

*City of South Portland  
Annual Report for  
Fiscal Year 2011|2012*





# DEDICATION

## Officer Peter MacVane



Officer Peter MacVane passed away in December of 2012 after a long and hard-fought battle against cancer. Peter joined the South Portland Police Department on July 24, 1978, and graduated from the 33<sup>rd</sup> Municipal / County Basic Police School in March of 1979. After working in patrol for a period, Pete was assigned to the Detective Bureau in December of 1982 and became the Department's Officer Friendly and Court Officer. He continued as the South Portland Police Department's Court Officer through the remainder of his career. He became one of the Department's first motorcycle officers, leading countless parades and VIP processions over the years, and he was a longtime rider in support of the 9/11 Fund.

Pete was known for his involvement with the Department's community relations initiatives, becoming a fixture at Cop Collectibles card signings and visiting the schools with the robot, KC Safe, to deliver safety messages to the children of the community. He was also an avid supporter of Maine Special Olympics, raising money through various events such as the annual Lobster Dip, Tip a Cop, Cop on Top, and Fueling Dreams. An additional cause close to Pete's heart was the American Lung Association's Trek Across Maine, an event he enjoyed for many years. His other accolades are too many to list. Peter will be missed.

# A LOOK AROUND THE CITY



Movie Night in Willard Square by Nick Bowie-Haskell



Rock E. Recycles



Bug Light Kite Festival Compliments of The South Portland Historical Society



A little girl reviews the honor guard at the Veterans Bridge Opening ceremony. Produced by Chris Bethel and SPC-TV.



4th of July South Portland Compliments of the South Portland Historical Society



WillardFest 2012 Compliments of Sarah Goodwin

# 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</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 &amp; Waterfront 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—Community Center  
2nd & 4th Mondays of each month

## School Board

7:00 pm– Council Chambers  
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 2013

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

January 1, 2013—New Year's Day	September 2, 2013—Labor Day
January 21, 2013—Martin Luther King Day	October 14, 2013—Columbus Day
February 18, 2013—President's Day	November 11, 2013—Veteran's Day
April 15, 2013—Patriot's Day	November 28, 2013—Thanksgiving Day
May 27, 2013—Memorial Day	December 25, 2013—Christmas Day
July 4, 2013—Independence Day	

# DATES TO REMEMBER

February 14, 2013	Taxes Due
May 9, 2013	Taxes Due
June 30, 2013	Fiscal Year ends
July 1, 2013	Fiscal Year begins
November 5, 2013	Municipal Election
December 1, 2013	2014 Fish and Game Licenses available
December 31, 2013	Dog Licenses are due

# PRINCIPAL EXECUTIVE OFFICERS

## City Council

(December 2011-December 2012)

Patricia Smith, Mayor

Alan Livingston

Thomas Blake

Thomas Coward

Patricia Smith

Gerard Jalbert

Maxine Beecher



## 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  
18 B Street  
South Portland ME 04106  
207-831-0828  
[Tmorrison16@msn.com](mailto:Tmorrison16@msn.com)

## **House District 123**

Jane E. Eberle  
187 Pilgrim Road  
South Portland ME 04106  
207-776-3783  
[RepJane.Eberle@legislature.maine.gov](mailto:RepJane.Eberle@legislature.maine.gov)

## **House District 124**

Bryan T. Kaenrath  
PO Box 2168  
South Portland ME 04116  
207-409-7137  
[RepBryan.Kaenrath@legislature.maine.gov](mailto:RepBryan.Kaenrath@legislature.maine.gov)

# STATE SENATOR

## **Senate District 7**

Cynthia A. Dill  
1227 Shore Road  
Cape Elizabeth ME 04107  
207-767-7197  
[RepCynthia.Dill@legislature.maine.gov](mailto:RepCynthia.Dill@legislature.maine.gov)

# LETTER FROM THE MAYOR

Dear South Portland residents, business owners and visitors:

It is with excitement and pleasure that I introduce the 2012 City of South Portland Annual Report.

During the past year accolades and recognition were bestowed upon our City. Thoughtful investments were made throughout our City to enhance its reputation as a unique collection of welcoming neighborhoods disguised as the State's fourth largest city. South Portland continues to strengthen and evolve as a premier Maine city with a distinctive neighborhood feel and approach to daily life.

South Portland continues to steadily evolve as a place of destination and distinction. The dedication and steadfast commitment to its continual improvement and livability gained national and regional recognition by its #3 ranking within the 2012 Top 10 New England's Best Cities list. This regional recognition cited our low crime rate, recreational opportunities, working waterfront, clean air quality, strong retail and commerce environment and ease and access to multi-modal transportation as just a few of our many community attributes and benefits.

To receive such a high ranking among so many other wonderful New England cities was thrilling and a very proud moment for residents, City staff and the community as a whole. In addition, our City received the highest bond rating possible and was the only municipal government in the State of Maine to receive a Aaa bond rating. This rating accurately reflects our strong and stable financial base and low degree of financial risk. Compared to many other Maine cities and towns, we are extremely fortunate to have such a strong financial base and talented leadership to guide us in the coming years. Our strong fiscal position and continued responsible stewardship of our finances should enable us to maintain and enhance our community services and amenities in future years.

The shaping of our future years was a dedicated area of focus in 2012 and with the successful completion and adoption of the City's Comprehensive Plan the future is indeed exciting and full of positive opportunities. This body of work details the important aspects of our future challenges and opportunities and will serve as a beacon and roadmap for our future shape. On behalf of the Council I wish to extend sincere gratitude to the citizens of South Portland, City staff, Councilors Beecher and Coward and plan facilitators who diligently worked for several years on this important road map for the City's future success.

South Portland continues to be a community that strives to invest in its future. Three areas where this commitment was most evident occurred with (1) the groundbreaking ceremony for our community's high school renovation project, (2) the renovation of the downtown Knightville district and (3) the rejuvenation and renovation of our beloved Mill Creek Park. These extensive projects demonstrated the genuine commitment of a community ready to embrace its future and invest in the anchors of a healthy, prosperous and sustainable community.

Sincerely,

*Patricia A. Smith*

Patricia A. Smith

Mayor, 2012/City Councilor – District 2

# 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 from July 1, 2011 to June 30, 2012.

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 January of 2011, the City Council gave the City Manager the ability to raise the needs from taxes by 2.5%. The guidance of 2.5% was under State Statute LD1 Growth Limitation Factor of 4.39%. The increase allowed the budget to grow by \$412,880 over the FY2011 adopted budget. The FY12 municipal budget was 1.94%, which was under the City Council budget guidance.

The FY12 fiscal year's department's budgets did not include any special projects. Fixed costs occupied the largest increase in expenditures insurances, petroleum products, and MainePers; however, the City Council was interested in providing additional funding towards building maintenance, vehicle maintenance and supplies, and training/education of the City's valuable workforce. The City reconfigured retirement and health insurance benefit plans during FY12, providing saving to both the employees and the City. The City's savings were \$101,000.

The economic times had presented a number of challenges; however, the City experienced positive activity in a few of the revenue accounts. We continued to experience the ramifications of the State of Maine balancing their own budget. Over the last three fiscal years, South Portland has lost approximately 2 million in revenue. This revenue loss has significantly decreased the capacity of city departments and services and has put greater stress on the tax rate. The estimated revenues for FY2012 were \$436,287 over the FY2011 estimates, a major reason why the budget was under Council guidance.

The City Council in FY2012 adopted a Local Circuit Breaker program, mirroring the State of Maine program, but provided 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.

The second largest component of the General Fund budget is municipal programs and services. In the most recent community survey, done during fiscal year 2011/12, 95.8% of the responders were "very satisfied" or "satisfied" with the quality of life in South Portland. Many quality of life indicators point to service delivery in the community one lives in as playing a role in the quality of life for the individual or family. The City of South Portland provides high quality municipal services for the resources provided, which the most recent survey reinforced.

**Citizen Satisfaction Survey**  
**Comparison of 2009 and 2010 Surveys**

**SATISFACTION WITH COMMUNITY**

**EXPERIENCES & OBSERVATIONS**

	<u>2009</u>	<u>2010</u>		<u>2009</u>	<u>2010</u>
Quality of Life	97.1%	95.8%	Quality of Roads	58.5%	67.0%
Overall Appearance	85.9%	91.2%	Quality of Sidewalks	48.4%	59.3%
Place to Raise Kid	93.9%	94.2%	Pedestrian Safety	65.1%	71.2%
Place to Retire	80.0%	80.1%	Upkeep of Parks	92.3%	93.3%
Value of Service	74.5%	78.4%	Open Space/Rec	80.0%	86.4%

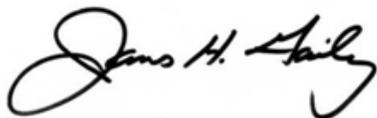
**2012 Important Accomplishments**

- ◆ Continued to convert municipal buildings to natural gas
- ◆ Public Works / Transportation facility committee began their work.
- ◆ Acquired over one million in state and federal grants for road reconstruction and paving
- ◆ Began renovations to City Hall (back entrance redesign, roof, attic insulation)
- ◆ Entered into a long-term lease with Willard Call Company #2
- ◆ Entered into lease with the Fore River Soundstage LLC (Armory).
- ◆ The Veteran’s Memorial Bridge was completed and dedicated.
- ◆ Construction at Mill Creek Park was in its beginning stages of development and implementation.
- ◆ The three million dollar Knightville road and utility construction project began.

I have mentioned only a few accomplishments this great city experienced over the last year. I encourage you to read this annual report and learn more about 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 2011/12, 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 a honor to serve this great community.

Respectfully submitted,



James H. Gailey

City Manager

# CITY CLERK

## Elections

<b>City of South Portland - General Election</b>						
Office & Candidate Names	DISTRICT ONE	DISTRICT TWO	DISTRICT THREE/FOUR	DISTRICT FIVE	CENTRAL	TOTAL
<b>MEMBER OF CITY COUNCIL - DISTRICT ONE</b>						
COWARD, THOMAS S.	1047	944	1904	898	1094	5887
<b>MEMBER OF CITY COUNCIL - DISTRICT TWO</b>						
SMITH, PATRICIA A.	1052	955	1904	895	1084	5890
<b>MEMBER OF CITY COUNCIL - DISTRICT FIVE</b>						
JALBERT, GERARD A.	1005	930	1894	900	1063	5792
<b>MEMBER OF BOARD OF EDUCATION - AT LARGE (2 SEATS)</b>						
CALLAGHAN, KAREN U.	885	839	1725	810	968	5227
SELSER, JEFFREY T.	793	688	1273	597	790	4141
<b>MEMBER OF BOARD OF EDUCATION - DISTRICT FIVE</b>						
FITZGERALD, TAPPAN C. II	1019	938	1905	895	1090	5847

The November 8, 2011 Election voter turnout in South Portland was just below 40%. With no local bond or referendum items to be voted on and the unusual fact that none of the local seats were contested the draw most likely had to do with State issues and a County Bond Referendum for \$33,000,000 to fund the costs of improvements to the Civic Center. The County Bond Referendum passed with 58% of the votes cast County Wide.

Councilor Coward and Councilor Smith were incumbents re-elected to fill their second term on the City Council. Gerard (Jerry) Jalbert replaced termed out Councilor James Hughes.

Karen Callaghan and Tappan Fitzgerald were re-elected to the School Board and Jeffrey Selser replaced Ralph Baxter Jr.

The School Budget passed on May 15, 2012 with 413 yes votes and 277 no votes. State wide there was a less than 13% turnout for the June 12, 2012 Primary Election. South Portland had a turnout of 13%.

## Records and Licenses

The City Clerks' Office maintains the schedule for all municipal meetings, keeps records and minutes of all City Council proceedings, uploads information to the city web site and is entrusted with the recording and maintenance of all vital records in the city. The staff has worked hard to create electronic indexes of births, deaths and marriages over the last few years. The removal of the hard copy indexes freed up space for new sliding shelves and allowed the ability to organize the records much more efficiently.



Before



After

The City Clerk Office also produces the Annual Report and a biweekly electronic newsletter. The mailing reaches approximately 1,800 recipients, an increase of about 200 email addresses from last year.

	2011/2012
Business Licenses	417
Off Premise Licenses	73
DBA	70
Dog Licenses	1,649
Hunting & Fishing Transactions	563
Births recorded	277
Marriages recorded	177

Respectfully submitted,

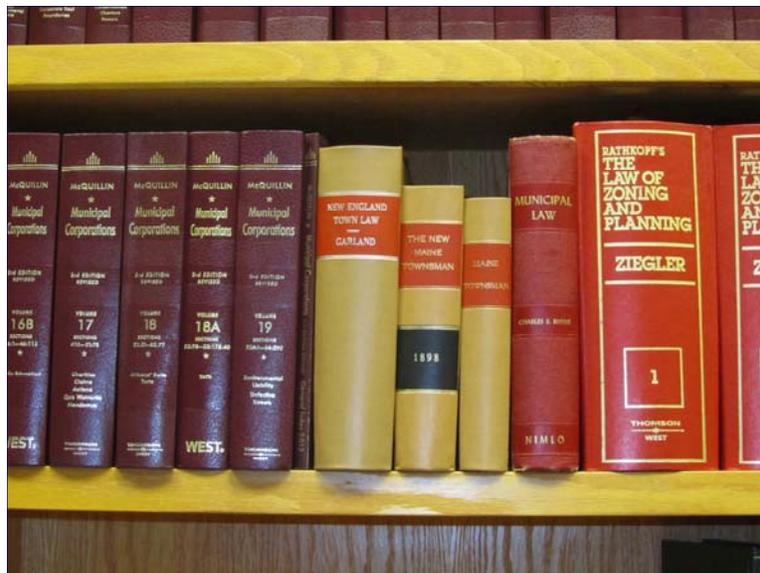
Susan M. Mooney, City Clerk

# 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. 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

# ECONOMIC & COMMUNITY DEVELOPMENT

The major goals of the Economic & Community Development Division (ECD) in the Executive Department are to provide efficient and accurate assistance to businesses; 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 and community development program for the benefit of all City residents.

## Economic Development

The City of South Portland plays a significant role in the regional economy through the activities of the Fairchild Semiconductor and Texas Instruments Semiconductor, Hannaford distribution facility, sales tax revenues generated by the Mall District businesses, and the 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 as part of its "economic engine." With Fairchild, Texas Instruments and WEX (Wright Express), South Portland is home to a number of worldwide companies.

The Greater Portland Economic Development Commission (GPEDC) continued to gain strength after its 2011 incorporation. The strength of this Commission supports the City's economic development involvement and increases the influence in regional economic development. Through a six community resolve, South Portland will now have a greater presence for the attraction of businesses from outside the state, as well as greater marketing capability. In June of 2012, the GPEDC hired its first Executive Director, who will serve as the point person for the Commission and their activities.

The Director 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;
- The Greater Portland Public Development Commission, a five member gubernatorial appointed State agency that provides for economic development opportunities in the Portland harbor;
- The City's Waterfront Market Association;
- The Cape Elizabeth/South Portland Regional Chambers of Commerce;
- The Greater Portland Economic Development Corporation;
- The Southern Maine Economic Development District (SMEDD);

## **Highlights of the Economic Development's work for FY 2011-12 included:**

- Worked with numerous companies throughout the year on business development, expansion, and retention and attraction to the City.
- Completion of the City's first "*Business Guide*" to aid the business community.
- Worked with Texas Instruments on amending their Tax Increment Financing District.
- Implementation of the U.S. Dept. of Energy Efficiency and Conservation Block Grant, enabling the Director and the Energy Sustainability Coordinator to assist in the development of:
  - ◊ Oversight of the first ever municipal-wide building energy audit, leading to installation of energy efficiency measures through a contract with Siemens, Inc.

- Coordination between the Economic Development Committee and the 2010 Comprehensive Plan Committee on economic development policy;
- Continued operational and policy direction of the "*Greater Portland Economic Development Corporation*," the region's first regional approach to economic development;
- Continued coordination between the *Greater Portland Public Development Commission* in conjunction with the City of Portland, and with the GPEDC.

## **Community Development**

This division oversees and administers the activities of the City's **Community Development Block Grant (CDBG) Program**, funded by the U.S. Dept. of Housing and Urban Development, in conjunction with the Cumberland County CDBG Program. The goal of the program is to provide service to either an income eligible Census tract, those who are a presumed benefit group, or for at least 51% of those served earn no more than 80% of the median income. The Community Development Advisory Committee, a seven member Council appointed committee, reviews and recommends the annual CDBG project funding allocation. Through the standing agreement between Cumberland County and the City, South Portland received the following FY11-12 allotment.

