,537</b>
<b>Total assets</b>	<b>61,972,501</b>	<b>62,467,785</b>
<b>LIABILITIES</b>		
Current liabilities:		
Accounts payable	129,787	817,490
Accrued wages	1,661	1,864
Current portion of noncurrent liabilities:		
Compensated absences	85,248	78,605
Bonds payable	27,102	27,102
<b>Total current liabilities</b>	<b>243,798</b>	<b>925,061</b>
Noncurrent liabilities:		
Compensated absences	151,606	154,464
Bonds payable	420,085	447,187
<b>Total noncurrent liabilities</b>	<b>571,691</b>	<b>601,651</b>
<b>Total liabilities</b>	<b>815,489</b>	<b>1,526,712</b>
<b>NET POSITION</b>		
Net investment in capital assets	49,690,446	49,501,248
Restricted for capital projects	4,543,966	5,877,132
Unrestricted - reserves	4,504,884	3,631,474
Unrestricted	2,417,716	1,931,219
<b>Total net position</b>	<b>\$ 61,157,012</b>	<b>60,941,073</b>

*See accompanying notes to basic financial statements.*

**CITY OF SOUTH PORTLAND, MAINE**  
**Statement of Revenues, Expenses and Changes in Net Position**  
**Proprietary Funds**  
**For the years ended June 30, 2013 and 2012**

	Sewer	
	2013	2012
<b>Operating revenues:</b>		
Charges for services	\$ 5,590,721	5,386,650
Interest and penalties	442	729
Licenses	46,030	48,998
<b>Total operating revenues</b>	<b>5,637,193</b>	<b>5,436,377</b>
<b>Operating expenses:</b>		
Personnel services	2,040,722	2,013,247
Contractual services	1,156,395	1,208,368
Supplies and materials	526,777	507,512
Fixed charges	60,855	56,472
Capital outlay	48,141	32,346
Depreciation	1,922,996	1,804,359
<b>Total operating expenses</b>	<b>5,755,886</b>	<b>5,622,304</b>
<b>Operating loss</b>	<b>(118,693)</b>	<b>(185,927)</b>
<b>Nonoperating revenues (expenses):</b>		
Interest revenue	27,079	30,143
Gain (loss) on disposal of capital assets	(128,316)	-
Interest and other debt issuance expense	(1,355)	(9,950)
<b>Total nonoperating revenues (expenses)</b>	<b>(102,592)</b>	<b>20,193</b>
<b>Loss before transfers and capital contributions</b>	<b>(221,285)</b>	<b>(165,734)</b>
Capital contributions	138,232	110,000
Transfers in	300,000	1,817,954
Transfer out	(1,008)	(1,296)
<b>Total transfers and capital contributions</b>	<b>437,224</b>	<b>1,926,658</b>
<b>Change in net position</b>	<b>215,939</b>	<b>1,760,924</b>
<b>Net position, beginning of year</b>	<b>60,941,073</b>	<b>59,180,149</b>
<b>Net position, end of year</b>	<b>\$ 61,157,012</b>	<b>60,941,073</b>

*See accompanying notes to basic financial statements.*

**CITY OF SOUTH PORTLAND, MAINE**  
**General Fund**  
**Comparative Balance Sheets**  
**June 30, 2013 and 2012**

	2013	2012
<b>ASSETS</b>		
Cash and cash equivalents	\$ 31,973,811	32,370,604
Investments	7,342,079	7,572,185
Due from other governments	247,261	257,608
Receivables, net of allowance of \$801,100 and \$655,609	162,032	263,975
Taxes receivable	1,349,203	1,437,957
Tax liens and tax acquired property	377,851	306,842
Restricted assets, cash	50,000	50,000
<b>Total assets</b>	<b>\$ 41,502,237</b>	<b>42,259,171</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>		
Liabilities:		
Accounts payable	1,189,887	1,277,097
Accrued liabilities	429,196	412,065
Interfund loans payable	13,946,527	14,532,689
Accrued teachers' summer salaries	2,907,445	2,925,099
<b>Total liabilities</b>	<b>18,473,055</b>	<b>19,146,950</b>
Deferred inflows of resources:		
Unavailable revenue - property taxes	1,358,000	1,076,000
<b>Total deferred inflows of resources</b>	<b>1,358,000</b>	<b>1,076,000</b>
Fund balances:		
Restricted	4,072,226	5,284,024
Committed	4,419,099	3,340,240
Assigned	3,035,817	2,820,042
Unassigned	10,144,040	10,591,915
<b>Total fund balances</b>	<b>21,671,182</b>	<b>22,036,221</b>
<b>Total liabilities, deferred inflows of resources and fund balances</b>	<b>\$ 41,502,237</b>	<b>42,259,171</b>

CITY OF SOUTH PORTLAND, MAINE  
General Fund  
Schedule of Revenues, Expenditures and Changes  
in Fund Balance - Budget and Actual  
For the year ended June 30, 2013

(with comparative actual amounts for the year ended June 30, 2012)

	2013			2012 Actual
	Budget	Actual	Variance positive (negative)	
<b>Revenues:</b>				
<b>Taxes:</b>				
Property	\$ 54,556,955	54,639,082	82,127	53,505,182
Excise	4,225,000	5,453,056	1,228,056	5,037,900
Interest and penalties	120,000	105,898	(14,102)	123,249
Payments in lieu of taxes	236,426	235,542	(884)	241,620
<b>Total taxes</b>	<b>59,138,381</b>	<b>60,433,578</b>	<b>1,295,197</b>	<b>58,907,951</b>
<b>Intergovernmental:</b>				
State Revenue Sharing	1,800,000	1,901,233	101,233	1,888,773
State BETE Revenue	850,000	1,071,126	221,126	921,472
Homestead reimbursement	465,000	475,200	10,200	466,578
State education subsidy	3,103,278	2,691,993	(411,285)	2,108,358
State agency client	75,000	49,925	(25,075)	161,197
Medicaid	120,000	60,573	(59,427)	80,664
Section 9	159,000	178,127	19,127	157,584
General assistance	119,500	113,648	(5,852)	99,697
Other State revenue	90,002	83,628	(6,374)	86,739
<b>Total intergovernmental</b>	<b>6,781,780</b>	<b>6,625,453</b>	<b>(156,327)</b>	<b>5,971,062</b>
<b>Licenses, permits, fees, and fines:</b>				
Cable franchise fee	188,000	176,253	(11,747)	185,000
City clerk	149,700	152,476	2,776	158,602
Planning	5,250	11,274	6,024	8,614
Police	99,900	91,808	(8,092)	97,711
Code enforcement	300,000	572,472	272,472	314,425
Public library	19,000	21,032	2,032	20,668
<b>Total licenses, permits, fees, and fines</b>	<b>761,850</b>	<b>1,025,315</b>	<b>263,465</b>	<b>785,020</b>
<b>Charges for services:</b>				
Rent and leases	64,800	77,083	12,283	70,246
Finance and Information Technology	146,031	144,543	(1,488)	124,567
Fire	765,100	842,672	77,572	776,271
Public works - Transfer facility	84,000	98,693	14,693	90,579
Parks and recreation	159,000	184,339	25,339	166,304
Bus service	268,880	320,059	51,179	309,666
Other	4,700	3,375	(1,325)	4,864
Education	77,350	77,350	-	77,350
<b>Total charges for services</b>	<b>1,569,861</b>	<b>1,748,114</b>	<b>178,253</b>	<b>1,619,847</b>
<b>Unclassified:</b>				
City clerk	16,000	21,467	5,467	18,770
Finance	16,000	15,816	(184)	21,581
Police	8,000	10,591	2,591	8,013
Fire	3,000	3,430	430	4,445
Planning and code enforcement	2,750	4,435	1,685	3,941
Public works	31,000	38,223	7,223	45,251
Other	9,800	10,953	1,153	15,052
Education	38,000	55,774	17,774	54,571
<b>Total unclassified</b>	<b>124,550</b>	<b>160,689</b>	<b>36,139</b>	<b>171,624</b>
Interest earned	500,000	261,798	(238,202)	574,713
<b>Total revenues</b>	<b>68,876,422</b>	<b>70,254,947</b>	<b>1,378,525</b>	<b>68,030,217</b>

**CITY OF SOUTH PORTLAND, MAINE**  
**General Fund**  
**Schedule of Revenues, Expenditures and Changes**  
**in Fund Balance - Budget and Actual**  
**For the year ended June 30, 2013**  
**(with comparative actual amounts for the year ended June 30, 2012)**

	Budget	Actual	Variance positive (negative)	2012 Actual
<b>Expenditures:</b>				
<b>Current:</b>				
<b>General government:</b>				
City Council	\$ 149,012	147,155	1,857	107,862
Executive	191,713	187,214	4,499	186,066
City clerk	222,348	215,474	6,874	212,704
Corporation council	181,779	153,161	28,618	155,297
Finance	945,771	931,483	14,288	932,180
Information technology	332,121	332,092	29	329,491
Planning	215,023	213,122	1,901	212,396
Human resources	305,728	305,350	378	264,565
City building	189,498	188,959	539	163,522
Citywide insurance and benefit costs	5,697,050	5,552,005	145,045	5,464,308
<b>Total general government</b>	<b>8,430,043</b>	<b>8,226,015</b>	<b>204,028</b>	<b>8,028,391</b>
<b>Public safety:</b>				
Police department	3,905,716	3,864,695	41,021	3,671,533
Fire department	4,553,431	4,527,965	25,466	4,334,466
Communications	741,244	708,837	32,407	684,487
Code enforcement	626,692	616,326	10,366	628,816
Civil service	8,510	8,361	149	11,947
<b>Total public safety</b>	<b>9,835,593</b>	<b>9,726,184</b>	<b>109,409</b>	<b>9,331,249</b>
<b>Public works:</b>				
Administration	132,236	162,365	(30,129)	159,848
Streets and sidewalks	1,793,181	1,749,190	43,991	1,535,523
Rubbish disposal	1,904,969	1,817,289	87,680	2,009,692
Public works garage	273,692	233,626	40,066	220,734
Transfer facility	235,072	255,614	(20,542)	211,864
<b>Total public works</b>	<b>4,339,150</b>	<b>4,218,084</b>	<b>121,066</b>	<b>4,137,661</b>
<b>Culture:</b>				
Main library	576,100	540,652	35,448	541,559
Branch library	137,746	135,657	2,089	97,841
<b>Total culture</b>	<b>713,846</b>	<b>676,309</b>	<b>37,537</b>	<b>639,400</b>
<b>Parks and recreation:</b>				
Administration	216,607	145,016	71,591	116,628
Parks	1,093,948	1,058,555	35,393	1,096,488
Pool	354,001	336,368	17,633	345,131
Recreation	743,601	783,759	(40,158)	736,312
<b>Total parks and recreation</b>	<b>2,408,157</b>	<b>2,323,698</b>	<b>84,459</b>	<b>2,294,559</b>
<b>Total culture, parks, and recreation</b>	<b>3,122,003</b>	<b>3,000,007</b>	<b>121,996</b>	<b>2,933,959</b>
<b>Transportation and waterfront:</b>				
Bus service	991,714	960,157	31,557	957,360
Waterfront	38,050	37,426	624	37,357
<b>Total transportation and waterfront</b>	<b>1,029,764</b>	<b>997,583</b>	<b>32,181</b>	<b>994,717</b>

CITY OF SOUTH PORTLAND, MAINE  
 General Fund  
 Schedule of Revenues, Expenditures and Changes  
 in Fund Balance - Budget and Actual  
 For the year ended June 30, 2013  
 (with comparative actual amounts for the year ended June 30, 2012)

	Budget	Actual	Variance positive (negative)	2012 Actual
Expenditures, continued:				
Current, continued:				
Health, welfare and social services:				
Welfare:				
Administration	\$ 79,463	77,521	1,942	76,837
General assistance	242,930	206,794	36,136	193,578
Total welfare	322,393	284,315	38,078	270,415
Health	43,028	42,578	450	42,578
Total health, welfare and social services	365,421	326,893	38,528	312,993
Intergovernmental - County tax	2,075,037	2,075,037	-	2,072,476
Other:				
Contingency and abatement reserve	112,000	82,568	29,432	60,392
Total other	112,000	82,568	29,432	60,392
Education	39,590,803	38,788,570	802,233	37,001,532
Debt service (excluding education):				
Administration	4,000	1,300	2,700	1,600
Principal	850,644	850,644	-	925,161
Interest	196,906	196,905	1	214,482
Total debt service	1,051,550	1,048,849	2,701	1,141,243
Total expenditures	69,951,364	68,489,790	1,461,574	66,014,613
Excess (deficiency) of revenues over (under) expenditures	(1,074,942)	1,765,157	2,840,099	2,015,604
Other financing sources (uses):				
Budgeted use of surplus - City	2,897,707	-	(2,897,707)	-
Budgeted use of surplus - School	1,050,000	-	(1,050,000)	-
Refunding bonds issued and premium	-	-	-	9,584,150
Payment to refunded bonds escrow agent and fees	-	-	-	(9,516,956)
Transfers - in	731,353	731,353	-	560,038
Transfers - out	(3,604,118)	(3,664,540)	(60,422)	(2,682,734)
Total other financing sources (uses)	1,074,942	(2,933,187)	(4,008,129)	(2,055,502)
Net change in fund balance - budgetary basis	-	(1,168,030)	(1,168,030)	(39,898)
Reconciliation to GAAP basis:				
Change in encumbrances - City		73,943		140,912
Change in encumbrances - School		(216,938)		83,242
Change in reserves		945,986		(119,794)
Net change in fund balance - GAAP basis		(365,039)		64,462
Fund balance, beginning of year		22,036,221		21,971,759
Fund balance, end of year	\$	21,671,182		22,036,221

**CITY OF SOUTH PORTLAND, MAINE**  
**General Fund - Education**  
**Schedule of Revenues, Expenditures and Changes**  
**in Fund Balance - Budget and Actual**  
**For the year ended June 30, 2013**

(with comparative actual amounts for the year ended June 30, 2012)

