

# City of South Portland



**Fiscal Year  
2008/2009**



# DEDICATION

## John “Jack” Roberts

The City of South Portland is proud to dedicate the 2008/2009 Annual Report to John “Jack” Roberts.

Jack Roberts was the City’s long-time Welfare Director, having started with the city of South Portland in April of 1974 and retired from the same post in June of 2009, where he was a well-respected leader in the State of Maine for his work in the General Assistance field.

Over the years, Jack has contributed in many ways to both the cities of Cape Elizabeth, where he resides, and South Portland, where he worked. He has been involved with the South Portland/Cape Elizabeth Rotary Club, where he spent countless hours advocating and preserving Spring Point Light and Breakwater “Bug Light” Lighthouse, both considered to be showcases of the city. And he can be seen at the Rotary club’s booth at Mill Creek Park selling wreaths and Christmas trees each winter. He has served as a host family for a number of years to an elite runner that travels here to run in the annual Beach to Beacon race held in Cape Elizabeth and he has also graciously opened up his home, and swimming pool, to his co-workers by hosting an annual cookout/pool party each summer for City employees and their families.

Jack’s exemplary dedication to his community as both an employee and active volunteer is why we are honored to dedicate this annual report in his name.

Thank you Jack, for all that you have done, and continue to do, for the city of South Portland!



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Check us out on the web ~

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

## CITY MEETINGS SCHEDULE

### City Council

**Meeting:** 7:00 pm - Council Chambers  
1st and 3rd  
Mondays of each month.  
**Workshop:** 6:30 pm - Community Ctr.  
2nd and 4th  
Mondays of each month.

### Planning Board

7:00 pm - Council Chambers  
2nd Tuesday of each month.  
(4th Tuesday when necessary)

### Board of Appeals

7:00 pm - Council Chambers  
4th Wednesday of each month.

### School Board

7:00 pm - Council Chambers  
2nd Monday of the month.

### Library Advisory Board

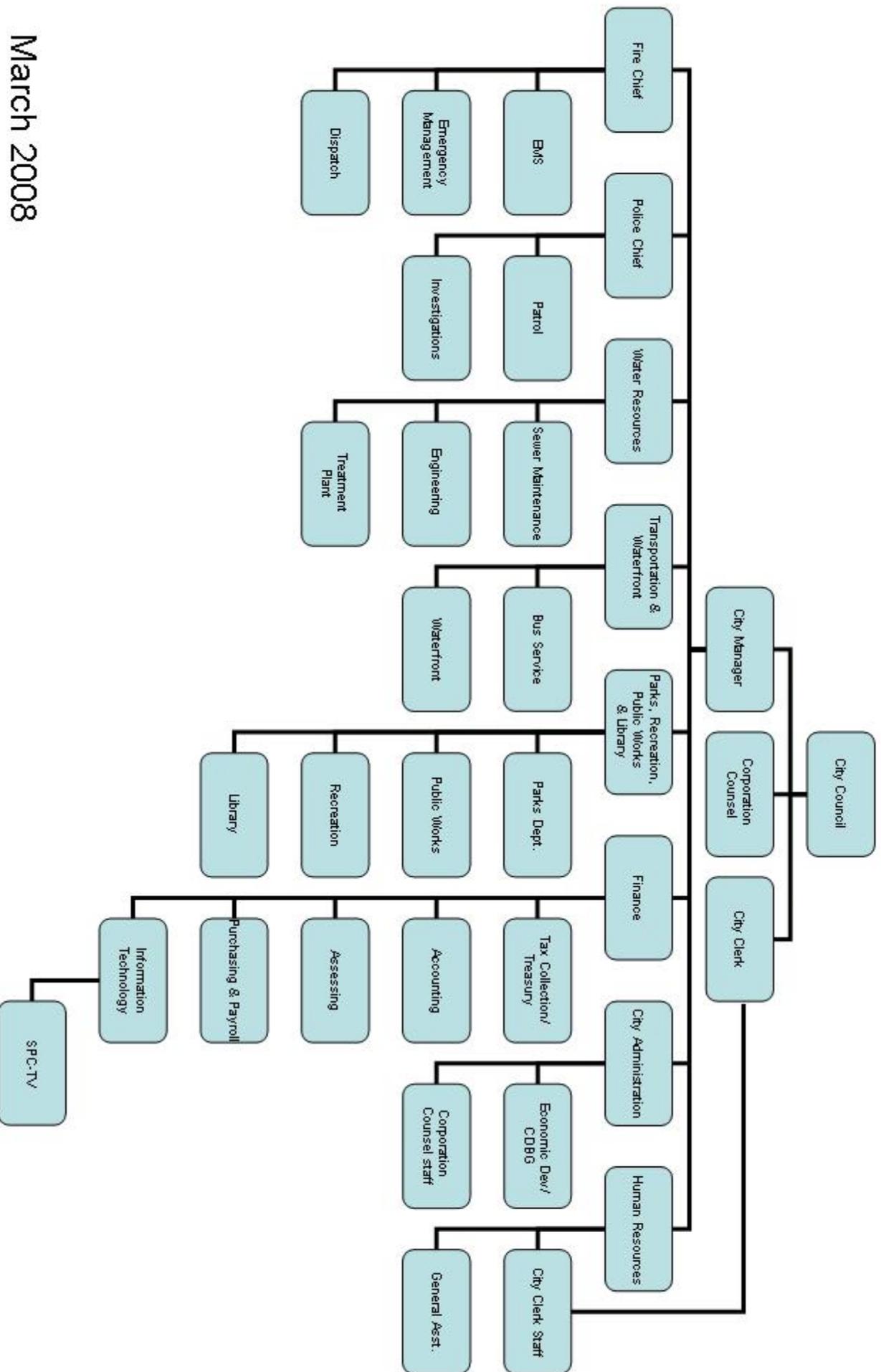
7:00 pm - Main Library  
2nd Monday of the month.

Original cover art by Rita Swidrowski,  
South Portland resident



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

# Changing the Way We Do Business



March 2008

# CITY OF SOUTH PORTLAND, MAINE PRINCIPAL EXECUTIVE OFFICERS

## *City Council*

(December 2008—December 2009)

*Thomas Blake, Mayor*

*Maxine Beecher*

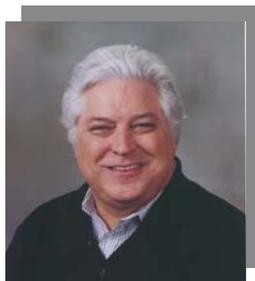
*James Hughes*

*Linda Boudreau*

*Thomas Coward*

*James Soule*

*Patricia Smith*



## *Council Appointed City Staff*

*James Gailey, City Manager*

*Sally Daggett, Corporation Counsel*

*Susan Mooney, City Clerk*

Dear South Portland Residents,

As the Mayor for South Portland in 2009, it is my pleasure to present this annual report to all staff, resident and businesses in the community of South Portland. This report will clearly indicate that South Portland remains one of the most desirable, vibrant and diverse communities in the State of Maine.

January kicked the year off with a celebration honoring South Portland's Bob Crowley. Bob was the winner of the television series "Survivor Gabon" and we honored Bob with a "Bob Crowley Day". Hundreds greeted Bob at the Community Center for two hours of pure delight. Bob exemplifies the spirit of hard work, community and ingenuity that we have come to cherish in South Portland.

During the economic downturn that continues in America, South Portland continues to flourish and actually initiated a variety of positive initiatives in 2009. The year did begin on a difficult note with five employees being laid off in an effort to reduce the tax impact due to declining revenues. It was with great sadness that we said good-bye to these valued employees.

At the administrative level, the City Manager began the process of working with staff members in an effort to update our personnel policy. At the public Library we reached an agreement with our new Library Union. We also completed the task of establishing a list of short and long term facility needs for both libraries. Work began almost immediately on fulfilling some of those needs.

Staff also continued to work on long term strategic planning for all departments and their buildings and major equipment. Hutchins School on Pleasant Street was leased to the Mad Horse Theater, an arrangement welcomed by the neighborhood and improved the cultural experiences in South Portland. Negotiations also continued to maximize the future use of the Armory and a zone change enhanced future options.

Improving its relationship with the environment, the City completed the detailed project of updating our wetland and shoreland ordinances in our Code of Ordinances. Exemplifying this effort was the finalization of the work of the Long Creek Watershed Improvement Committee. Their work was phased into a Long Creek Watershed District that will assure federal compliance to make the watershed drinkable, swimmable and fishable in the future. This project was so successful that the City received an award in Boston from the regional Environment Protection Agency.

The City also continued with its efforts to improve the West End of the City. The year 2009 saw the widening of Westbrook Street and the opening of the new I-295 Exit 3 on ramp. Sound walls were put in place on northbound I-295 to reduce the noise impact for the Meadowbrook neighborhood. The West Ends Trails Committee continued developing its trails system and a resource hub was opened on Westbrook Street to serve the many residents in the area.

The City was also successful in receiving stimulus funding for work in the Long Creek Watershed and to hire an energy coordinator. This effort will go a long way as South Portland continues working on ways to decrease its energy consumption and our reliance on imported energy, meeting our obligations as a city committed to decreasing our carbon footprint. Staff and the Council continued working on the development of a private and public energy plant.

Although the economy teetered at an all-time low, South Portland through its strong financial management and oversight, continued to provide the services South Portlanders have come to expect. South Portland's strong financial position led to successful bond ratings during a tough economic time. South Portland was fortunate enough to receive an increase in its Standard and Poor's rating from Aa to Aa+, while the Moody's rating stayed at Aa1, the highest and only municipality in the State to have this designation. The success experienced during the bond rating process is a great testament to the outstanding work being done by the City Council and City staff.

It was my pleasure serving as your Mayor in 2009. The City of South Portland continues to serve its residents well and as this report indicates, I was proud to represent South Portland. Our employees, businesses and residents all contributed to and continue to make South Portland what it is today and, will be for coming generations.

Sincerely,

Tom Blake  
Mayor-2009  
Councilor at-large

# A LETTER FROM THE CITY MANAGER

It is with pleasure I present to the City Council and citizens of South Portland the annual report on the operations and financial conditions of the city government for the fiscal year from July 1, 2008 to June 30, 2009.

The annual report is a collection of key accomplishments over this time prescribed time period. Maintaining a record of key accomplishments that have taken place is important to understand our community's history.

Fiscal year 2009 was a year of difficult decisions. For the previous ten years the region was experiencing a significant housing boom. During the fall of 2008 the economy went into a tail-spin with the stock market dropping over 10,000 points, putting a halt to growth and reinvestment. As the stock market dropped, so did the residential and commercial real estate market, ultimately breaking the housing bubble and sending valuations downward. The nation soon found itself in the worst recession since the 1930's and 1940's and projections for the end were bleak.

In January of 2009, staff began the budget process for FY2010. City staff experienced significant challenges as a result of losing over \$700,000 in revenue. Auto excise, state revenue sharing, building permits and investment income all contributed to the loss. Ultimately, with the loss of revenue and the increase in fixed costs, the city found itself in a position of cutting the budget and layoffs for the first time since 1991.

In March of 2009 the Obama Administration and Congress approved a multi-billion dollar stimulus spending package to infuse funding into local, county and state governments. South Portland was successful in capturing a portion of this money for local improvements within the city. Pavement improvements on Maine Mall Road (pervious pavement), stormwater improvements to Philbrick Road and Darling Avenue; zero interest loan and loan forgiveness for the Long Creek Pump Station, the hiring of a Sustainability Coordinator and the ability to capture additional CDBG funding were all projects funded through the Federal Stimulus Program.

## **Important Accomplishments during Fiscal Year 2009**

- Enhancement of sidewalks in Ferry Village, Pleasantdale and within the Small School District.
- Widening began between I-295 Exit 3 and 4; creating an additional lane on both sides.
- The Knightville neighborhood experienced the completion of two mixed use buildings
- Finalized a ground lease with the South Portland Historical Society for its new home at Bug Light Park.
- Implemented coordinated traffic signals between Anthoine Street and Cottage Road/ Highland Ave.
- Continued work towards completion of the Long Creek Management District.
- The Zoning Committee finished amending Chapter 24, "Subdivisions" and Chapter 27, "Zoning".
- Converted from having an in-house legal attorney to contracting with Jensen Baird Gardner and Henry for legal counsel.

In 2008/2009, the financial picture in South Portland was strong, although we continued to monitor closely based on current budget constraints. In January, I imposed spending and hiring freezes as a result of a projected shortfall, a direct result of the weakening economy. By imposing these freezes it allowed the City to finish the year under budget. At the recommendation from our outside bonding company, our reserves and undesignated fund balance were increased in hopes of strengthening the City's AA1 bond rating. We will continue to explore ways of protecting this bond rating on an annual basis as it will be in our benefit for future borrowing and financial stability.

The City Council gave the School Board and City Manager budget guidance of 4.18%, which was the estimate at the time of this year's cap under Question #1A (LD 1). The proposed municipal budget submitted met the guidance of the City Council.

The City had total net assets of \$151,434,912 at the end of FY 2009. A General Fund total assessed value of approximately \$3.725 billion in FY 2009, allowed South Portland have a relatively low tax rate of \$14.00, especially for the size of the community and the services provided. Keeping the tax rate down is a challenge every year for staff and the City Council. With rising costs and greater demands on municipal services, finding the balance between services and the tax rate is always a challenge.

Initiated by the filing of a petition to the Federal EPA, by the Conservation Law Foundation, the State DEP notified Portland, Scarborough, Westbrook and South Portland that the four communities needed to move forward on a Watershed Management Plan (WMP) outlining mitigation techniques to address the "urban impaired" stream as a result of Long Creek failing to meet water quality standards.

The WMP, completed in July 2009, identifies specific stormwater management practices to restore the aquatic health of Long Creek and its tributaries as determined by the attainment of water quality standards. The complex nature of this process required the collaboration of numerous stakeholders from the public, private and nonprofit sectors and has since been recognized as a model throughout New England and beyond. This ongoing effort continues to actively promote collaboration among stakeholders as a more efficient and less expensive means to solve a common problem rather than having landowners address stormwater concerns individually.

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 me during 2008/2009, 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.

Respectfully submitted,



James H. Gailey  
City Manager

# CITY CLERK

## Records

The City Clerk Office maintains the schedule for all municipal meetings, keeps records and minutes of all City Council proceedings and uploads all the information to the city web site. For the second year in a row Jennifer Scholz, the Licensing Administrator, took on the task of compiling and editing the Annual Report. The 2007/2008 Annual Report won first place for communities over 5,000 in population.

SOUTH PORTLAND ELECTION RESULTS November 4, 2008		
Registered Voters - 17,753		
14,381 Voters		
81% Turnout		
MUNICIPAL BALLOT		
MEMBER OF CITY COUNCIL DISTRICT ONE	COWARD, THOMAS S.	10954
MEMBER OF CITY COUNCIL DISTRICT TWO	ONOS, STEVEN M.	4277
	SMITH, PATRICIA A.	7665
MEMBER OF CITY COUNCIL DISTRICT FIVE	GANDOLFO, MARK J.	4054
	HUGHES, JAMES	7419
MEMBER OF BOARD OF EDUCATION - AT LARGE (2 SEATS)	ALLEN, JAY T.	4168
	BAXTER, RALPH C. JR.	6985
	CALLAGHAN, KAREN U.	6927
	FASSETT, KENDALL J.	3184

## Elections

There were three elections in 2008/2009; November 4, 2008, January 27, 2009 and June 9, 2009. With November being a Presidential election the City saw an 81% turnout of voters. Of the 14,381 residents that voted, 6,492 opted to vote by absentee ballot. The local ballot offered only City Council and Board of Education races. There were no bond ordinances or referendum questions.

The polling locations were combined at the Community Center for Special Elections in January and June. There was a very low turnout of 83 voters for the January Special Election where Mark Duval ran unopposed to fill a vacant

Portland Water District Trustee seat that is shared by South Portland and Cape Elizabeth. The seat was previously held by Peter Larsen who passed away on September 12, 2008. The June election had a turnout of 2,232 voters who approved the School Budget with 65.9% in favor and 33.7 opposed. A bond issue to appropriate \$5,830,000 for renovations of the South Portland High School, Mahoney Middle School and Memorial Middle School was passed, as well as a bond issue for \$3,000,000 for renovations of the Long Creek Pump Station, force main and related sewer improvements. A Charter Amendment that would have allowed the City the option of borrowing money from the Maine Bond Bank received 59.3% votes in favor of the amendment, however the amendment did not pass because it needed the majority vote of at least 3,165 voters.