### **FY 2011-12 CDBG Funds through the Cumberland County CDBG Program \$446,324**

With the ever decreasing funding coming from the Department of Housing and Urban Development, the City of South Portland was allocated \$389,216 to allocate towards FY11-12 projects. Funded projects within the City's CDBG Program included the following:

#### ***Public Service activities –***

- |                                                                                                                                                    |           |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| • <i>Recreation Dept.</i> - Recreation/preschool scholarships to benefit 121 children -                                                            | \$5,000   |
| • <i>Skillin School Backpack Program</i> – Weekend Food distribution to students family -                                                          | \$3,000   |
| • <i>South Portland School Dept.</i> - ESL "21 Club," an after-school program for English as a Second Language (ESL) to students in grades 2 - 5 - | \$8,000   |
| • <i>Redbank Hub Personnel</i> – Staffing of the neighborhood CPPC Hub facility -                                                                  | \$15, 001 |
| • <i>Bus Passes</i> –SP Bus service passes to local qualified low-moderate income residents -                                                      | \$2,242   |
| • <i>GA Home Heating Assistance</i> – Emergency Fuel Distribution -                                                                                | \$5,000   |
| • <i>Community Counseling Services</i> - emergency counseling to crime and accident victims -                                                      | \$5,000   |
| • <i>Family Crisis Services</i> – Enhanced Police Department Intervention -                                                                        | \$5,000   |
| • <i>Southern Me. Agency on Aging</i> – Meals on Wheels Program -                                                                                  | \$10,000  |

#### ***Public Improvements & Facilities -***

- |                                                                                          |           |
|------------------------------------------------------------------------------------------|-----------|
| • <i>Mill Creek Park</i> – Continued improvements of walkways, landscaping and amenities | \$100,000 |
| • <i>Knightville Phase II</i> – Combined sewer, road surface, lighting and sidewalk      | \$125,000 |

The use of CDBG played a significant role in many of the public improvement projects started during the first half of 2012, most notably the High Street Park, Legere Park, Knightville Streetscape enhancement and the significant enhancements to Mill Creek Park. All of these projects could not have been done as well without the presence of CDBG funding. The results will benefit the neighborhoods and the South Portland community for many years to come.

Respectfully submitted,

James H. Gailey, City Manager

# 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 \$86 million as well as cash and investment reserves of approximately \$55 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. South Portland's General Fund - Unassigned fund balance as of June 30, 2012 was \$10,591,915. This represented an increase of \$905,020 from last year's balance. During the year the City utilized a portion of its unassigned balance to fund capital improvements of \$1,127,000 and also increased the tax rate stabilization reserve by \$360,000.

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:**

Revenue for the general fund totaled \$68,030,217 (on the budgetary basis of accounting) in the fiscal year ended June 30, 2012. Actual revenues exceeded estimates by \$1,587,810.

#### General Fund Revenues Budget to Actual Summary

	Budget	Actual	Variance
Revenues:			
Taxes	\$ 57,531,642	58,907,951	1,376,309
Intergovernmental	5,950,903	5,971,062	20,159
Licenses, permits, fees and fines	778,450	785,020	6,570
Charges for services	1,465,862	1,619,847	153,985
Unclassified	115,550	171,624	56,074
Interest earned	600,000	574,713	(25,287)
Total revenues	\$ 66,442,407	68,030,217	1,587,810

The revenue sources responsible for this surplus include the following:

- The largest budgetary surplus resulted from excise taxes collected in excess of budget totaling approximately \$811,900. The City collects considerable excise taxes from fleet vehicles. However, the reliability of this revenue stream is at times uncertain and as a result, the City budgets conservatively. Additionally property taxes exceeded budget by \$533,392.
- A surplus in charges for services relating to ambulance billings and bus service ridership which exceed anticipated revenues by \$51,171 and \$65,985 respectively.
- An investment earnings deficit of \$25,287 as a result of significantly lower interest rates on investments.

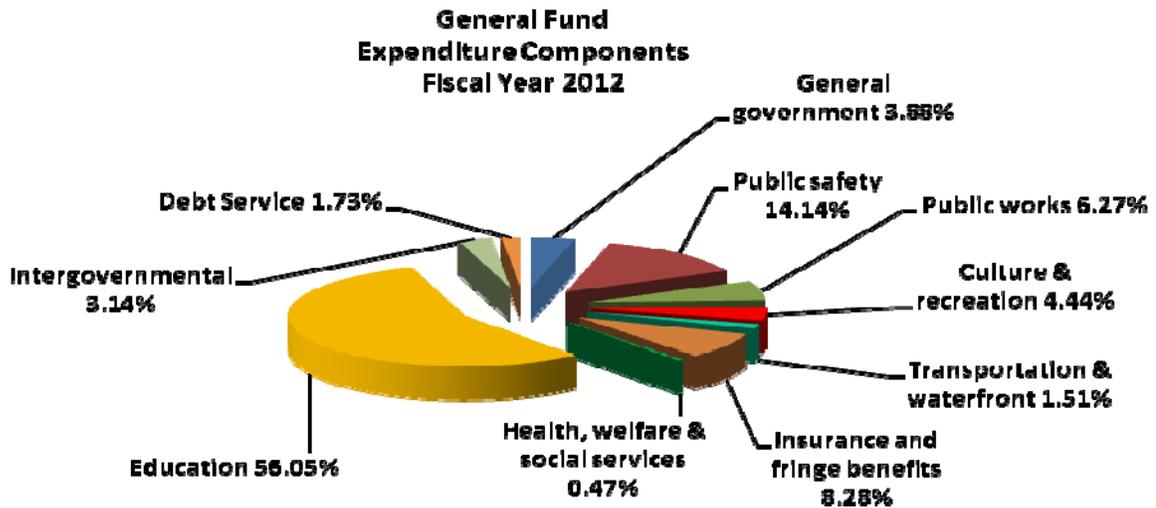
Expenditures for the general fund totaled \$66,014,613 (on the budgetary basis of accounting) in the fiscal year ended June 30, 2012.

### General Fund Expenditures Budget to Actual Summary

	Budget	Actual	Variance
Expenditures:			
General government	\$2,641,674	2,564,083	77,591
Public safety	9,438,881	9,331,249	107,632
Public works	4,408,595	4,137,661	270,934
Culture and recreation	2,998,296	2,933,959	64,337
Transportation and waterfront	997,516	994,717	2,799
Health, welfare and social services	416,986	312,993	103,543
Insurance and fringe benefits	5,506,807	5,464,308	42,499
Education	37,693,072	37,001,532	691,540
Intergovernmental (county tax)	2,072,476	2,072,476	
Other	162,453	60,392	102,061
Debt Service	1,144,404	1,141,243	3,161
<b>Total expenditures</b>	<b>\$67,481,160</b>	<b>66,014,613</b>	<b>1,466,547</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 \$33,451. Additional, the senior property tax reimbursement program which was introduced for the first time this past year, came in under budget with a surplus of \$17,887.
- Public safety expenditures were under budget with Police (surplus of \$52,619), Fire (surplus of \$14,659) and communications (surplus of \$20,647) making up the larger components.
- Public works was significantly under budget because of the very mild winter with Streets and Sidewalks (surplus of \$174,648) and the Garage (surplus of \$59,777).
- General assistance after several years of higher payments saw a decline this past year with a surplus \$102,672.
- Education surplus of \$691,540 attributable to lower than anticipated, High School (surplus of \$179,251) special education costs (surplus of \$241,876), board of education expenses (surplus of \$161,926) offset by higher costs expended for Technology (deficit of \$137,193).



## Tax Rates

The property tax rate for fiscal year 2011-12 was \$16.10 per thousand dollars of valuation. The approval of the High School construction project has impacted the tax rate gradually over the past two years and with the approval of the fiscal year 2012-13 budget, the total cumulative impact totals 48 cents on the tax rate. Next years fiscal year 2012-13 tax rate is \$16.50. The components of the tax rate for fiscal years 2010-11, 2011-12 and 2012-13 are as follows:

	2010-11	2011-12	2012-13
Education	\$10.17	\$10.46	\$10.79
Municipal	\$4.92	\$5.02	\$5.10
County	\$0.61	\$0.62	\$0.61
<b>Total</b>	<b>\$15.70</b>	<b>\$16.10</b>	<b>\$16.50</b>

In fiscal year 2011-12, educational services accounted for 65.01% of your property tax dollars, while municipal and county services required 31.15% and 3.84% respectively. Therefore, for every tax dollar paid in 2010-11, 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, 2012, property taxes accounted for 78.65% of total general fund revenues.

The City's tax collection rate remained high during 2011-12. Collected taxes for the year ending June 30, 2012, were 97.85% 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 increased by \$26,977,897 during the current fiscal year as a result of bonding \$30,000,000 for the first phase of the High School renovation project. Additionally the City was able to advance refund portions of the 2002 and 2003 general obligation bonds. This refunding resulted in significant savings over the remaining 13 year term of the bonds, saving the City debt service costs in excess of \$1,080,000 (present value savings in excess of \$918,000).

The State allows municipalities to borrow up to 15% of their total valuation. With the City's State Valuation at \$3,556,500,000 for 2012, the debt limit would be over \$533,475,000. Our current debt is \$50,064,289, or less than 1.41% of State Valuation or approximately 9.38% of the City's debt limit. Another measure of a municipality's debt load is debt per capita. As of June 30, 2012, the City of South Portland's debt per capita (including lease obligations) was \$2,090 as compared to the prior year of \$1,022.

## **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.

## **Acknowledgements:**

### **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, 2012

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, 2012, 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 Assets**  
**June 30, 2012**

	Governmental Activities	Business-type Activities	Total
<b>ASSETS</b>			
Cash and cash equivalents	\$ 76,761,216	-	76,761,216
Investments	8,342,943	-	8,342,943
Receivables, net of allow. of \$659,054 and \$163,242	2,114,021	518,426	2,632,447
Taxes receivable	1,437,957	-	1,437,957
Tax liens and acquired property	306,842	-	306,842
Prepaid expenses	-	7,893	7,893
Inventory	19,361	-	19,361
Internal balances	(11,965,929)	11,965,929	-
Restricted assets, cash	50,000	-	50,000
Capital assets, not being depreciated	14,142,606	4,306,790	18,449,396
Capital assets, net of accumulated depreciation	72,478,655	45,668,747	118,147,402
Total assets	163,687,672	62,467,785	226,155,457
<b>LIABILITIES</b>			
Accounts payable	2,729,600	817,490	3,547,090
Accrued liabilities	443,471	1,864	445,335
Accrued interest	323,564	-	323,564
Accrued teachers' summer salaries	3,167,438	-	3,167,438
Non-current liabilities:			
Due within one year	3,583,220	105,707	3,688,927
Due in more than one year	54,897,928	601,651	55,499,579
Total liabilities	65,145,221	1,526,712	66,671,933
<b>NET ASSETS</b>			
Invested in capital assets, net of related debt	68,914,663	49,501,248	118,415,911
Restricted for:			
Permanent Funds - Nonexpendable principal	198,949	-	198,949
Permanent Funds - Expendable	132,232	-	132,232
Education	5,284,024	-	5,284,024
Other grants	1,903,524	-	1,903,524
Tax Increment Financing	4,265,177	-	4,265,177
Capital	-	5,877,132	5,877,132
Unrestricted	17,843,882	5,562,693	23,406,575
Total net assets	\$ 98,542,451	60,941,073	159,483,524

*See accompanying notes to basic financial statements.*

CITY OF SOUTH PORTLAND, MAINE  
 Statement of Activities  
 For the year ended June 30, 2012

Functions/programs	Net (expense) revenue and changes					
	Program Revenues			In net assets		
	Expenses	Charges for services	Operating grants and contributions	Capital grants and contributions	Governmental activities	Business-type activities
Primary government:						
Governmental activities:						
General government	\$ 10,384,706	305,479	898,041	-	(9,181,186)	-
Public safety	11,883,029	1,188,407	799,252	-	(9,895,370)	-
Public works	7,333,922	200,634	-	351,262	(6,782,026)	-
Culture and recreation	4,349,852	923,531	-	-	(3,426,321)	-
Transportation and waterfront	1,220,037	393,663	169,086	128,018	(529,270)	-
Health, welfare and social services	321,795	-	99,697	-	(222,098)	-
Education	45,043,366	678,571	10,288,411	-	(34,076,384)	-
Interest on debt service	853,840	-	-	-	(853,840)	-
Total governmental activities	81,390,547	3,690,285	12,254,487	479,280	(64,966,495)	-
Business-type activities:						
Sewer	5,632,254	5,436,377	-	110,000	-	(85,877)
Total business-type activities	5,632,254	5,436,377	-	110,000	-	(85,877)
<b>Total primary government</b>	<b>\$ 87,022,801</b>	<b>9,126,662</b>	<b>12,254,487</b>	<b>589,280</b>	<b>(64,966,495)</b>	<b>(85,877)</b>
General revenues:						
Property taxes, levied for general purposes					\$ 57,176,484	-
Motor vehicle excise taxes					5,037,900	-
Cable television franchise					185,000	-
Grants and contributions not restricted to specific programs:						
State Revenue Sharing					1,888,773	-
Homestead exemption					466,578	-
Other State aid					1,888,877	-
Unrestricted investment earnings					751,519	30,143
Miscellaneous					1,400,096	-
Gain (loss) on disposal of capital assets					(121,631)	-
Transfers					(1,816,658)	1,816,658
Total general revenues and transfers					66,856,938	1,846,801
Change in net assets					1,890,443	1,760,924
Net assets - beginning					96,652,008	59,180,149
Net assets - ending					\$ 98,542,451	60,941,073

See accompanying notes to basic financial statements.

CITY OF SOUTH PORTLAND, MAINE  
Balance Sheet  
Governmental Funds  
June 30, 2012

	General	Tax Increment Financing	Capital Projects	Other Governmental Funds	Total Governmental Funds
<b>ASSETS</b>					
Cash and cash equivalents	\$ 32,370,604	4,250,351	40,140,261	-	76,761,216
Investments	7,572,185	-	-	770,758	8,342,943
Due from other governments	257,608	-	128,018	1,412,767	1,798,393
Accounts receivable, net of allowance of \$659,054	263,975	22,678	-	28,975	315,628
Taxes receivable	1,437,957	-	-	-	1,437,957
Tax liens and tax acquired property	306,842	-	-	-	306,842
Interfund loans receivable	-	-	-	2,565,143	2,565,143
Inventory	-	-	-	19,361	19,361
Restricted assets, cash	50,000	-	-	-	50,000
<b>Total assets</b>	<b>\$ 42,259,171</b>	<b>4,273,029</b>	<b>40,268,279</b>	<b>4,797,004</b>	<b>91,597,483</b>
<b>LIABILITIES AND FUND BALANCES</b>					
<b>Liabilities:</b>					
Accounts payable	1,277,097	7,852	1,261,975	181,059	2,727,983
Accrued liabilities	412,065	-	-	31,406	443,471
Interfund loans payable	14,532,689	-	-	-	14,532,689
Deferred tax revenue	1,076,000	-	-	-	1,076,000
Accrued teachers' summer salaries	2,925,099	-	-	242,339	3,167,438
<b>Total liabilities</b>	<b>20,222,950</b>	<b>7,852</b>	<b>1,261,975</b>	<b>454,804</b>	<b>21,947,581</b>
<b>Fund balances:</b>					
Nonspendable	-	-	-	218,310	218,310
Restricted	5,284,024	4,265,177	33,669,569	2,035,756	45,254,526
Committed	3,340,240	-	5,488,392	2,199,643	11,028,275
Assigned	2,820,042	-	-	-	2,820,042
Unassigned	10,591,915	-	(151,657)	(111,509)	10,328,749
<b>Total fund balances</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>Total liabilities and fund balances</b>	<b>\$ 42,259,171</b>	<b>4,273,029</b>	<b>40,268,279</b>	<b>4,797,004</b>	
Amounts reported for governmental activities in the statement of net assets are different because:					
Capital assets used in governmental activities are not financial resources and, therefore are not reported in the funds					86,621,261
Other long-term assets are not available to pay for current period expenditure and, therefore, are deferred in the funds					1,076,000
Long-term liabilities that are not due and payable in the current period and therefore are not reported in the funds					
Bond premium					(2,737,580)
Accrued compensated absences					(3,128,005)
Other postemployment benefits liability					(724,976)
Accrued interest					(323,564)
Landfill closure					(102,000)
Capital leases					(2,198,587)
Bonds payable					(49,590,000)
<b>Net assets of governmental activities</b>					<b>\$ 98,542,451</b>

*See accompanying notes to basic financial statements.*

**CITY OF SOUTH PORTLAND, MAINE**  
**Statement of Revenues, Expenditures and Changes in Fund Balance:**  
**Governmental Funds**  
**For the year ended June 30, 2012**