	2013		Variance positive (negative)	2012 Actual
	Budget	Actual		
<b>Revenues:</b>				
Local assessment	\$ 35,212,648	35,212,648	-	34,063,256
State education subsidy	3,103,278	2,691,993	(411,285)	2,108,358
State agency client	75,000	49,925	(25,075)	161,197
Medicaid	120,000	60,573	(59,427)	80,664
Charges for services	77,350	77,350	-	77,350
Other	38,000	55,774	17,774	54,571
<b>Total revenues</b>	<b>38,626,276</b>	<b>38,148,263</b>	<b>(478,013)</b>	<b>36,545,396</b>
<b>Expenditures:</b>				
<b>Current:</b>				
Brown Elementary	1,655,505	1,676,440	(20,935)	1,567,838
Dyer Elementary	1,588,088	1,569,656	18,432	1,625,175
Kaler Elementary	1,004,898	1,067,569	(62,671)	1,175,078
Skillin Elementary	2,278,418	2,239,433	38,985	2,224,652
Small Elementary	1,879,188	1,838,693	40,495	1,716,622
Mahoney Middle School	2,242,320	2,201,843	40,477	2,179,093
Memorial Middle School	2,465,716	2,407,302	58,414	2,212,157
South Portland High School	6,022,301	5,835,810	186,491	5,789,693
K-12 instrumental music	107,609	105,305	2,304	111,019
6-12 athletics	652,787	640,715	12,072	603,954
Special education	7,461,163	7,247,230	213,933	7,178,346
Health	339,981	333,830	6,151	327,347
Board of education	136,758	97,293	39,465	133,918
Superintendent of schools	371,817	369,943	1,874	350,203
Assistant superintendent	1,907,508	1,769,355	138,153	1,589,978
Technology	492,156	554,464	(62,308)	685,480
Business office	788,055	813,362	(25,307)	959,400
Operations/maintenance	3,912,831	3,727,524	185,307	3,025,919
Transportation	1,576,020	1,585,119	(9,099)	1,232,596
<b>Debt service:</b>				
Principal	1,628,188	1,628,188	-	1,761,235
Interest	1,079,496	1,079,496	-	551,829
<b>Total expenditures</b>	<b>39,590,803</b>	<b>38,788,570</b>	<b>802,233</b>	<b>37,001,532</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>(964,527)</b>	<b>(640,307)</b>	<b>324,220</b>	<b>(456,136)</b>
<b>Other financing sources (uses):</b>				
Transfers - in	320,465	320,465	-	150,517
Transfers - out	(405,938)	(405,938)	-	(678,356)
Refunding bonds issued and premium	-	-	-	9,584,150
Payments to refunded bonds escrow agent and fees	-	-	-	(9,516,956)
Budgeted use of surplus	1,050,000	-	(1,050,000)	-
<b>Total other financing sources (uses)</b>	<b>964,527</b>	<b>(85,473)</b>	<b>(1,050,000)</b>	<b>(460,645)</b>
<b>Net change in fund balances - budgetary basis</b>	<b>-</b>	<b>(725,780)</b>	<b>(725,780)</b>	<b>(916,781)</b>
<b>Reconciliation to GAAP basis:</b>				
Change in encumbrances		(216,938)		83,242
Change in reserves		(269,080)		199,371
<b>Net change in fund balance - GAAP basis</b>		<b>(1,211,798)</b>		<b>(634,168)</b>
Fund balance, beginning of year		5,284,024		5,918,192
<b>Fund balance, end of year</b>	<b>\$</b>	<b>4,072,226</b>		<b>5,284,024</b>

# FIRE AND RESCUE DEPARTMENT

The South Portland Fire Department has proudly been serving the City of South Portland since 1892 when our first call companies were formed in Ferry Village and Willard Square. Annually we now respond to over four thousand emergency calls for service. The department employs 62 full time firefighters and paramedics, supported by 45 paid on call firefighters. The department operates three fully staffed stations as well as three call companies.

- Central Station Fire Headquarters – Engine 8 & Rescue 1 (Fulltime)
- Cash Corner - Engine 5 (Fulltime), Engine 3 (Call Company)
- Western Ave Station – Squad 4 & Rescue 2 (Fulltime)
- Union Street - Engine 6 (Call Company)

Willard Hose Company – Engine 2 & Ladder 2 (Call Company)

## **HISTORICAL CALL VOLUME**

<b>Year</b>	<b>Fire</b>	<b>EMS</b>	<b>Total</b>
<b>1970</b>	<b>982</b>	<b>716</b>	<b>1698</b>
<b>1975</b>	<b>1041</b>	<b>931</b>	<b>1972</b>
<b>1980</b>	<b>1104</b>	<b>1289</b>	<b>2393</b>
<b>1985</b>	<b>1144</b>	<b>1665</b>	<b>2809</b>
<b>1990</b>	<b>1121</b>	<b>1956</b>	<b>3077</b>
<b>1995</b>	<b>1151</b>	<b>2138</b>	<b>3289</b>
<b>2000</b>	<b>1236</b>	<b>2615</b>	<b>3851</b>
<b>2005</b>	<b>1152</b>	<b>2896</b>	<b>4048</b>
<b>2010</b>	<b>1207</b>	<b>2939</b>	<b>4146</b>
<b>2011</b>	<b>1072</b>	<b>3026</b>	<b>4098</b>
<b>2012</b>	<b>1137</b>	<b>3142</b>	<b>4279</b>

## **ACHIEVEMENTS**

The South Portland Fire Department has evolved into an emergency response organization, ready to handle any hazard presented. Due to the dedication of our staff and the continued support of our community the South Portland Fire Department is ranked by ISO (Insurance Services Office) as one of the top departments in New England. In May of 2011 we completed a review by ISO, the last having been conducted in 2002. We improved our ranking from an 86 to an 88.08, the highest currently in Maine. We continue to build out our technology available to our responders. In 2013 we have moved forward and upgraded our web site as well as our information available to the public as well as our employees. In 2014 we plan to introduce a new state of the art inspection program and records management tracking platform that will be utilizing iPads in our trucks. This new platform will allow us to reduce paper work and expand our inspection program to provide photos and easier access for our residents and businesses to our inspection information. The department has also just completed the installation of an integrated radio on our new tower at the Western Avenue Station, which will allow for greater interoperability with our neighbors when they respond into our city on mutual aid.



### **EMERGENCY MEDICAL SERVICES**

Our Ambulances and the delivery of Emergency Medical Services continue to be the largest part of our business. Nationally, as well as locally, we have seen a steady increase in the demand for Emergency Medical Services. Currently, the department has 39 paramedics on staff spread over four shifts. This allows the department to provide our residents with the highest level of pre-hospital medical care available. We continue to recruit as well as train paramedics in an effort to maintain this professional standard. The department also prides itself in having some of the most advanced medical equipment in the field. In 2012 the department introduced LIFEPAK 15 cardiac monitors in our ambulances. This provides more advanced clinical technologies to our paramedics as well as integration to our computer software programs. In 2014 we will take delivery of a new ambulance.

### **EMERGENCY MANAGEMENT DIVISION**

The Fire Department is also responsible for Emergency Management within the city. The Fire Chief serves as the EMA director and is responsible for organizing and instituting the city's All Hazards Emergency Plan. This plan dictates our preplanning activities, response, and mitigation efforts. In the past few years we have involved numerous other city departments to help us with this mission. The Emergency Management Leadership Team (EMLT) was formed and is comprised of members of the Police, Fire, Public Works, Transportation, Finance and Parks & Recreation Departments. The EMLT was activated for both Hurricane Sandy last year and the Blizzard of January 2013.

The Department has taken an aggressive approach to confront all of the hazards located within the city. With the cooperation of our industrial partners, as well as the Maine Emergency Management Agency we have designed and instituted plans as well as conducted numerous training exercises. This year we are participating in a week long federally funded training program named Vigilant Guard 14. This will allow us to interact with local as well as federal partners.

## **TRAINING DIVISION**

The Training Division is headed up by the Deputy Chief of Training. The Training Division is responsible for ensuring that all 64 fulltime members and 40 Call Company members have been properly trained to perform their particular job function. Annually, the Department provides each Full Time employee with 100+ hours and each Call Company member 36+ hours for over 10,000 hours of training each year. As the Department hires new firefighters, it is required to provide initial training that meets the Maine Bureau of Labor Standards. This requires at least 80 hours of training before they are allowed to respond on calls as a firefighter. This was previously done over a period of weeks holding classes at night. This was time consuming and difficult to ensure all employees received the complete training. This year South Portland partnered up with Cape Elizabeth and offered a fire academy. This was ten, eight hour days, which were held right after school ended in June. This was for both new call firefighters and the student firefighter program (members under 18 years old). At the conclusion of those ten days, South Portland was able to put eight new Call Firefighters to work.



## **SPECIAL OPERATIONS DIVISION**

The Special Operations Division is under the direction of the Deputy Chief of Training. The Special Operations Division is responsible for all responses that are not regular Fire or EMS related events. These include Confined Space Rescues, High Angle/Rope Rescues, Hazmat/WMD Responses and Marine/Water Responses. Over the past year the Special Operations Division has taken delivery of its new 24' response boat "Marine 8" and trained all FT members to the Deckhand Level under the NASBLA curriculum. This spring all FT members were brought



up to the Confined Space Rescue Technician Level per NFPA 1670. This fall the department participated in Vigilant Guard 14, which was a 4 day exercise sponsored by the National Guard. They operated at a simulated collapsed ice arena with 100+ trapped victims and then at the International Marine Terminal at a simulated WMD/chemical attack in a shipping container.

## **FIRE PREVENTION DIVISION**

The South Portland Fire Department works actively within our community to educate the public and to prevent emergencies, rather than respond to them. We have been very successful over the years and have seen a remarkable decrease in major fires over the past twenty years. This has been accomplished through prevention activities as well as increased code enforcement inspections and predevelopment planning. Annually the department inspects every commercial building as well as every three units and larger apartment complex in the city. This equates to more than 1,700 inspections annually. These occupancies have been required to install and maintain working hard wired smoke detectors. The Deputy Fire Chief in charge of the Fire Prevention Division also reviews and approves all new construction plans in the city and makes recommendations on all aspects of the construction.

Injury prevention has also become part of our focus within our department and cooperatively with many of our business partners within the city. We focus on several areas in an attempt to prevent injuries and accidents in our community. The first is training of our employees, to be prepared to handle all types of emergencies. The second is through public education in our community. This includes participating in the regional juvenile fire setter program.

In 2012 the City Council approved a complete rewrite of Chapter 8 the Fire Prevention Code. This has brought our community back in line with national standards.

## **NEW EQUIPMENT**

New Marine 8, 24' Emergency Response Vessel, put into service April 2013



New Engine 8, Pierce Interceptor, put into service in July 2013

Old Engine 8, now in service at Cash Corner as Engine 3 (Call Company)



Respectfully Submitted,



Kevin Guimond, Fire Chief

# GENERAL ASSISTANCE

The South Portland General Assistance (GA) program is a State mandated, municipally administered financial assistance program. **It is designed to be the program of "last resort" for residents of the community who are unable to provide for their basic needs.** This charge is carried out by the Social Service/GA Department, which has its office on the main floor in City Hall. The department is staffed by Kathleen Babeu, GA Program Manager, and Melissa Swett, half time Administrative Assistant/Caseworker.

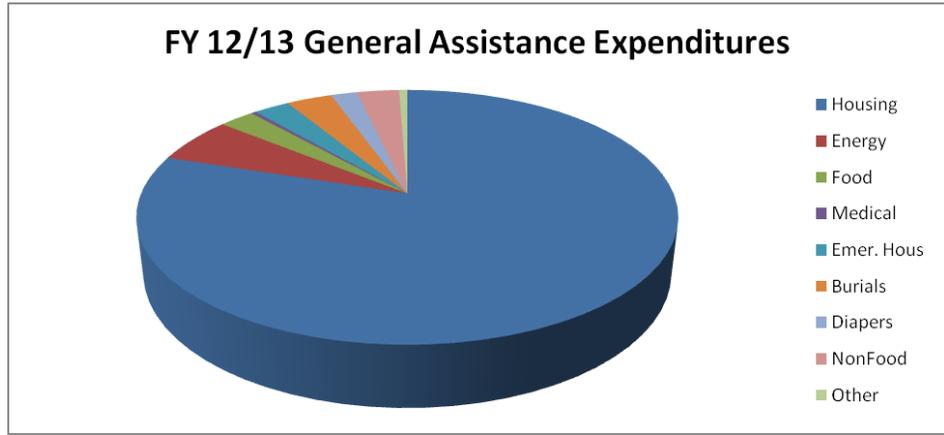
Assistance is available for basic necessities as defined by local ordinance and state statutes. Eligible applicants are either assisted through vouchers or payments made directly to specific vendors. Administrative costs for the program are paid by the community. GA costs are reimbursed by the State at a 50% rate. For the FY 2012/2013, reporting year, 208,668.99 was issued to eligible recipients prior to reimbursement. The department helped 352 families and 138 children. This number reflects a \$15,302.27 increase overall in general assistance costs from the prior fiscal year. The increase is primarily relative to housing costs. Following are totals from the past three fiscal years:

<b>Fiscal Annual</b>	<b>FY 2012/2013</b>	<b>FY 2011/2012</b>	<b>FY 2010/2011</b>
<b>Total Families Assisted</b>	352	314	307
<b>Total Individuals Assisted</b>	743	670	672
<b>Total Children Assisted</b>	138	112	107

The South Portland GA Department is administered as a social service resource office. Working diligently with our clients, the goal is to self-sustain utilizing a myriad of social services within **Cumberland County, including many incredible programs for clothing, children's needs, food, heating and medical resources.** It is truly working together that results are achieved & maintained. We work with clients to avoid evictions, maintain affordable housing and stabilize client needs for their future.

The GA Program is the most accountable assistance program in the state of Maine. Applicants must take responsibility to become self-reliant. For disabled persons, this may mean applying for disability benefits and for able-bodied persons, obtaining meaningful employment. The state of Maine hired 5 disability advocates to work as a referral basis with local GA clients. Their charge is to assist and maneuver through the paperwork & many facets of the process. With the assistance from the advocates, benefits may be assigned within a shorter period of time, therefore decreasing general assistance allocations.