## Licenses

The Clerk's Office issued approximately 425 business licenses, 152 off premise licenses and about 70 DBA registrations. There were 209 deaths, 206 marriages and 298 births recorded in the office. About 1,650 dogs were licensed, approximately 680 hunting and fishing transactions. There were also about 497 passports processed.

# CORPORATION COUNSEL

The South Portland Legal Department is currently staffed by one secretary with legal counsel being provided by Sally Daggett of Jensen Baird Gardner & Henry of Portland, ME.

For approximately 30 years, the City utilized an in-house attorney for legal services. Additional funding was also provided for outside counsel, hired by the City Council in circumstances where particular expertise is required or Corporation Counsel had a conflict of time or interest. These services include but are not limited to: tax laws, land use, employment law, litigation, environmental, tax increment financing, along with general municipal practice.

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

# FINANCE

## Finance Department

### Year of Transition

This past year marked a year in transition for the Finance Department. After eleven years working for the City as Finance Director and previously as Controller, Robert Coombs left the City to become the Dean of Finance at Southern Maine Community College. Additionally, the City lost its Deputy Finance Director/Controller, Tracy Roy in February to the City of Auburn where she took over as their new Finance Director. We would like to acknowledge their hard work and dedication to the City over the past decade. Taking over the Finance Director position is Gregory L'Heureux who had previously been Finance Director for the Town of Freeport and prior to that at the City of Bath. Replacing Tracy Roy as Controller is Kristie Bradbury who previously worked for a local public accounting firm specializing in auditing local and county governments.

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

#### Budgetary Highlights

##### **General Fund:**

Revenue for the general fund totaled \$68,803,735 (on the budgetary basis of accounting) in the fiscal year ended June 30, 2009. Revenues exceeded estimates by \$161,978.

#### General Fund Revenues Budget to Actual Summary

	Budget	Actual	Variance
Revenues:			
Taxes	\$ 56,371,984	57,072,185	700,201
Intergovernmental	8,757,164	8,092,074	(665,090)
Licenses, permits, fees and fines	879,700	753,670	(126,030)
Charges for services	1,698,449	1,644,780	(53,669)
Unclassified	126,000	179,502	53,502
Interest earned	808,460	1,061,524	253,064
<b>Total revenues</b>	<b>\$ 68,641,757</b>	<b>68,803,735</b>	<b>161,978</b>

The revenue sources responsible for this surplus include the following:

- A taxes surplus of \$700,201 of which, \$552,942 is due primarily to Enterprise Rent-A-Car excising more of its fleet in South Portland.
- An intergovernmental revenue deficit of \$665,090 of which \$874,259 is attributable to curtailment of State education subsidy.
- A deficit in licenses, permits, fees and fines of \$126,030 relating mainly to a shortfall in building permits.
- A charges for service shortfall of \$53,669 attributable to ambulance billing revenue deficit of \$31,726 and a transfer facility revenue shortfall of \$37,947 due to a decrease in the volume of waste materials dropped off at the transfer station.
- An interest earned surplus of \$253,064, which is the result of a conservative estimate on anticipated interest earnings and a higher balance of funds invested due to efforts to increase fund balance.

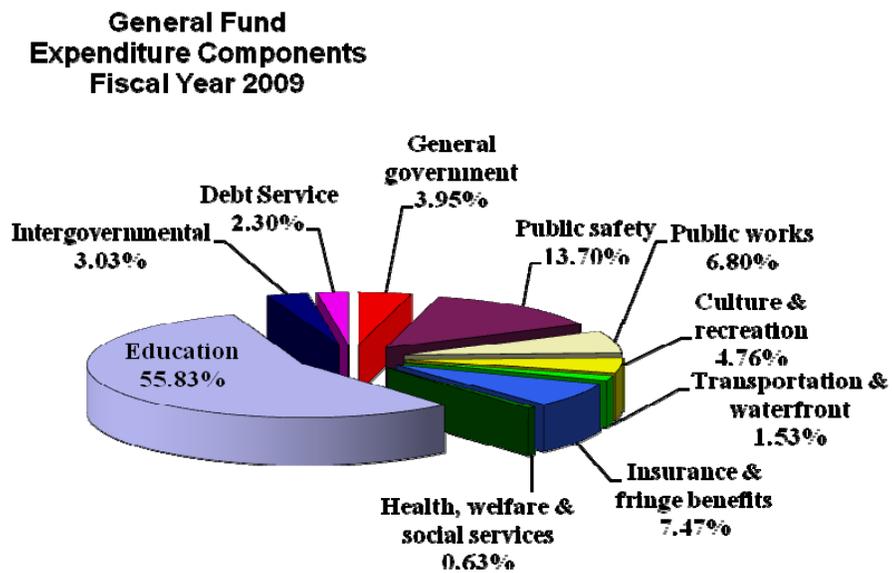
Expenditures for the general fund totaled \$65,974,751 (on the budgetary basis of accounting) in the fiscal year ended June 30, 2009.

### General Fund Expenditures Budget to Actual Summary

	Budget	Actual	Variance
Expenditures:			
General government	\$ 2,632,719	2,547,881	84,838
Public safety	9,216,440	9,041,299	175,141
Public works	4,484,855	4,484,603	252
Culture and recreation	3,140,650	3,139,279	1,371
Transportation and waterfront	1,007,759	1,006,757	1,002
Health, welfare and social services	416,105	415,898	207
Insurance and fringe benefits	5,068,975	4,928,976	139,999
Education	38,648,114	36,833,156	1,814,958
Intergovernmental	1,999,427	1,999,427	-
Other	61,500	57,996	3,504
Debt Service	1,519,654	1,519,479	175
<b>Total expenditures</b>	<b>\$ 68,196,198</b>	<b>65,974,751</b>	<b>2,221,447</b>

The following areas had expenditure surpluses attributable to management efforts to control and reduce budgeted expenditures and a spending freeze instituted by the City Manager in January 2009 to address an anticipated deficit in Public Works as a result of a significantly higher than average number of snowstorms and a difficult upcoming fiscal year 2010 budget:

- Public Safety surplus of \$175,141 of which is attributable to a departmental savings in Police, Dispatch and Code Enforcement related to the spending freeze.
- Education surplus of \$1,814,958 attributable to a spending freeze put into place due to the state education curtailment of state education subsidies and lower than anticipated salary, contingency, health insurance, special education, water, sewer, electricity and contracted and professional service costs.
- Insurance and fringe benefits of \$139,999 which the increase was less than anticipated.



## Fund Balance

A key indicator of the City's financial condition is the size of its unreserved, undesignated fund balance. South Portland's "General Fund - Unreserved, undesignated - City" fund balance as of June 30, 2009 was \$9,438,471. This represented a small decrease of \$101,806 from last year's balance.

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

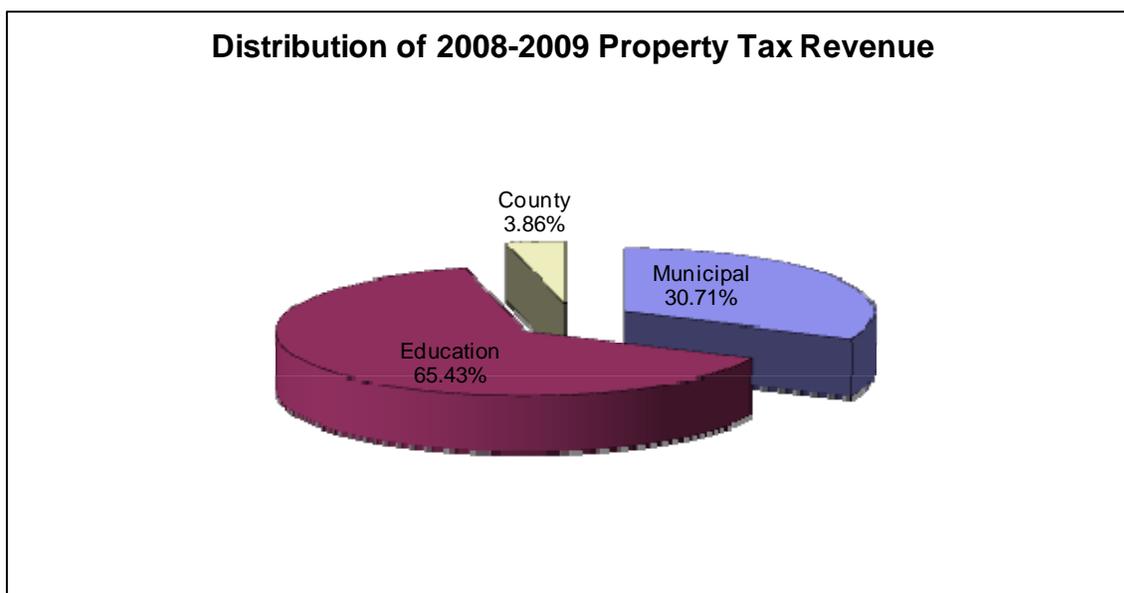
The fund balance should not be understood, however, as cash on hand or a pure "surplus". There are a number of encumbrances against fund balance, such as reserves for receivables (unpaid taxes), and a recommended minimum cash reserve to cover potential emergencies.

## Tax Rates

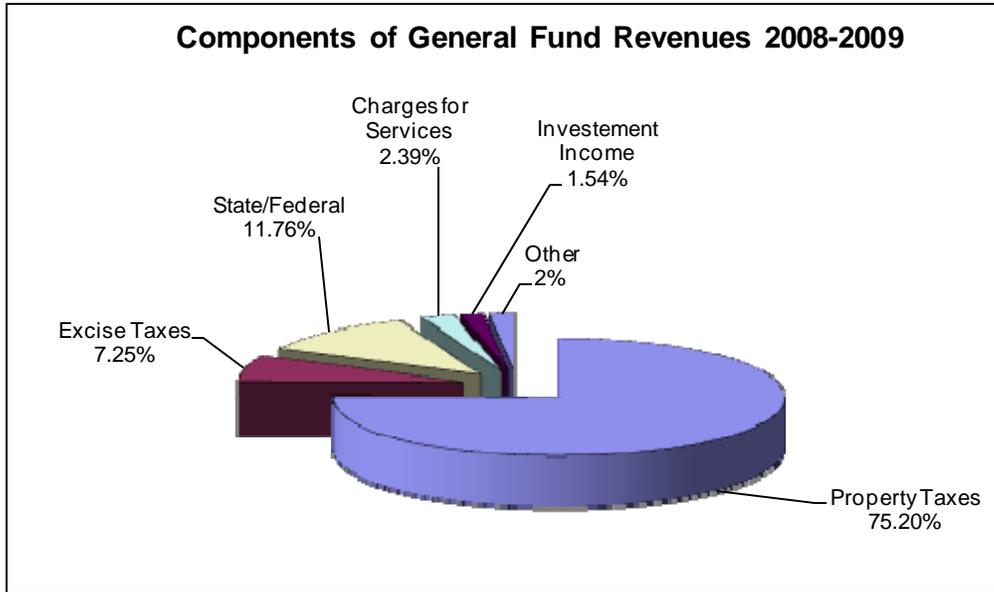
The property tax rate for fiscal year 2008-09 was \$14.00 per thousand dollars of valuation. This represented a 2.3% increase over the prior year's rate of \$13.69 per thousand. Additionally, the next year's fiscal year 2009-10 tax rate is \$14.70. With the market decline of property values, due to the economy, the assessing department felt it was necessary to bring assessed values in line with the current market. Overall property values declined approximately 5% thus resulting in a 5% increase in the tax rates. Overall most home owners say a small decrease in their tax bills. The components of the tax rate for fiscal years 2007-08, 2008-09 and 2009-10 are as follows:

	2007-08	2008-09	2009-10
Education	\$8.71	\$9.16	\$9.52
Municipal	\$4.46	\$4.30	\$4.61
County	\$0.52	\$0.54	\$0.57
Total	\$13.69	\$14.00	\$14.70

In fiscal year 2008-09, educational services accounted for 65.43% of your property tax dollars, while municipal and county services required 30.71% and 3.86% respectively. Therefore, for every tax dollar paid in 2009-10, 65.43 cents paid for educational services, 30.71 cents paid for municipal services, and 3.86 cents paid for county services.



Like other municipalities, South Portland continues to rely heavily on property taxes for the support of municipal services. For the fiscal year ending June 30, 2009, property taxes accounted for 75% of total general fund revenues.



The City's tax collection rate remained high during 2008-09. Collected taxes for the year ending June 30, 2009 were 98.36% of the City's total tax commitment. This continued high collection rate reflects the ongoing strength of the local economy.

### Debt Service

During fiscal year 2008-09, the City retired \$2,980,000 in long-term debt and did not bond any new debt.

The City is subject to a statutory limitation, by the State of Maine, of its general long-term debt equal to 15% of the State's valuation of the City. At June 30, 2009, the statutory limit for the City was \$576,555,000. The City's outstanding long-term debt of \$23,670,000 at June 30, 2009 was equal to 0.62% of valuation or \$552,885,000 less than the statutory limit. The City's debt to valuation ratio of 0.62% is well below the 2-2.5% generally accepted debt level that prudently should be carried.

### 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.

As part of the City's borrowing process, the City has its credit rating periodically reviewed by two major credit rating agencies, Moody's Investors Service and Standard & Poor's. We are pleased to report that in January of 2010, the City maintained its 'Aa1' rating from Moody's due to the City's financial positions remaining healthy, with strong reserve levels and conservative budgeting practices, mature tax base with a strong commercial and industrial presence, and debt positions remaining affordable. Additionally in January of 2010, Standard and Poor's Rating Services raised its long-term rating on South Portland to 'AA+' from 'AA'. Standard and Poor's noted: "The 'AA+' rating reflects the city's robust economy, diverse tax base, and its sound financial position, which has been maintained at strong levels over various economic cycles. Additional factors in support of the rating include an extremely strong market value per capita and good median household income levels, good management practices, and low debt burden and modest capital needs."

With the 'Aa1' and 'AA+' ratings, the City of South Portland now has the two highest bond ratings of any community in Maine.

### 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.

### Report of the Assessor

The Assessing Office is responsible for the appraisal of all South Portland properties for *ad valorem* (according to value) tax purposes. The assessing office maintains a repository of information about real and personal property, including property records, deeds and maps.

Properties as of April 1, 2008, were classified as follows:

#### Summary: Taxable and Exempt Property

<u>Type</u>	<u>Number of Parcels</u>	<u>Assessed Value (\$)</u>
Residential	7,817	1,749,869,900
Multi-Family	887	329,606,700
Commercial	624	1,156,415,300
Industrial/Utility	157	345,388,600
Exempt	<u>430</u>	<u>423,796,200</u>
<b>Total Real Estate</b>	<b>9,915</b>	<b>4,005,076,700</b>
Personal Property	1,348	444,400,100
Exempt Personal Property (BETE)	<u>73</u>	<u>77,861,300</u>
<b>Total Personal Property</b>	<b>1,421</b>	<b>522,261,400</b>
<b>Grand Total</b>	<b>11,330</b>	<b>4,527,338,100</b>

#### Summary: Exempt Property:

<u>Type</u>	<u>Number of Parcels</u>	<u>Assessed Value (\$)</u>
Homestead	5,770	74,997,000
Veterans	673	4,039,000
Blind	26	104,000
Parsonages	7	140,000
United States	3	8,791,900
Municipal	240	132,956,000
Portland Jetport	5	102,458,900
State of Maine	34	83,312,700
Charitable/Literary& Scientific	40	29,455,500
Veteran Organizations	2	1,683,400
Religious	17	18,220,000
Cemeteries	15	16,328,000
Portland Water District	20	878,000
Housing Authority	21	<u>27,727,700</u>
<b>Total</b>		<b>501,092,100</b>

The tax rate was set at \$14.00 per thousand of valuation with an assessment ratio of 100%. Interest on overdue taxes for 2008-09 is 11.00% per annum.

Department employees are Elizabeth Sawyer CMA, Assessor; Robert Tripp CMA Deputy Assessor; Appraisers Andrew Kriger CMA, Dean Prindle CMA, and Nanette Cobbett, Assistant. to the Assessor. Office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. Our telephone number is 767-7604, and we invite citizens to visit us on the web and view property information at [www.southportland.org](http://www.southportland.org).