	General	Tax Increment Financing	Capital Projects	Other Governmental Funds	Total Governmental Funds
<b>Revenues:</b>					
Taxes	\$ 58,907,951	2,400,433	1,050,000	20,000	62,378,384
Intergovernmental	9,425,026	944,803	128,018	6,480,148	16,977,995
Licenses, permits, fees and fines	785,020	-	-	-	785,020
Charges for services	1,619,847	-	-	1,470,418	3,090,265
Unclassified	632,075	-	-	700,827	1,332,902
Interest earned	602,078	41,585	60,542	47,314	751,519
<b>Total revenues</b>	<b>71,971,997</b>	<b>3,386,821</b>	<b>1,238,560</b>	<b>8,718,707</b>	<b>85,316,085</b>
<b>Expenditures:</b>					
<b>Current:</b>					
General government	8,261,581	-	-	1,080,038	9,341,619
Public safety	9,441,068	-	-	737,318	10,178,386
Public works	4,152,365	190,380	-	420,812	4,763,557
Culture and recreation	2,904,299	-	-	912,791	3,817,090
Transportation and waterfront	994,717	-	-	18,028	1,012,745
Health, welfare and social services	321,795	-	-	-	321,795
Education	40,540,585	-	-	4,239,996	44,780,581
School lunch program	-	-	-	1,591,951	1,591,951
Intergovernmental	2,072,476	-	-	-	2,072,476
Other	53,621	1,470,750	-	1,679	1,526,050
Debt service (excluding education)	1,141,243	-	-	-	1,141,243
Capital expenditures	332,043	-	6,616,799	-	6,948,842
<b>Total expenditures</b>	<b>70,215,793</b>	<b>1,661,130</b>	<b>6,616,799</b>	<b>9,002,613</b>	<b>87,496,335</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>1,756,204</b>	<b>1,725,691</b>	<b>(5,378,239)</b>	<b>(283,906)</b>	<b>(2,180,250)</b>
<b>Other financing sources (uses):</b>					
Refunding bonds issued and premium	9,584,150	-	-	-	9,584,150
Payments to refunded bonds escrow agent and fees	(9,516,956)	-	-	-	(9,516,956)
Transfers in	560,038	-	4,598,124	885,527	6,043,689
Transfers out	(2,318,974)	(2,525,593)	(2,250,395)	(765,385)	(7,860,347)
Issuance of debt	-	-	32,642,580	-	32,642,580
<b>Total other financing sources (uses)</b>	<b>(1,691,742)</b>	<b>(2,525,593)</b>	<b>34,990,309</b>	<b>120,142</b>	<b>30,893,116</b>
<b>Net change in fund balances</b>	<b>64,462</b>	<b>(799,902)</b>	<b>29,612,070</b>	<b>(163,764)</b>	<b>28,712,866</b>
Fund balances, beginning of year	21,971,759	5,065,079	9,394,234	4,505,964	40,937,036
<b>Fund balances, end 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>

*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, 2012**

Net change in fund balances - total governmental funds (from Statement 4)	\$	28,712,866
<p>Amounts reported for governmental activities in the statement of activities (Statement 2) are different because:</p>		
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 (\$7,783,805) exceed book value of disposed assets (\$121,631) and depreciation (\$4,308,810).		3,353,364
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 deferred revenues.		(164,000)
Capital lease proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net assets. Repayment of lease principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net assets. This is the amount by which repayments (\$259,639) exceed proceeds (\$0).		259,639
Change in accruals are recorded on the statement of net assets, but not on the governmental fund balance sheet - accrued compensated absences (\$-76,753), accrued interest (\$85,929), and other postemployment benefits liability (\$214,670).		(223,846)
Changes in long-term liabilities on the statement of net assets, are expenditures in the governmental funds. This is the change of the landfill closure liability.		-
Bond proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net assets. Bond proceeds totaled \$30,000,000 for the year. Governmental funds report the effects of premiums and discounts when debt is first issued, whereas these amounts are deferred and amortized in the statements of activities. During the year, the City received \$2,737,580 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 assets. For the year, the amount of repayments were \$2,690,000).		(30,047,580)
Change in net assets of governmental activities (see Statement 2)	\$	<b>1,890,443</b>

*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, 2012**

	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	\$ 57,531,642	57,531,642	58,907,951	1,376,309	2,261,450	2,261,450	2,400,433	138,983	
Intergovernmental	5,950,903	5,950,903	5,971,062	20,159	834,000	834,000	944,803	110,803	
Licenses, permits, fees and fines	778,450	778,450	785,020	6,570	-	-	-	-	
Charges for services	1,465,862	1,465,862	1,619,847	153,985	-	-	-	-	
Unclassified	115,550	115,550	171,624	56,074	-	-	-	-	
Interest earned	600,000	600,000	574,713	(25,287)	-	-	41,585	41,585	
<b>Total revenues</b>	<b>66,442,407</b>	<b>66,442,407</b>	<b>68,030,217</b>	<b>1,587,810</b>	<b>3,095,450</b>	<b>3,095,450</b>	<b>3,386,821</b>	<b>291,371</b>	
<b>Expenditures:</b>									
<b>Current:</b>									
General government	8,259,594	8,148,481	8,028,391	120,090	-	-	-	-	
Public safety	9,375,202	9,438,881	9,331,249	107,632	-	-	-	-	
Public works	4,407,390	4,408,595	4,137,661	270,934	241,660	241,660	190,380	51,280	
Culture and recreation	3,042,954	2,998,296	2,933,959	64,337	-	-	-	-	
Transportation and waterfront	997,082	997,516	994,717	2,799	-	-	-	-	
Health, welfare and social services	416,986	416,986	312,993	103,993	-	-	-	-	
Education	37,693,072	37,693,072	37,001,532	691,540	-	-	-	-	
Intergovernmental	2,072,476	2,072,476	2,072,476	-	-	-	-	-	
Other	174,000	162,453	60,392	102,061	386,283	1,470,750	1,470,750	-	
Debt service (excluding education)	1,042,404	1,144,404	1,141,243	3,161	-	-	-	-	
Capital expenditures	-	-	-	-	2,306,102	1,221,635	-	1,221,635	
<b>Total expenditures</b>	<b>67,481,160</b>	<b>67,481,160</b>	<b>66,014,613</b>	<b>1,466,547</b>	<b>2,934,045</b>	<b>2,934,045</b>	<b>1,661,130</b>	<b>1,272,915</b>	
<b>Excess (deficiency) of revenues over (under) expenditures</b>									
	(1,038,753)	(1,038,753)	2,015,604	3,054,357	161,405	161,405	1,725,691	1,564,286	
<b>Other financing sources (uses):</b>									
Budgeted use of surplus - City	-	1,486,543	-	(1,486,543)	-	2,365,578	-	(2,365,578)	
Budgeted use of surplus - School	1,200,000	1,200,000	-	(1,200,000)	-	-	-	-	
Refunding bonds issued and premium	-	-	9,584,150	9,584,150	-	-	-	-	
Payments to refunded bonds escrow agent and fee:									
Transfer in	560,014	560,014	(9,516,956)	(9,516,956)	-	-	-	-	
Transfers out	(721,261)	(2,207,804)	24	24	-	-	-	-	
<b>Total other financing sources (uses)</b>	<b>1,038,753</b>	<b>1,038,753</b>	<b>(2,055,502)</b>	<b>(3,094,255)</b>	<b>(161,405)</b>	<b>(161,405)</b>	<b>(2,525,593)</b>	<b>(2,364,188)</b>	
<b>Net change in fund balance - budgetary basis</b>									
	-	-	(39,898)	(39,898)	-	-	(799,902)	(799,902)	
<b>Reconciliation to GAAP basis:</b>									
Change in encumbrances - City			140,912	140,912					
Change in encumbrances - School			83,242	83,242					
Change in reserves			(119,794)	(119,794)					
<b>Net change in fund balance - GAAP basis</b>			<b>64,462</b>	<b>64,462</b>			<b>(799,902)</b>	<b>(799,902)</b>	
<b>Fund balance, beginning of year</b>			<b>21,971,759</b>	<b>21,971,759</b>			<b>5,065,079</b>	<b>5,065,079</b>	
<b>Fund balance, end of year</b>			<b>\$ 22,036,221</b>	<b>\$ 22,036,221</b>			<b>4,265,177</b>	<b>4,265,177</b>	

See accompanying notes to basic financial statements.

**CITY OF SOUTH PORTLAND, MAINE**  
**Statement of Net Assets**  
**Proprietary Funds**  
**June 30, 2012 and 2011**

<b>Business-type Activities - Enterprise Funds</b>		<b>Sewer</b>	
		<b>2012</b>	<b>2011</b>
<b>ASSETS</b>			
Current assets:			
Due from other governments	\$	-	269,751
Receivables, net of allowance of \$163,242 and \$165,302, respectively		421,283	463,507
Sewer liens		97,143	8,692
Prepaid expenses		7,893	7,435
Interfund loan receivables		11,965,929	11,311,557
<b>Total current assets</b>		<b>12,492,248</b>	<b>12,060,942</b>
Noncurrent assets:			
Capital assets, not being depreciated		4,306,790	1,695,676
Capital assets		84,184,097	83,852,882
Accumulated depreciation		(38,515,350)	(36,898,726)
<b>Total noncurrent assets</b>		<b>49,975,537</b>	<b>48,649,832</b>
<b>Total assets</b>		<b>62,467,785</b>	<b>60,710,774</b>
<b>LIABILITIES</b>			
Current liabilities:			
Accounts payable		817,490	460,264
Accrued wages		1,864	25,147
Accrued interest		-	5,753
Current portion of noncurrent liabilities:			
Compensated absences		78,605	77,530
Bonds payable		27,102	332,102
<b>Total current liabilities</b>		<b>925,061</b>	<b>900,796</b>
Noncurrent liabilities:			
Compensated absences		154,464	155,539
Bonds payable		447,187	474,290
<b>Total noncurrent liabilities</b>		<b>601,651</b>	<b>629,829</b>
<b>Total liabilities</b>		<b>1,526,712</b>	<b>1,530,625</b>
<b>NET ASSETS</b>			
Invested in capital assets, net of related debt		49,501,248	47,843,440
Restricted for capital projects		5,877,132	6,884,009
Unrestricted - reserves		3,631,474	3,292,042
Unrestricted		1,931,219	1,160,658
<b>Total net assets</b>	<b>\$</b>	<b>60,941,073</b>	<b>59,180,149</b>

*See accompanying notes to basic financial statements.*

**CITY OF SOUTH PORTLAND, MAINE**  
**Statement of Revenues, Expenses and Changes in Net Assets**  
**Proprietary Funds**  
**For the years ended June 30, 2012 and 2011**

	Sewer	
	2012	2011
<b>Business-type Activities - Enterprise Funds</b>		
Operating revenues:		
Charges for services	\$ 5,386,650	5,341,582
Interest and penalties	729	568
Licenses	48,998	55,788
<b>Total operating revenues</b>	<b>5,436,377</b>	<b>5,397,938</b>
Operating expenses:		
Personnel services	2,013,247	1,837,471
Contractual services	1,208,368	1,411,783
Supplies and materials	507,512	506,762
Fixed charges	56,472	55,477
Capital outlay	32,346	146,058
Depreciation	1,804,359	1,730,787
<b>Total operating expenses</b>	<b>5,622,304</b>	<b>5,688,338</b>
Operating loss	(185,927)	(290,400)
Nonoperating revenues (expenses):		
Interest revenue	30,143	30,537
Gain (loss) on disposal of capital assets	-	(621,367)
Interest and other debt issuance expense	(9,950)	(33,024)
<b>Total nonoperating revenues (expenses)</b>	<b>20,193</b>	<b>(623,854)</b>
Loss before transfers and capital contributions	(165,734)	(914,254)
Capital contributions	110,000	63,392
Transfers in	1,817,954	273,972
Transfer out	(1,296)	(63,170)
<b>Total transfers and capital contributions</b>	<b>1,926,658</b>	<b>274,194</b>
Change in net assets	1,760,924	(640,060)
Net assets, beginning of year	59,180,149	59,820,209
<b>Net assets, end of year</b>	<b>\$ 60,941,073</b>	<b>59,180,149</b>

*See accompanying notes to basic financial statements.*

**CITY OF SOUTH PORTLAND, MAINE**  
**General Fund**  
**Comparative Balance Sheets**  
**June 30, 2012 and 2011**

	2012	2011
<b>ASSETS</b>		
Cash and cash equivalents	\$ 32,370,604	33,179,585
Investments	7,572,185	6,729,620
Due from other governments	257,608	109,100
Receivables, net of allowance of \$655,609 and \$958,788	263,975	295,588
Taxes receivable	1,437,957	1,257,623
Tax liens and tax acquired property	306,842	494,228
Prepaid expenditures	-	28,138
Restricted assets, cash	50,000	50,000
<b>Total assets</b>	<b>\$ 42,259,171</b>	<b>42,143,882</b>
<b>LIABILITIES AND FUND BALANCES</b>		
Liabilities:		
Accounts payable	1,277,097	971,472
Accrued liabilities	412,065	675,432
Interfund loans payable	14,532,689	14,428,022
Deferred tax revenue	1,076,000	1,240,000
Accrued teachers' summer salaries	2,925,099	2,857,197
<b>Total liabilities</b>	<b>20,222,950</b>	<b>20,172,123</b>
Fund balances:		
Nonspendable	-	28,138
Restricted	5,284,024	5,918,192
Committed	3,340,240	3,679,767
Assigned	2,820,042	2,658,767
Unassigned	10,591,915	9,686,895
<b>Total fund balances</b>	<b>22,036,221</b>	<b>21,971,759</b>
<b>Total liabilities and fund balances</b>	<b>\$ 42,259,171</b>	<b>42,143,882</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, 2012**  
**(with comparative actual amounts for the year ended June 30, 2011)**

	2012		Variance positive (negative)	2011 Actual
	Budget	Actual		
<b>Revenues:</b>				
<b>Taxes:</b>				
Property	\$ 52,971,790	53,505,182	533,392	52,436,750
Excise	4,226,000	5,037,900	811,900	4,942,156
Interest and penalties	110,000	123,249	13,249	136,826
Payments in lieu of taxes	223,852	241,620	17,768	240,148
<b>Total taxes</b>	<b>57,531,642</b>	<b>58,907,951</b>	<b>1,376,309</b>	<b>57,755,880</b>
<b>Intergovernmental:</b>				
State Revenue Sharing	1,740,000	1,888,773	148,773	1,751,872
State BETE Revenue	850,000	921,472	71,472	897,637
Homestead reimbursement	455,000	466,578	11,578	442,112
State education subsidy	2,123,289	2,108,358	(14,931)	1,940,324
State agency client	175,000	161,197	(13,803)	319,277
Medicaid	220,000	80,664	(139,336)	48,607
Section 9	159,000	157,584	(1,416)	157,233
General assistance	142,000	99,697	(42,303)	131,513
Other State revenue	86,614	86,739	125	99,815
<b>Total intergovernmental</b>	<b>5,950,903</b>	<b>5,971,062</b>	<b>20,159</b>	<b>5,788,390</b>
<b>Licenses, permits, fees, and fines:</b>				
Cable franchise fee	185,000	185,000	-	180,000
City clerk	160,800	158,602	(2,198)	166,776
Planning	4,750	8,614	3,864	9,971
Police	108,900	97,711	(11,189)	96,667
Code enforcement	300,000	314,425	14,425	369,836
Public library	19,000	20,668	1,668	19,888
<b>Total licenses, permits, fees, and fines</b>	<b>778,450</b>	<b>785,020</b>	<b>6,570</b>	<b>843,138</b>
<b>Charges for services:</b>				
Rent and leases	62,800	70,246	7,446	121,407
Finance and Information Technology	108,531	124,567	16,036	114,108
Fire	725,100	776,271	51,171	756,102
Public works - Transfer facility	94,000	90,579	(3,421)	74,967
Parks and recreation	149,000	166,304	17,304	172,633
Bus service	243,681	309,666	65,985	250,052
Other	5,400	4,864	(536)	5,388
Education	77,350	77,350	-	114,136
<b>Total charges for services</b>	<b>1,465,862</b>	<b>1,619,847</b>	<b>153,985</b>	<b>1,608,793</b>
<b>Unclassified:</b>				
City clerk	15,000	18,770	3,770	19,467
Finance	15,000	21,581	6,581	23,919
Police	8,000	8,013	13	9,311
Fire	3,000	4,445	1,445	4,015
Planning and Code enforcement	2,750	3,941	1,191	2,845
Public works	29,000	45,251	16,251	35,409
Other	4,800	15,052	10,252	5,928
Education	38,000	54,571	16,571	54,414
<b>Total unclassified</b>	<b>115,550</b>	<b>171,624</b>	<b>56,074</b>	<b>155,308</b>
Interest earned	600,000	574,713	(25,287)	642,388
<b>Total revenues</b>	<b>66,442,407</b>	<b>68,030,217</b>	<b>1,587,810</b>	<b>66,793,897</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, 2012**  
**(with comparative actual amounts for the year ended June 30, 2011)**