**There isn't a typical GA client. A GA recipient may be an individual who is temporarily out of work due to an illness or a layoff, had a long-term disability, is employed and in an emergency situation through no fault of their own.** As the economy shifts and changes, local, state and federal programs are instrumental in assisting and creating cost savings within GA. On the local level, food assistance from the First Congregational Church, South Portland Food Cupboard, and Project Feed in Portland has helped many. The department received donations from anonymous donors, as well as the Lions Club. Their ongoing support in crisis situations has proven invaluable to the community.



Under GA, applicants must provide verification of their income, expenses and residence, and if unable to work, medical documentation substantiating their work limitations. Applicants are required to seek work if physically able and/or to apply for assistance from any other programs that may be available to them.

The Department of Health & Human Services (DHHS) holds the key for programs such as food supplements, Maine Care, emergency assistance, alternative aid and TANF. Opportunity Alliance (formerly known as PROP) has programs including the Home Energy Assistance Program (LI-HEAP) & WIC. A thorough listing of area organizations may be found on our website: [www.southportland.org](http://www.southportland.org).

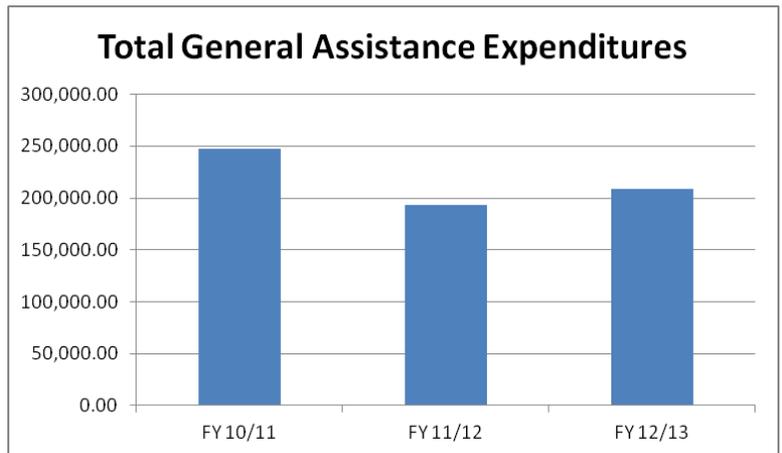
This past year, the expiration of the federal stimulus package, which temporarily increased funding to the Supplemental Nutrition Assistance Program, reduced the monthly benefit provided through the Food Supplements program to all recipients beginning November 1, 2013. **The SNAP benefit, still commonly referred to as "food supplement, or stamps" was temporarily increased in 2009 with the passage of the American Reinvestment & Recovery Act.** The SNAP is a federal program of the USDA & is fully funded by the federal government and administered by the state.

The City of South Portland thanks the businesses, organizations and volunteers in the community who reach out with a helping hand to assist those in need during the holidays and throughout the year. Your assistance and kindness is recognized and greatly appreciated. We encourage residents to give us a call if you have concerns or questions relative to Social Services & the General Assistance program. Please visit our website at [www.southportland.org](http://www.southportland.org), where information and a thorough list of area organizations may be found. We are your helping hand to listen, guide and assist.

Respectfully Submitted:

Kathleen Babeu

GA Program Manager



# HUMAN RESOURCES

## **MISSION STATEMENT**

The Human Resources Department provides organizational leadership for the City of South Portland in all areas of personnel management and development. The Department strives to create a safe, positive and productive workplace for all employees.

## **LOCATION**

The Human Resources Department is located on the 1<sup>st</sup> floor and Room 202 in South Portland City Hall, located at 25 Cottage Road. The City of South Portland is an equal opportunity employer.

## **OUR RESPONSIBILITIES INCLUDE**

The management of the City's compensation and classification system, comprehensive benefits, recruitment, hiring and retention, employee development and training, performance reviews and management, policy development and compliance, mandated drug and alcohol testing, safety and risk management, employee support and assistance, collective bargaining and labor/management relations.

We strive to provide these services in an empathetic, confidential, responsive, creative and professional manner. Our employees are among the City of South Portland's greatest assets and we work hard to support and develop them through a variety of training programs, effective communications, partnering with City departments to provide the necessary tools, equipment and technology for them to be successful, providing ample opportunities for promotion and career advancement, and maintaining a positive, supportive and healthy workplace where employees are highly motivated, creative and productive.

The City of South Portland employs approximately 296 full time and permanent part time employees, in addition to a fluctuating number of temporary, seasonal and call employees throughout the year based on seasonal needs such as summer recreation or winter snow operations.

## **STRATEGIC GOALS**

- Implement Human Resource best practices, processes, systems and infrastructure to provide high levels of efficiency, consistency, compliance and cost-effectiveness.
- Transform Human Resources into a strategic partner by aligning Human Resource strategy with the City's operational departments.
- Create an organizational culture that promotes high performance, accountability, respect, exceptional customer service, and empowers employees to accomplish strategic goals and meet service needs.
- Attract and retain highly qualified, motivated and diverse employees equipped with the skills and attitude to support our vision, and guiding principles.

## **PERSONNEL CHANGES**

The Human Resources Department strives to attract, recruit and hire the most qualified, experienced, motivated and knowledgeable candidates for open positions in the City. Position vacancies are typically posted on the City's website (Human Resources), [www.southportland.org](http://www.southportland.org), the Maine Municipal Association website, [www.memun.org](http://www.memun.org), and [www.jobsinme.com](http://www.jobsinme.com). In some instances, job openings are advertised with Department and job specific professional organizations to enhance recruitment outreach.

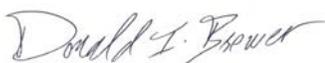
Fiscal year 2013 saw the retirement and/or departure of 22 full-time or part-time City employees, including Director of Transportation and Waterfront, Tom Meyers; John Bean (Public Safety Dispatcher); Thomas Caiazzo (Water Resource Protection); Peter Cotton (Bus Operator); Shawn Pennington (Information Systems Director); and the passing of beloved Police Officer Peter MacVane. The talents, dedication and historical knowledge of these former employees are greatly missed.

New employees hired in FY 13 included two new Department Heads, Jon Jennings (Assistant City Manager) and Art Handman (Interim Director of Transportation). Chris Dumais was hired as the **City's new Information Systems Director. Derrick Stephens (Health Inspector) and Mark Lorello (Public Works Superintendent)** were other new hires.

### **FY2013 HIGHLIGHTS AND INITIATIVES**

- Workplace and employee safety is of the highest priority. The City overhauled and restructured the City Safety Program by focusing on an improved model that included the appointment of an internal Safety Coordinator and Executive Safety Board, chaired by the City Manager. Water Resource Protection, Fire and Police continued their Safety focus and initiatives through their individual Department Safety Committees. New safety committees are planned for FY 14 in the Departments of Public Works, Parks & Recreation, Transportation and City Administration (City Hall, Assessing, Library, Planning & Development.)
- During FY 2013, City administration engaged in wage re-opener negotiations with Fire Command and Firefighter bargaining units in the third and final year of their respective contracts. The City and Fire Command agreed to a one year successor contract, from July 1, 2014 to June 30, 2015. Staff continued contract negotiations with AFSCME Local 481, Parks and Public Works.
- Staff development trainings were presented by City HR staff and outside experts on a variety of topics, including mandated safety trainings, sexual and illegal harassment, work place violence awareness and prevention, City hiring process and customer service excellence.
- City staff held discussions with administration at Southern Maine Community College in planning a series of skill and leadership development classes and workshops for City employees. One of the major goals of this partnership with SMCC is the formation of a **"Leadership Academy" for new or recently promoted supervisors or managers to give them the tools, skills and knowledge to perform their jobs more confidently and productively. New City employees would benefit by attending the "Leadership Academy" with other municipal and private sector employees through shared experiences, learning about "best practices" and network expansion. The Department also collaborated with the Maine Local Government Human Resources Association (MLGHRA) member municipalities by providing desired, low cost employee training opportunities hosted at Kaplan University.**
- City administration made the decision to offer to employees an additional medical insurance plan (PPO 500) offered by the Maine Municipal Employees Health Trust, effective January 1, 2014. Employee informational meetings were held with non-union employees and union leadership starting in the summer of FY 13.
- Two other FY 13 highlights were the revised City website (and Human Resources link), and the drafting of a Social Media Policy.

Respectfully Submitted,



Don Brewer, Human Resource Director

# INFORMATION SYSTEMS

The Information Technology (IT) Department consists of a four-member team dedicated to **evolving and supporting all aspects of the City's technology environment. The IT Department** also, through a joint agreement, provides design, implementation, and support services for the **School Department's network, server and telecommunications infrastructures.**

In total, the IT Department supports a phone system with over 400 phone and voicemail accounts, e-mail for more than 1000 employee accounts, over 70 servers (consisting of file and print servers, terminal servers, e-mail server, voicemail server, phone system servers, database servers and application servers), over 300 computers and over 30 network printers and photocopiers.

The network consists of a ten gigabit routed network providing 22 municipal buildings with fiber connectivity, wireless network access, multiple firewalls and many point-to-point VPN tunnels providing connectivity to city buildings and other cities who share services with South Portland (Westbrook, Portland and Cape Elizabeth). The VPN environment provides City employees the ability to be connected 24/7 and work from outside their city building.

This year brought changes and new implementations to the City. The City welcomed Chris Dumais as the new Information Technology Director replacing Shawn Pennington, who left to pursue other endeavors in the private sector.

The IT Department upgraded and implemented a significant amount of technology in the public safety arena. Our police cruiser toughbooks had their operating systems upgraded from Windows XP to Windows 7. This upgrade allowed the Department to implement Imprivata OneSign giving the officers **single-sign-on to the Department's patrol applications. The added change provides the officers greater efficiency when switching between software applications.**

The police cruisers were outfitted with a new video recording system called WatchGuard. High Definition audio/video cameras with a display screen were mounted along with the installation of a hard drive and wireless uplink. While on a traffic stop, audio and video feeds are recorded and stored on the internal hard drive of the cruiser. When the officer returns to the police station, the video is automatically uploaded to the system and placed in the archive. If needed, the video can be retrieved at a later date.

This year the West End Fire Station was the recipient of an increased security system for the station through the installation of an access card system. The card system allows firefighters and other City personnel to gain access to the station by swiping their badge over the card reader located next to each exterior door. The system only allows authorized personnel entry and provides captured documentation for allowed and rejected card swipes enabling the department to track those who either enter or try to enter the building. A security camera was also installed to further the security around the building.

The Department was also responsible for four (4) additional security cameras installed around the City. The Portland Pipeline Pier 1 and Pier 2 each received a camera purchased by the City through a Port Security grant. The two remaining cameras were installed at City Hall allowing better coverage of the buildings exits.

The Parks and Recreation Department gained the ability to accept credit and debit cards at their computer terminals. A prerequisite of the changeover to credit cards required the Department **to replace the "thin client" terminals staff were using to a more robust system allowing for the incorporation of credit/debit card software.** The change over provided the public with an additional convenience by allowing them to now use a credit card to pay for all of the great programs the Recreation Department has to offer.

TreeWorks, a new software program for the city, was implemented for the City Arborist. The program allows tree information to be captured while onsite through the use of GPS **coordinates. The tree information is uploaded to the City's GIS database and can be viewed** while assessing a parcel. One of the many benefits to this software application is for an accurate description and location of city trees needing to be pruned, preventing possible property damage or power outages during storms.

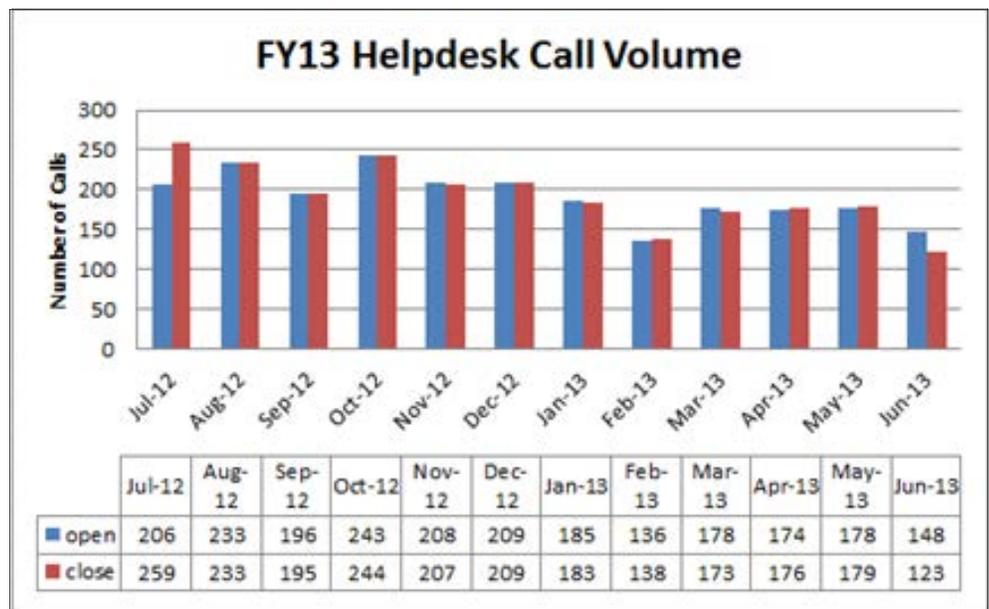
**The IT Department changed over the City's firewall and web filtering infrastructure. The change** replaced the Cisco firewall and Websense web filter to Unified Threat Management Appliance from Fortinet. Two Fortigate appliances were implemented in a high-availability configuration to **protect the City's infrastructure. These appliances provide the traditional firewall services, but also include a very granular web filtering agent. The use of "high-risk" applications can be blocked and the anti-virus engine scans all internet traffic before entering the network.** The conversion to this new application also provides for a VPN portal allowing authorized users access to their computer files from external computing locations.