Elizabeth Sawyer, CMA  
Assessor

### **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, 2009**

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, 2009, a complete copy of which is available for inspection at the City 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	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

	Governmental Activities	Business-type Activities	Total
<b>ASSETS</b>			
Cash and cash equivalents	\$ 44,675,733	-	44,675,733
Investments	8,340,767	-	8,340,767
Receivables, net of allow. of \$923,220 and \$85,925	1,316,913	344,693	1,661,606
Taxes receivable	1,079,829	-	1,079,829
Tax liens and acquired property	278,029	-	278,029
Prepaid expenses	-	6,902	6,902
Inventory	19,362	-	19,362
Internal balances	(9,183,749)	9,183,749	-
Restricted assets, cash	50,000	-	50,000
Capital assets, not being depreciated	10,504,655	2,018,202	12,522,857
Capital assets, net of accumulated depreciation	70,024,278	45,213,096	115,237,374
<b>Total assets</b>	<b>127,105,817</b>	<b>56,766,642</b>	<b>183,872,459</b>
<b>LIABILITIES</b>			
Accounts payable	1,041,893	69,747	1,111,640
Accrued liabilities	652,240	14,103	666,343
Accrued interest	282,220	17,219	299,439
Accrued teachers' summer salaries	2,801,017	-	2,801,017
Other postemployment benefits liability	412,978	-	412,978
Non-current liabilities:			
Due within one year	3,472,200	394,885	3,867,085
Due in more than one year	22,504,899	774,146	23,279,045
<b>Total liabilities</b>	<b>31,167,447</b>	<b>1,270,100</b>	<b>32,437,547</b>
<b>NET ASSETS</b>			
Invested in capital assets, net of related debt	62,710,640	46,316,298	109,026,938
Restricted for:			
Permanent Funds - Nonexpendable principal	198,949	-	198,949
Permanent Funds - Expendable	96,812	-	96,812
Tax Increment Financing	4,680,942	-	4,680,942
Capital	254,679	3,695,284	3,949,963
Unrestricted	27,996,348	5,484,960	33,481,308
<b>Total net assets</b>	<b>\$ 95,938,370</b>	<b>55,496,542</b>	<b>151,434,912</b>

*See accompanying notes to financial statements.*

For the year ended June 30, 2009

s/programs	Expenses	Program Revenues			Net (expense) revenue and changes in net assets	
		Charges for services	Operating grants and contributions	Capital grants and contributions	Governmental activities	Primary Government Business-type activities
<b>Government:</b>						
<b>Governmental activities:</b>						
General government:	\$ 9,652,885	451,215	772,734	-	(8,428,936)	(8,428,936)
Public safety:	10,957,606	1,297,109	493,642	-	(9,166,855)	(9,166,855)
Public works:	10,588,187	251,918	9,960	666,143	(9,660,166)	(9,660,166)
Culture and recreation:	4,508,966	961,885	22,500	-	(3,524,581)	(3,524,581)
Transportation and waterfront:	1,240,071	254,240	198,350	-	(787,481)	(787,481)
Health, welfare and social services:	411,092	-	138,875	-	(272,217)	(272,217)
Education:	42,048,840	104,088	11,024,474	-	(30,920,278)	(30,920,278)
School lunch program:	1,537,754	666,218	468,503	-	(403,033)	(403,033)
Other:	68,602	-	-	-	(68,602)	(68,602)
Interest on debt service:	1,131,499	-	-	-	(1,131,499)	(1,131,499)
<b>Total governmental activities</b>	<b>82,145,502</b>	<b>3,986,673</b>	<b>13,129,038</b>	<b>666,143</b>	<b>(64,363,648)</b>	<b>(64,363,648)</b>
<b>Business-type activities:</b>						
Sewer:	5,385,925	4,828,439	-	-	(557,486)	(557,486)
<b>Total business-type activities</b>	<b>5,385,925</b>	<b>4,828,439</b>	<b>-</b>	<b>-</b>	<b>(557,486)</b>	<b>(557,486)</b>
<b>Primary government</b>	<b>\$ 87,531,427</b>	<b>8,815,112</b>	<b>13,129,038</b>	<b>666,143</b>	<b>(64,363,648)</b>	<b>(64,921,134)</b>
<b>General revenues:</b>						
Property taxes, levied for general purposes:				\$ 55,427,763	-	55,427,763
Motor vehicle excise taxes:				4,989,942	-	4,989,942
Cable television franchise:				167,000	-	167,000
Grants and contributions not restricted to specific programs:				-	-	-
State Revenue Sharing:				2,185,778	-	2,185,778
Homestead exemption:				524,979	-	524,979
Other State aid:				946,046	-	946,046
Rent and leases:				247,251	-	247,251
Unrestricted investment earnings:				1,247,382	46,113	1,293,495
Miscellaneous:				1,256,013	-	1,256,013
Transfers:				(1,657,028)	1,657,028	-
<b>Total general revenues and transfers</b>				<b>65,335,126</b>	<b>1,703,141</b>	<b>67,038,267</b>
<b>Change in net assets</b>						
Net assets - beginning:				94,966,892	54,350,887	149,317,779
<b>Net assets - ending</b>				<b>\$ 95,938,370</b>	<b>55,496,542</b>	<b>151,434,912</b>

	General	Tax Increment Financing	Capital Projects	Other Governmental Funds	Total Governmental Funds
<b>ASSETS</b>					
Cash and cash equivalents	\$ 31,066,292	4,690,446	8,918,995	-	44,675,733
Investments	8,040,950	-	-	299,817	8,340,767
Due from other governments	87,664	-	-	832,299	919,963
Accounts receivable, net of allowance of \$923,220	234,147	-	-	70,875	305,022
Taxes receivable	1,079,829	-	-	-	1,079,829
Tax liens and tax acquired property	278,029	-	-	-	278,029
Interfund loans receivable	-	-	-	4,429,501	4,429,501
Inventory	-	-	-	19,362	19,362
Restricted assets, cash	50,000	-	-	-	50,000
<b>Total assets</b>	<b>\$ 40,836,911</b>	<b>4,690,446</b>	<b>8,918,995</b>	<b>5,651,854</b>	<b>60,098,206</b>
<b>LIABILITIES AND FUND BALANCES</b>					
Liabilities:					
Accounts payable	653,226	9,504	255,855	123,308	1,041,893
Accrued liabilities	619,835	-	-	32,405	652,240
Interfund loans payable	13,521,322	-	-	-	13,521,322
Deferred tax revenue	1,088,600	-	-	-	1,088,600
Accrued teachers' summer salaries	2,685,390	-	-	115,627	2,801,017
<b>Total liabilities</b>	<b>18,568,373</b>	<b>9,504</b>	<b>255,855</b>	<b>271,340</b>	<b>19,105,072</b>
Fund balances:					
Reserved for:					
Encumbrances	86,254	-	254,679	38,778	379,711
Nonexpendable principal	-	-	-	198,949	198,949
Inventory	-	-	-	19,362	19,362
Unreserved, reported in:					
General fund - designated - Educator	3,355,551	-	-	-	3,355,551
General fund - designated - City	5,859,135	-	-	-	5,859,135
General fund - undesignated - Educator	3,529,127	-	-	-	3,529,127
General fund - undesignated - City	9,438,471	-	-	-	9,438,471
Special revenues	-	4,680,942	-	5,026,613	9,707,555
Capital projects	-	-	8,408,461	-	8,408,461
Permanent funds	-	-	-	96,812	96,812
<b>Total fund balances</b>	<b>22,268,538</b>	<b>4,680,942</b>	<b>8,663,140</b>	<b>5,380,514</b>	<b>40,993,134</b>
<b>Total liabilities and fund balances</b>	<b>\$ 40,836,911</b>	<b>4,690,446</b>	<b>8,918,995</b>	<b>5,651,854</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					80,528,933
Other long-term assets are not available to pay for current period expenditure and, therefore, are deferred in the funds					1,088,600
Long-term liabilities that are not due and payable in the current period and therefore are not reported in the funds:					
Accrued compensated absences					(3,058,117)
Other postemployment benefits liability					(412,978)
Accrued interest					(282,220)
Landfill closure					(60,689)
Capital leases					(103,293)
Bonds payable					(22,755,000)
<b>Net assets of governmental activities</b>					<b>\$ 95,938,370</b>

	General	Tax Increment Financing	Capital Projects	Other Governmental Funds	Total Governmental Funds
es:					
ces	\$ 57,072,185	3,118,702	-	-	60,190,887
ergovernmental	11,779,185	426,553	-	5,246,246	17,451,984
enses, permits, fees and fine:	753,670	-	-	-	753,670
arges for services	1,644,780	-	-	2,002,474	3,647,254
classified	769,219	-	269,097	380,442	1,418,758
rest earned	1,088,689	47,049	62,021	49,623	1,247,382
<b>Total revenues</b>	<b>73,107,728</b>	<b>3,592,304</b>	<b>331,118</b>	<b>7,678,785</b>	<b>84,709,935</b>
itures:					
rrrent:					
General government	7,656,955	-	-	722,899	8,379,854
Public safety	9,041,380	-	-	581,063	9,622,443
Public works	4,457,858	2,283,575	-	455,843	7,197,276
Culture and recreation	3,112,554	-	-	922,716	4,035,270
Transportation and waterfront	1,006,757	-	-	90,066	1,096,823
Health, welfare and social services	411,092	-	-	-	411,092
Education	40,528,445	-	-	2,598,329	43,126,774
School lunch program	-	-	-	1,537,754	1,537,754
Intergovernmental	1,999,427	-	-	-	1,999,427
Other	58,193	-	-	1,378	59,571
bt service (excluding education)	1,519,479	-	-	-	1,519,479
pital expenditures	673,766	-	5,177,215	-	5,850,981
<b>Total expenditures</b>	<b>70,465,906</b>	<b>2,283,575</b>	<b>5,177,215</b>	<b>6,910,048</b>	<b>84,836,744</b>
Excess (deficiency) of revenues over (under) expenditure:	2,641,822	1,308,729	(4,846,097)	768,737	(126,809)
inancing sources (uses)					
nsfers in	553,912	146,160	1,130,855	633,742	2,464,669
nsfers out	(1,936,061)	(812,007)	-	-	(2,748,068)
<b>Total other financing sources (uses)</b>	<b>(1,382,149)</b>	<b>(665,847)</b>	<b>1,130,855</b>	<b>633,742</b>	<b>(283,399)</b>
<b>Net change in fund balances:</b>	<b>1,259,673</b>	<b>642,882</b>	<b>(3,715,242)</b>	<b>1,402,479</b>	<b>(410,208)</b>
<b>balances, beginning of year:</b>	<b>21,008,865</b>	<b>4,038,060</b>	<b>12,378,382</b>	<b>3,978,035</b>	<b>41,403,342</b>
<b>balances, end of year</b>	<b>\$ 22,268,538</b>	<b>4,680,942</b>	<b>8,663,140</b>	<b>5,380,514</b>	<b>40,993,134</b>

See accompanying notes to 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, 2009**

Net change in fund balances - total governmental funds (from Statement 4)	\$	(410,208)
Amounts reported for governmental activities in the statement of activities (Statement 2) are different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation expense (\$4,020,262) and loss on disposal of assets (\$60,592) exceeded capital expenditures (\$2,969,825).		(1,111,029)
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.		226,818
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 proceeds (\$162,745) exceeds repayments (\$97,131).		(65,614)
Change in accruals are recorded on the statement of net assets, but not on the governmental fund balance sheet - accrued compensated absences (\$54,807), accrued interest (\$4,983), and other postemployment benefits liability (\$412,978).		(353,188)
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.		9,699
Bond proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net assets. Repayment of bond 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 of repayments.		2,675,000
<b>Change in net assets of governmental activities (see Statement 2)</b>	<b>\$</b>	<b>971,478</b>

*See accompanying notes to 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, 2009**

	General Fund				TIF Funds			
	Budget		Actual	Variance with final budget positive (negative)	Budget		Actual	Variance with final budget positive (negative)
	Original	Final			Original	Final		
<b>Revenues:</b>								
Taxes	\$ 56,371,984	56,371,984	57,072,185	700,201	3,467,179	3,040,626	3,118,702	78,076
Intergovernmental	8,757,164	8,757,164	8,092,074	(665,090)	-	426,553	426,553	-
Licenses, permits, fees and fines	879,700	879,700	753,670	(126,030)	-	-	-	-
Charges for services	1,698,449	1,698,449	1,644,780	(53,669)	-	-	-	-
Unclassified	126,000	126,000	179,502	53,502	-	-	-	-
Interest earned	808,460	808,460	1,061,524	253,064	-	-	47,049	47,049
<b>Total revenues</b>	<b>68,641,757</b>	<b>68,641,757</b>	<b>68,803,735</b>	<b>161,978</b>	<b>3,467,179</b>	<b>3,467,179</b>	<b>3,592,304</b>	<b>125,125</b>
<b>Expenditures:</b>								
<b>Current:</b>								
General government	7,745,794	7,701,694	7,476,857	224,837	-	-	-	-
Public safety	9,222,340	9,216,440	9,041,299	175,141	-	-	-	-
Public works	4,421,855	4,484,855	4,484,603	252	2,711,278	2,579,152	2,283,575	295,577
Culture and recreation	3,198,850	3,140,650	3,139,279	1,371	-	-	-	-
Transportation and waterfront	1,007,759	1,007,759	1,006,757	1,002	-	-	-	-
Health, welfare and social services	358,105	416,105	415,898	207	-	-	-	-
Education	39,532,057	38,648,114	36,833,156	1,814,958	-	-	-	-
Intergovernmental	1,999,427	1,999,427	1,999,427	-	-	-	-	-
Other	122,000	61,500	57,996	3,504	698,020	76,020	-	76,020
Debt service (excluding education)	1,519,654	1,519,654	1,519,479	175	-	-	-	-
<b>Total expenditures</b>	<b>69,127,841</b>	<b>68,196,198</b>	<b>65,974,751</b>	<b>2,221,447</b>	<b>3,409,298</b>	<b>2,655,172</b>	<b>2,283,575</b>	<b>371,597</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>(486,084)</b>	<b>445,559</b>	<b>2,828,984</b>	<b>2,383,425</b>	<b>57,881</b>	<b>812,007</b>	<b>1,308,729</b>	<b>496,722</b>
<b>Other financing sources (uses):</b>								
Use of reserved balances	-	62,923	-	(62,923)	-	-	-	-
Budgeted use of surplus - City	-	804,869	-	(804,869)	-	-	-	-
Budgeted use of surplus - School	865,905	865,905	-	(865,905)	-	-	-	-
Transfer in	247,743	325,877	553,912	228,035	-	-	146,160	146,160
Transfers out	(627,564)	(2,505,133)	(2,590,838)	(85,705)	(57,881)	(812,007)	(812,007)	-
<b>Total other financing sources (uses)</b>	<b>486,084</b>	<b>(445,559)</b>	<b>(2,036,926)</b>	<b>(1,591,367)</b>	<b>(57,881)</b>	<b>(812,007)</b>	<b>(665,847)</b>	<b>146,160</b>
<b>Net change in fund balance - budgetary basis</b>	<b>-</b>	<b>-</b>	<b>792,058</b>	<b>792,058</b>	<b>-</b>	<b>-</b>	<b>642,882</b>	<b>642,882</b>
<b>Reconciliation to GAAP basis:</b>								
Add back: encumbrances expended in budgetary - City			66,715					
Add back: encumbrances expended in budgetary - School			4,001					
Change in reserves			396,899					
<b>Net change in fund balance - GAAP basis</b>			<b>1,259,673</b>				<b>642,882</b>	
<b>Fund balance, beginning of year</b>			<b>21,008,865</b>				<b>4,038,060</b>	
<b>Fund balance, end of year</b>	<b>\$</b>		<b>22,268,538</b>				<b>4,680,942</b>	

See accompanying notes to financial statements.