	Budget	Actual	Variance positive (negative)	2011 Actual
<b>Expenditures:</b>				
<b>Current:</b>				
<b>General government:</b>				
City council	\$ 128,283	107,862	20,421	97,477
Executive	188,476	186,066	2,410	180,698
City clerk	214,166	212,704	1,462	209,138
Corporation council	189,541	155,297	34,244	127,684
Finance	936,894	932,180	4,714	898,993
Information technology	324,573	329,491	(4,918)	318,001
Planning	215,375	212,396	2,979	235,992
Human resources	264,798	264,565	233	227,378
City building	179,568	163,522	16,046	172,793
Citywide insurance and benefit costs	5,506,807	5,464,308	42,499	4,977,343
<b>Total general government</b>	<b>8,148,481</b>	<b>8,028,391</b>	<b>120,090</b>	<b>7,445,497</b>
<b>Public safety:</b>				
Police department	3,724,152	3,671,533	52,619	3,533,834
Fire department	4,356,313	4,334,466	21,847	4,256,730
Communications	705,134	684,487	20,647	659,109
Code enforcement	640,772	628,816	11,956	638,199
Civil service	12,510	11,947	563	4,728
<b>Total public safety</b>	<b>9,438,881</b>	<b>9,331,249</b>	<b>107,632</b>	<b>9,092,600</b>
<b>Public works:</b>				
Administration	171,125	159,848	11,277	167,792
Streets and sidewalks	1,710,171	1,535,523	174,648	1,715,790
Rubbish disposal	2,012,458	2,009,692	2,766	2,018,858
Public works garage	280,511	220,734	59,777	277,582
Transfer facility	234,330	211,864	22,466	219,837
<b>Total public works</b>	<b>4,408,595</b>	<b>4,137,661</b>	<b>270,934</b>	<b>4,399,859</b>
<b>Culture:</b>				
Main library	547,956	541,559	6,397	555,365
Branch library	91,582	97,841	(6,259)	73,527
<b>Total culture</b>	<b>639,538</b>	<b>639,400</b>	<b>138</b>	<b>628,892</b>
<b>Parks and recreation:</b>				
Administration	146,579	116,628	29,951	121,343
Parks	1,107,150	1,096,488	10,662	1,060,284
Pool	365,374	345,131	20,243	342,424
Recreation	739,655	736,312	3,343	719,273
<b>Total parks and recreation</b>	<b>2,358,758</b>	<b>2,294,559</b>	<b>64,199</b>	<b>2,243,324</b>
<b>Total culture, parks, and recreation</b>	<b>2,998,296</b>	<b>2,933,959</b>	<b>64,337</b>	<b>2,872,216</b>
<b>Transportation and waterfront:</b>				
Bus service	959,466	957,360	2,106	920,845
Waterfront	38,050	37,357	693	38,006
<b>Total transportation and waterfront</b>	<b>997,516</b>	<b>994,717</b>	<b>2,799</b>	<b>958,851</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, 2012

(with comparative actual amounts for the year ended June 30, 2011)

	Budget	Actual	Variance positive (negative)	2011 Actual
Expenditures, continued:				
Current, continued:				
Health, welfare and social services				
Welfare:				
Administration	\$ 77,708	76,837	871	75,375
General assistance	296,250	193,578	102,672	239,836
Total welfare	373,958	270,415	103,543	315,211
Health	43,028	42,578	450	42,578
Total health, welfare and social services	416,986	312,993	103,993	357,789
Intergovernmental - County tax	2,072,476	2,072,476	-	2,058,577
Other:				
Contingency and abatement reserve	162,453	60,392	102,061	32,703
Total other	162,453	60,392	102,061	32,703
Education	37,693,072	37,001,532	691,540	35,913,762
Debt service (excluding education):				
Administration	6,000	1,600	4,400	3,614
Principal	925,165	925,161	4	898,765
Interest	213,239	214,482	(1,243)	247,590
Total debt service	1,144,404	1,141,243	3,161	1,149,969
Total expenditures	67,481,160	66,014,613	1,466,547	64,281,823
Excess (deficiency) of revenues over (under) expenditures	(1,038,753)	2,015,604	3,054,357	2,512,074
Other financing sources (uses):				
Budgeted use of surplus - City	1,486,543	-	(1,486,543)	-
Budgeted use of surplus - School	1,200,000	-	(1,200,000)	-
Refunding bonds issued and premium	-	9,584,150	9,584,150	-
Payment to refunded bonds escrow agent and fees	-	(9,516,956)	(9,516,956)	-
Transfers - in	560,014	560,038	24	615,259
Transfers - out	(2,207,804)	(2,682,734)	(474,930)	(3,302,436)
Total other financing sources (uses)	1,038,753	(2,055,502)	(3,094,255)	(2,687,177)
Net change in fund balance - budgetary basis	-	(39,898)	(39,898)	(175,103)
Reconciliation to GAAP basis:				
Change in encumbrances - City		140,912		(18,364)
Change in encumbrances - School		83,242		169,943
Change in reserves		(119,794)		407,627
Net change in fund balance - GAAP basis		64,462		384,103
Fund balance, beginning of year		21,971,759		21,587,656
Fund balance, end of year	\$	22,036,221		21,971,759

**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, 2012**

(with comparative actual amounts for the year ended June 30, 2011)

	2012		Variance positive (negative)	2011 Actual
	Budget	Actual		
<b>Revenues:</b>				
Local assessment	\$ 34,063,256	34,063,256	-	33,729,699
State education subsidy	2,123,289	2,108,358	(14,931)	1,940,324
State agency client	175,000	161,197	(13,803)	319,277
Medicaid	220,000	80,664	(139,336)	48,607
Charges for services	77,350	77,350	-	114,136
Other	38,000	54,571	16,571	54,414
<b>Total revenues</b>	<b>36,696,895</b>	<b>36,545,396</b>	<b>(151,499)</b>	<b>36,206,457</b>
<b>Expenditures:</b>				
<b>Current:</b>				
Brown Elementary	1,531,264	1,567,838	(36,574)	1,475,284
Dyer Elementary	1,579,798	1,625,175	(45,377)	1,501,191
Kaler Elementary	1,226,636	1,175,078	51,558	1,190,521
Skillin Elementary	2,289,694	2,224,652	65,042	2,212,326
Small Elementary	1,673,916	1,716,622	(42,706)	1,612,344
Mahoney Middle School	2,269,009	2,179,093	89,916	2,303,380
Memorial Middle School	2,261,674	2,212,157	49,517	2,222,389
South Portland High School	5,968,944	5,789,693	179,251	5,858,339
K-12 instrumental music	106,636	111,019	(4,383)	95,738
6-12 athletics	628,510	603,954	24,556	599,197
Special education	7,420,222	7,178,346	241,876	6,732,696
Health	339,078	327,347	11,731	325,453
Board of education	295,844	133,918	161,926	106,722
Superintendent of schools	340,396	350,203	(9,807)	322,014
Assistant superintendent	1,670,092	1,589,978	80,114	1,571,982
Technology	548,287	685,480	(137,193)	583,020
Business office	963,507	959,400	4,107	735,691
Operations/maintenance	3,025,602	3,025,919	(317)	2,640,025
Transportation	1,240,899	1,232,596	8,303	1,246,064
<b>Debt service:</b>				
Principal	1,761,235	1,761,235	-	1,764,235
Interest	551,829	551,829	-	815,151
<b>Total expenditures</b>	<b>37,693,072</b>	<b>37,001,532</b>	<b>691,540</b>	<b>35,913,762</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>(996,177)</b>	<b>(456,136)</b>	<b>540,041</b>	<b>292,695</b>
<b>Other financing sources (uses):</b>				
Transfers - in	150,517	150,517	-	143,239
Transfers - out	(354,340)	(678,356)	(324,016)	(1,410,824)
Refunding Bonds issued and premium	-	9,584,150	9,584,150	-
Payments to refunded bonds escrow agent and fees	-	(9,516,956)	(9,516,956)	-
Budgeted use of surplus	1,200,000	-	(1,200,000)	-
<b>Total other financing sources (uses)</b>	<b>996,177</b>	<b>(460,645)</b>	<b>(1,456,822)</b>	<b>(1,267,585)</b>
<b>Net change in fund balances - budgetary basis</b>	<b>-</b>	<b>(916,781)</b>	<b>(916,781)</b>	<b>(974,890)</b>
<b>Reconciliation to GAAP basis:</b>				
Change in encumbrances		83,242		169,943
Change in reserves		199,371		(36,599)
<b>Net change in fund balance - GAAP basis</b>		<b>(634,168)</b>		<b>(841,546)</b>
<b>Fund balance, beginning of year</b>		<b>5,918,192</b>		<b>6,759,738</b>
<b>Fund balance, end of year</b>	<b>\$</b>	<b>5,284,024</b>		<b>5,918,192</b>

# FIRE AND RESCUE DEPARTMENT



The South Portland Fire Department responds annually to over four thousand emergency calls for service. The department is staffed with 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. The department takes an all hazards approach to the delivery of emergency services. This places added responsibility on our employees to train in several different disciplines, not just firefighting.

- Central Station Fire Headquarters – Engine 8, Rescue 1
- Cash Corner - Engine 5, Engine 3 Call company
- Western Ave Station – Squad 4, Rescue 2,
- Union Street - Engine 6 Call company
- Willard Hose Company – Engine / Ladder 2 Call company

## **EMERGENCY MEDICAL SERVICES**

The delivery of Emergency Medical Services continues to be the largest part of our business. The EMS division is now under the oversight of Deputy Chief Steve Fox who is a licensed paramedic as well as an registered nurse. He also serves as the city's local health officer.

We have again seen a steady increase in the demand for our Emergency Medical Services. Currently the department has 38 paramedics employed. Over half of our full time staff employed by South Portland Fire Department are currently licensed at the paramedic level. This is the highest level of emergency medical training offered in the state of Maine. We continue to recruit and train paramedics in an effort to provide our citizens the highest level of medical care available in the pre-hospital setting. This past year with the help of the civil service commission, our hiring and recruitment process was updated. The change instituted is an effort to recruit high quality paramedics and firefighters from around the country. One example is a recent hire who relocated from Oregon.

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.

## **EMERGENCY MANAGEMENT**

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 was formed and is comprised of Police, Fire, Public Works, Transportation, Finance and our Parks and Recreation departments. A great example of this teamwork is the ability of our Parks Department to manage our community shelter at the Recreation Center on Nelson Road.

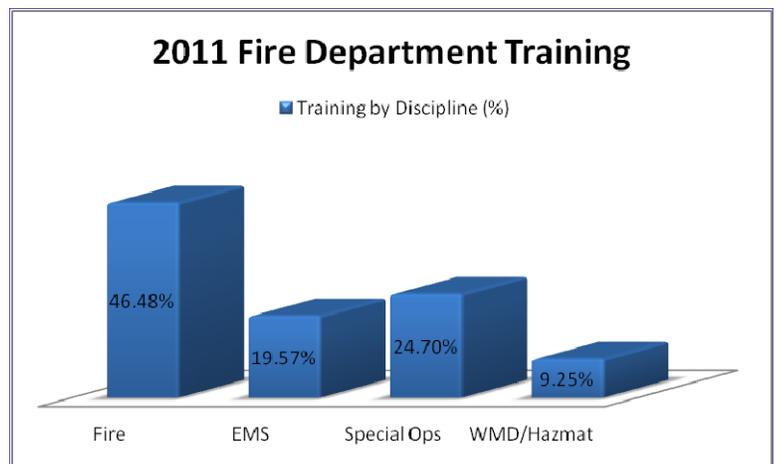
South Portland is home to one of the largest oil ports on the east coast, with seven bulk liquid petroleum terminals, the largest rail yard in New England, a chemical storage facility, two semiconductor plants, and the largest retail complex north of Boston. These commercial facilities present unique challenges to our first responders.

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 many training exercises. This year we are hosting a two day training for all of Cumberland County Haz Mat responders at the Monson Chemical facility.

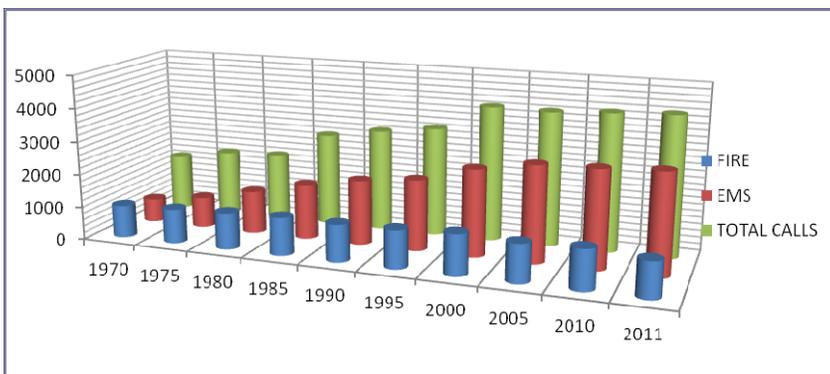
## TRAINING

On an annual basis the department conducts over 10,000 hours of training. Deputy Chief James Wilson has recently assumed management of this vital program. The department consistently seeks out training opportunities not just locally but on a national level. We currently are rebuilding our local program to more efficiently allow us to meet our annual mandatory requirements.

All full time firefighters in the city are trained to the Hazardous Materials Technician level which includes WMD (weapons of mass destruction) response. This component is funded by the Department of Homeland Security. Annually the department sends several individuals to national schools for the most advanced training offered in the United States today. This year the departments hired 8 new employees. That is a large number for a small department like ours. For the first time we have begun sending our new recruits through a formal drill school lasting four weeks. We have also been fortunate to send them to Anniston, Alabama to complete their Haz mat training. This initial advanced training should serve them well throughout their careers.



The Department has also teamed up with Cape Elizabeth to conduct an annual rookie school for new call company firefighters, as well as a Fire Officer Development program. The Officer training program was offered in the classroom setting last winter and has now been expanded to an online program open to all of our employees. Our hazardous materials technicians have worked with the City of Portland and Fairchild Semiconductor to meet our annual Haz Mat training requirements. The department also works annually with the City of Portland and the Jetport to conduct Aircraft Emergency training every June.



The department has just completed a project to train each full time firefighter with safe escape practices as well as provide each employee with a personnel harness. Training is an ongoing process with a goal of protecting our employees as well as preparing them for any emergency situation they may encounter.



## FIRE PREVENTION

The South Portland Fire Department continues to take an active role in our community to educate the public and prevent emergencies. Prevention is often difficult to measure; however we have seen a remarkable decrease in major fires over the past twenty years through both prevention activities and increased code enforcement. Deputy Chief

Miles Haskell is responsible for code enforcement and fire prevention within the city.

Injury prevention has also become a focus at 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.



Annually the department inspects every commercial building as well as every three unit and larger apartment complex in the city. These occupancies have been required to install and maintain working hard wired smoke detectors. The Deputy Fire Chief in charge of fire prevention also reviews and approves all new construction plans in the city and makes recommendations on all aspects of the construction process. In 2011 we have proposed a complete rewrite of Chapter 8 the Fire Prevention Code. This will modernize our codes and bring them back in line with national standards.



## GOALS AND OBJECTIVES

The South Portland Fire Department has evolved into an emergency response organization, ready to handle any hazard presented. The South Portland Fire Department is a designated Type 1 Regional Response Team. Working closely with the Maine Emergency Management Agency, we have been able to take the department in several directions because of our well trained firefighters and paramedics. 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 conducted last in 2002. We actually improved our ranking from an 86 to an 88.08, the highest currently in Maine. We continue to build out our GIS mapping component, which will bring even more information into the field to help our responders meet the needs of our citizens. Another component under construction is an expanded inspection program that will be available to our inspectors on a tablet PC in the field. The Fire Department's radio system has just been upgraded and integrated with the Portland Fire Department. This is the first upgrade of our radio system in over twenty years and has allowed us to move to a narrow banded digital system and comply with the new FCC regulations as well as provide operational talk groups to all of both cities responders. In 2012 we will be enhancing our capabilities in a few areas. First we are constructing a new communication tower at the Western Ave station that will serve Fire, Police, EMS as well as mutual aid companies entering our community. We also will be replacing our boat as well as Engine 8 at Central station.

The South Portland Fire Department responded to over four thousand call for service last fiscal year. The greatest increase has been consistently in the EMS field. The Department responds to fires, auto accidents, hazardous materials spills, confined space rescue, as well as medical calls within the city.