Respectfully Submitted,



Chris Dumais

IT Director



# LIBRARY

This has been another year of growth and change for the library department. While our overall number of registered card holders shrank from last year, due to a change in the standards by which old and unused accounts are removed from our database, we saw a marked increase in visits to the library, as well as in the number of checkout transactions processed and the number of items borrowed. We currently have 10,172 registered library cardholders and, in the past year, the department processed 56,088 individual checkout transactions, involving 267,654 items.

Combined, our libraries host approximately 10,000 visitors each month, on average. For this **fiscal year, the Main Library accounted for 90% of the department's business, while the Memorial Branch Library location handled the remaining 10%.** This is a slight shift from the split of business last year, due primarily to the month and a half that the Branch library was closed for renovations.

While our two library buildings are busy places, our service is not limited to these facilities. Our Outreach Services department provides home delivery of library items - as well as a valuable point of social contact - for homebound members of our community who, due to health and/or mobility challenges, find it impossible to get out and visit the library. We provided more than 3,000 items to our outreach clients this past year.

In addition to the loaning of library materials, library programming, for both children and adults, continues to expand, both in numbers of programs offered, as well as the number of participants. From visits from notable, internationally-renowned, authors such as Kate Flora, John Connolly, Julia Spencer-Fleming and Kieran Shields, to our ongoing programs such as **book discussion groups, Socrates Café, and full slate of children's story times for all ages,** programming at the library represents a growing use of our facilities that is not necessarily reflected in our checkout statistics. In fact, while the library has traditionally used checkout statistics as a measure of usage, this is becoming less reflective of true use of our services, as more and more people are visiting the library for purposes other than simply borrowing materials. We have added a twice-weekly knitting and needlework group for adults, as well as an ongoing concert series. Called "SPPL After Hours" these concerts are held on Saturday evenings, after the library closes for the day, and has been drawing capacity audiences of **around 100 attendees at each show, regularly filling both the library's parking lot as well as the space inside the building.**

Improvements to the library facilities continued through the year. The landscaping project around the Main Library was completed in July of 2012, greatly improving the visibility - and visual appeal - of the library building.

**In August, a natural gas line was brought into the Main Library building, enabling the "dual fuel" capability of the new burner/boiler system added to the building earlier in the calendar year.** The addition of a natural gas option will allow us to switch our fuel use between oil or natural gas, in response to price fluctuations, allowing the library to utilize heating fuel at the lowest cost option.



A project to recoat the Main Library was put out to bid in the summer of 2012, but received no acceptable responses. The project was re-posted in the spring, with an award of bid made to Clarke Painting, Inc., who will complete the project in the fall of 2013.

Service at the Memorial Branch library was suspended for a month and a half as we replaced the two pedestrian footbridges leading to the Branch. From mid October through the month of November, the Branch library was closed to users as the existing bridge structures were demolished, structural steel was replaced and new decks were poured. Concurrent with the bridge replacement, the failing rooftop heating and cooling unit was also replaced.

**In a gesture that was "frosting on the cake" for these changes at the Branch, the Friends of the South Portland Public Library purchased a new set of lounge furniture for the Branch, providing a cozy and much needed interior upgrade to the public space.**

With new bridges, a new HVAC system, and new furniture, library users now have a safer, more energy efficient and more comfortable Branch library building.

One of our major points of pride is the fact that, between our two locations, we are able to provide the community with access to library services seven days a week, year round – making us the only public library in the state of Maine to provide this level of access. During the **Branch renovations, the Main Library's hours were expanded to allow continued access to services throughout the week.** This expansion of service hours at the Main Library, though temporary, was extraordinarily well received by the community.

Respectfully Submitted,

Kevin Davis

Library Director

# PARKS, RECREATION & WATERFRONT DEPARTMENT

Continued progress towards improving some of the finest programs and open spaces in Maine took place this year through the team efforts of Parks technicians, Recreation programmers, and Community Volunteers. Each of our parks sites has been under a review process to see how we can best utilize them towards public service today and in the future. While in this review process we have discovered that there are some ways to enhance uses at our trails, beaches, and waterfront. Our internal reorganization of work processes has enabled our team to provide more community events and deliver better customer service each day. The mission of the South Portland Parks and Recreation Department is to provide, maintain and develop recreational facilities, open space and leisure opportunities which will enhance the well being of the citizens of the community. Outlined in this report are just some of those items we felt it is important for you to know were occurring and hopefully they impacted you in a positive way this year.



## **Recreation**

Citizens reflected to our team that they needed clarification of our roles so they could more efficiently interact with our organization. We evaluated the way we provided customer service which clearly showed that we could not only better use our existing talents but also provide much better opportunities if a few changes were implemented. First, we assigned to each of our Programs Coordinators facilities they would manage day to day allowing continuity. Second, we also assigned to each Program Coordinator specific areas of recreational programming so customers and staff know who to seek assistance from each day. Third, we simplified the Customer Service process at our reception desk so consistent answers could be given to the many important questions our users ask over the phone and in person. Our numbers show that with these changes we have simplified the process for our customers which we believe has driven increases of an average of 5% in our already successful programs.

Plans were implemented to reorganize our preschool into an afterschool program which enables us to assist many more families going forward at our already successful South Portland Community Center that hosted over 184,000 visits last year which is up as well by 5% over the year prior. We have begun several new partnerships at our Redbank Community Center to help make recreation more affordable, easily accessible, and diverse for those who live locally with **over 30 teens daily participating in a new program at that location that didn't even exist the** years prior at that site. Visits to the Redbank facility used to average less than 15,000 a year which now hosts more than that in just teen visits alone. We have better utilized our Redbank asset directly lowering our vandalism costs at the site by over \$6,500 from years prior simply through offering a positive alternative within the neighborhood.

Talented staff members were assigned the task of expanding our role in social media outlets this year to set up growth for future years. We started the year with less than 300 followers on our face book page and ended it with well over 1,000 through dedication and hard work. A Departmental first Twitter account also was started which grows each week with more followers interested in postings related to their recreational activities. Our software system which had the capability to email updates to our users through the registration process was utilized for updating them about sign-ups, cancellations, and safety items throughout the year at no additional cost to the taxpayers. Green Scene with support from our local television team at SPCTV featured current events in our system aired for its first full year with the numbers of viewers growing each segment. We look forward in future years for these tools to be at the forefront of our communication with recreational users who are becoming more on the move than ever.

## **Parks**

Mowing patterns, tree trimming, and weeding beds hardly excite most people who visit our diverse recreational facilities. However, we have improved our processes to address the basic needs of the parks system by updating some training and equipment. Our horticulture process is a year round venture keeping our community vibrant in colors for every season including 350 poinsettia plants during the doldrums of winter to brighten our holidays at City buildings and Schools. This past year we planted over 33 new trees in combination with 1540 plants to



meet the needs of our system. Thousands of hours are spent preparing for each season so that our City stays at the forefront of best practices that protect our environment. We again received the recognition as a Tree City USA which speaks a great deal to our commitment to green spaces with a healthy canopy throughout the City. Mill Creek Park renovations continued rigorously through the spring making it yet again the most popular park in our community. Concerts in the park carried the day again at this fine location until it became time for our 33<sup>rd</sup> Art in the Park. Our partners at South Portland/Cape Elizabeth Rotary donated a new skate shelter in Mill Creek Park this year improving the family access to the pond on winter days.

Families thrive in our great City through interaction with our diverse sites leading healthy and active lifestyles. Over 350 youth participated in soccer alone at Wainwright Recreation Complex. This seems like a large number but when compared to the thousands of users we have annually at our parks locations it is just a fraction. Our Greenbelt locally has supported over 15 events with thousands of participants including the annual Maine Lighthouse Ride who had over 1,500 riders that day alone. Wilkinson Park updates through community support have made the site even more popular with families from all over our proud City. Beach clean ups coordinated by staff engaged over 80 volunteers to enhance the Willard Beach location along **with updates to Fisherman's Point. Golfers enjoyed some of the best course conditions in years** with over 13,500 rounds being played by patrons. Staff also started a new partnership at the Municipal course with 48 participants in our First Tee which is a youth development instructional program meant to grow the next generation of golfers. We are fortunate to have such diverse access throughout the City making our community a very health place to live, work, and play.

### **Waterfront**

One important change this year has been the Waterfront facilities coming back home to the Department which is why you may have noticed we updated our name in this report. We are proud to have the fine facilities at Fore River Boat Launch, Portland Street Pier, and Thomas Knight Park back within our scope of services. Portland Street Pier offers a site for working commercial fisherman to operate their vessels at a community operated docking system. Thomas Knight Park is a state of the art docking location offering rare transient slips is a great location near local marina outfitters as well as supplies at local stores. Fore River Boat Launch has deep water to accommodate almost any vessel that can be legally towed to and from that location with excellent access from floats along multiple launches. Our heartfelt thanks go to Tom Meyers who made the many improvements to our water access during his tenure of direction at these locations. Our goal is to build upon that strong base he provided so that our residents can continue to be very proud of our waterfront access and all it has to offer for years to come.

Respectfully submitted,



Rick Towle

Parks & Recreation Director



# PLANNING & DEVELOPMENT DEPARTMENT

The mission of our Department is to provide quality planning and development services for a safe, attractive, and prosperous South Portland .

## **Highlights**

Highlights of FY2013 include:

### ◇ **Code Office Accepts Credit Cards**

As part of fulfilling the Department's strategic plan goal of "Improving services by capitalizing on emerging ideas," the Code Enforcement staff worked with the IT Department to develop a system for accepting credit cards for permit payments. This new service has been well-received.

### ◇ **Street Lights Bill Enacted**

On June 26, 2013, the Maine Legislature passed An Act to Reduce Energy Costs, Increase Energy Efficiency, Promote Electric System Reliability and Protect the Environment (the "Act"). **Part E of the Act governs street lights and provides that on or after October 1, 2014, transmission and distribution (T&D) utilities (both investor-owned and consumer-owned) shall provide three options to municipalities for street and area lighting provided by light fixtures attached to poles owned by the T&D utility or on shared -use poles in the electrical space under the contractual management of the T&D utility located in the public way.** This bill was put forward by a partnership of the South Portland Planning Director, the Falmouth City Manager, and a Rockland City Councilor (now Mayor), with assistance from the Maine Municipal Association. It currently is in rule-making by the Public Utilities Commission.

### ◇ **Comprehensive Plan Adopted**

Chaired by Councilor Maxine Beecher with assistance from Councilor Tom Coward, the Comprehensive Plan Committee completed its work on new land use and other policies for the City. The Plan was adopted by the City Council on October 15<sup>th</sup>, 2012, and was **deemed to be in compliance with the State's Growth Management Act on February 12<sup>th</sup>, 2013.**

### ◇ **Transportation Grants**

During this period the Portland Area Comprehensive Transportation System (PACTS) awarded the City a \$301,000 grant to extend a multi-use path along the east side of Main Street from the terminus of the Veterans Memorial Bridge path to Cash Corner. In addition, PACTS provided funding for a consultant to assist in developing a bicycle and pedestrian compatible street design for Main Street in Thornton Heights in conjunction **with the Water Resource Protection Department's plans to separate sewers and make** other improvements in Thornton Heights and Pleasantdale. The same consultant also helped in developing a new 3-lane section for Broadway east of Cottage Road that was implemented as part of a Maine Department of Transportation road resurfacing project to **meet the neighborhood's pedestrian and mobility objectives.**

◇ **Disability Assistance**

The 126th Legislature passed another bill put forward by the Department, LD 155, An Act to Streamline the Approval of Accessibility Structures. If a municipality opts in, this law enables Code Enforcement Officers to grant variances for handicap ramps and other disability structures that may extend into lot setback areas. As it often takes six weeks or more to get on a Board of Appeals agenda, this can be a considerable time savings given that rehab centers generally will not release patients until a home has been equipped with the required disability fixtures.

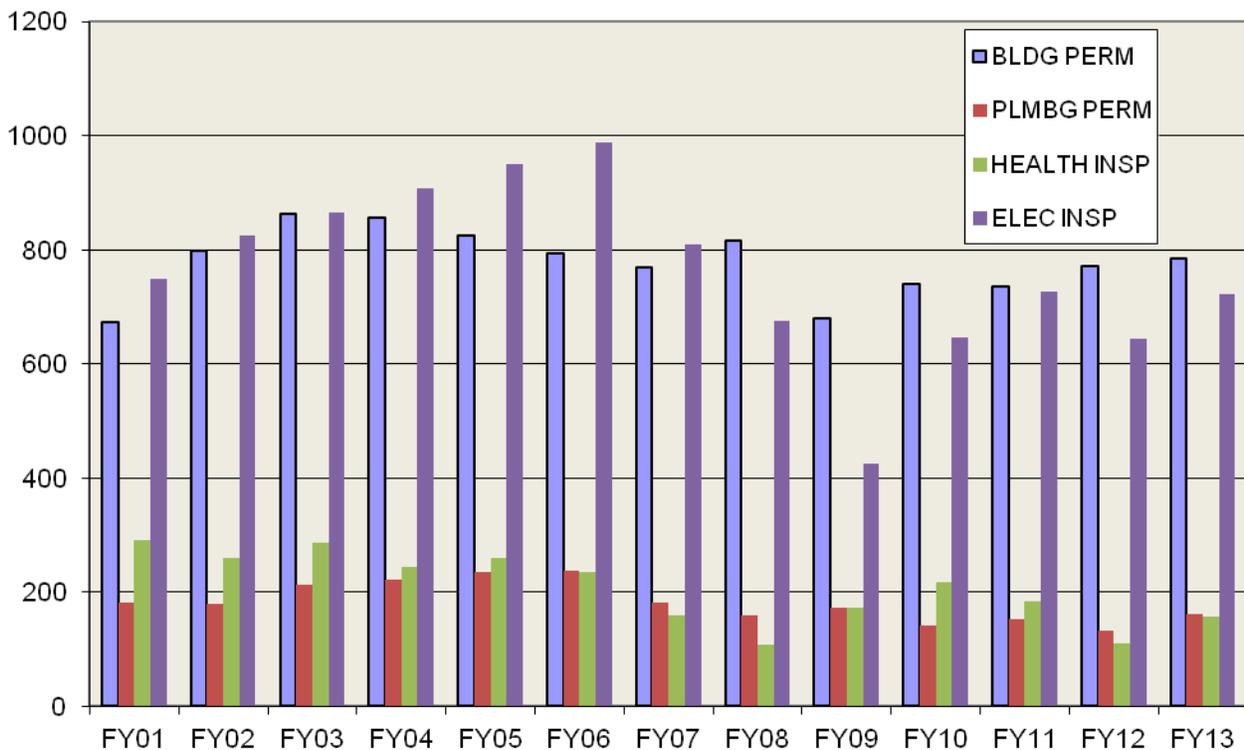
◇ **Building Improvements**

A 20kW solar electricity system was installed on the Department’s gym roof as part of a power purchase agreement with ReVision Energy. For the period of March-September, 2013, the system generated approximately 22 MWh of electricity for a 19% savings compared with the same period in 2012. It also saved around 12 tons of CO<sub>2</sub>.