**CITY OF SOUTH PORTLAND, MAINE**  
**Statement of Net Assets**  
**Proprietary Funds**  
**June 30, 2009 and 2008**

	Business-type Activities - Enterprise Funds	
	Sewer	
	2009	2008
<b>ASSETS</b>		
Current assets:		
Receivables, net of allowance of \$85,925 and \$74,329, respectively	\$ 337,932	368,707
Sewer liens	6,761	6,834
Prepaid expenses	6,902	7,027
Interfund loan receivables	9,183,749	8,015,318
<b>Total current assets</b>	<b>9,535,344</b>	<b>8,397,886</b>
Noncurrent assets:		
Capital assets, not being depreciated	2,018,202	1,565,046
Capital assets	79,474,130	78,663,929
Accumulated depreciation	(34,261,034)	(32,700,220)
<b>Total noncurrent assets</b>	<b>47,231,298</b>	<b>47,528,755</b>
<b>Total assets</b>	<b>56,766,642</b>	<b>55,926,641</b>
<b>LIABILITIES</b>		
Current liabilities:		
Accounts payable	69,747	82,614
Accrued wages	14,103	9,332
Accrued interest	17,219	22,957
Current portion of noncurrent liabilities:		
Compensated absences	89,885	63,039
Bonds payable	305,000	305,000
<b>Total current liabilities</b>	<b>495,954</b>	<b>482,942</b>
Noncurrent liabilities:		
Compensated absences	164,146	177,812
Bonds payable	610,000	915,000
<b>Total noncurrent liabilities</b>	<b>774,146</b>	<b>1,092,812</b>
<b>Total liabilities</b>	<b>1,270,100</b>	<b>1,575,754</b>
<b>NET ASSETS</b>		
Invested in capital assets, net of related debt	46,316,298	46,308,755
Restricted for capital	3,695,284	59,260
Unrestricted	5,484,960	7,982,872
<b>Total net assets</b>	<b>\$ 55,496,542</b>	<b>54,350,887</b>

*See accompanying notes to financial statements.*

**CITY OF SOUTH PORTLAND, MAINE**  
**Statement of Revenues, Expenses and Changes in Net Assets**  
**Proprietary Funds**  
**For the years ended June 30, 2009 and 2008**

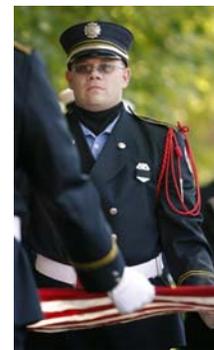
	Sewer	
	2009	2008
<b>Business-type Activities - Enterprise Funds</b>		
Operating revenues:		
Charges for services	\$ 4,782,509	4,778,024
Interest and penalties	35	917
Licenses	45,855	50,500
Miscellaneous	40	1,003
<b>Total operating revenues</b>	<b>4,828,439</b>	<b>4,830,444</b>
Operating expenses:		
Personnel services	1,746,516	1,725,522
Contractual services	1,271,509	1,153,237
Supplies and materials	462,689	341,404
Fixed charges	55,350	56,785
Capital outlay	128,548	260,195
Depreciation	1,661,110	1,659,765
<b>Total operating expenses</b>	<b>5,325,722</b>	<b>5,196,908</b>
<b>Operating loss</b>	<b>(497,283)</b>	<b>(366,464)</b>
Nonoperating revenues (expenses):		
Interest revenue	46,113	110,957
Loss on disposal of capital assets	(5,106)	-
Interest expense	(55,097)	(72,335)
<b>Total nonoperating revenues (expenses)</b>	<b>(14,090)</b>	<b>38,622</b>
<b>Loss before transfers and capital contributions</b>	<b>(511,373)</b>	<b>(327,842)</b>
Capital contributions	-	175,000
Transfers in	1,903,756	377,083
Transfer out	(246,728)	(424,233)
<b>Total transfers and capital contributions</b>	<b>1,657,028</b>	<b>127,850</b>
<b>Change in net assets</b>	<b>1,145,655</b>	<b>(199,992)</b>
<b>Net assets, beginning of year</b>	<b>54,350,887</b>	<b>54,550,879</b>
<b>Net assets, end of year</b>	<b>\$ 55,496,542</b>	<b>54,350,887</b>

*See accompanying notes to financial statements.*



# FIRE DEPARTMENT

**Chief Kevin Guimond**  
**Deputy Chief Miles Haskell**  
**Deputy Chief Martin Toderico**



The South Portland Fire Department for the fiscal 2009 budget year responded to over four thousand emergency calls for service with sixty-two full-time firefighters and paramedics supported by fifty paid on call firefighters. The department currently operates out of three fully staffed stations, Central Station located at 684 Broadway, Cash Corner at 360 Main Street, and Western Ave Station located at 34 James Baka Drive. The three call companies operate out of Willard Square, Cash Corner and Union Street.

In reviewing the numbers over the past year, we continue to see a steady increase in demand for our emergency medical services. Currently the department has thirty five paramedics employed, with anywhere between six and nine paramedics on duty per shift. Over half the staff employed by South Portland has completed the highest level of emergency medical training offered with three more firefighters entering paramedic school in September.

As part of the restructuring plan implemented in the City, the Fire Department has taken on the additional responsibility of the Emergency Management Division. South Portland faces many unique hazards with the City being home to one of the largest oil ports on the east coast with seven terminals, the largest rail yard in New England, a chemical storage facility, two semiconductor plants and the largest retail complex north of Boston. Another new challenge this past year was the introduction of ethanol shipments into Portland Harbor. This product requires a new and different approach to firefighting as well as pollution control. The Department has taken an aggressive approach to confront this new hazard and with the cooperation of our oil terminals and the Maine Emergency Management Agency, South Portland is well prepared.

This past December, the City of South Portland had to deal with the after effects of a debilitating ice storm that left much of our community without power for over three days. Together with the cooperation of the Police Department, Public Works and additional external agencies such as Central Maine Power and Maine Emergency Management Agency, the Fire Department was able to provide extensive support to the community.

The Department has continued pushing forward with our new computer system that was introduced last year. We now have made the transition on the ambulances to a paperless reporting system. Next year, we will be implementing the GIS mapping component which will bring even more information into the field to help our responders meet the needs of our citizens. This system has expanded our resource, personnel, and incident tracking systems that has provided us with better accountability as well as solid data to measure the proper response for each incident. The radio systems will also be upgraded and integrated with the City of Portland next year through a grant that also will provide our responders greater safety and interoperability.

## TRAINING

On an annual basis the department conducts over 10,000 hours of training. Each month the full time units as well as the part time units cover topics including Fire response, Emergency Medical Services as well as equipment operation. 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.



sends several individuals to national schools for the most advanced training offered in the United States. This past year we have sent firefighters to the following schools.

- ◇ Texas A&M Oil Firefighting as well as Advanced Incident Command
- ◇ Anniston Alabama for Haz-Mat Homeland Security classes
- ◇ Nevada with the military's civil support team for Haz-Mat radiological response training
- ◇ New Hampshire Fire Academy for aircraft firefighting
- ◇ National Fire Academy Emmitsburg Maryland

The Department has also teamed up with Cape Elizabeth to conduct an annual rookie school for our new call company firefighters as well as the City of Portland and Fairchild Semiconductor to conduct our annual Haz Mat requirements. The department also worked with the City of Portland and the Jetport to conduct Aircraft Emergency training.

### **COMMUNITY AND PUBLIC EDUCATION**

The Fire Department was recently awarded the Heart Safe Community Award from the American Heart Association for providing South Portland with exceptional public CPR education, AED placements throughout the city and paramedic training.

Beginning in 2008, South Portland Fire Department entered into an agreement with Maine Medical Center along with eight other communities to put into practice a program to assign a hospital resident to each EMS service. We have seen a dramatic increase in communication between the emergency room and out EMS personnel since its implementation. This has greatly



improved the quality of care to our community by having a specific contact person in the emergency department as a means to follow up on emergency calls, provide additional pre-hospital training and patient care case reviews.

This past year also saw the Fire Department jump on board with the Cardiac Catheterization Lab Field Activation Program at Maine Medical Center. This program allows the paramedic in the field to evaluate the patient and identify distinct cardiac abnormalities that require immediate cardiac intervention. By utilizing this program we have found that it saves on average of twenty minutes of critical time for each patient. The patient is allowed to bypass the emergency department and immediately receive advanced care at Maine Medical Center.

At the annual 2008/2009 Trauma Intervention Program banquet, South Portland Firefighter/Paramedic Josh Pobrislo was presented their Community Services Award for developing and implementing an elderly medication safety program for the citizen's of South Portland. This program helps participants understand and monitor their prescriptions.

At the annual Red Cross Hero's Breakfast, Lt. Richard Urban, FF/Paramedic Paul Salway, FF/Paramedic Swinbourne and FF/Paramedic Josh Pobrislo were recognized for the rescue of two unconscious individuals in a house with dangerous levels of carbon monoxide. The South Portland Fire Department on a daily basis takes 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 prevention activities and increased code enforcement. 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 a regional juvenile fire setter program. Six years ago the department introduced the Risk Watch program into our school system. This is a child safety program developed by the National Fire Protection Association allows us to put firefighters into every first and third grade class in the city.

The focus of this program is on making good, safe decisions. We conclude this program every fall with an open house and safety day at our Central Fire station in October.

Annually the department inspects every commercial building as well as every three unit and larger apartment complex in the city. All 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.

The South Portland Fire Department has evolved into an Emergency Response Team ready to handle any hazard. 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.

### RESPONSE FY 2009



The South Portland Fire Department responded to over four thousand call for service last 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. Our Firefighters and Paramedics are here to help.

#### Fiscal year 2009

Emergency Calls for Service	4318
Rescue calls	3173
Fire Calls	1071
Haz Mat (misc service calls)	74

We have strong mutual aid agreements with our surrounding departments as well as with the State of Maine through Maine Emergency Management.

This cooperative effort benefits all communities in the region. On an almost daily basis we share EMS resources with Portland and Scarborough. The Chief of the South Portland Fire Department worked this past year with the State to develop a statewide mutual aid agreement that communities.

#### Mutual Aid Assistance:

Response out of town: Fire: 29 EMS: 139

Additional aid requested into South Portland from other communities:

Fire: 41 EMS: 136

#### 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

# HUMAN RESOURCES

## 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 endeavors to create a positive and productive workplace for all City employees.

### OUR RESPONSIBILITIES INCLUDE

The management of the City's compensation and benefit systems, classification structures, recruitment, employee development and training, performance management, policy compliance, and labor/employee relations. These functions are performed for approximately 300 full time and permanent part time employees and nearly 520 seasonal, temporary and call employees.

### OUR STRATEGIC GOALS CONSIST OF

- Developing a Human Resources department that functions as a strategic partner with the City's operational departments.
- Enhancing personnel processes, systems and infrastructure to provide high levels of efficiency, quality and cost-effectiveness.
- Creating an organizational culture that promotes high performance and accountability and empowers employees to accomplish strategic goals.
- Attracting and retaining highly qualified and diverse employees equipped with the skills to support our vision, and guiding principles.

The Human Resources Department engaged in multiple initiatives in fiscal year 2008-2009. Some of our major accomplishments included the following:

#### **Promoting positive employee/management relations**

The Human Resources Department successfully negotiated a new collective bargaining agreement with the South Portland Department of Libraries Unit after proceeding through with mediation and fact finding through the Maine Labor Relations Board. The agreement established the working conditions, wages and benefits for library workers through June 30, 2010.

The Human Resources Department also participated in several Labor / Management meetings throughout the year with the Firefighters and Command Firefighters Units to develop strategic planning opportunities for the South Portland Fire Department.

#### **Cultivating organizational leadership**

One of our top priorities in Human Resources is to cultivate future leaders in our organization by offering them opportunities for professional development. To that end, the City of South Portland joined with the City of Portland to offer a series of management development workshops for supervisors and managers in the two respective cities. The goal was to inspire supervisors to pursue greater management responsibilities in our respective organizations and to have the opportunity to form professional relationships with their peers located across the Casco Bay Bridge.

### **Recruiting experienced and knowledgeable employees**

The Human Resources Department strives to recruit the most experienced and knowledgeable candidates for open positions in the City. In the last fiscal year, due to employee turnover and retirements, the City filled ten full-time and eleven part-time positions, and ten temporary and eighty-six seasonal positions in various City departments. The HR Department typically advertises for positions 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).

### **Creating a safe working environment**

Workplace safety is of the highest priority at the City of South Portland. In the last fiscal year, the Human Resources Department coordinated the following safety training sessions for City employees: Hazard Communication, Lockout/Tagout, Confined Space, Personal Protective Equipment, Back Injury Prevention, Bloodborne Pathogen, Sexual Harassment and Video Display Terminal Training.

### **Administering benefits**

Finally, nine City employees took advantage of the Family Medical Leave Act to care for themselves or family members for fiscal year 2008/2009. Federal law allows eligible employees the opportunity to take up to twelve workweeks of unpaid leave per year for the birth and care of a newborn child of the employee; for placement with the employee of a son or daughter for adoption or foster care; to care for an immediate family member (spouse, child, or parent) with a serious health condition; or to take medical leave when the employee is unable to work because of a serious health condition.

# INFORMATION TECHNOLOGY

The City of South Portland Information Technology Department consists of a four-person team that supports:

- ⇒ 250 handset Phone System
- ⇒ 275 Voicemail accounts
- ⇒ Gigabit routed network providing 11 municipal buildings with fiber connectivity
- ⇒ Multiple permanent VPN tunnels to provide connectivity to the school department and other city buildings.
- ⇒ Provides City employees the ability to perform additional work from home on the City network
- ⇒ Multiple Firewalls throughout city departments and buildings
- ⇒ Wireless Network Access in multiple city buildings
- ⇒ More than 250 computers
- ⇒ More than 40 Servers consisting of:
  - file and print Servers
  - Terminal Servers
  - E-mail Server
  - Voicemail Server
  - Phone System Servers
  - Database Servers
  - Application Servers
- ⇒ Over 40 applications to provide departments the tools they need to complete their work.
- ⇒ More than 30 Network printers and photocopiers
- ⇒ E-mail for more than 300 account
- ⇒ A Private RF network to provide public safety access to city servers from vehicles
- ⇒ Miscellaneous peripherals including scanners, digital cameras and barcode readers

In 2009 the following major projects were completed:

- ☑ Implemented 2 SAN's
- ☑ Increased Virtualization of Servers
- ☑ Implemented a Network Management solution
- ☑ Started moving away from a Private RF network to a Public Wireless for increased speed and flexibility.
- ☑ Implemented Welpac's
- ☑ Implemented GoDoc's
- ☑ Implemented GraniteXP with GIS add-ons
- ☑ Implemented multiple Public Safety Applications



*IT Dept ~ (left to right)  
Jim, Shawn, Ryan & Tom*

# LIBRARY

The South Portland Public Library continues to experience record growth as the library adapts to the changing needs of the community.

Overall direct patron circulation for the Department increased from 199,610 items in FY 07/08 to 224,929 items in FY 08/09, an increase of 13%. Circulation of items from the Main Library increased 11% (from 153,746 items in FY 07/08 to 170,585 items in FY 08/09) and circulation of items from the Branch Library increased 12% (30, 219 items in FY 07/08 to 33,723 items in FY 08/09).

The use of materials borrowed from other libraries, through interlibrary loan, increased by 32% in FY 08/09, while the use of South Portland Public Library items by other libraries decreased by 4%.

Of the library's collection, about 68% of the library items used are print materials (books) while 32% of the circulation is non-print (music, audio books and video programs). All categories saw increased use, but the use of non-print materials grew at a greater rate.

53% of all items circulated were from the library's adult collections, while 42% came from the juvenile collections. The young adult collections made up the final 5% of items circulated.

The library's Outreach Services division delivered approximately 3,000 items to patrons unable to visit the library in person.

The library presented more than 500 programs, ranging from regular fare such as the six weekly children's story times to ongoing adult programs such as the Socrates Café and the French Language conversation Group and three monthly book discussion groups. Participation in our annual summer reading program for children set another record for participants.

The library's website, [www.SouthPortlandLibrary.com](http://www.SouthPortlandLibrary.com) hosts approximately 5,000 visitors a month. Visitors are able to browse library holdings (as well as those of other Minerva partner libraries), request items and check the status of their library account.

The Library lost two part time positions in February, as part of citywide staffing cuts. The loss of the Library Secretary as well as the Young Adult Librarian presented the department with many challenges. The loss of these positions, however, forced us to examine some of the ways we deliver services. With the loss of the Young Adult Librarian position, the Main Library needed to close the dedicated Young Adult space on the basement level of the building and relocate its collections upstairs. While the library certainly feels the loss of the dedicated staff person to oversee this collection and its users, since relocating upstairs, the Young Adult collection has experienced record growth in use over the previous year's circulation figures.

A statistical summary of the year's activities is listed below.

### ***Registered Card Holders: 11,101***

***Number of Items Checked Out***  
***Main Library:*** 185,678  
***Branch Library:*** 37,750  
***Total:*** 223,428

### ***Interlibrary Loan:***

***The library lent 13,583 items to other libraries in the Minerva network, while borrowing 20,621 items from other libraries for use by our patrons.***

***Number of Items in Collection***  
***Main Library:*** 80,772  
***Branch Library:*** 21,533  
***Total:*** 102,305

# PARKS DEPARTMENT

The Parks Division is responsible for grounds maintenance and upkeep of all city parks, the Municipal Golf Course, Wainwright Recreation Complex, school athletic complexes and grounds, and Spring Point Shoreway. This division is also responsible for all shade trees along city streets and in the parks. The Parks Division works closely with the Public Works Division.