Respectfully submitted,

Kevin Guimond, Fire Chief

## HISTORICAL CALL VOLUME

Year	Fire	EMS	Total
1970	982	716	1698
1975	1041	931	1972
1980	1104	1289	2021
1985	1144	1665	2809
1990	1121	1956	3077
1995	1151	2138	3289
2000	1236	2615	4072
2005	1152	2896	4048
2010	1207	2939	4146
2011	1072	3026	4218

# GENERAL ASSISTANCE

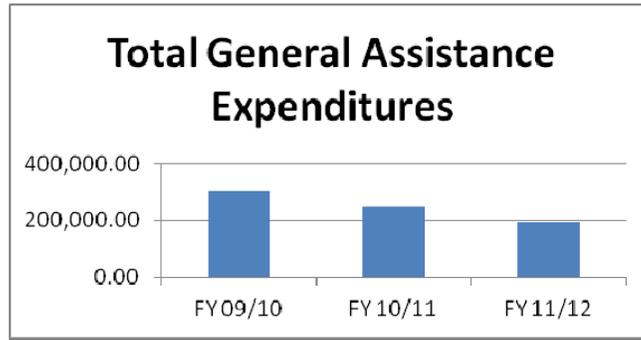
## South Portland General Assistance

### A Helping Hand...

The South Portland General Assistance (GA) program is a State mandated, municipally administered financial assistance program. It was 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 GA Department, which has its office on the main floor in City Hall. The department is staffed by Kathleen Babeu, General Assistance Program Manager, and Melissa Swett, half time Administrative Assistant/case worker.

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 11/12 reporting year, \$193,336.72 was issued to eligible recipients prior to reimbursement. This number reflects a \$54, 040.53 decrease overall in general assistance costs from the prior fiscal year with client numbers remaining consistent. The decrease in the overall dollar amount is due to the support of social services and federal programs. The 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 and children’s needs, food, heating and medical resources. It is truly in working together that results are achieved & maintained. Clients are able to work with landlords, take advantage of renter’s refunds in order to sustain affordable housing. We strive to avoid evictions, maintain affordable housing and stabilize client needs for their future.

Beginning July 1<sup>st</sup> of 2012, municipalities witnessed cuts to the GA program from the State. The state overall maximums were decreased by 10% making it more challenging to be eligible for this particular program. In addition, there is a cap on assistance for rent and a 60 month cap on TANF – Temporary Assistance for Needy Families, unless certain criteria are met. 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. There isn’t a typical GA recipient. 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. The program lends a “helping hand” to individuals and families. 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, assistance from the Congregational Church, South Portland Food Cupboard, and Project Feed in Portland has helped many. Their ongoing support in crisis situations has proven invaluable to the community.



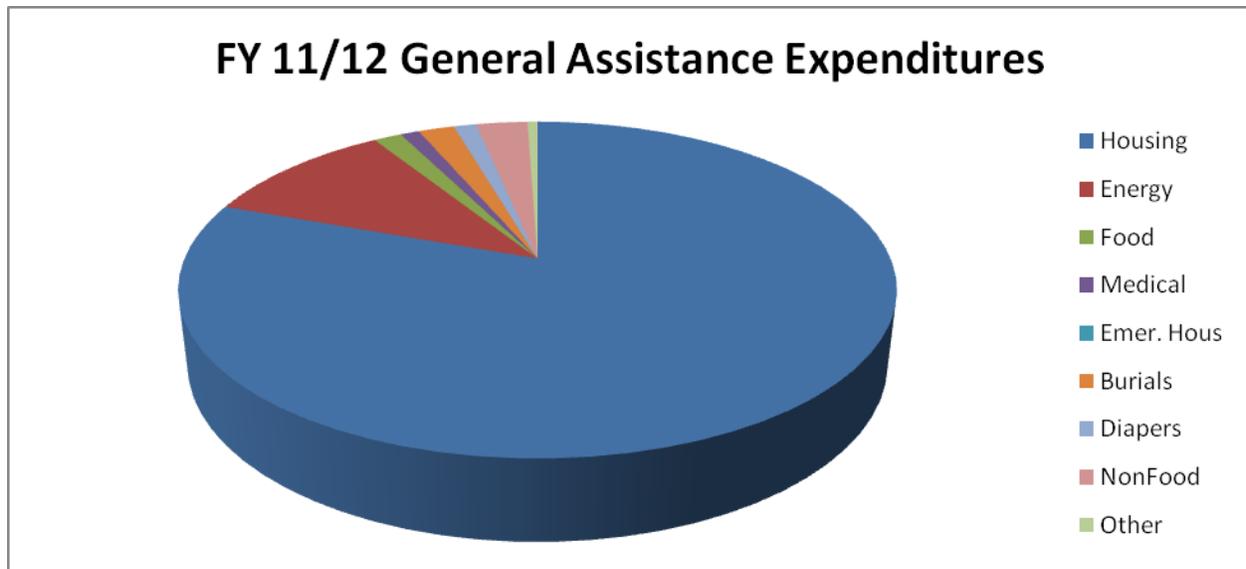
Under GA, applicants must provide verification of their income, expenses and residence, and if unable to work, medical documentation substantiating their work limitations. Applicants are required to seek work if physically able and/or to apply for assistance from any other programs that may be available to them. With our newly created Job Binder, the department updates jobs twice a week that are available within the area and on the bus lines. Categories include Automotive, Custodial, Customer Service, IT & Computers, Trades, Hospitals and Hotels to name a few.

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).

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 any of our residents to give us a call if you have concerns or questions relative to the General Assistance program and to 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, General Assistance 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. 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 comprehensive benefits, classification structures, recruitment, hiring and retention, employee development and training, performance 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 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 286 full time and permanent part time employees and roughly 849 seasonal, temporary and call employees.

## **STRATEGIC GOALS**

- Enhance Human Resource processes, systems and infrastructure to provide high levels of efficiency, quality 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 and accountability and empowers employees to accomplish strategic goals.
- Attract and retain highly qualified and diverse employees equipped with the skills to support our vision, and guiding principles.

## **PERSONNEL CHANGES**

The Human Resources Department strives to recruit and hire the most qualified, experienced, motivated and knowledgeable candidates for open positions in the City. Position vacancies are typically advertised on the City's website, [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 2012 saw the departure of 23 City employees, including long-time Director of Parks, Recreation and Public Works, Dana Anderson, who retired after 34 years of service. Ten of those leaving City service had a combined 313 years of service to the City, including Kevin Battle, Joseph Dell'Aquila and Chris Cook (Police); James Jones and Gary O'Connell (Water Resource Protection); Jeff Webster and Martin Toderico (Fire); John Switzer, Dana Anderson and Russell Lunt (Parks, Recreation and Public Works). The talents, dedication and historical knowledge of these former employees will be very difficult to replace.

Nineteen new employees were hired in FY 12, including two new Department Heads, Doug Howard (Director of Public Works) and Rick Towle (Director of Parks and Recreation.) Paul Collins was also hired as the City's new Treatment Plant System Manager. Four new Firefighters and two new Police Patrol Officers were hired in Public Safety.

## **FY2012 HIGHLIGHTS AND INITIATIVES**

- Workplace safety is of the highest priority. Staff members were active on the City's Safety Committee and coordinated numerous safety trainings for City employees. Two new Departmental Safety Committees were formed in Public Works and Parks & Recreation. Water Resource Protection, Fire and Police continued their Safety initiatives through their individual Department Safety Committees.
- Human Resources staff engaged in meetings and planning sessions to identify immediate, mid and long range goals and initiatives to benefit employees and HR operations.
- During FY2012, successor three-year Labor Agreements were negotiated between the City and Fire Command, Firefighters, Police Command and Supervisory, and Police Patrol. The term of all four new union contracts are July 1, 2011 to June 30, 2014.
- City staff was also in union contract negotiations with AFSCME Council 93 for an initial Bus Drivers contract and with Local 481, Parks and Public Works.
- The City's Applicant Substance Abuse Testing Policy was amended and approved by the State Bureau of Labor Standards.
- Numerous staff development trainings were conducted by both City HR staff and outside experts on a variety of safety topics, confidentiality in the workplace, sexual and other forms of illegal harassment, supervisory and leadership development, liability and risk control for summer recreation staff, FMLA, Worker's Compensation, Leaves of Absence, and more.
- The City of South Portland HR Department hosted a regional supervisory and leadership development training at Kaplan University in April that was attended by over 60 employees representing multiples Southern and Central Maine municipalities. The purpose of the regional training collaborative is to offer effective and affordable staff development trainings to local government employees from around the region. Future regional trainings are being planned, with the City of Westbrook hosting a winter, 2012 training.
- The City Council approved amendments to the Personnel Policy in December, 2011.

Respectfully submitted,

Don Brewer, Human Resource Director

# INFORMATION SYSTEMS

The City of South Portland Information Technology Department consists of a four-person team that supports all of aspects of the City's Technology environment. The IT department supports an over 250 handset Phone System, 300 Voicemail accounts, E-mail for more than 300 accounts More than 300 computers, More than 70 Servers (consisting of file and print Servers, Terminal Servers, E-mail Server, Voicemail Server, Phone System Servers, Database Servers, Application Servers), More than 30 Network printers and photocopiers

The Network Consists of a Ten Gigabit routed network providing 22 municipal buildings with fiber connectivity, Wireless Network Access in multiple city buildings, Multiple Firewalls and Multiple permanent VPN tunnels to provide connectivity to the School Department and other city buildings and other City's (Westbrook, Portland, Cape Elizabeth). This environment provides City employees the ability to be connected 24/7 and work from anywhere.

The City and the School IT departments work together with the City providing engineering, maintenance and infrastructure management services for the School.

In 2012, the IT department completed multiple projects to enhance the functionality of City and School employees. One of the first projects that were undertaken by the IT department was to consolidate the cell phone plans throughout the City. We had every department maintaining multiple cell phone plans. The IT department consolidated these to a single cell phone plan. This plan currently contains 110 cell phones and has saved the City money every month since the consolidation.

We rolled two new applications to support Public Safety. The first was an automated Parking Tickets package. This allows officers to write parking tickets in a digital format. The ticket is automatically filled in when the license plate is run. This ticket is then uploaded to the financial system. This has saved considerable time for the officers in the field and the staff that used to have to manually enter those parking tickets. We helped the Police department and the Portland Dispatch center to implement a Scheduling package for their departments. This software will do the work to fill overtime, sick-time, special functions and exports this Information to the City's financial system. The process has also saved significant time during their weekly payroll processing.

A large amount of time was spent implementing solutions in the School. We replaced their aging Novell GroupWise server with a new Exchange 2010 virtual server, we migrated all of the data from the GroupWise server, and help the school provide the training need to make this a successful roll-out. We then replaced the core switch at Memorial Middle School and all the closet switches, this provided 1 gigabit connectivity to the desktops and allowed us the infrastructure needed to expand and upgrade the City's phone system to the school.

The phone system project was very large, we upgraded to CM 6 and upgraded all gateways in the City, and we then added a gateway at Memorial and one at Brown school. We replaced the Voicemail system in the City. This provided us the ground work to expand a single phone system throughout the entire school department. This phone system was rolled to Central Office and Memorial school, the prepare work has been completed to streamline the process at the remaining schools.

The IT is has a few projects that we work throughout the years. These include replacing aging equipment, increasing our use of virtualization technologies, both of these projects continued last year.

### Help Desk Call Volume Fiscal Year 2011/2012

YEAR	2012	2012	2012	2012	2012	2012	2011	2011	2011	2011	2011	2011
Month	June	May	Apr	Mar	Feb	Jan	Dec	Nov	Oct	Sep	Aug	July
Issues Opened	186	222	234	290	284	372	261	179	237	269	235	228
reopened	0	0	0	0	0	0	0	0	1	0	1	0
Issues Closed	212	225	213	285	275	354	250	218	198	256	222	249
Open on the end of the month	0	123	0	0	110	0	0	86	0	117	0	0

Respectfully submitted,  
 Shawn Pennington, IS Director

# LIBRARY

The South Portland Public Library continued its growth trend throughout FY 11/12.

The year began with the arrival of Natalie Williams, our new Children's Librarian/Head of Youth Services. Natalie relocated to South Portland from the Chicago Public Library specifically for this job and we couldn't be happier to have her as part of our team. Together, she and Kim Campbell, the Assistant Children's Librarian, have reinvigorated the library's program offerings for our younger citizens. The library now offers weekly programs from children of all age ranges, from birth through high school. In addition, there have been a number of very successful "special" program offerings, such as seasonal festivals, musical performers and nature presentations by the Chewonki Foundation. Nearly 10,000 people have participated in our children's programming offerings in the past year.

On the adult services side of our operation, we instituted an Adult Programming Committee, charged with brainstorming and arranging new library programming geared toward our adult users. The committee kicked things off with a new, ongoing, series of presentations called, "Life 101" which will consist of periodic "mini-series" of events (author talks, guest presenters, etc.) based around a common theme. The first Life 101 series launched in the winter and early spring months, with a series of talks around the subject of landscaping and gardening. In addition to the Life 101, series, the adult programming committee has also begun arranging author talks, with a series of talks from Maine-based mystery authors, such as Gerry Boyle, Kate Flora and James Hayman.

The Main Library saw continued facility improvements in the past year. With the assistance of the Parks, Public Works and Water Resources, the overgrowth of vegetation around the perimeter of the Main Library was removed, clearing the way for a new landscaping plan to be implemented in the Fall of 2012. In addition, a deteriorating set of concrete stairs adjacent to the parking lot – and not original to the building – were removed, creating a much more aesthetically pleasing parking area.

Inside, the boiler in the Main Library was replaced and, in the process, we converted the building to a dual-fuel system, giving us the ability to heat the building using natural gas or oil, as pricing fluctuates.

Many tasks at both library locations are accomplished through the generous contribution of time from a team of dedicated volunteers. For the year, volunteers gave over 1,500 hours of their time, extending the library's ability to provide services to the citizens of South Portland.

Between our two locations, we are able to provide the community with access to library services seven days a week, year round – the only public library in the state of Maine to provide this level of access.

We currently have 14, 843 registered library cardholders and, in the past year, the department processed 55,755 individual checkout transactions, involving 225,860 items. The Main Library accounts for 88% of the department's business, while the Memorial Branch Library location brings in the remaining 12%.

Respectfully submitted,

Kevin Davis, Library Director

# PARKS AND RECREATION DEPARTMENT

Our community has a longstanding tradition of supporting thriving programs, diverse green spaces, and publicly accessible trails for all ages to live an active healthy lifestyle. The Department of Parks & Recreation facilitates this tradition through providing the programs citizen's desire in locations that are second to none in Maine. Any person who rides the Greenbelt on a spring morning, attends a soccer outing at Wainwright Recreation Complex on a fall day, relaxes on a bench in the Mill Creek Park watching children skating on the pond, or plays a leisurely round of golf at our municipal course during a lazy summer evening can tell you that our parks system offers something for everyone. Housed in the South Portland Community Center on Nelson Road and Redbank Community Center participants find a wide variety of activities for all ages year round ranging from water aerobics to the arts on a daily basis. We are proud to provide during this time of economic difficulty local access for adults by the thousands to parks and trails all over our City. Over 4,400 youth registered in a program this year with the Department helping to combat our community fight with obesity. Senior programming added several trips and programs which we feel will continue to be more popular in the future.

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. Critical to the success of this mission is our commitment to teamwork that drives excellence at every level of our operation. Although there have been significant changes this year with a return to focusing on parks and recreation, as public works has started a new era of its own, the Department has continued to operate at a very high level City wide.





Changes to several areas of the Departmental infrastructure with the clear intent on improving public recreational access have been supported by City Council actions as well as Jim Gailey our City Manager. Mill Creek Park saw historic improvements by adding some key elements that included paths, a formal garden, architectural features and Veterans Memorial updates. Wainwright Recreation Complex added a playground which the Department featured new concepts for sustainability such as recycled bonded rubber surfacing and shade structures. Liberty Ship Memorial site was updated to enhance the experience visitors have at this historic location for many years to come. Ferry Village residents have a much needed update to the park located at the corner of High and Sawyer Street. Legere Park was also a site where updates were needed which we were able to accommodate with public input. All of these are fine examples of how citizens benefit from a team approach to providing programs and services.

Looking forward the Department is now going through a rigorous internal assessment of all processes, services, and infrastructure to keep our City thriving for future generations. We realize that our efforts have impacts on the health and lifestyle of every citizen. Access to quality programs and exceptional recreational spaces is part of the reason people are proud to live in our community. Therefore, we will be working on master plans for our infrastructure, program formats that keep people engaged, and processes that make it easier for them to have impacting experiences with our Department. Forming partnerships with both private and public agencies to keep our Department sustainable financially are also areas we will explore this year as part of our future. We look forward to the challenges the future will bring to our team knowing there is great support throughout the City for our efforts.

Respectfully submitted,  
Rick Towle, Director of Parks and Recreation



# PLANNING & DEVELOPMENT

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

## Highlights

Highlights of FY2012 include:

### ◇ **Winter Farmers' Market and Community Garden**

In keeping with the Department's commitment to allowing public use of the Planning & Development building, a winter farmers' market was held on Sundays in the gym connected to the offices. In addition, a Community Garden approved by the City Council for the field next to the building was constructed, quite a few plots were created and planted, and to all appearances there was a very successful growing season. Other public use of the facilities included Buy Local meetings, Aucocisco School gym classes, and hosting the School Department's Strategic Plan meetings.