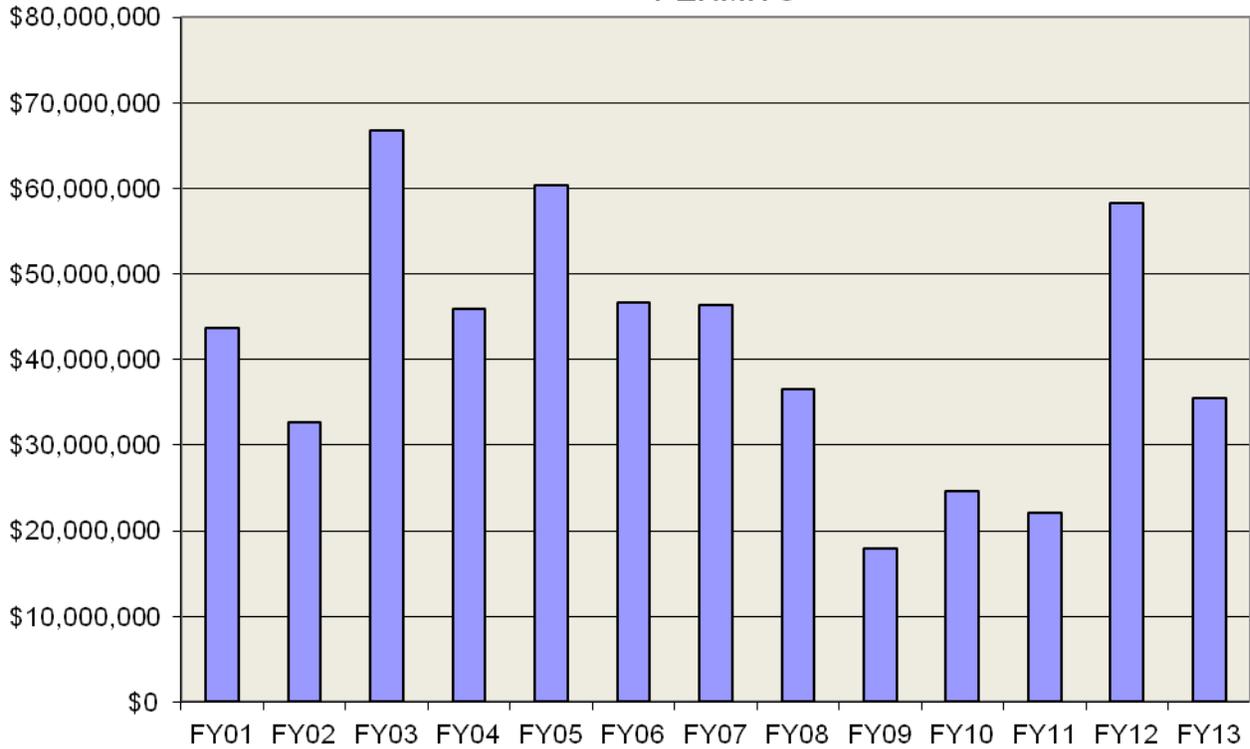
Respectfully Submitted;

Charles (Tex) Haeuser,  
 Planning & Development Director

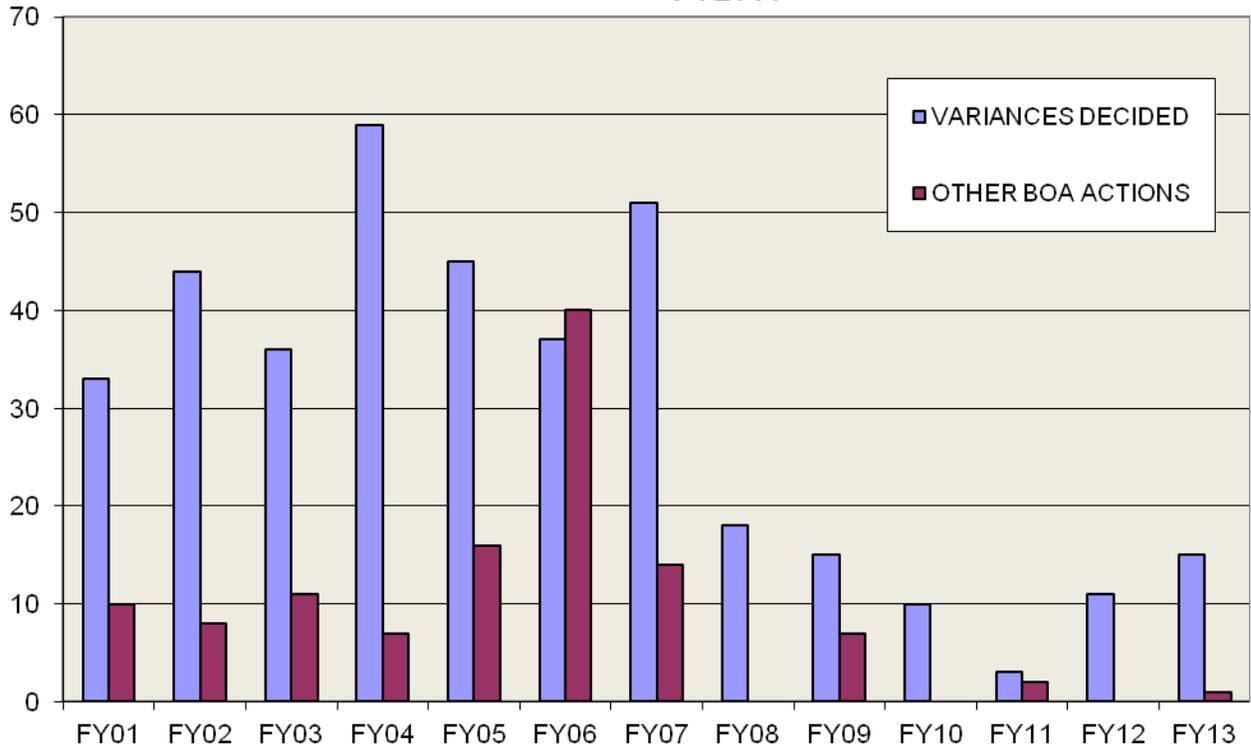
**NUMBER OF CODE PERMITS FY2001 - FY2013**



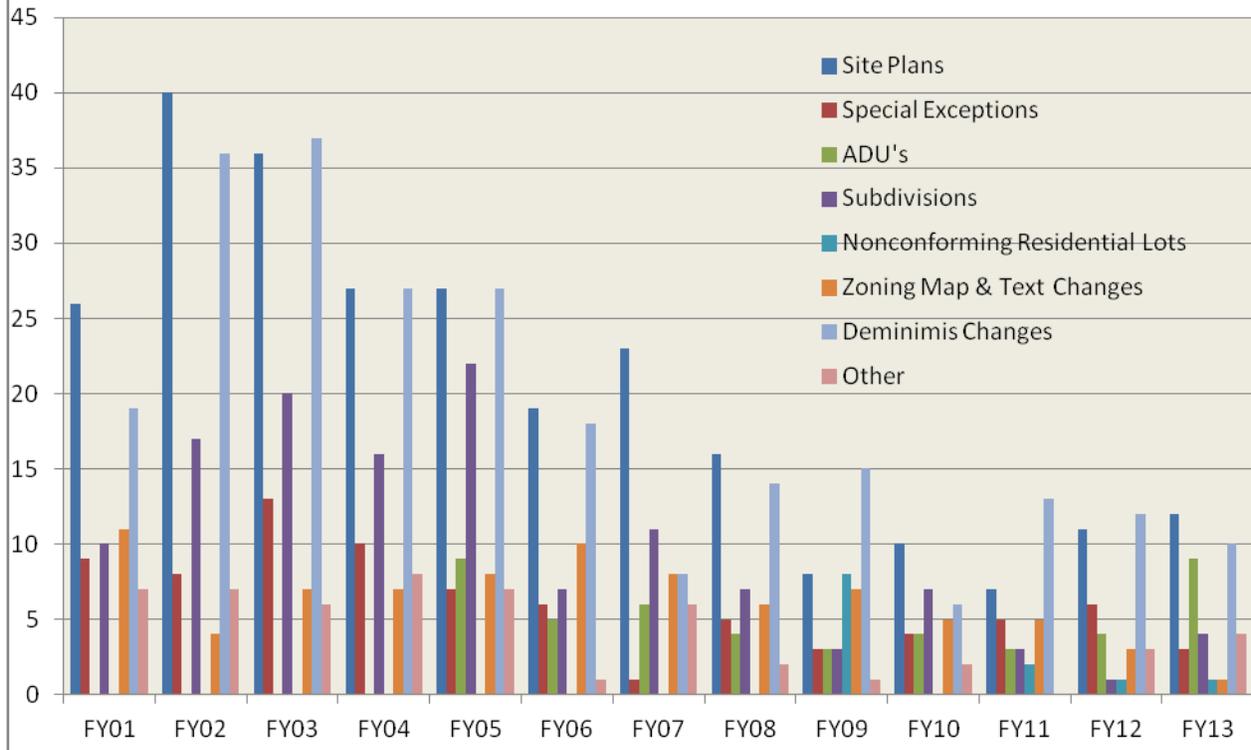
### TOTAL ESTIMATED COST OF PROJECTS RECEIVING BUILDING PERMITS



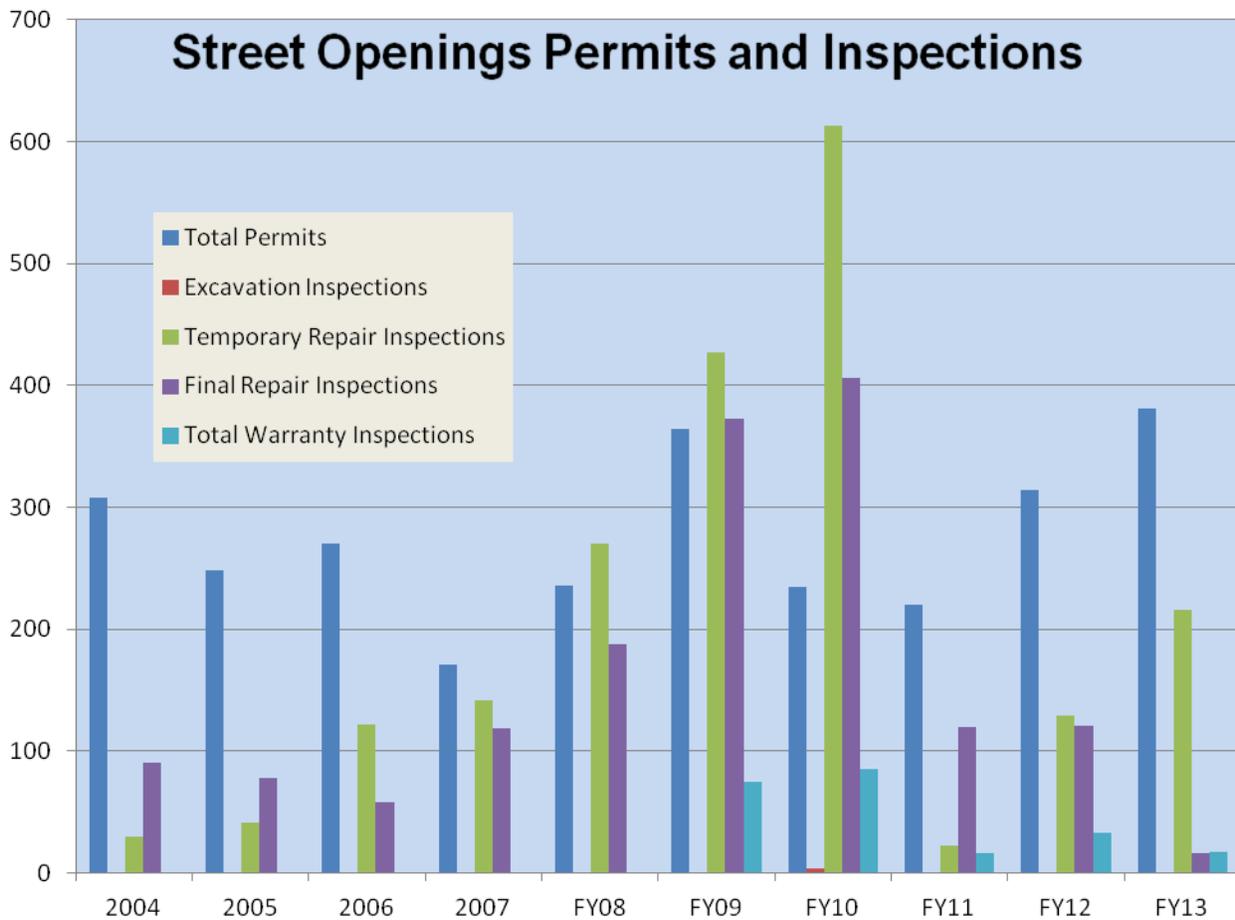
### NUMBER OF VARIANCES & OTHER BOA ACTIONS FY2001 - FY2013



## Planning Board Actions FY01 - FY13



## Street Openings Permits and Inspections



# POLICE DEPARTMENT

This is submitted as the 2012 Annual Report for the South Portland Police Department. The department's mission is *to work cooperatively with all citizens to protect life and property, preserve peace, enforce laws, and maintain civil rights through proper and responsive community based service.*" I continue to be extremely proud of the work completed by the men and women of this department during the past year. Their commitment to the department's mission, the community, the city, and the law enforcement profession is, in my opinion, second to none.