During winter months, Parks personnel assisted the Public Works Division with snowplowing emergencies and maintained skating areas at Mill Creek Park. In addition, all grounds maintenance equipment and Parks equipment was overhauled.

For the holiday season, the Parks crew installed over 11,000 energy-efficient LED decorative lights in Mill Creek Park and Willard Park. LED bulbs provide an estimated 83% energy savings over standard Christmas bulbs.

Athletic field maintenance was performed on all school athletic complexes throughout the City. This included the striping of 25 different athletic fields throughout the year and a total grounds maintenance schedule performed for all city parks, large and small. This includes a fertilizing and airifying program for the heavily used fields. The Parks Division maintains the Fish Pier floats, located at the end of Portland Street, and the public Boat Ramp floats at Buglight Park.

In the spring, Wainwright Athletic Complex played host to a regional softball tournament. Teams from 10 different states attended.

The Parks Division utilizes the City Greenhouse to grow all the annual flowers for the flower beds throughout the City, as well as the lettered bed at the Meeting House Hill Monument. In addition, Poinsettias were grown for all City offices at Christmas.

Equipment purchases in the Parks Division included a replacement pickup truck and a mower.

Forestry activities in the Parks Division continued with street tree pruning and the removal of 58 dead or diseased trees. This work is performed by Parks personnel and a contractual tree service. Pruning was completed on over 82 residential requests and new trees were planted throughout the City. A total of 42 stumps were also removed.

The Willard Beach snack bar and Public Works office were completely renovated during the winter months.

In observance of Arbor Day, all fifth grade students in the City received tree seedlings and an informational lecture about trees and their care. South Portland was also awarded the designation of Tree City USA for the 28<sup>th</sup> consecutive year. The Parks Division uses a tree inventory data system to manage South Portland's urban forest.



*Mill Creek Pond  
Fountain*

# PLANNING & DEVELOPMENT

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

- Eric Bolduc, Electrical Inspector
- Cathy Counts, Code Secretary
- Patricia Doucette, Deputy Planning & Development Director and Code Enforcement Officer
- Charles (Tex) Haeuser, Planning & Development Director
- David Kasik, Engineering Inspector
- Michele Sturgeon, Health Inspector/Assistant Code Enforcement Officer
- Steven Puleo, Community Planner
- Richard Steller, Building & Plumbing Inspector
- Adin Wolfgram, Planning Secretary

This period saw the hiring of Eric Bolduc as a part-time Electrical Inspector and Michele Sturgeon, who previously had been in the Public Works Department, as the new Health Inspector/Assistant Code Enforcement Officer.

## Highlights

Highlights of FY2009 include:

- **Street Lights**

City Staff began evaluating the number of street lights along arterial streets, including developing a Geographic Information System (GIS) data set. Staff presented the City Council with a list of 112 potential street lights to be removed for a cost savings of approximately \$1,600 per month. After public hearings and notifications, the City Council passed an order in August of 2009 to eliminate 112 street lights as proposed by Staff.

- **Stormwater Management Ordinance**

On April 22, 2009 the City Council adopted a new Stormwater Management Ordinance for the City. Developed by the Zoning Improvements Committee (chaired by Councilor Maxine Beecher), this ordinance has become a model in the State for rigorous stormwater management at the local level.

- **Shoreland Zoning**

Another Zoning Improvements Committee product adopted on 4-22-09 was a new Shoreland Zoning Ordinance. This ordinance incorporated new provisions required by the State, but, more importantly, it extended the City's Stream Protection Districts to more streams and further up existing streams to substantially improve water resource protection in the City.

- **Adoption of the Transit TIF Bill**

On June 9, 2009 Governor Baldacci signed into law LD 1392, "An Act To Promote Economic Development and Reduce Reliance on Automobiles through Transit-oriented Tax Increment Financing Districts." Written by Tex Haeuser and sponsored by Senator Lawrence Bliss and Representative Jane Eberle, this legislation makes it possible for municipalities to create and use tax increment financing districts to help fund new transit and other alternative transportation services, such as additional bus drivers or new bike lanes.

- **Gorham East-West Corridor Project**

Work began by a multi-community committee on developing alternatives for a new road and/or other transportation facility to connect South Portland, Scarborough, Westbrook, and Gorham. Intended to overcome the severe congestion in areas like the overlap of Rts. 22 & 114, this project is notable for its emphasis on addressing land use issues that have a strong effect on transportation.

- **Veteran's Memorial Bridge and the Long Creek Pedestrian Bridge**

Planning staff also contributed to the VMB replacement project, helping to design and secure sidewalk connections to Main Street that otherwise would not have been included. MDOT unfortunately did not also accept a twin roundabout design that would have provided significant traffic calming between the highway and Portland as well as providing a complete set of turning movements at I-295 Exit 3. However, a related project, assisted by Planning staff, to provide a bridge across Long Creek for pedestrian connections to the west, did win MDOT and Portland Jetport conceptual approval.

- **Willard Square Sidewalks**

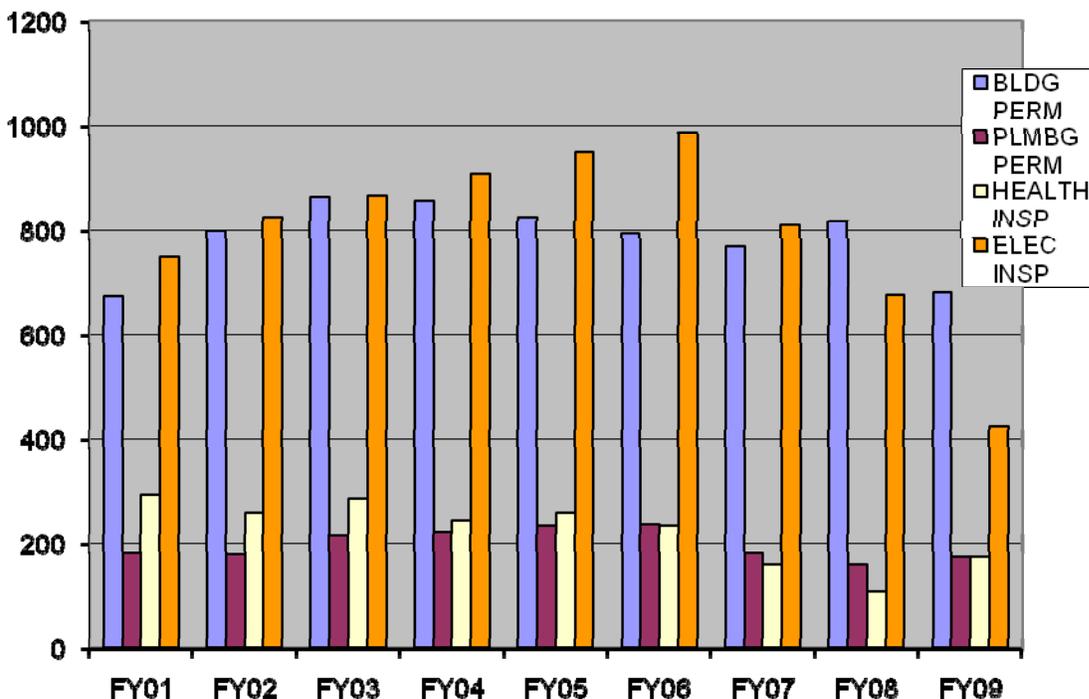
One bright note in the otherwise difficult recession occurring during this period was the ability to obtain very competitive bids on infrastructure projects. This was the case with the project at Willard Square to replace old and dangerous sidewalks and to adjust the geometry of the Square slightly to reduce traffic and pedestrian conflicts. The bid from Eastern Excavation was low enough to enable both phases of this project to be done at the same time, thus eliminating construction impacts in the second year.

**Code Enforcement Statistics**

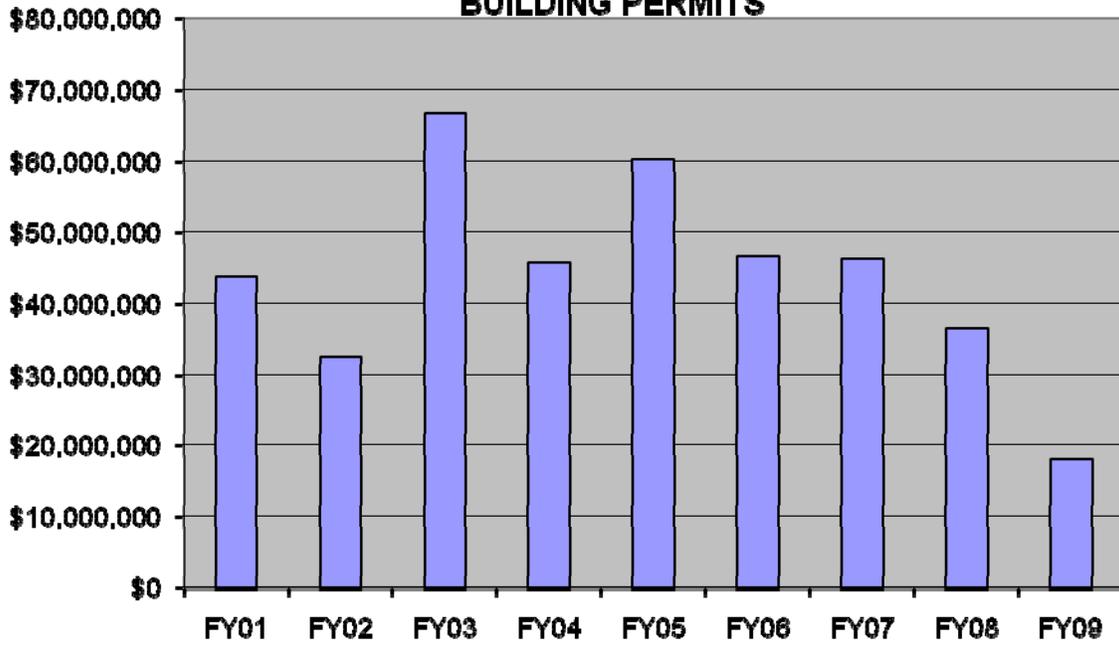
Code Enforcement Permits/Inspections and Board of Appeals Actions								
FISCAL PERIOD	BUILDING PERMITS #	TOTAL EST COST	PLMBG PERM #	HEALTH INSP#	ELEC INSP#	VARIANCES DECIDED	OTHER BOARD OF APPEALS ACTIONS	
7/1/00 6/30/01	674	\$43,754,026	181	292	749	33	10	
7/1/01 6/30/02	799	\$32,605,293	179	260	826	44	8	
7/1/02 6/30/03	863	\$66,691,885	214	287	866	36	11	
7/1/03 6/30/04	856	\$45,854,272	223	245	908	59	7	
7/1/04 6/30/05	824	\$60,284,536	235	259	950	45	16	
7/1/05 6/30/06	793	\$46,655,739	237	235	987	37	40	
7/1/06 6/30/07	769	\$46,324,089	181	160	810	51	14	
7/1/07 6/30/08	817	\$36,489,381	159	109	676	18	0	
7/1/08 6/30/09	680	\$17,958,769	173	173	426	15	7	
<b>TOTAL</b>	<b>7075</b>	<b>\$396,617,990</b>	<b>1782</b>	<b>2020</b>	<b>\$7,198</b>	<b>338</b>	<b>113</b>	
<b>AVERAGE</b>	<b>786</b>	<b>\$44,068,666</b>	<b>198</b>	<b>\$224</b>	<b>800</b>	<b>\$38</b>	<b>13</b>	

(OTHER BOARD ACTIONS INCLUDE MISCELLANEOUS & ADMINISTRATIVE APPEALS, TABLINGS, RECONSIDERATIONS, WITHDRAWALS, REMANDS, OR OTHER DECISIONS; 2007-08 HEALTH ROUTINE INSPECTIONS COUNT IS DOWN DUE TO CHANGEOVER OF INSPECTORS & TRAINING.)

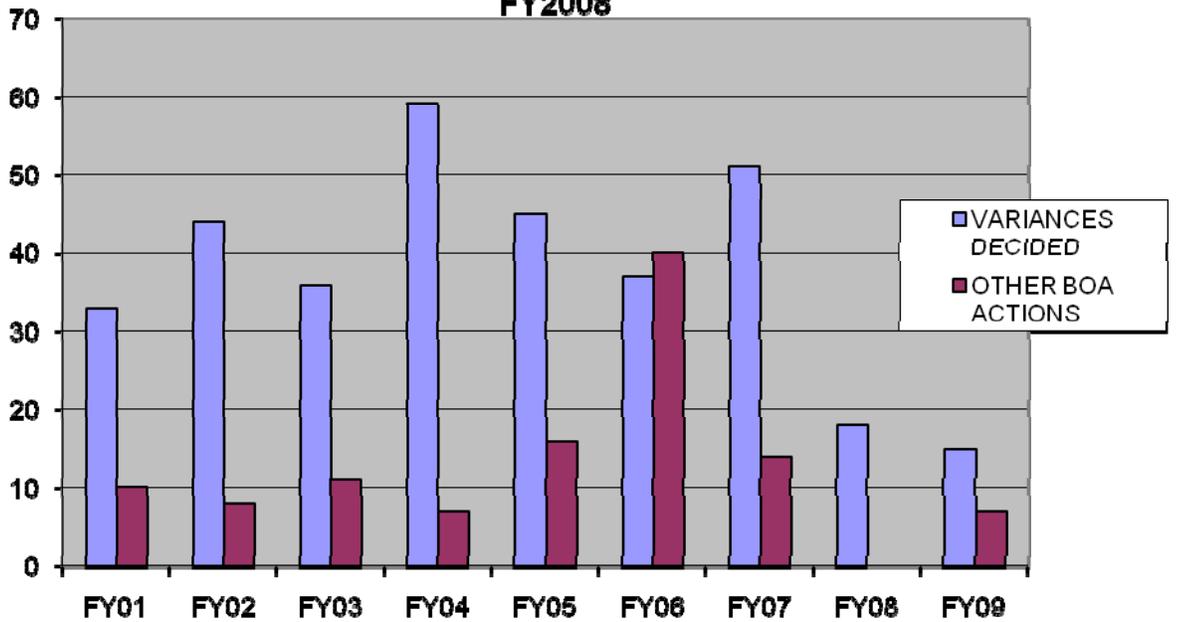
**NUMBER OF CODE PERMITS FY2001 - FY2009**



**TOTAL ESTIMATED COST OF PROJECTS RECEIVING BUILDING PERMITS**



**NUMBER OF VARIANCES & OTHER BOA ACTIONS FY2001 - FY2008**



**Planning Statistics**

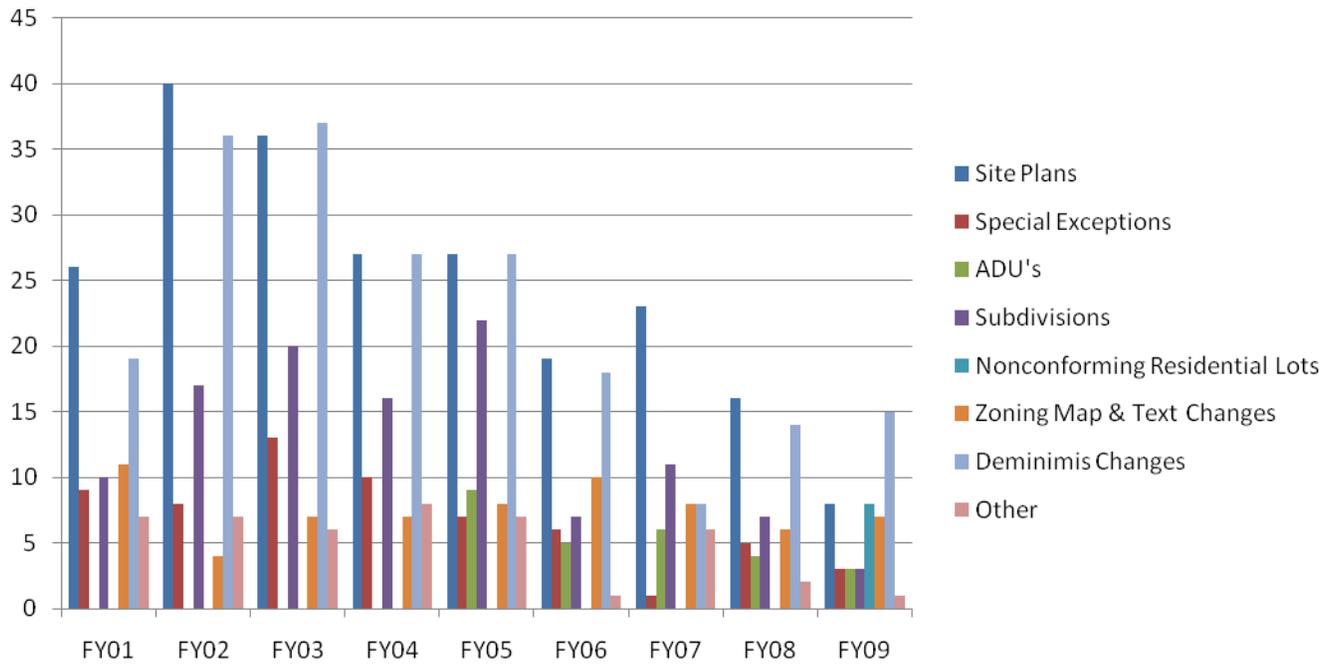
Planning Board Actions FY—FY2009

		<b>Site Plans</b> (Incl. Amended)	<b>Special Exceptions</b>	<b>ADU's</b>	<b>Subdivisions</b> (Prelim, Final, Minor, Amended)
7/1/2000	6/30/2001	26	9	0	10
7/1/2001	6/30/2002	40	8	0	17
7/1/2002	6/30/2003	36	13	0	20
7/1/2003	6/30/2004	27	10	0	16
7/1/2004	6/30/2005	27	7	9	22
7/1/2005	6/30/2006	19	6	5	7
7/1/2006	6/30/2007	23	1	6	11
7/1/2007	6/30/2008	16	5	4	7
7/1/2008	6/30/2009	8	3	3	3
	<b>TOTAL</b>	222	62	27	113
	<b>AVERAGE</b>	25	7	3	13