### ◇ **Street Lights**

Having previously worked with the City Council and the community to remove 112 unnecessary street lights along the City's arterial roadways, staff completed the next phase of the program, which was to determine which street lights on local roads are redundant and not needed for public safety. After extensive public outreach, including a citizens and City staff committee, placarding poles, mailings, a Council workshop and public hearing, the Council on 11-21-11 approved the elimination of 184 additional street lights for a total annual savings of approximately \$43,000 per year.

### ◇ **Comprehensive Plan**

Chaired by Councilor Maxine Beecher with assistance from Councilor Tom Coward, the Comprehensive Plan Committee continued work on new land use policies for the various parts of the City based on direction provided by a public forum at SMCC and a Vision Survey. Two additional well-attended forums were held, on 11-17-11 and 6-19-12. The June event also included opportunities to provide feedback through a web posting and through a webinar.

◇ **Veterans Memorial Bridge and Transportation Grants**

The new Veterans Memorial Bridge opened on 6-28-12. Planning staff had worked with MDOT on the design of the bridge's separated bicycle/pedestrian facility as well as a path to connect the bridge to Main Street. In March 2012 staff submitted several grant requests to PACTS, the regional transportation funding agency, including an application to continue the multi-use path along Main Street from the intersection of the VMB ramp to Cash Corner.

◇ **HUD Sustainable Communities Grant**

Department staff continued to be active in this effort to develop a vision and plan for York and Cumberland Counties to improve sustainability in such areas as land use, transportation, housing, and the environment.

◇ **Building Improvements**

Investments made in the Planning & Development building, which originally was built and used as a small elementary school, included converting the heating system from oil to gas (and removing a buried oil tank) and completing the first of several phases of replacing the old window walls in the "classrooms" with modern, efficient windows.

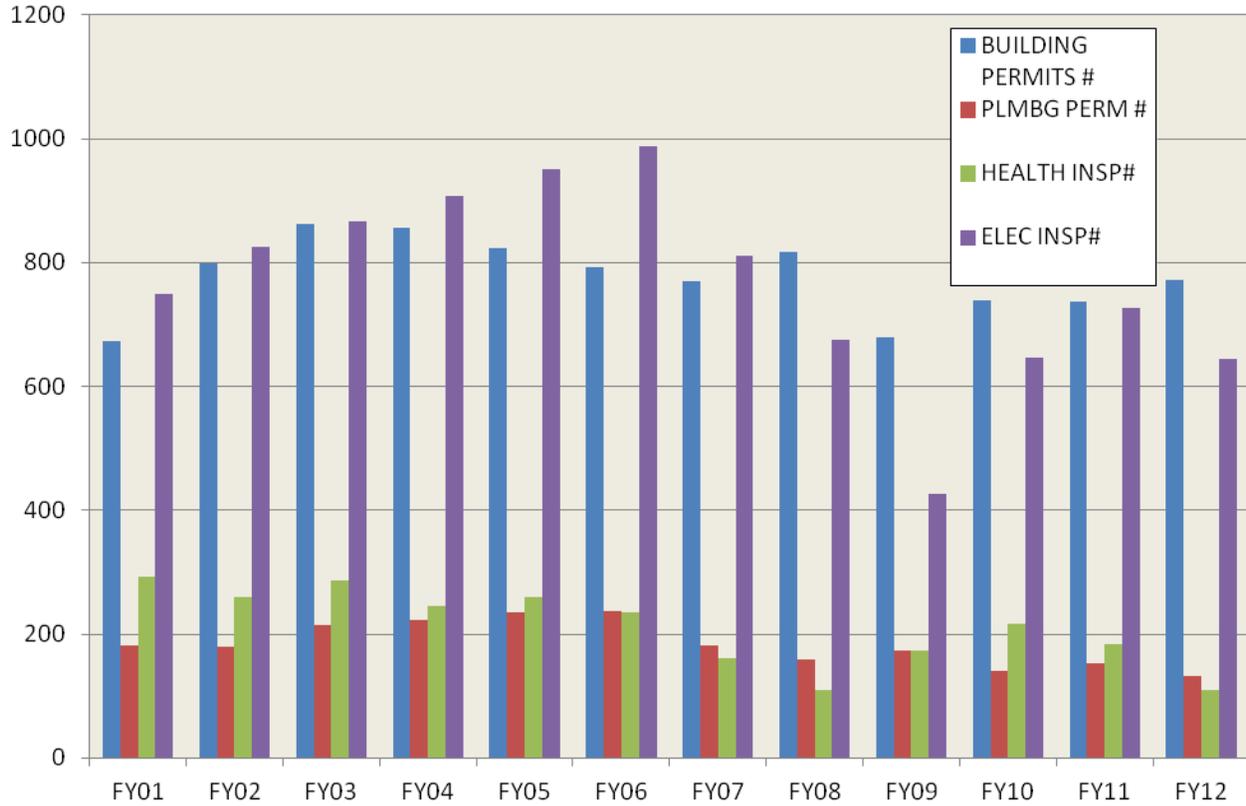
◇ **Willard Square Plan and Zoning Development**

In response to significant neighborhood concerns about the future of Willard Square, the Planning staff undertook a thorough planning process with extensive public participation. This led to the development of a new zoning district for the Square with a variety of tailored standards and a detailed set of architectural and site development design standards.

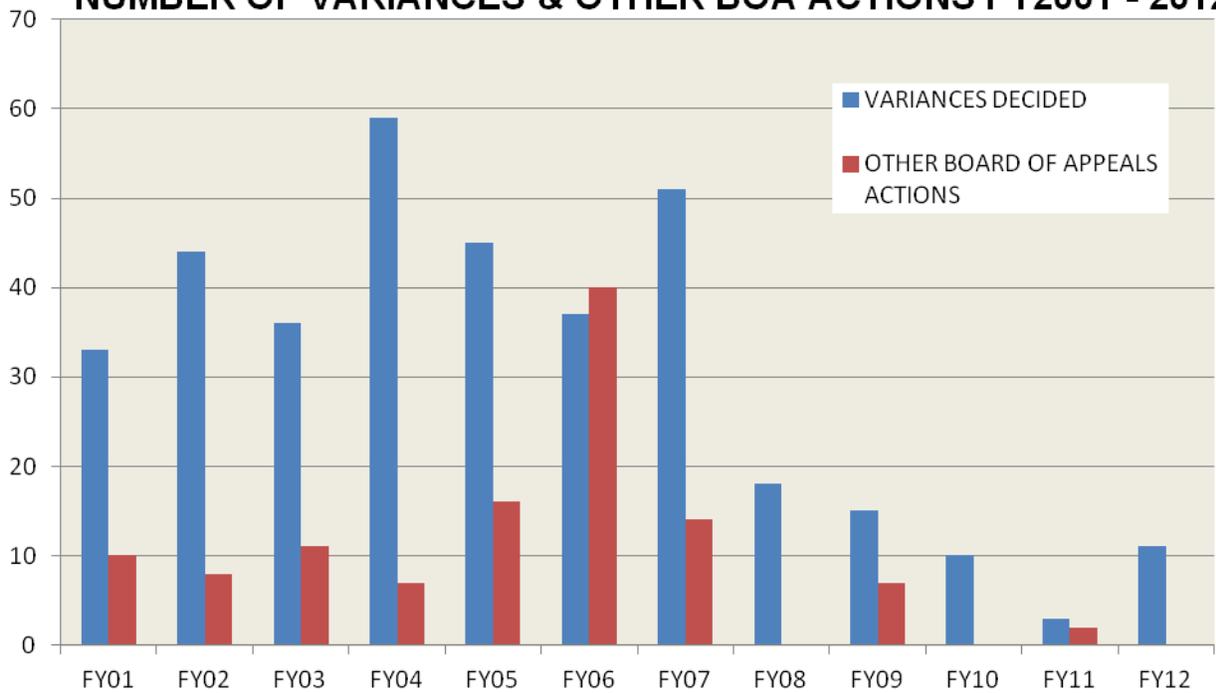
Respectfully submitted,

Tex Haeuser, Director Of Planning & Development

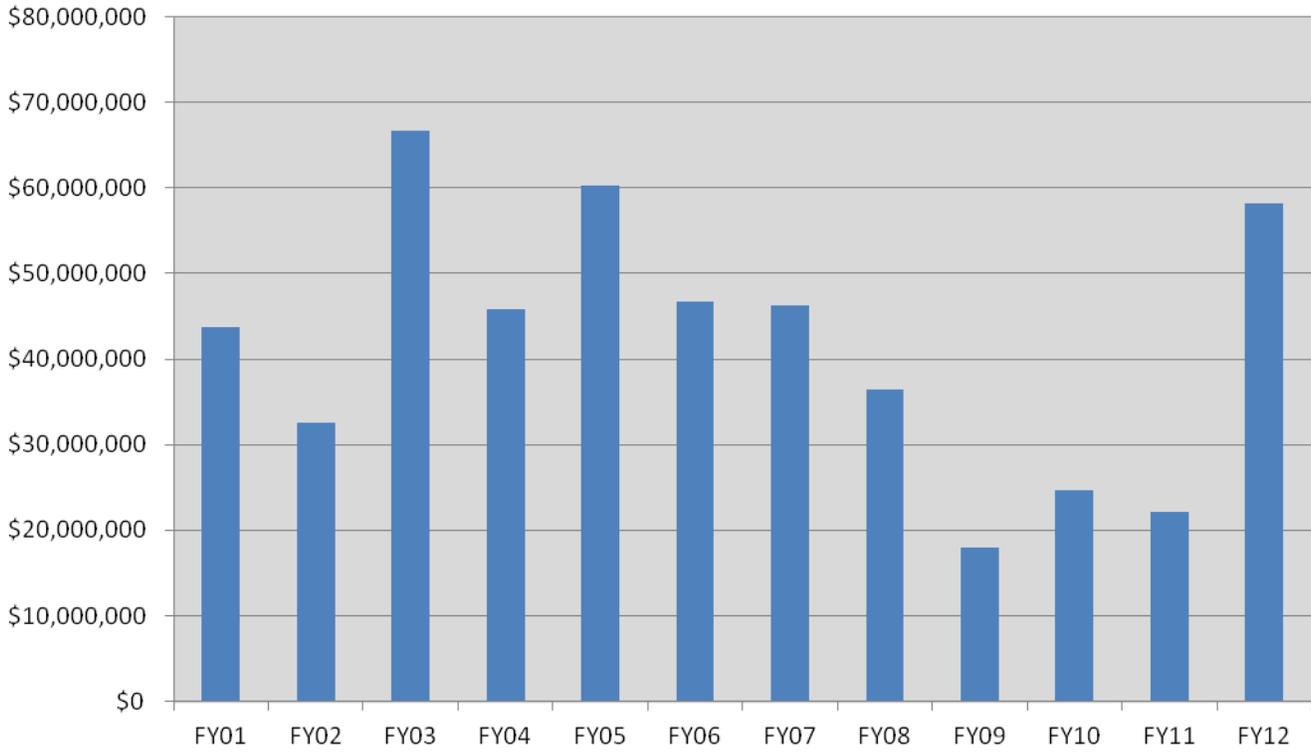
## NUMBER OF CODE PERMITS FY2001 - FY2012



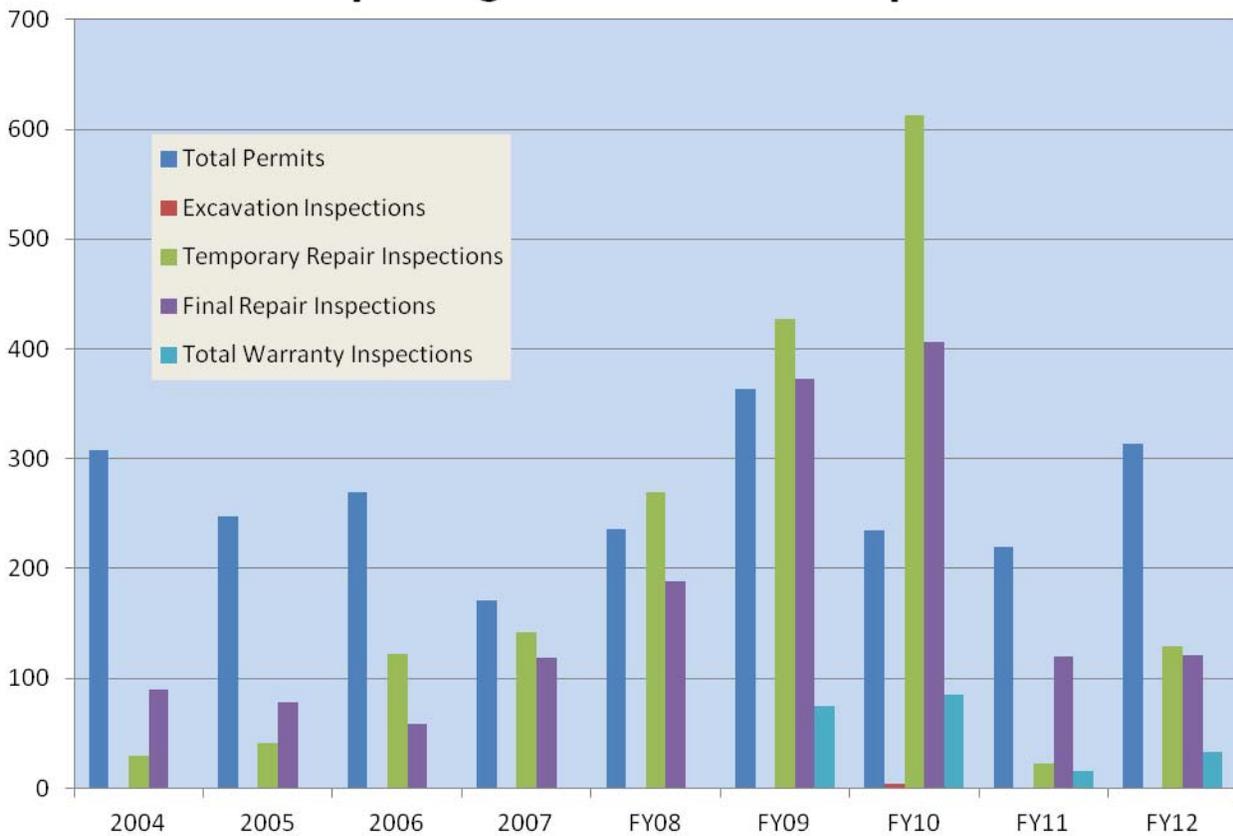
## NUMBER OF VARIANCES & OTHER BOA ACTIONS FY2001 - 2012