During 2012, the department's authorized strength remained at 52 sworn personnel, including the Chief, Deputy Chief, Command and Supervisory staff, investigative and support personnel, and patrol officers. There were many personnel changes during this twelve month period: Officer Kevin Battle, Sergeant Joseph **Dell'Aquila**, and Lieutenant **Christopher Cook** retired after 25 or more years of service; Officer Jason Pitcher resigned; and Officer Peter MacVane passed away after a long battle with cancer. Their combined years of service exceeded 130 years. During this same period, the department hired Officers Jeffrey Warren, Ryan Le, Alfred Giusto, Michael Armstrong, and Jared Nabel.



When compared to 2011 statistics, the total number of calls for service increased, along with increases in traffic stops, physical arrests, criminal summonses, and traffic citations. Certain violent crimes (Robbery, Aggravated Assault, and Sex Crimes) remained essentially the same, while others (Assault) increased. Drugs remain a factor in the incidence of crime, and the department continues its association with the Maine Drug Enforcement Agency (MDEA). The department has one detective assigned to the MDEA Task Force, responsible for investigating drug activity in and around South Portland, and another detective is assigned to MDEA as a resident agent. There is also one detective who is assigned to the Maine Computer Crimes Task Force. The property crime of burglary increased dramatically, along with burglary to motor vehicle, but the property crime of theft decreased. The department continues to respond to a significant number of calls for people experiencing a mental health crisis and continued its efforts to have every sworn member of the department trained in Crisis Intervention, and the number of calls involving domestic disputes remains a concern. The department utilized state and federal grant funding to hire an officer, conduct impaired driver (OUI) roadblocks, target seatbelt violations, and combat underage drinking. The department was also able to continue utilizing a grant that funded a full-time domestic violence advocate to work with officers from South Portland, Portland, and Westbrook as they conduct follow up investigations of reported incidents of domestic violence.

The following statistics summarize a portion of the department's activity during 2012:

<b><u>CRIME REPORTS</u></b>		<b><u>ACTIVITIES</u></b>	
Murder	0	Calls for Service	34,071
Robbery	11	Incident Reports	3662
Aggravated Assault	35	Traffic Stops	6604
Assault	148	Citations	1475
Sex Crimes	13	Paperwork Service	472
Arson	0	Alarms	802
Burglary	107	Domestic Disputes	411
Burglary to Motor Vehicle	217	Criminal Threatening	159
Drug Offenses	201	Missing Persons	37
Theft	846	Suicidal / Mental Health	267
Forgery/Counterfeiting/Fraud	109	Drug Overdose	50
Weapons Offenses	14	Disorderly / Fight	488
Vandalism	175	Suspicious Activity	1427
OUI	142	Animal Calls	893
All Other Offenses	1977	Traffic Crash Reports	1,000
Physical Arrests	745	911 Hang Up Calls	1,262
Criminal Summonses	753		

The department continued its participation in efforts to regionalize resources and services as much as possible. In 2009, a mutual aid agreement with the Towns of Cape Elizabeth and Scarborough established a policy for the activation and use of the newly formed Southern Maine Regional Special Weapons and Tactics Team (SMR SWAT), and officers from the three communities continued to train together in special operations throughout 2012. The major regionalization effort began with the consolidation of Public Safety Dispatch with Portland and Cape Elizabeth, which became a reality in the spring of 2011, when dispatch operations moved to Portland. The police department continued its regional initiatives by contracting with the Town of Cape Elizabeth to provide Animal Control services; by utilizing the Metro Regional Crime Lab, which combines the resources of several local agencies to equip one crime lab with the latest technology to assist local police departments with processing evidence and identifying suspects; and by its continued **participation in the regional Citizen Oriented Policing School, which adds to the community's** understanding of the mission of law enforcement.

The department continued to utilize technology with an online crime reporting service, allowing the public to file certain types of reports at their convenience in 250 instances while allowing officers to remain on the street. The South Portland Police Department continues to deploy an Automated License Plate Reader camera in an effort to increase efficiency and effectiveness and enhance public safety and officer safety. The use of the ALPR resulted in a variety of contacts that may not have otherwise occurred, including recovery of stolen vehicles, operating with a suspended registration, and operating with a suspended license. Other technology has given the public online access to traffic crash reports, we computerized scheduling and payroll, and the department has established an active presence on Facebook to interact with the public.

I would also like to thank our residents, business owners, and other city staff for their ongoing support of the department and our efforts to make South Portland a safe place to live, work, and do business.

Respectfully Submitted,



Edward J. Googins, Chief of Police

# PUBLIC WORKS DEPARTMENT

The City of South Portland's Public Works Department is located at 42 O'Neil Street. The Department currently employs 21 full time employees including four mechanics, one Superintendent, one secretary and a Director. The crews are supplemented with summer and winter seasonal positions.

The Department has many responsibilities including street and sidewalk repairs and maintenance, trash pickup, sign installation and Transfer Station operations. The Public Works Department works closely with other City Departments to meet the needs of the City and its residents.

A major responsibility of the Department is winter time operations. Plowing, sanding and salting of the streets and sidewalks are handled through a combination of City staff and contractors. Public Works maintains just over 200 lane miles of road during winter operations. Four sidewalk machines clear 35 miles of sidewalks each storm. Staff works around the clock to help provide safe streets for travelers and emergency vehicles during snow and other weather related emergencies.



Trash and recycling pickup is handled through a contract with Pine Tree Waste. Residents get weekly curbside service to pick up their trash and recycling through an automated cart system. The truck has a hydraulic arm that reaches out and picks up the cart and dumps it in the truck. The cart system helps eliminate birds and animals from getting into bags of trash left curbside for pick up and strewing trash all over the place. The cart system also helps eliminate injury to employees from lifting heavy cans and bags.

The Public Works Department operates a Transfer Station for residents to dispose of household items that cannot be placed curbside for pick up. Items that can be disposed of at the Transfer Station include wood, shingles, sheetrock, tires, appliances and metals. Leaf and grass clippings can also be brought to the facility. The leaf and grass clipping are windrowed for composting. Compost is then available for residents to pick up.

Street signage and pavement markings are also maintained by the Public Works Department. Each year all center lane, edge lines and lane lines are repainted per a contract that is executed by the Public Works Department. All the crosswalks, stop bars and traffic arrows are painted by Public Works staff. The Department used reflective tape in laid in the pavement for crosswalks and stop bars in a couple projects. The tape is highly visible and should last several years without having to be painted. Ever changing regulations regarding traffic signs keeps staff busy upgrading and maintaining the many signs throughout the City.



The combination of the City's paving program and the State paving program produced nearly 3.5 miles of new pavement in South Portland. Public Works crews repaired or replaced close to 10,000 feet of sidewalks ahead of the paving crews. Public works crews are also used to pave driveway aprons and loam and seed areas where needed after a street has been paved.

Street sweeping is done throughout the spring, summer and fall months. The amount of debris that is swept from the street reduces the amount of sediment that makes it to the treatment plant.

This helps reduce the amount of sediment filtering that is needed at the Waste Water Treatment Plant on Waterman Drive.

**Street sweeping also helps prevent sand and sediment from getting into the City's catch basins and drainage system.** Many catch basins drain directly into the brooks and streams that run through the City. Eliminating sediment from the brooks and streams helps to improve the water quality of the brooks and streams.

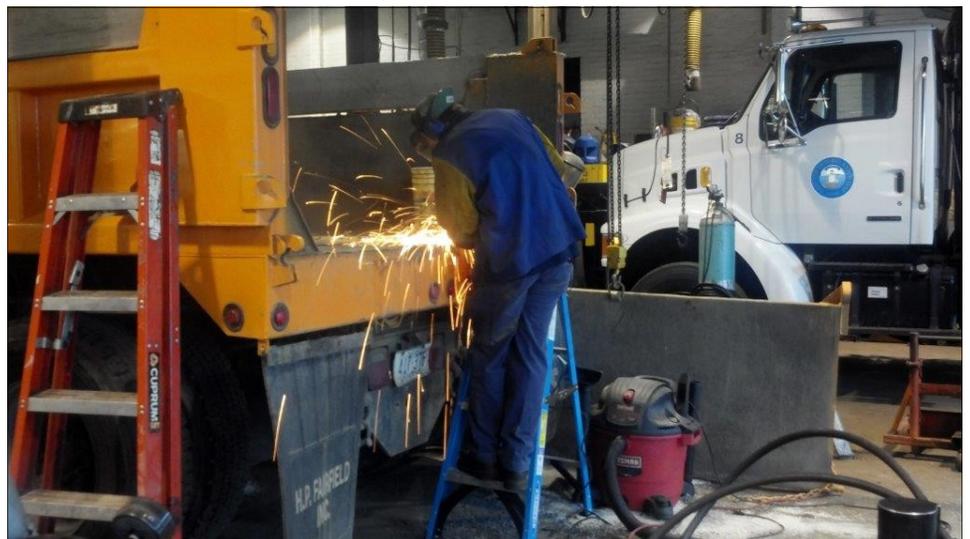
**Four full time mechanics keep the Public Work's fleet rolling throughout the year.** The fleet consists of everything from pickup trucks to dump trucks to front end loaders and graders. The mechanics also maintain a variety of small equipment including a sidewalk paver, curbing machine and pavement roller.

The Public Works Department also offers several services throughout the year. Leaves that are in biodegradable bags and placed curbside are picked up each fall. Christmas trees placed curbside are also collected each year. Cell phones, laser cartridges, inkjet cartridges and rechargeable batteries are collected for recycling. Backyard compost bins are available for residents to purchase.

Respectfully Submitted,

Doug Howard

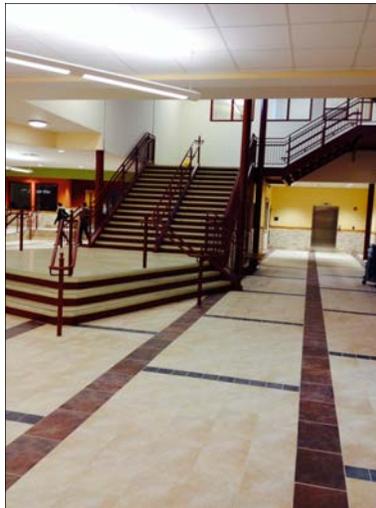
Director of Public Works



# SCHOOL DEPARTMENT

Thank you for this opportunity to share the work of the South Portland School Department. 2012-2013 was a busy year for the school department. Through a year long strategic planning process involving students, staff and the community, a new vision and beliefs were developed for the South Portland Schools. This vision which was adopted by the Board of Education in June 2013 serves as the basis for the District Comprehensive Education Plan. The mission of the district, "Enriching Lives through Quality Learning for All" is grounded in the following beliefs:

- ***We ensure that all learners meet or exceed rigorous content standards while developing the skills and habits of mind necessary for future success.***
- ***Our methods of instruction inspire and challenge learners to grow and prepare themselves for a lifetime of educational, career and personal fulfillment.***
- ***Every staff member demonstrates a commitment to creating a fulfilling school experience for all learners.***
- ***The schools and community share a responsibility for creating and maintaining a rich and expansive environment for student learning.***



Following are some highlights from the 2012-2013 school year.

- ◇ Construction continued on the South Portland High School renovation and addition project. The new addition will be opening to students on January 6, 2014. The addition includes a new Kitchen, Cafeteria, Lecture Hall, Learning Commons, Administrative Offices, Classrooms, Weight and Fitness Rooms, Locker Rooms, Technology Education Room, Robotics Room and a renovated Beal Gym. After 19 months of construction, we are very excited to be presenting this part of the building to the Community. Phase II of the renovation is expected to be completed in December 2014.
- ◇ The second South Portland School Department preschool classroom opened in 2012-2013 at Kaler Elementary School. The district was awarded a \$150,000 Great Bay Foundation grant to expand preschool programming to Kaler Elementary School. Eighteen preschoolers participated in the program and every student entered Kindergarten exhibiting the skills necessary for success.
- ◇ Kaler Elementary School was identified as a Priority School. Within this process Kaler continues to focus attention on math instruction and an interdisciplinary approach to educating the whole child through rigorous, relevant project based learning.
- ◇ In our Curriculum Department, we have focused on articulating a guaranteed/viable curriculum for all students K-12. The Essential Learning Targets identify the skills and knowledge each student needs to know and be able to do to be proficient in each of the content areas.
- ◇ Our highly successful after school program moved from a State grant supported program to a self-sustaining endeavor. In session one of the 21 Club program, 40 students participated in uncovering mysteries and crime solving. Session two will focus on flight and already has a waiting list of students interested in participating.

Our outstanding staff continues to work diligently to bring quality educational programming to the students of South Portland. We remain firm in our commitment to South Portland students and believe the strong community support of our parents and School Board is critical toward providing an educational foundation for the youth of South Portland. For more specific information on our plans and progress, please visit our website [www.spsd.org](http://www.spsd.org) to review our Comprehensive Education Plan as well as our State of the Schools reports.

Respectfully Submitted,



Suzanne Godin, Superintendent

# SOUTH PORTLAND COMMUNITY TELEVISION

SPC-TV continues to improve the diversity of Public Access programming while providing access to municipal meetings via cablecast and the internet. This past year we installed new equipment that will allow our programming to be viewable on any mobile device with additional features for ease of viewing.

The plan to consolidate the School and Government programming onto one channel with Public Access programming on a channel of its own will become reality in the coming months. You will soon notice that municipal programming will remain on channel 2 and will be joined by programming from the South Portland School Department. Public Access programming will then appear on Channel 3 to insure that our Public Access free speech forum does not conflict with municipal or school programming.

One example of this was the recent debate regarding the Waterfront Protection Ordinance. Both sides of the issue were given many hours of free air time to educate our residents fully about **the issues involved**. The "South Portland Business Spotlight", the Parks and Recreation Department program, "Green Scene" and "Our Sacred Stories" are three of the recent examples of local programming that informs and educates our residents while building the culture of the community.