Planning Board Actions FY2001 – FY2009 (continued)

		<b>NONCONFORMING RESIDENTIAL LOTS</b>	<b>ZONING MAP &amp; TEXT CHANGES</b>	<b>DEMINIMIS CHANGES</b>	<b>OTHER</b> (Street Vacations & Discontinuances, Sale of City Owned Property, Etc.)
7/1/2000	6/30/2001	0	11	19	7
7/1/2001	6/30/2002	0	4	36	7
7/1/2002	6/30/2003	0	7	37	6
7/1/2003	6/30/2004	0	7	27	8
7/1/2004	6/30/2005	0	8	27	7
7/1/2005	6/30/2006	0	10	18	1
7/1/2006	6/30/2007	0	8	8	6
7/1/2007	6/30/2008	0	6	14	2
7/1/2008	6/30/2009	8	7	15	1
	<b>Total</b>	8	68	201	45
	<b>Average</b>	1	8	22	5

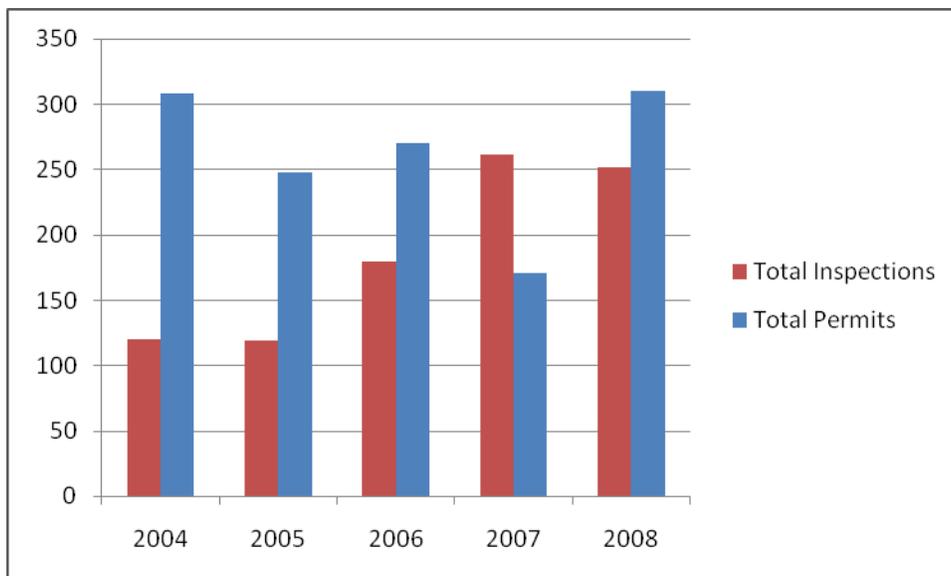
## Planning Board Actions FY01 - FY09



### Street Openings

## South Portland Street Opening Statistics

Total Permits and Inspections								
Year	City Permits	Utility Permits	Total Permits	Excavation Inspections	Temporary Repair Inspections	Final Repair Inspections	Total Inspections	Percent Inspected
2004	71	237	308	0	30	90	120	51%
2005	7	241	248	0	41	78	119	49%
2006	69	201	270	0	122	58	180	90%
2007	0	171	171	0	142	119	261	153%
2008	0	310	310	6	219	27	252	81%



# POLICE

This is submitted as the 2008 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 2008, the department's authorized strength remained at fifty-two (52) sworn personnel, including the Chief, Command and Supervisory staff, investigative and support personnel and patrol officers. As is generally the case, however, due to retirements, resignations, injuries, illnesses, etc., the actual number of personnel generally remained below that authorized number. Based on a 2007 report completed by a city-formed committee that looked at expanding, hiring and retaining quality police officers for the city, the department continues to seek out ways to increase its authorized strength to the target goal of 55 sworn officers.

During the year, Officer Jeffrey Cogswell left the department after serving the city for 20 years. Jeff came on the department in 1988 and worked in the Patrol Division, acting for several years as part of a K-9 Team with his German Shepherd partner, Moose. Officer Darlene Allen also left with over 7 years with the agency. Darlene also worked in the Patrol Division throughout her career. On behalf of the department and the city, I'd like to express our appreciation to each of these officers for their years of service and wish them well in their future endeavors. Officer Jeff Levesque and Officer Seth Page were hired to fill these vacancies. Both officers came to us from careers outside of law enforcement. They each attended separate sessions of the Maine Criminal Justice Academy's 18-week Basic Law Enforcement Training Program (BLETP). Both officers have excelled during their training and work in the Patrol Division.

In regards to department activity, when compared to 2007 statistics, certain violent crimes (e.g., Aggravated Assaults) have increased, while others (e.g., Robberies) decreased. In a continued effort to reduce violent crime, the department kept an officer assigned to the Southern Maine Violent Crime Task Force. Drugs remain a concern in the city, although the department's reported drug cases were slightly down. That may be the result of the department's continued association with the Maine Drug Enforcement Agency (MDEA). The department has a detective assigned to the MDEA Task Force, responsible for investigating drug activity in and around South Portland. Property crimes, including burglaries and thefts, both increased. The department has also seen a continued increase in its response to calls for people acting suicidal or experiencing a mental health crisis. Those types of calls were up 16.3% over 2007. The department utilizes state and federal grant funding to conduct impaired driver (OUI) roadblocks, targeted seat belt enforcement and speed enforcement details. OUI arrests were also up over calendar year 2007.

In regards to reporting and annual statistics, during 2008, the department switched its Computer Aided Dispatch (CAD) and Records Management System (RMS) as part of the consolidation of Portland and South Portland's Emergency Communication Dispatch Centers. During 2008, both cities entered into a working agreement, in which Portland's Emergency Dispatch Center began answering "911" calls for both communities. Consolidation work continued throughout the year, with the ultimate goal being to house the Police dispatch center for both communities in Portland and the Fire dispatch center for both communities in South Portland. The department also re-initiated underwater capability by training 4 officers as part of a Scuba Dive Team. Those officers have begun working with the Portland Police Department's existing Dive Team to provide a law enforcement capability on the South Portland side of Portland Harbor / Fore River.



Officer Rocco Navarro patrolling the Knightville area.

As with any change, the change in computer databases made any accurate comparison between past years and 2008 difficult, but the available statistics indicate that that the department experienced a 3% decrease in overall calls for service during the past year. The following statistics synopsis a portion of the department's 2008 activity:

<u>Activity / Status:</u>		<u>Crime Reports (Misc):</u>	
Calls for Service:	33,544	Murder:	0
Incident Reports:	5,257	Robbery:	19
Physical Arrests:	773	Aggravated Assault:	26
Criminal Summonses:	1,038	Assault:	162
Traffic Stops:	6,910	Sex Crimes:	8
Traffic Citations:	1,235	Arson:	0
Paperwork Service:	1,081	Burglary:	125
Officer Uses of Force:	140	Burglary to Motor Vehicle:	162
Outstanding Arrest Warrants:	597	Drug Offenses:	138
		Thefts:	1,015
		Forgery/Counterfeiting/Fraud:	137
		Weapon Offenses:	10
		Vandalism:	241
		OUI:	141
		All Other Offenses	2,093
		Cocaine Seized:	72.4 GM
		Crack Seized:	19.3 GM
		Heroin Seized:	0 GM
		Marijuana Seized:	6,028 GM (6.05 KG) & 17 Plants
		Property Stolen:	\$921,411
		Property Recovered:	\$224,205
		Property Damaged:	\$95,936

Call Types (Misc):

911 Hang-ups:	720
Alarms:	1,010
Domestic Disputes:	375
Criminal Threatening:	216
Missing Persons:	128
Suicidal / Mental Health:	242
Drug Overdose:	57
Disorderly / Fights in Progress	518
Suspicious Activity:	1,729
Arrest Warrant Service:	213
Animal Calls:	1,117

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 one of the safest cities in Maine.

Respectfully submitted,

Edward J. Googins  
Chief of Police

## PUBLIC WORKS

This Division is responsible for all street and sidewalk maintenance, daily trash pickup, the transfer facility operation, and repair and maintenance of all equipment assigned to this division. All street sign installation and replacement and line striping are functions of this division as well.

Snowplowing and sanding/salting are major components of the Public Works Division's winter operations. There were 11 plowable storms this past year, during which 120 miles of streets were kept plowed and sanded. In addition, 4,000 tons of salt and 2,500 yards of sand were spread to keep the streets safe. Sidewalk plows cleared 82 miles of sidewalks during each storm.

The total amount of trash collected from January 2008 to December 2008 was 5,983 tons. During this same time, the amount of recycled material collected by our contractor was 1,594 tons. Beginning in July, 2008, automated trash pickup was contracted.

PW collected 144 cell phones, 51 laser cartridges, 209 inkjet cartridges, and thousands of household batteries that were recycled, as well as provided 89 discounted, backyard composting bins to both residents and non-residents.

The transfer station allows citizens to dispose of household items. Included in this list are wood, shingles, sheetrock, metal, tires, universal waste, as well as a Salvation Army box for donation of useable clothes & shoes. The facility also makes unscreened compost available to the public which is composed from leaves, ground brush, and yard clippings disposed of by residents.

The Public Works Division operates an aggressive street sweeping program. This task is performed during the spring and summer months. A total of 1,938 tons of street debris was swept during the past season. This program has significantly decreased the amount of sediment filtering through the Waterman Drive treatment plant.

The paving program was in full swing with the paving of 12 streets, totaling 3.39 miles, and numerous sections of sidewalks totaling over 10,000 feet. Additionally, over 10,000 feet of bituminous curb work was replaced or added. Esplanades in 403 locations were repaired. The Public Works crew paved and repaired over 150 driveway aprons as well as ground and paved 2,000 feet of trenches. A total of 2,100 tons of asphalt was used for these assignments.

In accordance with the contract for street line striping, all center lines, edge lines and lane lines throughout the city were repainted. The Public Works crew also completed all turn arrows, letters, stop bars and crosswalks through the city.

During this period the Public Works division added 1 dump truck with plow gear.



*Public Works Recycling  
Mascot, Rock E. Recycles*

# RECREATION

The Community Center serves as a focal point of activity for a variety of youth, adult, and senior recreation activities and special events throughout the year. The Growing Years/On Our Way pre-school program serves 60 children. A variety of popular adult enrichment, health and exercise programs were offered including yoga, open gyms, Red Sox trip, painting, Zumba, Tai Chi, Body Flex, quilting and aerobic dance. The Teen Center provided after-school drop in activities including video games and big screen TV. Special teen events offered include paintball trips and teen take-over night at the center. The seniors were also very busy with many activities including line dance, stretch and step, lunch and learn, monthly movies and a variety of interesting local trips. Youth programs offered include vacation camps, mad science, basketball, tennis, gym time and hoop magic. Discounted Funtown/Splashtown USA tickets were sold at the front desk. Over 33,000 people used the indoor track at the Community Center in 2008.

The Swimming Pool provided a variety of aquatic activities including general swims, youth learn to swim, water aerobics and water safety classes. Over 1,000 children participated in the learn to swim program.

The Redbank Community Center on the west end of the city provided an active after school program as many youth sports games and practices.

East and West Recreation Camps, Middle School Camp, and Kinder Camp provided a busy summer of organized and safe activities for over 500 children in the community. Summer sports camps were also offered in basketball, baseball, soccer, lacrosse, tennis and cross-country. Willard Beach provided lifeguard coverage and an active water quality testing program for the safety, health and enjoyment of all beach users. The popular Mill Creek Park Summer Concert program provided hours of musical enjoyment to the public. The 29<sup>th</sup> Annual Art in the Park show was also held at Mill Creek Park.

The Municipal Golf Course experienced another busy season, over 18,000 people paying greens fees to play. It provides an excellent golf experience for golfers of all ages and ability.

The Wainwright Recreation Complex served as the focal point for outdoor recreation in the community. Over 30 teams played in the Adult Co-ed and Church Softball Leagues. Senior and Junior Little League, Babe Ruth and Men's Over 30 Baseball utilized the two baseball fields throughout the summer. Little League and Travel Team Softball also played on the youth softball field. Ultimate Frisbee played twice a week at the facility. A variety of youth sports camps and programs used the facility as well as travel soccer teams and lacrosse teams. Wainwright hosted several weekends softball, soccer, and lacrosse tournaments and events.

Thank you for this opportunity to share the work of the South Portland School Department. Our mission, “Enriching Lives through Quality Learning for All,” is grounded in four basic beliefs. Following are some of the highlights from the 2008-2009 school year.

**All children are capable of learning:** Our work continues to be targeted toward ensuring that all students have opportunities to engage in high levels of learning. To do so, we have focused our attention on ensuring the success of each of our 3100 students. Areas we have targeted include providing academic support for struggling learners as well as increasing opportunities for students to take honors and Advanced Placement programming.

One of our goals at South Portland High School has been to decrease the percentage of students who do not pass core curriculum (English, Math, Science and Social Studies) courses on time. Supports such as the Learning Lab, Essential Classes, Learning Alternatives programming, and the SPSH Summer Academy have combined to reduce the course failure rate from 18% to 12% over the past year.

At the same time, the number of students taking Advanced Placement courses has increased from 91 students taking 134 tests in 2005 to 125 students taking 219 tests in 2008. One way we have increased opportunities is to offer rigorous coursework in an on-line environment through the “Virtual High School” program. Virtual High School offers students over 130 courses such as American Foreign Policy, Anatomy & Physiology, Marketing and the Internet, and a wide variety of Advance Placement offerings.

The Intervention Strategists at each of the middle schools work closely with classroom teachers in developing literacy strategies and differentiating the curriculum to meet multiple student needs. During the 2008-2009 school year they both also implemented READ180 lab settings for students currently reading below grade level. This program has seen remarkable success in improving individual student reading skills

The five elementary schools are committed to improving student achievement by engaging our 21<sup>st</sup> century learners in rigorous, relevant learning. Developing relationships, student aspirations and community involvement are goal areas for targeting student engagement at the elementary level. Additionally, our elementary schools are providing flexible groupings which allow students to move in and out of supportive services as needed. Much attention has been given to providing supports such as System44, FASTtMath, Literacy Intervention and Title I for students identified as being “at risk” of not being successful in school.

Throughout the district, grade span school improvement plans guide the day-to-day work toward realizing our goals. For more specific information on our plans and progress, please visit our website [www.spsd.org](http://www.spsd.org) to review our Comprehensive Education Plan as well as our State of the Schools reports.

**Teaching will reflect the best of what we know through research about how learning occurs:** The district is committed to a culture of Professional Learning Communities, where groups of teachers work together to improve instruction. The Professional Learning Leadership Team (PPLT), comprised of teacher leaders and administrators, plan the use of staff development days and early release times to focus on looking at student work to improve instruction and student achievement. Federal Grant funding of our No Child Left Behind plan supported three teams of educators from the elementary, middle and high school levels attending the “Model Schools Conference this past summer. Serving as a cornerstone for our work are the principles of Relationships, Relevance and Rigor.