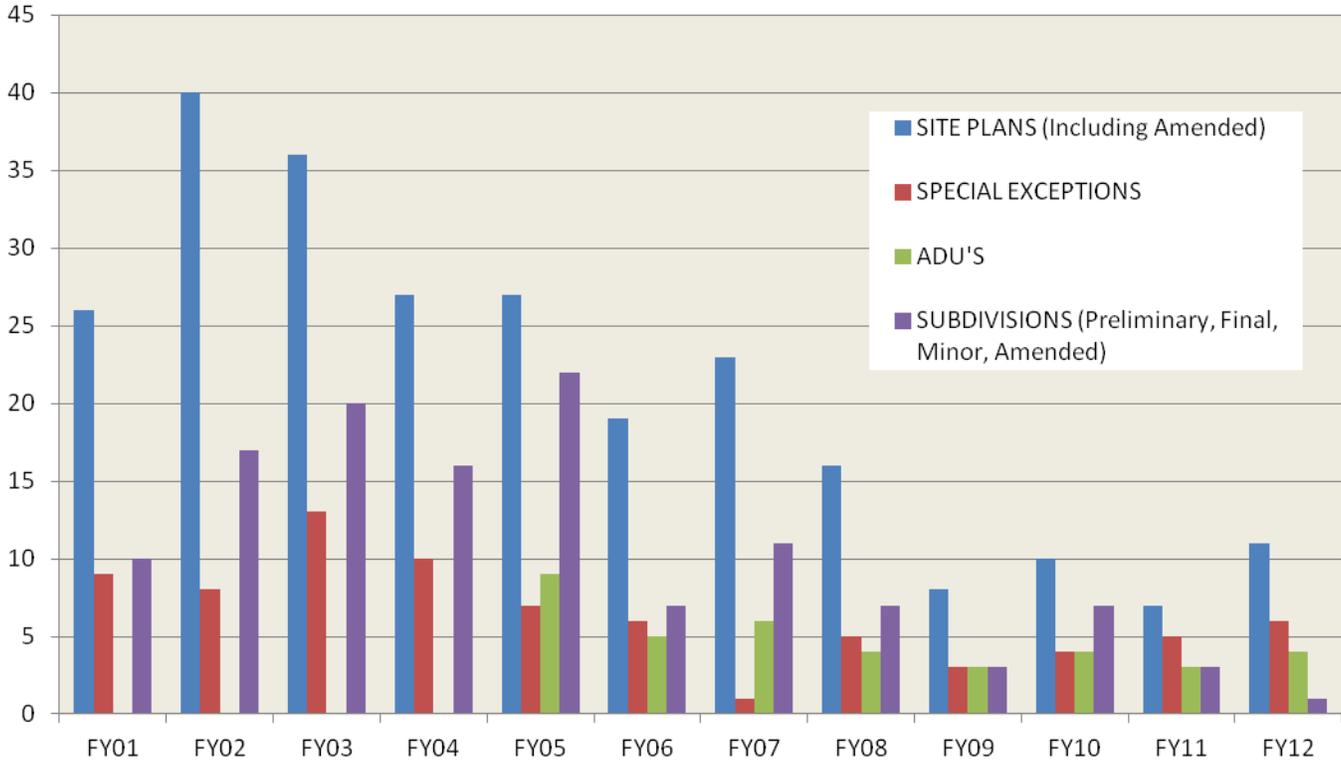
## TOTAL ESTIMATED COST OF PROJECTS RECEIVING BUILDING PERMITS



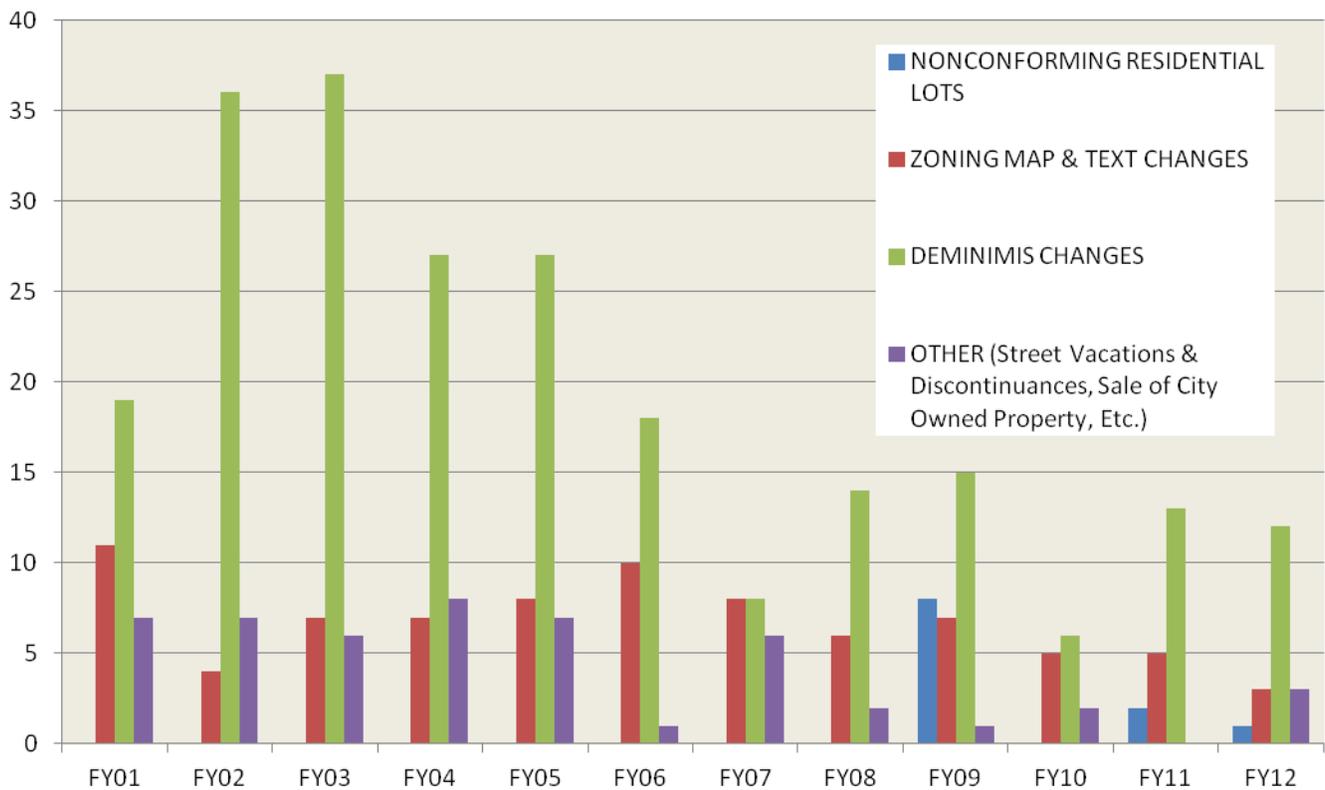
## Street Openings Permits and Inspections



## Planning Board Actions FY2001 - FY2012



## Planning Board Actions (continued)



# POLICE DEPARTMENT

This is submitted as the 2011 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 am 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 profession is, in my opinion, second to none.

During 2011, 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. Officer Kenneth Cronin retired after 25 years of service and the department hired Officer Kevin Theriault and Officer Christopher Schofield.

In regards to department activity, when compared to 2010 statistics, certain violent crimes (Aggravated Assaults and Sex Crimes) increased, while others (Assault) decreased. Drugs remain a concern, and as a result, the department's continued association with the Maine Drug Enforcement Agency (MDEA) remains of high importance. The department continues to have 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. The property crime of burglary decreased, but the property crimes of thefts and burglaries to motor vehicles increased. The department experienced an increase in response to calls for people experiencing a mental health crisis and an increase for domestic disputes. The department utilized state and federal grant funding to conduct impaired driver (OUI) roadblocks, target seatbelt violations, and combat underage drinking. The department was also able 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 2011 activity:

<u>Crime Reports</u>		<u>Activities</u>	
Murder	0	Calls for Service	30,740
Robbery	12	Incident Reports	3993
Aggravated Assault	38	Physical Arrests	693
Assault	142	Criminal Summonses	710
Sex Crimes	14	Traffic Stops	5934
Arson	2	Citations	1394
Burglary	84	Paperwork Service	631
Burglary to Motor Vehicle	195	Alarms	891
Drug Offenses	174	Domestic Disputes	435
Theft	905	Criminal Threatening	141
Forgery/Counterfeiting/Fraud	107	Missing Persons	91
		Suicidal / Mental Health	282
Weapons Offenses	14	Drug Overdose	54
Vandalism	189	Disorderly / Fight	517
OUI	150	Suspicious Activity	1328
All Other Offenses	1950	Animal Calls	743

In 2009, the City entered into a mutual aid agreement with the Towns of Cape Elizabeth and Scarborough to establish a policy for activation and use of the newly formed Southern Maine Regional Special Weapons and Tactics Team (SMR SWAT). Officers from the three communities trained in special operations throughout 2011, bringing the concept of regionalization to fruition. The police department continued its regional initiatives 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 fully implemented the Volunteers in Police Services (VIPS) Program, which adds the strengths of community volunteers to our mission. In an effort to address one quality of life issue, the City Council passed the Disorderly House Ordinance in late 2011. The department began tracking nuisance addresses and worked with the property owners to address repeated calls to the same address.

The consolidation of Public Safety Dispatch with Portland and Cape Elizabeth became a reality in the spring of 2011, when dispatch operations moved to Portland. The department continued to utilize technology with an online reporting service, allowing the public to file certain types of reports at their convenience in more than 200 report opportunities while allowing officers to remain on the street. The South Portland Police Department was the first department in the state 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.

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 secretary and a Director.

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.





The paving program consisted of the combination of reclaiming, milling and paving 20 street segments. Public Works crews are used to install curbing, install driveway aprons and backfill behind curbing before and after the paving has been completed. Any sidewalk work that is needed in conjunction with the street paving is done by Public Works crews.

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.

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. Ever changing regulations regarding traffic signs keeps staff busy upgrading and maintaining the many signs throughout the City.

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. Our mission continues to be ***“Enriching lives through quality learning for all.”*** To enact this mission, our goal continues to focus on Improving Student Achievement. We have identified four strategies for achieving our goal.

Community Relationships – Expand relationships within the community that broaden understanding of student learning and engagement, student needs, and student achievement,

Assessment – Refine a broad assessment system that ties assessment back to essential learning and curriculum expectations to inform instruction.

Professional Learning Communities – Teams of teachers will examine data to make instructional decisions, and develop intervention actions to improve student engagement and achievement.

Instructional Practice – Teachers will use best practices within the frameworks of relationship, rigor and relevance to respond to individual needs of all students.

Following are some highlights from the 2011-2012 school year.

- PC Construction was awarded the contract for the South Portland High School Renovation and Addition project. Construction started in May 2012 and is expected to be completed in December 2014.
- The district developed Science, Technology, Engineering and Math (STEM) programming at the middle schools to increase student exposure and interest in these fields in preparation for the work force needs of the future. In addition Project Based Learning instruction was initiated to expose students to real-world application of learning.
- The district was awarded a \$50,000 Cohen Foundation grant to support the continuation of the WestEnd Preschool classroom and a \$150,000 Great Bay Foundation grant to expand preschool programming to Kaler Elementary School during the 2012-2013 school year.
- Skillin Elementary and Kaler Elementary Schools have both been identified as Continuous Improvement Schools. Within this process Skillin has focused attention on math instruction and formative assessment. Kaler has undergone a renewal process and as the Kaler Community School of Inquiry and Exploration offers students in South Portland an interdisciplinary approach to educating the whole child through rigorous, relevant project based learning.
- In the spring of 2012 the district began a Strategic Planning process designed to develop an updated vision for education in South Portland as well as a 3-5 year plan for achieving the vision.

In closing, our students live in a world that is constantly changing; therefore we are preparing them for a future we can not even imagine. As we look toward this future, our district Comprehensive Education Plan <http://www.spsd.org/about/superintendent/overview-of-comprehensive-education-plan-2011> guides school improvement efforts throughout the district. Relationships, Relevance and Rigor are the cornerstones of improving student learning and “Enriching Lives Through Quality Learning for All.”

Respectfully Submitted,

Suzanne Godin, Superintendent of Schools

# SOUTH PORTLAND COMMUNITY TELEVISION

Dear SPC-TV Viewers,

Thank you for watching Channel 2 on the Time Warner Cable system!

Once again, our focus this past year has been centered on efforts to improve the diversity of Public Access programming while continuing to serve the city by providing access to municipal meetings via cablecast and the internet. In addition, we replaced some equipment which was past its serviceable life and explored new technologies to better serve the citizens of South Portland. New cameras for the council chamber have been installed and the picture never looked better.

The plan to consolidate the School and Government programming onto one channel with Public Access programming on a channel of its own is underway. We will work to make this change in the coming months and of course will continue to bring municipal and school related programming into residents' living rooms so that they can remain aware of and engaged with their local government. Municipal and School meetings are now archived and are accessible via the internet on the City Web page. 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.



*Rick Towle, Recreation Department Director speaks with Sigi Espe about South Portland's Community Gardens in the November 2012 episode of SPC-TV's "Green Scene". Produced by USM intern Julia Miller and SPC-TV.*

*Rosemarie DeAngelis and South Portland artist Rick Hamilton talk about art in "Art in the Park 2012." Produced by SMCC intern Yuan-Chen Tai.*



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 was also fortunate this year 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.

Franchise renewal proceedings are still in process, thanks again for participating in the citizen surveys that were distributed in November of 2010. Your comments are much appreciated.

Also, continued thanks for your support and as always don't hesitate to call with your comments or suggestions, 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 SPCTV

-W. Maurice Amaral  
Media Specialist

*Steve Doyon and John Kierstead perform a eulogy in song for the victims of the 1944 Long Creek Air Tragedy at the memorial dedication in July. Produced by Will Horsman and USM intern Julia Miller.*



*Mayor Patti Smith speaks to the crowd at Bike Week in Bug Light Park. Produced by Calvin Muse and SPC-TV.*

*Fred Dillon, Stormwater Coordinator for the City's Water Resource Protection Department engages students in a discussion about stormwater at Mahoney Middle School. Produced by Calvin Muse.*



# TRANSPORTATION & WATERFRONT DEPARTMENT



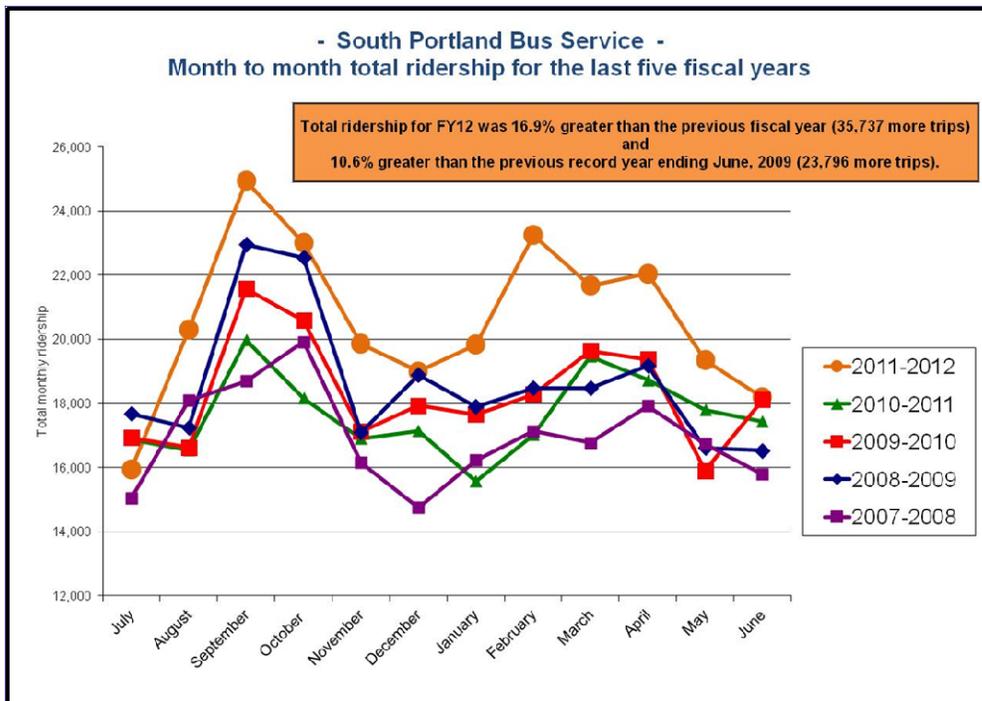
## South Portland Bus Service sets record ridership total for fiscal year 2012

Total ridership on the Bus Service was a whopping 16.9% greater than the previous fiscal year and 10.6% greater than the previous record year of FY09. This increase well surpasses national averages for similarly sized communities. The increases in ridership are accounted for in equal proportion from two groups: "full fare" customers who pay cash at the farebox, use 10-ride tickets, or purchase a regional monthly bus pass, and SMCC students.

This noteworthy increase in ridership in these fare categories had an equally positive effect on

farebox recovery, with a 23.3% increase in revenue over the previous fiscal year. In FY11 farebox recovery paid for 19.4% of bus operations, and in FY12 it jumped to 27.6% of total expenses.

Increases in ridership and traffic required the Bus Service to make a few minor tweaks to its schedule and timetable in November 2011.



### Daily ridership on the bus.

Buses are on the road from 5:30 in the morning until 11:00 at night. Ridership is fairly consistent day to day.

## **Key findings from a survey of Bus Service customers reveal a few surprises.**

In December 2011 the Greater Portland Council of Governments released the results of a survey it conducted on behalf of the Bus Service. The survey was enlightening and provides a new insight on our customers and their concerns.

- A majority of our customers live in either Portland or South Portland – almost a 50/50 split with a slightly larger number reporting they are from Portland!
- Most passengers did not use multiple modes of transportation – if transferring, they came from another bus.
- Most passengers reported being regular weekday riders - which is very consistent with the preceding graph
- Slightly half of our passengers do not have access to a registered vehicle.
- Slightly less than half of our customers are 30 years of age or younger – and almost  $\frac{3}{4}$  of our customers are between the ages 18 and 45.
- It is not surprising that “driver knowledge” and “friendliness of staff” received the highest marks.
- Nor is it surprising that “on time performance” and “frequency of service” were the most important aspects of a bus service – and received the lowest marks when rating our level of service.

## **Bus Service gets two “like-new” heavy duty transit buses for almost free:**

In the Spring of 2012 the Bus Service received two heavy duty transit buses from Westchester County – almost FREE. This avoided a cost of \$667,664.00 to the taxpayers! The city only paid to get them from New York to South Portland, along with a small reimbursement to the previous owner for tires. They were well maintained and in like-new condition.