Municipal and School meetings are archived and accessible via the internet via the City Web page, [www.southportland.org](http://www.southportland.org) click on Departments, SPC-TV. A new feature for city and school departments, non-profit organizations and qualified users will be "instant access" to our bulletin board for the purpose of uploading announcements to SPC-TV. This will take place once we make certain network changes and our new equipment is installed.

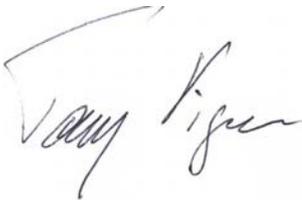


We continue to actively seek out and create new shows that reflect the diverse interests of the citizens of South Portland. In addition, SPC-TV continues to host interns from the USM Media Studies program and from Southern Maine Community College. Their excellent work is reflected in our daily programming as they build their skills and further their careers.

The Cable Franchise agreement with Time Warner is still in negotiations and we expect that to be finalized in the coming months and we thank those individuals who took the time to fill out the survey.

Also, continued thanks for your support and as always don't hesitate to call with your comments or suggestions at 767-7615. Complaints regarding cable rates or cable programming are outside the purview of local governments and should be addressed to your congressional representative or the FCC at this number: 1-888-CALLFCC.

Respectfully submitted,



Tony Vigue, Manager



-W. Maurice Amaral  
SPC-TV  
Media Specialist



# TRANSPORTATION DEPARTMENT

The South Portland Bus Service (SPBS) operates a fixed-route, public transit service throughout South Portland, into downtown Portland, and into Scarborough along the shopping area off Payne Road near the Maine Mall. Three routes cover a total of 789 miles a day and provides over 263,000 passenger trips in the fiscal year ending June 30, 2013. All City buses are lift equipped and wheelchair accessible. The SPBS connects with the Portland METRO Bus system and the Shuttlebus/Zoom service through a free transfer arrangement providing its riders a broad, regional travel area with access to the Biddeford-Saco-Old Orchard Beach Shuttle, the Jetport, Casco Bay ferries, Greyhound Bus, Concord Coach, Amtrak Downeaster, as well as medical, shopping and other high activity centers in the area.

In addition to its fixed-route schedule, the City of South Portland participates in a regional, complementary paratransit program to transport passengers whose disabilities interfere with their ability to use the fixed-route system. This service is provided through a contract with the Regional Transportation Program (RTP) and provided over 9000 trips in the fiscal year ending June 30, 2013.

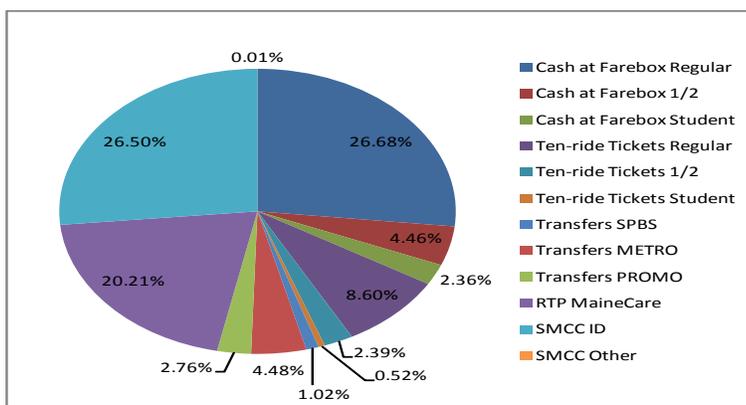
Funding for the SPBS comes from the Federal Transit Administration, U.S. Department of Transportation; Maine Department of Transportation; Community Development Block Grant Program; and the City of Portland.

The City of South Portland is participating in the Southern Maine Area Transportation Initiative (SMART) to assess the feasibility of and develop an implementation plan to achieve consolidation of the existing three fixed-route transit providers in the Greater Portland region. The Initiative is sponsored by the Greater Portland Council of Governments which is the Regional Transportation Planning Organization for our area. A consultant will be engaged to begin the effort. A Steering Committee has been established consisting of the three transit providers, elected officials from the affected municipalities, and other stakeholders and interested parties. The consultant's feasibility report is expected in March 2014.

## **South Portland Bus Service sets another record ridership total for fiscal year 2013**

Total ridership on the Bus Service was 6.4% greater than the previous fiscal year. This increase surpasses national averages for similarly sized communities. The chart below depicts the actual ridership by fare category.

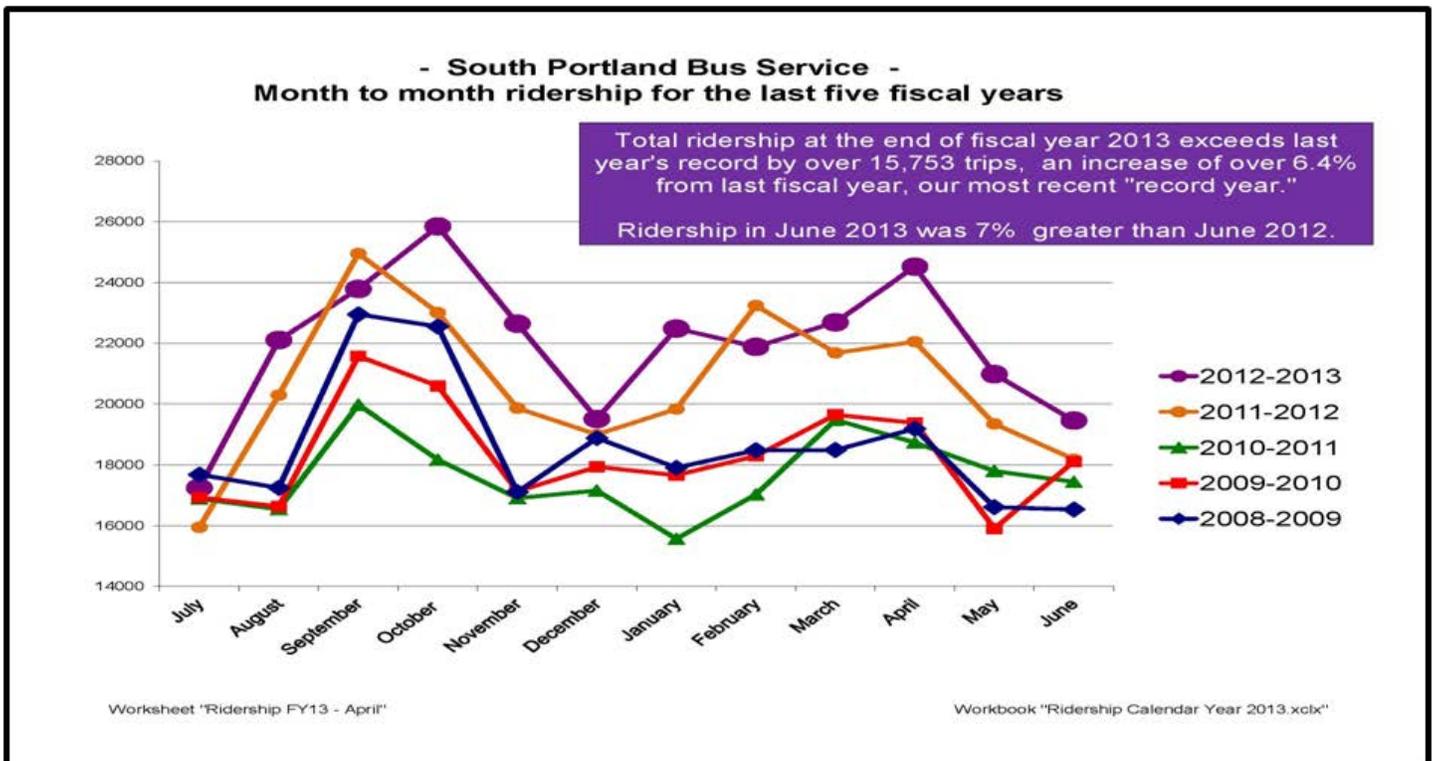
FY 13 Ridership by Fare Category



Note that nearly 47% of the ridership comes from the general public through cash paid at the farebox, use of monthly passes, and use of 10-ride tickets. Another major category (26.5%) are riders from the Southern Maine Community College (SMCC).

The increase in ridership in these fare categories had an equally positive effect on fare box recovery, with a 2.6% increase in revenue over the previous fiscal year. In FY12 fare box recovery paid for 25.1% of bus operations, and in FY13 it jumped to 32.0% of total expenses. Increases in ridership and traffic required the Bus Service to make a few minor tweaks to its timetable in June 2013.

The chart below shows the month to month ridership over the past five fiscal years. The monthly trends are consistent throughout the 5-year period. There is generally a peak in ridership in the fall and spring months with a decline in ridership during the winter months. Those variations closely follow temperature changes adverse to outdoor activity – cold in the winter and hot in the summer.



**Daily ridership on the bus.**

A fleet of seven buses are on the road from 5:30 in the morning until 11:00 at night, Monday through Friday and 6:30 in the morning until 6:50 in the evening on Saturdays. There is no Sunday service. Ridership is fairly consistent weekday to weekday at about 1200 riders per day with about a two-thirds drop in ridership on Saturdays.

**Bus Pass Program - Community Development Block Grants (CDBG):** Working together with the City's School Department and the General Assistance office, the CDBG program provided increased funding for a popular and well utilized bus pass initiative. The School Department and General Assistance Office confidentially administer the process to provide free transit passes to residents of qualified households whose income is at or below 80% of median income. In FY13 we provided over 4,200 bus trips for students and adults to get to or from school, to work, to medical appointments, or shopping, including locations served by METRO.

**Mill Creek Transit Hub Building:** Design and engineering commenced during this past year for a new Transit Hub building at the intersection of Ocean and Thomas Streets. This effort in conjunction with the overall Knightville improvements project will provide a sheltered, weather-proof waiting area for passengers boarding at Mill Creek from the neighborhood and transferring from buses. The building is funded in part by the Federal Transit Administration of the U. S. Department of Transportation, Community Block Grant Funds, and the City. Construction is expected to begin in July 2013 and be completed in November 2013. The building will be open all hours that the buses operate.

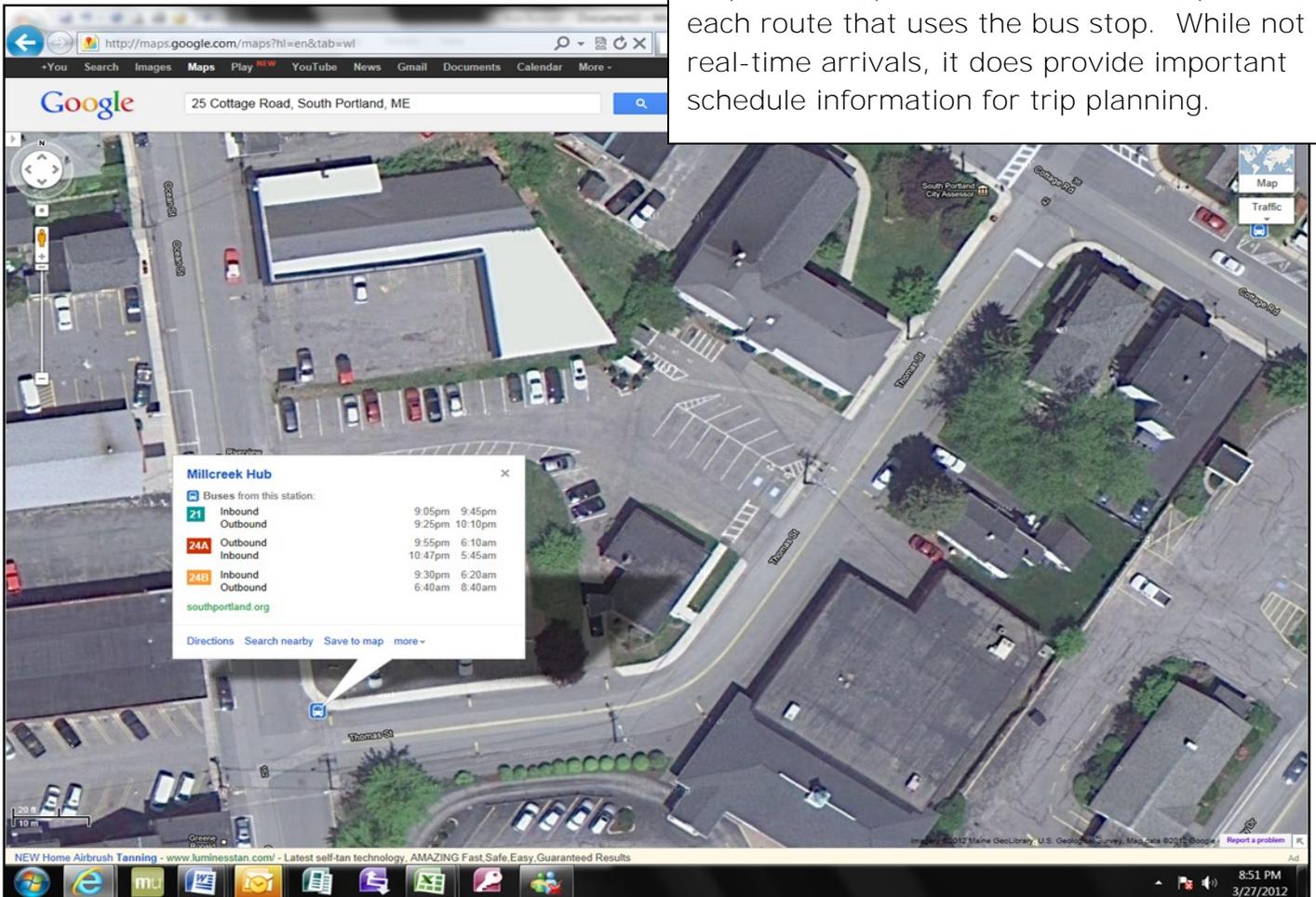
**Automatic Vehicle Monitoring and Computer Dispatch Project:** The Bus Service is a partner along with the Portland METRO and Casco Bay Island Ferry operating agency to plan and procure a system that will provide dispatchers and the public with up-to-date information on bus and ferry locations and arrival and departure times. The information may be obtained by the public on a dedicated web site and by mobile telephone devices. It will also facilitate rider transfers between buses and ferries in that all bus and ferry locations will be available. The project is expected to be operational late in calendar year 2014.