**Relationships** – Strong learning relationships are essential to improving student achievement. We believe students are more likely to make a personal commitment to engage in their own learning when they know that teachers, parents and other students care about them. It is our aim to create a learning environment that supports the core values of respect, compassion, responsibility, honesty, fairness and courage. With a firm grounding in relationships, relevance and rigor can develop naturally.

**Relevance** – Relevance refers to learning in which students apply core knowledge, concepts, or skills to real-world situations. Relevant learning is interdisciplinary and contextual and realized through authentic problems, tasks,

simulations, service learning, connecting concepts to current issues and teaching others. With a strong foundation in relationships and relevance, students are ready for rigorous learning.

**Rigor** – Academic rigor occurs when students demonstrate a thorough in-depth mastery of challenging tasks through reflective thought, analysis, problem solving, evaluation, or creativity. In identifying rigor it's important to remember it's the quality of the thinking involved in the task, not the quantity.

We have identified four strategies for achieving our goals. To improve student achievement we will:

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

Assessment – Build 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.

**Schools will prepare all students for the challenges and opportunities of the 21<sup>st</sup> Century:** We know that all students need some further education or training beyond high school, in order to find satisfying careers that will provide a living wage. We're pleased to report that our high school and middle schools continue to work with the MELMAC Education Foundation to provide opportunities for middle and high school students to explore school- and community-based programs designed to increase students' aspirations for higher education. Additionally, the high school is involved in the fourth year of the Smaller Learning Communities Grant which focuses on personalizing learning and ensuring that all student have access to a rigorous curriculum in order to be prepared for college or further study. South Portland High School has maintained a goal of increasing enrollment in postsecondary institutions for their graduates. In 2009, 82% of the students in the graduating class enrolled in postsecondary institutions.

**The community values quality education:** The Board appointed Secondary Schools Facilities Committee has been working since 2004 to develop plans for the renovation and capital improvement of South Portland High School, Mahoney Middle School and Memorial Middle School. All three schools require improvements due to major health and safety needs, ADA compliance upgrades and mechanical, electrical and structural systems upgrades necessary to ensure the health and safety of students and staff, make the buildings more energy efficient and increase their life span as educational facilities.

In June 2009 the community supported a referendum to bond up to \$5.8 million for renovation work at SPHS, Mahoney Middle School and Memorial Middle School. The work during phase one centered on installing power upgrades at Memorial and Mahoney, replacing fire alarm systems at all three schools, replacing stairwell doors at Memorial and SPHS, and reconnecting classroom end walls to the building structure at Memorial. We are very pleased to report that the work came in significantly under projected costs. Phase two of the bond package is scheduled for completion during the summer of 2010. As these renovations do not completely address the needs of the high school as outlined in the NEAS&C accreditation report, planning continues toward securing community approval for a renovation/addition project at SPHS.

The FY2010 budget passed by the voters while achieving a zero percent increase in the tax rate, represented the loss of 26 positions district wide and increases only in the areas of salaries and benefits, fuel and insurance. Further reductions were offset by the introduction of Federal Stabilization funding which is being used by the State to minimize the reductions in General Purpose Aid. This fall, Governor Baldacci's supplemental budget further reduced subsidy to South Portland by \$1,230,206 resulting in a budget freeze and plan for meeting the subsidy curtailment. The development of the FY2011 budget promises to be equally complex.

Overall, 2008-2009 was a challenging year. Our outstanding, dedicated staff continue to work diligently to provide quality educational programming for the students of South Portland. We have seen clear evidence of significant improvements in teaching, learning and student academic growth. We remain firm in our commitment to South Portland students and believe strong community support is critical to providing an educational foundation for the youth of South Portland. Thank you for your continued support.



Dear SPC-TV Viewers,

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

Our focus this past year has been centered on efforts to improve the diversity of Public Access programming, however a large part of our time continues to be occupied with service to the city. We have recorded and replayed more than 60 City Council, School Board, Planning Board, Appeals Board and other municipal and quasi-municipal meetings and events in the past year. We will continue to bring municipal programming into residents' living rooms so that they can remain aware of and engaged with their local government.

Through ongoing collaborations with our local producers and 90 other stations throughout Maine, as well as with regional and national sources of online distributed content, we were able to bring many new Public Access shows to viewers in South Portland and Cape Elizabeth this past year as well.

SPC-TV also made the transition to digital recording and playback in November, with live internet access to our programming and our schedule. Our digital library of programs continues to grow and as we currently do with municipal meetings, we hope to make them all available for downloading in the not too distant future.

Looking forward to 2010, SPC-TV is well positioned to actively seek out and create programming which reflects the diverse interests of the citizens of South Portland. In addition, the 10 year Franchise Agreement that the City has with Time Warner is up for renewal in 2010 and we will be negotiating a new agreement based on the Maine Model Franchise that was recently adopted by the Maine Municipal Association.

Thank you for your continued support and as always don't hesitate to call with your comments or suggestions. 767-7615.

Respectfully submitted,

Tony Vigue, Manager

W. Maurice Amaral  
Media Specialist

## An Explanation of the Charts

SPC-TV’s programming consists of several basic ‘types’ that come from a variety of sources. We categorize our programming by noting what type it is and where it came from using the following categories:

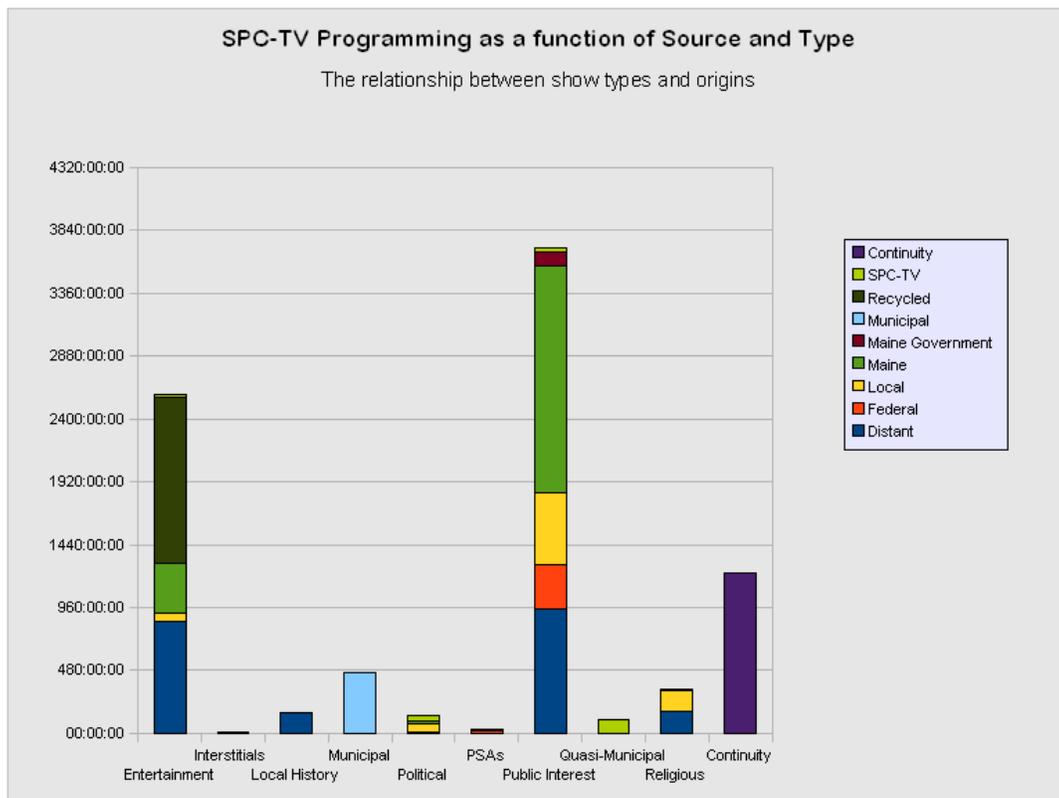
### Types of Shows:

Educational:	Shows that teach
Entertainment:	Shows that entertain
Interstitial:	Station IDs
Local History:	Shows about local history
Political:	Shows with a political agenda, or that focus on a political topic
PSA:	Public service announcements
Public Interest:	Shows about various issues, topics & events
Quasi-Municipal:	Shows about city-sponsored and/or endorsed events
Religious:	Shows for and about religions and cults

### Where They Came From

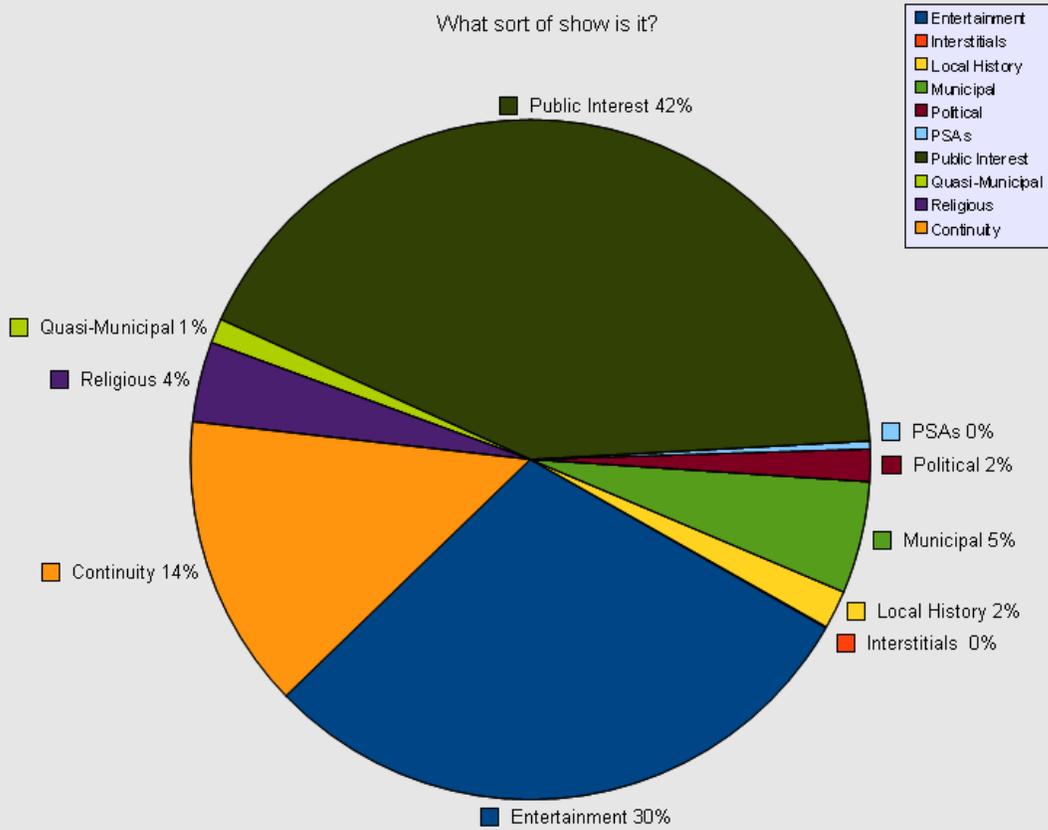
Distant:	Produced outside Maine
Federal Government:	Produced by the Federal Government
Local:	Produced by South Portland residents & nonprofits
Maine:	Produced by Maine residents & nonprofits
Maine Government:	Produced by Maine State Government
Municipal Government:	Produced by the City of South Portland
Recycled:	Public-domain content from a variety of sources
SPC-TV:	Produced by SPC-TV

The three charts display this information in different ways. The first, *SPC-TV Programming by Type* displays what types of shows SPC-TV programmed during 2009. The top three types of shows are Public Interest, (42%) Entertainment (30%) and Continuity (14%). *SPC-TV Programming by Source* gives a little detail into where our shows come from. We like to have around 50% of our programming come from South Portland and Maine. The chart shows that the 2009 total for the categories Local and Maine was 34%, a nine percent decrease from last year. This decrease can be explained by the fact that in 2009 we increased the amount of Recycled Entertainment programming. We chose to do this in response to the economic downturn. With so much bad news out there, it seemed appropriate to provide an upbeat alternative. *SPC-TV Hourly Programming as a Function of Source and Type* gives a more detailed perspective on the relationship between the types of shows we program and where they come from.



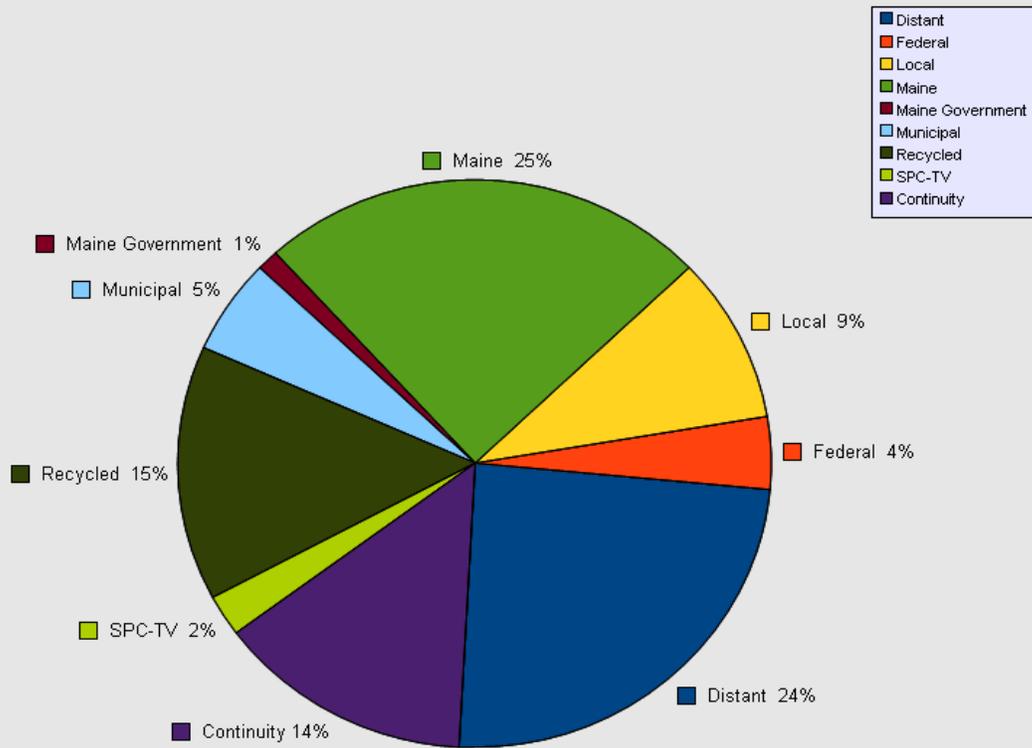
### SPC-TV Programming by Type

What sort of show is it?



### SPC-TV Programming by Origin

Where did the show come from?



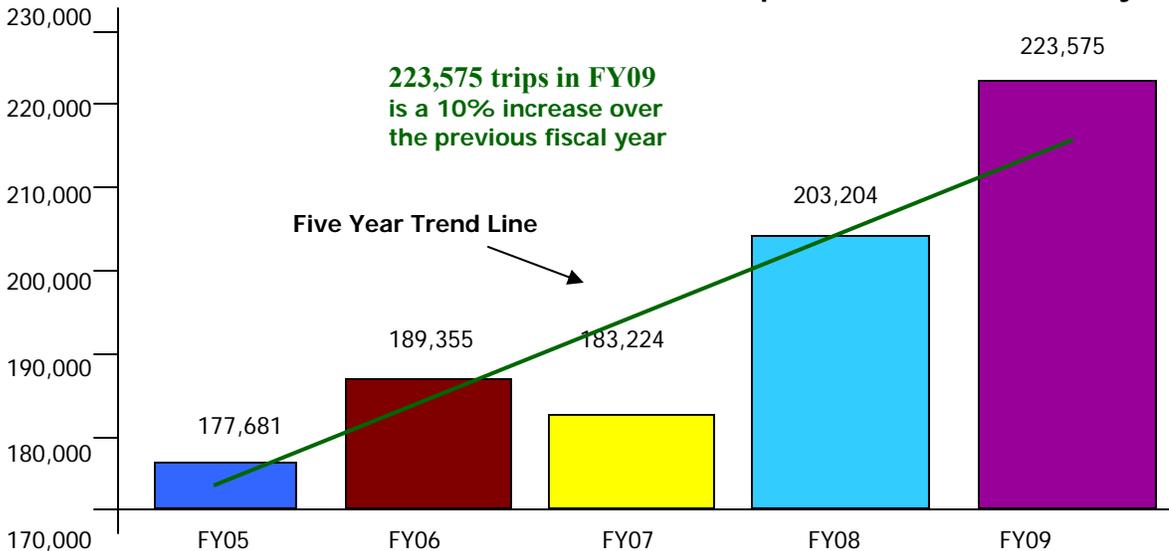
# TRANSPORTATION & WATERFRONT

**Community Outreach:** The Bus Service conducted numerous outreach and training sessions throughout the community. The primary purpose is to give people who have not taken public transportation recently the basic information they need to do it, plus give them the confidence and courage to try it. We have provided orientation at colleges, high school, middle schools, senior citizen programs, service organizations, etc. which often includes planning a trip and taking one.