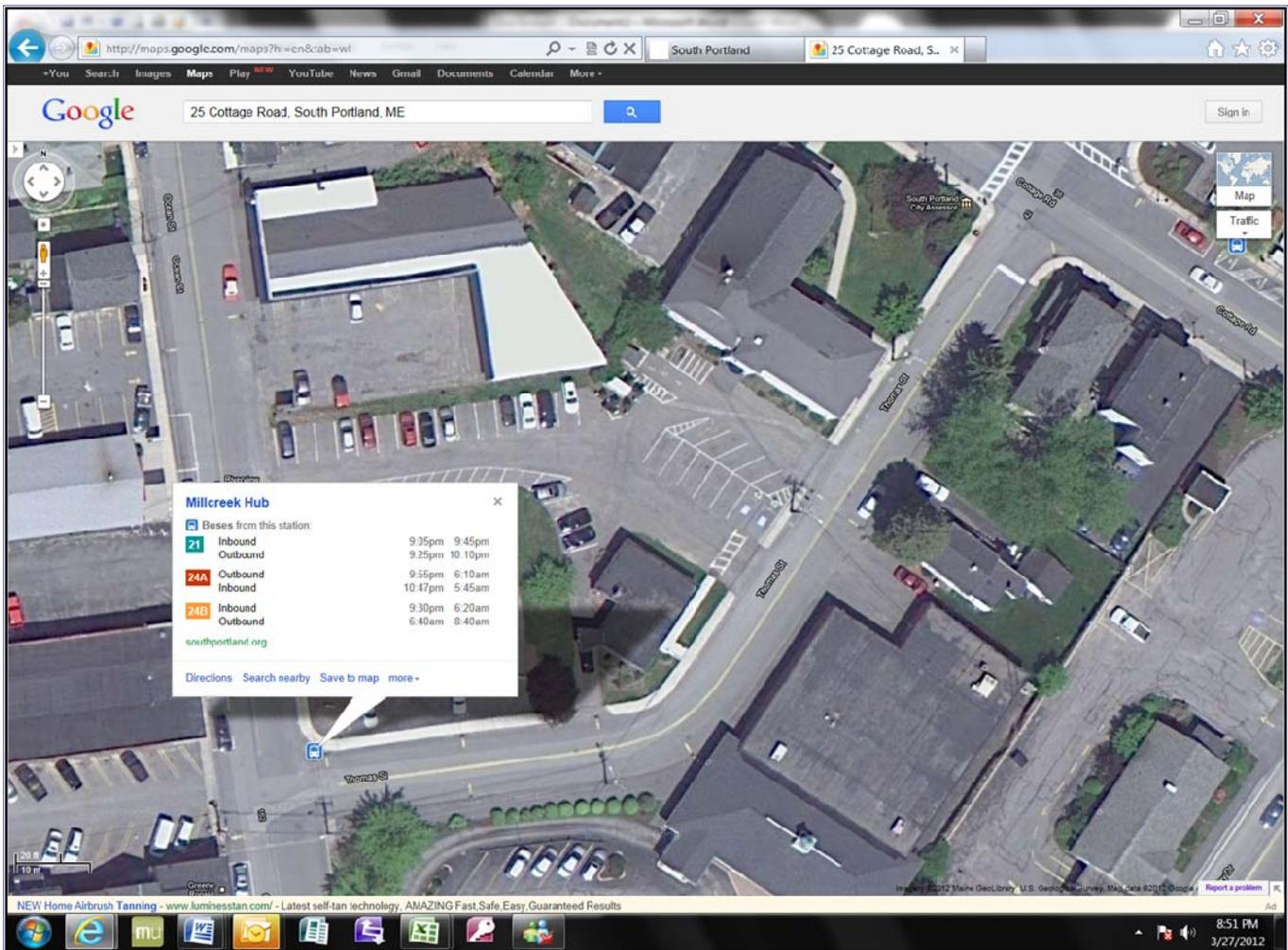
These two buses replace two other buses well passed their useful lives. Bus replacements over the last two fiscal years have already proven to be more reliable, ensuring better on-time performance for our customers – with an eye to improving the Bus Service’s marks from the last survey .

## **City receives “Transit Bonus:”**

Since 2004, the Maine Department of Transportation has rewarded cities who increase their investment in public transportation with a “Transit Bonus.” In fiscal year 2012 the city was eligible to receive \$308,686 as an incentive for its continued commitment to public transit. Due to state funding constraints, we received \$89,158 as our proportional share which must be applied to local road maintenance. Because of our commitment to public transit, since 2004 South Portland has received bonuses totaling \$828,196 to improve our local roads.

## **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 FY12 we provided over 5,000 bus trips for students and adults to get to or from school, to work, to medical appointments, or shopping, including locations served by METRO.



**One-half of the floats were replaced at the municipal boat ramp at Bug Light Park;**



Nine floats totally 170 linear feet were replaced on the west side of the municipal boat ramp. Maine Dept of Conservation built them and paid for them, with helpful input on improved construction techniques by Parks Department staff. Sewer Collections Division picked them up at the MaineDOC facility in Richmond and delivered them to the boat ramp. They were installed by city crews. The value of these floats – at no charge to South Portland – exceeded \$18,000.

**Portland Street Pier hosts commercial fishermen and water related business as well as providing public access to the**

**working waterfront:**

The city maintains the only municipal facility in Portland Harbor that provides boat slips exclusively for commercial fishermen. Revenue generated from boat slips and a leased building provides for the maintenance and operations of this and other popular city-owned waterfront facilities.

Respectfully submitted,  
Tom Meyers, Director of Transportation and Waterfront



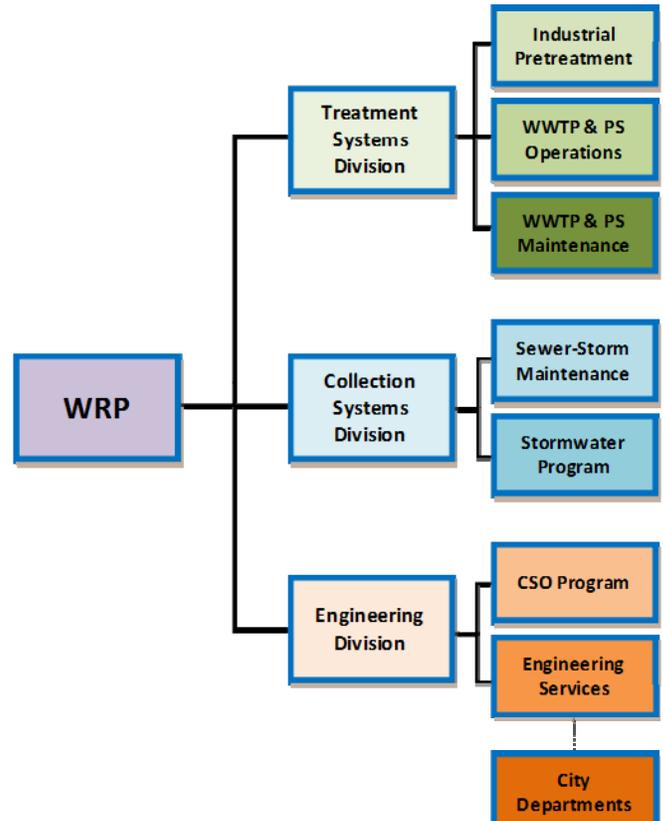
# WATER RESOURCE PROTECTION

The Department's primary responsibilities are divided between three main divisions: **Treatment Systems**, **Collection Systems** and **Engineering**. These divisions are further separated into specialized areas that address specific functional aspects for the Department (Figure 1).

The **Treatment Systems Division** is responsible for the proper operation and maintenance of the wastewater treatment facility and 28 pumping stations to ensure that residential, commercial and industrial sewage is adequately treated before being discharged into the Fore River. The Treatment Systems Division must also ensure that the City's major industries do not discharge excess amounts of materials that could compromise the proper functioning of wastewater treatment facility.

The **Collection Systems Division** is primarily responsible for ensuring the proper functioning of the City's underground infrastructure, which consists of both sewer pipes and storm drains. Additionally, the Collection Systems Division is responsible for ensuring that the City complies with state and federal regulations to minimize the adverse effects from polluted stormwater runoff into local water resources.

The **Engineering Division** is responsible for overseeing the City's Combined Sewer Overflow (CSO) Program, which is also governed by state and federal regulations. In addition to overseeing a wide range of construction projects in the City, the Engineering Division also provides a variety of engineering support services to other municipal departments.



Water Resource Protection (WRP) Department Organizational Chart

## Treatment Systems Division Major Accomplishments

- **Wastewater Treatment Plant Operations**

- ◇ The wastewater treatment plant provided secondary treatment for approximately 2.53 billion gallons of sewage. Annual average daily flow for the year was ~6.92 million gallons with the rainy month of June experiencing an average daily flow of 11.12 million gallons.
- ◇ Treatment effectiveness for most of the year was excellent with effluent biological oxygen demand (BOD) and total suspended solids (TSS) averaging 13 mg/L and 10 mg/L, respectively. These values are well below the current discharge license limits of 30 mg/L.

- ◇ Significant improvements were made to the combined sewer overflow (CSO) treatment system. The deteriorating tanks were retrofitted with new geodesic aluminum domes and internal metal structures
- ◇ The computer system that monitors pump stations and treatment plant processes was replaced with new hardware and software. The new system will provide more comprehensive data analysis & tracking for enhanced process control.
- ◇ After serving as Treatment Systems Manager for over 2 decades Jim Jones retired and was replaced by Paul Collins.



*new supervisory control and data acquisition (SCADA) system*

- ***Pump Station Operations & Maintenance***

- ◇ Maintenance Supervisor Tom Caiazzo retired after over 2 decades of service to the Water Resource Protection Department. His replacement is Chris Rynne.
- ◇ The radio communications, control and electrical systems for wastewater pump stations received significant improvements. Nearly all of the City's 28 pump stations are now remotely monitored on a continuous basis allowing personnel to respond quickly in the event of operational problems.
- ◇ The small submersible pump station known as Industrial 1 was updated with new electrical and control systems, new pumps and a new discharge piping configuration that includes a pig launcher for cleaning the station's force main.

- ***Industrial Pretreatment & Safety Programs***

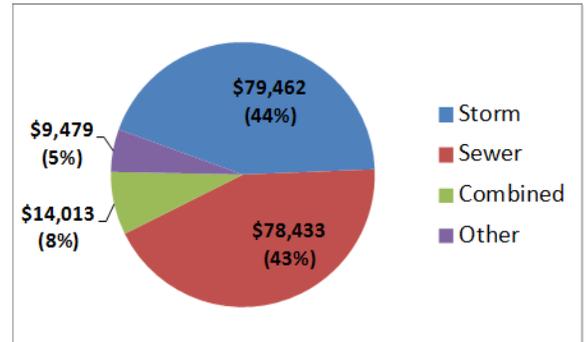
- ◇ WRP staff provided oversight for industries that discharged 311 million gallons of wastewater to the City's collection system and treatment plant. The annual BOD and TSS contributions from these industrial discharges consisted of 406,000 pounds and 75,000 pounds, respectively.
- ◇ The annual Household Hazardous Waste Collection Day was very well attended by South Portland residents and prevented a large variety of potentially hazardous materials from entering local waterways .
- ◇ Significant procedural improvements were made to the Safety Program with particular emphasis on confined space entry, fall protection and electrical safety.



*materials dropped off by residents at the City's annual Household Hazardous Waste Collection Day*

## Collection Systems Division Major Accomplishments

- **Construction Projects:** Collection Systems Division staff completed 90 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 FY2011-12, over \$180,000 was expended, of which 44% was devoted to the stormwater system, 43% was devoted to the sewer system, 8% was devoted to the combined stormwater-sewer system, and 5% was devoted to projects that assisted other municipal departments.



FY2011-12 construction project costs by infrastructure type

- **Catch Basin Cleaning Program:** staff cleaned nearly 2,000 catch basins throughout the City and removed approximately 355 tons of sand and debris for FY2011-12. The cost to complete this work compared 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 8.4 miles of sewer lines and removed root obstructions from approximately 2.5 miles of sewer lines. Over a mile of storm drain lines were also televised and / or cleaned.
- **Equipment Maintenance:** staff completed 131 work orders to maintain or repair a wide variety of construction equipment and vehicles used by the Water Resource Protection Department.
- **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 outreach efforts on stormwater pollution and how the public can reduce its occurrence. This year, staff gave presentations on stormwater pollution at all 5 elementary schools in the City as well as at Mahoney Middle School. Over 300 students attended these presentations.
- **Urban Stream Restoration:** the City has 5 streams that do not meet state and federal water quality standards and must therefore develop restoration plans for each of them. This year, staff supported the development of a restoration plan for the Trout Brook watershed in partnership with the Maine Department of Environmental Protection and the Cumberland County Soil & Water Conservation District (the City's consultant on the project). Staff also applied for and received a small grant from the Casco Bay Estuary Partnership to complete a modest habitat restoration project on Trout Brook.



Collection Systems Division staff anchoring a root wad to improve aquatic habitat in Trout Brook.

## Engineering Division Major Accomplishments

- **CSO Annual Report & Facility Plan:** submitted Annual Report and completed the CSO Facility Plan to help guide future CSO discharge minimization efforts.
- **Storm Water Management Model (SWMM):** purchased and used new software to evaluate hydraulic issues in the Thornton Heights area. The new SWMM model's capabilities integrates into City's GIS and CAD systems.
- **Pump Station Telemetry Upgrades:** Completed the construction of the Telemetry Upgrades for nearly all of the City's sewage pumping stations. This work included installing new control panels with new instrumentation and pump control devices, along with radio communications to monitor each station using SCADA system technology. This enables the operations staff to efficiently monitor each pump station from a central location at the treatment facility. In addition to monitoring, this continual data acquisition allows for a rapid response from the operations and maintenance staff in the event of a problem.
- **Electronic Record Drawings:** Electronic record drawings (As-Builts) are being created of the City's sewage pumping stations. Revit Building Information Modeling software are being utilized to create a true 3D digital model of each sewage pump station. Revit enables the generation of an accurate, precise, electronic document of a facility including its internal processes and mechanisms. This electronic document is permanently stored and available for a variety of purposes on the City's servers.
- **CAD Standards:** Ongoing refinement and implementation of the City's CAD standards. CAD (computer aided design) software is widely, if not solely, utilized by design professions to create construction documents (drawings). Implementing CAD standards is crucial to ensure the City receives concise, accurate, consistent construction documents from various design professionals. These standards are fashioned and composed specific to AutoCad Civil 3D and Revit modeling software. AutoCad and Revit are the industry's leading design software. Our new CAD standards were successfully used for the Knightville II Project.
- **Stormwater System Improvements:** Provided evaluation, design and construction oversight for several stormwater improvement projects throughout the City.
- **Rim to Invert Survey:** The city employed the services of a professional land surveyor to collect sewer manhole and stormwater structure elevations for the entire drainage area to Pearl Street Pump Station. This elevation data is a critical piece of information that will be utilized during engineering designs, stormwater modeling studies and sanitary sewer replacement projects. This data places each of the City's manhole structures at local mean sea level elevations. The resultant data has been incorporated into the City's GIS software database increasing the value and effectiveness of asset management implementation.
- **Knightville Phase II:** Successfully completed the second phase of Knightville Stormwater Separation Project. Work included stormwater improvements, water main replacement, rebuild the street scapes, several streets received new pavement surface and traffic flow striping.
- **CSO Clarifiers:** Completed the construction of new geodesic domes for the stormwater clarifiers at the treatment facility, to include new internal components improving safety for the operation staff and future treatment mechanisms.
- **Mussey Street Sewer Trunkline Replacement:** Completed the construction of approximately 400 feet of sewer main replacement on Mussey Street near where the green belt crosses. Work included the installation of new 30" diameter sewer main, several new sewer manhole structures, reconfiguration and reconnection of 2 sewage force mains from the West High Street and Front Street pump stations. The abandonment of the existing 21" concrete sewer main and the removal of several existing sewer manhole structures were also included.
- **Baltimore Road Stormwater Upgrades:** The City's sewer maintenance division, in conjunction with the Engineering Department, designed and installed new stormwater piping and structures to redirect stormwater within the established rights-of-way. In addition to redirecting stormwater flow, this project included the filling of an existing deep ditch line providing the adjacent homeowners aesthetic improvements and decreasing the danger to traffic.

Respectfully submitted,

Patrick Cloutier, Director of Water Resource Protection

# A LOOK BACK— A HUNDRED YEARS AGO

## Annual Report 1911/1912

Mayor, John A. S. Dyer  
Alderman

Ward 1	Freeman Willard
Ward 2	Frank F. Coombs
Ward 3	William A. Willard
Ward 4	E. Eugene Moulton
Ward 5	Howard P. Knight
Ward 6	Augustus E. Skillin
Ward 7	Charles W. Berry

## Report of Assessors

Total amount of property as valued by the Assessors and shown by the valuation book for the year 1911, is:

**\$3,765,374.41**



## Volunteer Hose Companies

### South Portland Hose and Ladder Company No 1

School Street

### Willard Hose Company No. 2

Preble and Pillsbury Streets

### Pleasantdale Hose Company No. 3

Elm Street

### Knightville Hose Company No. 4

Thomas Street

### Cash Corner Hose Company No. 5

Cash Corner

## Vital Statistics

Births 186

Deaths 149

Marriages 74

## Plumbing Inspections:

67

## Electrical Inspections:

121

## Board of Registration

Total Number of Registered  
Voters

1,826