Respectfully Submitted



Arthur Handman, Transportation Director

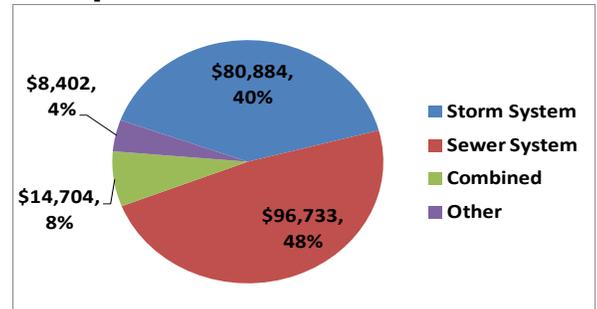
**Bus Service is on Google maps:** Fixed route bus schedules and timetables are available on Google Maps. A click on a bus stop icon will provide the next two trips on each route that uses the bus stop. While not real-time arrivals, it does provide important schedule information for trip planning.



# WATER RESOURCE PROTECTION

## Collection Systems Division Accomplishments

**Construction Projects:** Collection Systems Division staff completed 97 work orders for a wide variety of construction projects primarily to repair or upgrade portions of the sewer and stormwater systems. These projects are done on an annual basis as part of the department's ongoing asset management program. For FY2012-13, just over \$200,000 was expended, of which 48% was devoted to the sewer system, 40% was devoted to the stormwater system, 8% was devoted to the combined stormwater-sewer system, and 4% was devoted to projects that assisted other municipal departments (Figure #1). Staff also completed 1,982 utility locations for other construction projects throughout the city.



**Figure #1:** FY2012-13 construction project costs by infrastructure type

**Catch Basin Cleaning Program:** Staff cleaned well over 1,500 catch basins throughout the city and removed approximately 345 tons of sand and debris for FY2012-13. The cost to complete this work compared very favorably with what the private sector would typically charge to provide similar services.

**Sewer Line Maintenance & TV Inspection:** To ensure the proper functioning of the city's underground piping systems, staff hydraulically cleaned and televised approximately 6.5 miles of sewer lines and removed root obstructions from approximately 7.2 miles of sewer lines.

**Equipment Maintenance:** Staff completed 131 work orders to preventively maintain or repair a wide variety of construction equipment and vehicles used by the Water Resource Protection Department. The timely maintenance of this equipment is critical to the department's ongoing success in protecting the city's water resources in a cost-effective manner.

**Stormwater Management Program:** State and federal regulations require the city to have Municipal Separate Storm Sewer System ("MS4") permit that minimizes or prevents harmful stormwater pollutants from entering local waterways. A wide variety of activities must be completed on an annual basis to comply with the permit. In addition to the maintenance activities summarized above, the city must also conduct education and outreach efforts on how the public can reduce stormwater pollution. This year, WRP staff gave numerous presentations on the adverse effects of polluted stormwater runoff to students from the elementary school to the college level. We also partnered with local schools on an "outdoor classroom" event where 4<sup>th</sup> grade students released small trout into Trout Brook (Figure #2).



**Figure #2:** 4<sup>th</sup> grade students preparing to release trout fry (baby trout) into Trout Brook.

**Urban Stream Restoration:** The city has 5 streams that do not meet state water quality standards and for which the Maine Department of Environmental Protection (MEDEP) requires the development of restoration plans. This fiscal year, the city completed a restoration plan for Trout Brook and received a grant from the (MEDEP) to implement some of the recommendations identified in the plan. The city also received a grant from the Royal Bank of Canada to make water quality improvements in Hinckley Park, through which Kimball Brook flows before entering Trout Brook.

### **Treatment Systems Division Accomplishments**

The South Portland Water Resource Protection operations and maintenance staff was responsible for the pumping and treatment of 2.28 billion gallons of wastewater, an average influent flow of 6.25 million gallons per day. A total of 2.17 million pounds of BOD (biological oxygen demand) and 1.93 million pounds of TSS (total suspended solids) were removed from the wastewater before discharge into Casco Bay. This results in 91% removal efficiency for both BOD and TSS parameters.

The treatment process generated a total of 1.8 million pounds of waste sludge (disposed of by Casella Wastes). This indicates a sludge yield of .83 pounds of sludge for every pound of BOD removed. Out of a total 1,744 Maine DEP required reporting points, the wastewater treatment plant achieved a 99.9% compliance with a single BOD violation and 1 fecal coliform violation.

A total of 344 million gallons of Industrial Wastewater was received from the 5 permitted Industrial Users in the City. The City also permitted Inland Seafood, (a new industrial user) to operate a lobster processing facility on Dartmouth Street. A total of 408 thousand pounds of **BOD and 68 thousand pounds of TSS were discharged into the City's wastewater collection** system from these industrial users. The Industrial Pretreatment Compliance Administrator has been working towards standardizing and streamlining of the Industrial User permitting and billing process.

A number of maintenance repairs and improvements including replacing the roof at the Willard Beach pump station, refurbishing the very large stormwater pump at Pearl Street pump station and replacing the suction and discharge piping at Winding Way pump station have been carried out all without interruption of service. The disinfection (chlorination and dechlorination) piping infrastructure was replaced during the off-season (eliminating chemical leaks). Additionally, the maintenance department completed 77 corrective and 51 preventive treatment plant work orders, 59 corrective and 82 preventive pumping station work orders and 38 additional stand-by generator work orders.

In addition to their daily duties, the operations department responded to 156 after-hours emergency alarms (emergency alarms include treatment plant and pump station high flows due to heavy downpours, plugged pumps from such things as improperly flushed cleaning products and general aging equipment issues). Operations also over saw the replacement and restoration of the sludge holding tank suction system and retrofit of an existing decant pump into a waste sludge mixing pump improving our process control over the activated sludge system and smoothing out the belt filter press dewatering operation.

Operations and maintenance personnel are also working with the engineering division on a treatment plant facility plan to determine the existing wastewater treatment plants ability to maintain compliance with State, Federal and local regulations and generate proper planning tools for the long-term (20 years) cost effective treatment of wastewater for the City of South Portland.

## Engineering Division Accomplishments

**WWTF Facilities Plan:** This year we started the first of three facility plans. The WWTF will be the first comprehensive facility plan done followed by a facility plan for the collection system and concluding with the pump stations. This facility plan includes evaluations of future permit limits, flows and loads, grit removal, buildings, and each process. In addition, we are implementing an Asset Management Plan from this facility plan which eventually will incorporate the collection system and pump stations. The object of the asset management plan is to meet a required level of service, in the most cost effective manner, through the management of assets for present and future customers. Some benefits include better value for money through achieving financial efficiencies, stronger accountability, improved customer service, reduced risk exposure, and more sustainable decision making.

**WWTF – Operations Building 1<sup>st</sup> Floor Modifications:** The Operations Building was built in the 70s. The current lunch room and locker room are original. With the age of the rooms and the increase of staff, we are in the design phase of upgrading the lunch room and locker room. The new rooms will be designed to handle 15 people. The design will be done this winter followed by construction next spring.

**WWTF – Network/PLC Upgrade:** Last year we finished the radio network and plc upgrade to all of the pump stations. This year we started the design for the WWTF network and PLC upgrade. Currently we have a DH+ network which is at maximum capacity not allowing us to add additional systems or information to the network. This network will be replaced with a fiber optic system with enough capacity to handle current and any future loads. To supplement the network we will also replace our 15 year old PLCs. The programs in the PLCs will also be completely redone as they were at the pump stations. The new program will correct deficiencies in our process controls and allow us to standardize our programming language. The last part of this project will be developing new SCADA screens for all the processes at the treatment plant.

**Winding Way Pump Station:** A number of issues have happened at this pump station. The valves in particular failed which did not allow us the ability to shut down the station and fix them. To correct this problem we did a hot tap gate valve installation on the force main. This allowed us to shut down the pump station, by pass the flow, and replace all the valves in the pump station. All of this work was done in-house in one day. The next step at this pump station is to evaluate the pumps which exhibit excessive vibration. The initial theory is the wrong size pumps were installed before the city took over ownership. The pumps will be evaluated and replaced as necessary.

**Ottawa Road Pump Station:** This pump station is owned by Cape Elizabeth, operated by the Portland Water District, and has combined wastewater flows from both South Portland and Cape Elizabeth. An agreement has been signed by all parties in a combined effort to mitigate combined-sewer-overflows at the pump station. The study for this project has been accepted by DEP and the City. The next step is to look at a design to reduce the amount of flow created from stormwater to the pump station. This is a challenging task since all the easy sources or contributing items have been corrected. The City has the next five years to correct this problem.

**Pump Station Master Plans:** With all the existing record drawings of various projects done at each pump station now in hand, we have started processing the record drawing information into one Master Set of Plans for each pump station. Each pump station will have an ongoing, updated, electronic copy of the current information. We are also in the process of developing standards for the pump stations.

**CAD Standards:** To develop the above record drawings and pump station master plans, we needed to develop CAD standards in the process. So in lieu of using outside consultants to do this work, our Senior CAD Technician has been working on the development of these standards. CAD Standards will be a key stone to how we do business in the future.

**CSO Flow Monitoring System:** We continue to utilize our flow monitoring system which is necessary for analyzing and recording CSO events. This information is submitted annually to DEP.

**CSO Facility Plan – Thornton Heights/Pleasantdale Separation Project:** In accordance with our CSO Facilities Plan we have been working on a preliminary design report for this area. The report was completed in October. The scope of the project includes sewer collection system improvements, storm drains for combined sewer separation and stormwater best management practices to reduce infiltration and inflow in the sanitary sewer system. This will also reduce combined sewer flows tributary to the Pearl Street Pump Station and several CSOs upstream. In addition to the sewer and storm drainage improvements, the project includes improvements to Main Street in the project area focused on traffic calming, bike/pedestrian improvements, redevelopment of the streetscape with a realignment of the traffic lanes as recommended by the City's Comprehensive Plan.

**CSO Facility Plan – Sprague/Mussey/Margaret Street Separation Project:** In accordance with our CSO Facilities Plan, we completed a separation project whereby eliminating 6 catch basins from the sewer system. At the same time we reviewed the area and added 6 more catch basins to the new storm water system to handle drainage issues inherent to these streets. In addition, as part of this project, the Portland Water District replaced an aged water main on Margaret Street. The construction of this project was overseen by in-house staff.

**CSO Annual Report:** The CSO Annual Report has been electronically developed. A standard procedure has been developed since multiple parties contribute information for this comprehensive report. This report is submitted annually to DEP.

**GIS System:** The City has been in the development stage of their GIS system. With the sewer and stormwater layouts now fairly complete, we are in transition to populate the attributes to each feature for the sewer and stormwater systems. We have also started a project to put the sewer and stormwater systems on elevation. This is a huge step forward on how we plan on doing business in the future.

**Engineering Intern:** To continue our development of the pump station record drawings, we hired a GIS intern from SMCC. His role this summer was to develop the record drawing from one of our major pump stations, Front Street PS. The intern was able to complete this project in full before leaving for a full time position in the consulting world.

**Stormwater Issues:** Several stormwater related issues were addressed this year which includes Rumery Road. These projects were evaluated, designed, and constructed in-house. The results have alleviated flooding during high storm events.

**Sewer Services:** Now that the sewer system is mapped on GIS and the storm water system is being developed, we continue our development to incorporate the sewer services on GIS.

**Electronic Filing System:** The engineering department continues to work towards a paperless system.

**SWMM Model:** The City has hired a consultant to develop a hydraulic model of our main sewer trunk lines in the city. The model is a good tool which will be updated annually to help us in our evaluation of upgrades as well as help in evaluating how well our separation projects work after construction. One example of this model helped us determine if we could eliminate replacing the sewer services as part of the Thornton Heights Upgrade. The model predicted we could eliminate this work without any affect on the sewer system and CSOs whereby saving the City over \$800,000 in costs.

**Trout Brook Watershed:** The scope of this work includes the assessment of the stream channel, culvert crossings and a hydraulic analysis of the tributary watershed. The goal is to recreate fish passage and address flooding issues.

**The Engineering Department:** continues to be an active member of ASCE (American Society Civil Engineers) and the WEF (Water Environmental Federation).

Respectfully Submitted,



Patrick Cloutier, Director

# A LOOK BACK— A HUNDRED YEARS AGO

## Annual Report 1912/1913

### City Council

Mayor John A. S Dyer

Aldermen

Ward 1 Daniel P. Cobb  
Ward 2 Frank F. Coombs  
Ward 3 Charles E. West  
Ward 4 William A Lord  
Ward 5 Howard P. Knight  
Ward 6 Clement V. Morse  
Ward 7 Charles W. Berry



Knights of Pythias Hall on the Corner of Preble and High Street

Compliments of the South Portland Historical Society.

### Fire Department

Explanation of No School Code With Fire Alarms Boxes

33, sounded twice at 7:45 AM signals "No School" in all grades, forenoon session.

33, sounded twice at 8:15 AM signals "No School" in First and Second Grades only, forenoon session.

33, sounded twice at 12:45 PM signals "No School" in all grades, afternoon session.

### Board of Registration

Registered Voters

1861

### City Clerk

Vital Statistics

Birth 174

Death 133

### Assessors

Total Value of Property

\$3,992,085.00

### Public Works

Streets Repaired

Westbrook, Brown, Union, Grand View, Main, Lincoln, Rigby, Gorham, Highland, Summer, Elm, Anthoine, Scamman, Ocean, Cottage, Broadway, Mussey, Pine, Sawyer, Stanford, School, Preble, Front, Bean, Shawmut, Myrtle, Beach, Willard, Henry, Smith, Stillman and Pierce





[www.southportland.org](http://www.southportland.org)