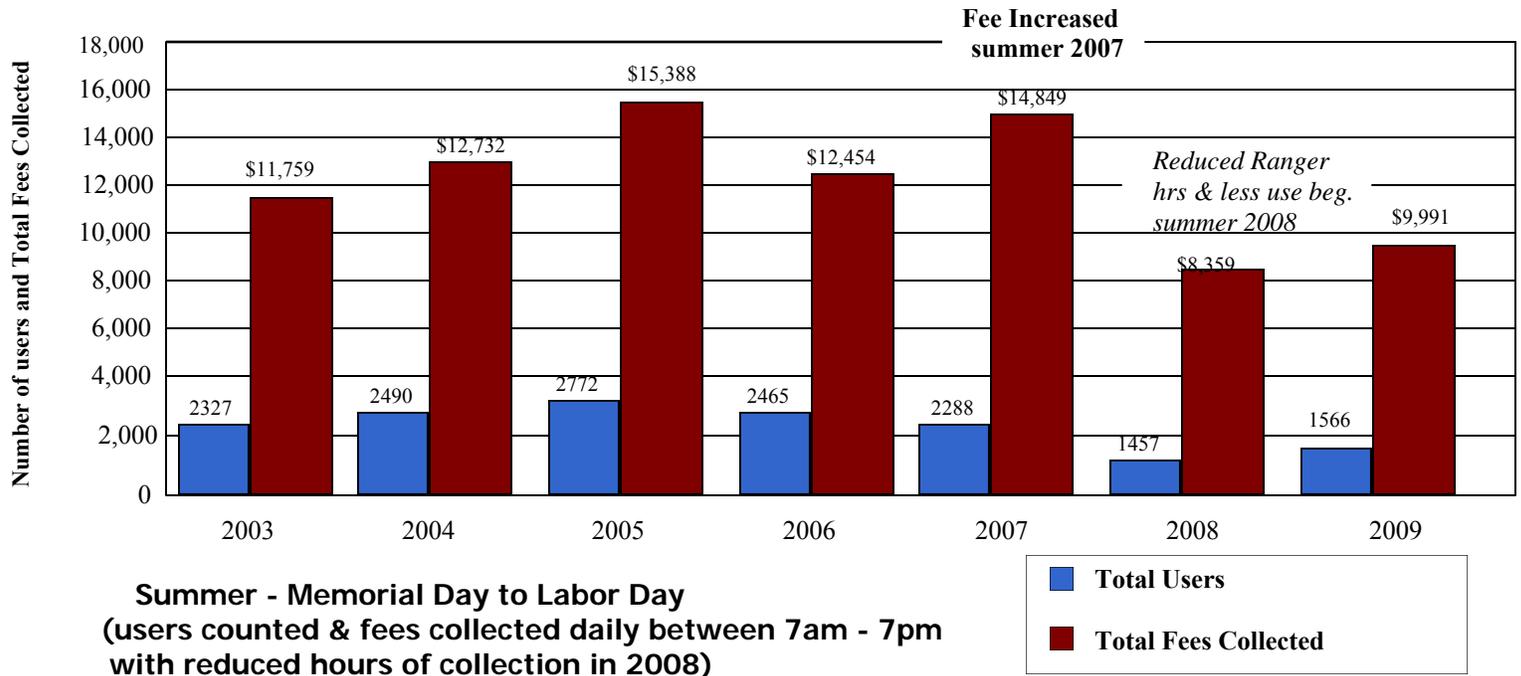
**Providing increased mobility:** We provided 223,575 passenger trips in FY09, a noteworthy 10% increase in ridership over the previous fiscal year. These totals do not include over 5000 complementary paratransit trips provided by RTP for disabled residents who are unable to use the regular city buses (which are handicapped accessible). Complementary paratransit is available at the same time as fixed route services: 17 hours Monday thru Friday and 12 hours on Saturdays and Holidays.

**- South Portland Bus Service -  
Total number of trips for the last five fiscal years**



**City receives “Transit Bonus:”** In fiscal year 2009 the city received an extra \$112,938 to apply to local road maintenance as an incentive for its continued commitment to public transit. Since 2004, the Maine Department of Transportation has rewarded cities who increase their investment in public transportation by giving them a “Transit Bonus.” In the last five years alone, South Portland has received a bonus of \$542,434 to improve our local roads!

## City of South Portland Municipal Boat Ramp at Bug Light Park



**Boat ramp at Bug Light Park sees small increases in use:** The boat ramp experienced a small increase in use for the summer of 2009 over the previous year. Although the “count” is only taken when Park Rangers are present in the summer, this popular facility is available all year. Commercial fishermen and other businesses use it over the winter months even though the floats are removed on a seasonal basis.



### **Knightsville Landing hosts community activities:**

The municipal boat landing at Thomas Knight Park is a popular location for neighborhood activities. This year the Waterfront Market Association sponsored a family-oriented event during the MS Regatta Harborfest. The boat landing was a “card stop” for the Powerboat Poker Run. Boats of all sizes make a donation to the National Multiple Sclerosis Society to participate in the Poker Run. They travel to several marinas in Portland Harbor and pick up a numbered tag at each card stop. The tags are turned in and receive a seven-card poker hand at the last stop. The highest poker hands win prizes.

**City receives two new transit buses:** Maine DOT leased the city two buses for \$1.00 to help us bridge the gap until additional Federal funding becomes available to purchase heavy duty transit buses. This “body-on-chassis” bus is a bit different than the more traditional buses our customers are used to seeing. The wheelchair passenger lift on the new bus is on the right rear of the bus. Maintenance wise, the systems are a lot less complicated. We also expect them to be less costly to operate. From a customer perspective, the new buses will help the Bus Service improve its reliability.



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**Community Development Block Grant (CDBG) bus pass program:** In the fall of 2008 the School Department identified cases where the family’s situation, coupled with lack of transportation, prevented some students from attending school. At the same time, the Welfare Department was identifying more cases where lack of transportation was hampering their clients’ ability to improve their economic condition. In the past the Bus Service informally provided a few passes to the Welfare Department at no charge to use at their discretion. Due to the increase in demand, the Bus Service coordinated a bus pass program funded up to \$2,500 by CDBG. The grant provides free transit bus passes to residents of qualified households whose income is at or below 80% of median income. Both the School Department and Welfare Department are positioned to readily identify residents who could benefit by this transportation program and administer the program confidentially and directly with their students, clients, and families.

# WATER RESOURCE PROTECTION

## Treatment Division:

The Treatment Division is responsible for the daily operations and maintenance of the Wastewater Treatment Plant at 111 Waterman Drive and all the City's 28 pump stations. The Industrial Compliance section also operates under the Treatment Division. The following is a summary of some of the accomplishments during this fiscal year.

### 1) Daily Flow

Average flow this past year was 7.60 million gallons per day. This is almost half a million gallons a day greater than what we treated last year. March 2009 was the wettest month during which we treated an average of 9.75 million gallons per day. July of 2008 was our driest month with only 5.22 million gallons as the monthly average. For the year we treated over 2.7 billion gallons of wastewater.

### 2) Sludge Disposal

We continued with our contract for sludge disposal with New England Organics. Current disposal costs are \$59.07 per ton and we produced 5544 tons during this year. Total disposal costs for the year were \$327,025. This represents a savings of slightly over \$20,000 from the previous year.

### 3) Industrial Compliance

The Industrial Compliance section renewed 1 industrial discharge permit this year. Personnel performed nine formal industrial inspections while conducting 25 separate sampling events to check for industrial discharge compliance. Industrial compliance was excellent this year with no industrial discharge violations being recorded. Significant industrial user flow for the year averaged .843 million gallons per day or 11% of the total flow to the treatment plant.

On April 28<sup>th</sup> and 29<sup>th</sup>, 2009, EPA New England and ME DEP conducted an audit of the City of South Portland's Industrial Pretreatment Program. The purpose of the audit is to enable the DEP and the EPA to determine the adequacy of the City's pretreatment program as well as the City's effectiveness in implementing its program.

The results of the audit showed that the City's program was substantially in compliance with 40 CFR 403, Maine's Chapter 528, and the pretreatment requirements of its Maine Pollutant Discharge Elimination System (MPDES) Permit. A letter in response to the audit's issues was sent on July 9, 2009.

### 4) Pump Stations

During this year we transitioned to operational personnel performing daily routine operational tasks at the City's pump stations while maintenance personnel concentrated on performing preventative and emergency maintenance. The number of City owned and maintained pump stations increased by one with the acceptance of the Checkerberry pump station in early 2009. We are now responsible for operating and maintaining 28 pump stations.

### 5) Treatment Plant

Treatment for the most of the year was excellent. Biological oxygen demand (BOD) averaged 10 mg/l for the year. Total suspended solids (TSS) averaged 9.1 mg/l. These values are well below our current license limits of 30 mg/l.

In July 2009 the Maine Department of Environmental Protection issued a new discharge permit for the treatment plant. Daily limits for conventional pollutants were unchanged from previous permits, but some new limitations for some additional unconventional pollutants were imposed. These include the metal Zinc, which is limited to 677 ug/l (parts per billion) and an organic compound Bis (2-ethylhexyl) phthalate, which is limited to 7.2 ug/l (parts per billion). Recent testing of our effluent for these compounds has showed that they are present well below our permit limits. (58 ug/l for zinc and less than 2 ug/l for bis (2-ethylhexyl) phthalate)

In January 2009 Weston and Sampson Construction Company completed the Phase II aeration upgrade. Operating personnel began to utilize the new aeration system immediately. The new system expands the capacity of the treatment plant for future growth by increasing the treatment capacity by about 30%. The new and expanded aeration system has added operational flexibility and has also reduced sludge production as indicated by a reduction in sludge volume produced even as influent flow has increased.

The treatment division continues to strive with providing the City with excellent, cost effective wastewater treatment services.

## **Collection Systems:     *CURRENT ACCOMPLISHMENTS***

***Motor Vehicle Maintenance:*** The motor vehicle mechanic performed over 120 work orders on 53 pieces of equipment throughout the year. Maintenance for all of the Department's equipment is tracked and documented through a municipal asset management database. This system allows us to efficiently identify equipment replacement needs for future CIP budgets.

***Catchbasin Cleaning Program:*** Each year, all of the city's catchbasins are cleaned and a "No Dumping Drains to Casco Bay" stencil is painted next to the structure to make residents aware of the city's pollution prevention campaign. This year over 318 tons of sand and debris are removed from over 2,300 catchbasins.

***Sewer Line cleaning program:*** During the past year, the Division cleaned over 68,000 feet of sanitary sewer line throughout the city. This work was accomplished with the Division's high pressure sewer and vacuum truck.

***Closed Circuit Television Inspection Program:*** Over the past year the CCTV Program televised 41,000 feet of sewer lines and storm drains. This data was then incorporated into one of the most advanced asset management systems in the State to determine infrastructure conditions and identify future replacement needs.

***Dig Safe Requests:*** During 2008-09 the Collection Systems Division responded to 1,282 location requests for construction projects affecting the city's sewer and storm drain infrastructure within a proposed area.

***Constructions Projects:*** 90 work orders for construction projects were completed over this period. Projects included manhole adjustments, support of the city's paving program, small stormwater separation projects and sewer and stormwater pipe replacement projects, among others. The division also installed new drainage systems in areas that were prone to flooding

***Stormwater Management:*** The city continued its commitment to water resource protection through our ongoing compliance with the State's municipal stormwater program. To detail these numerous and varied efforts, we submitted our annual Stormwater Management Report to the Maine Department of Environmental Protection, which subsequently praised the high production and content quality of this document. A few highlights of the annual report include:

***Public Education, Outreach, and Participation:*** the city continued to collaborate with project partners in promoting increased awareness about issues related to polluted stormwater runoff. We helped to create a variety of public informational resources (advertisements, brochures, etc.) and supported numerous educational outreach activities, such as public school visits and tours of municipal facilities. Finally, WRP staff presented the city's restoration efforts in Long Creek at two state-wide events: the Maine Chapter for the American Society of Civil Engineers and the 1<sup>st</sup> Annual New Hampshire Watershed Manager's Roundtable.

***Stormwater Pollution Prevention:*** as a means of determining potential sources of stormwater pollution, the city continued to develop one of the most advanced digital infrastructure mapping programs in the State. Nearly our entire stormwater infrastructure is in a Geographic Information System (GIS) format to improve asset management efficiency.

The city's annual Household Hazardous Waste Collection Program also continued to be very well received as indicated by a survey of participating residents. Finally, in compliance with State requirements, the city is currently in the process of developing Stormwater Pollution Prevention Plans for all applicable municipal operations.

***Stormwater Runoff Control:*** earlier this year, Water Resource Protection staff worked closely with the Planning Department to develop a comprehensive set of stormwater performance standards that require the use of specific management practices during development and redevelopment projects. Additionally, WRP and Planning developed a post-construction tracking system to ensure that management practices for qualifying projects are properly operated and maintained in perpetuity.

***Watershed Planning and Restoration:*** the city continues to be closely involved in the Long Creek Watershed Restoration Project. WRP staff have assisted in the development of a long-term monitoring plan and provided technical assistance in support of the restoration effort. WRP staff have also been closely involved in efforts to develop restoration plans for Trout Brook and Red Brook.

ENGINEERING DEPARTMENT  
2008-2009

CURRENT ACCOMPLISHMENTS:

- ⇒ **West High and Front Street Pump Stations – Emergency Generator Upgrade:** The construction of this project for West High Pump Station has been completed and the generators are now on-line providing emergency backup. The project was completed on time and on budget. The upgrades were required as part of the existing CSO Facilities Planning.
- ⇒ **Treatment Plant – Fine Bubble Aeration System Upgrade Phase II:** The construction of this project has been completed and is now fully operational. The project was completed on time and under budget. This project completes the aeration system which will allow increased flows and loads to be treated from growth and development.
- ⇒ **Ottawa Road Pump Station:** This pump station is owned by Cape Elizabeth, operated by the Portland Water District, and has combined wastewater flows from both South Portland and Cape Elizabeth. An agreement has been signed by all parties in a combined effort to mitigate combined-sewer-overflows at the pump station. The study for this project has been started by collecting field data as the first step. Field data includes flow monitoring, smoke testing, and TV work. The conclusion of the study should indicate what corrective measures will be needed to be performed by all parties.
- ⇒ **Pump Station Telemetry:** Only six pump stations out of thirty two are on the SCADA system. Equipment and Instrumentation information from each pump station is transmitted via phone lines to the SCADA system at the Treatment Plant which is very expensive. We are in pursuit of incorporating a wireless telemetry system (radio) to capture the operating information from all of the pump stations. A study has been started for this project.
- ⇒ **Pump Station Record Drawings:** The record drawings for the electrical and instrumentation for all the pumps stations has been started. We have completed West High Pump Station and are currently at Front Street Pump Station. This will be an ongoing process as the pump stations are improved.
- ⇒ **Pump Station Master Plans:** With all the existing record drawing of various projects done at each pump station now in hand, we have started processing the record drawing information into one Master Set of Plans for each pump station. Each pump station will have an on going, updated, electronic copy of the current information. We are also in the process of developing standards for the pump stations.
- ⇒ **Willard Beach Stormwater Chamber:** This structure has a tendency to blow off the cover and create a washed out area on the beach. We have developed a work plan for this project. The first step is to conduct a study which is currently underway. The flow metering data has been completed which will be used to start the evaluation of the hydraulics of the system.
- ⇒ **CSO Flow Monitoring System:** We continue to utilize our flow monitoring system which is necessary for analyzing and recording CSO events. This information is submitted annually to DEP.
- ⇒ **CSO Facility Plan:** Wright-Pierce Engineers has completed the CSO Facility Plan. The plan is being reviewed by DEP for approval. The first project slated in the plan was a pump station replacement at Long Creek. This project was submitted for ARRA funding through the stimulus package which the City received approximately \$750,000. The project was designed, bid, and awarded to D&C Construction. Construction is currently underway.
- ⇒ **CSO Annual Report:** The 2008 CSO Annual Report has been electronically developed. A standard procedure has been developed since multiple parties contribute information for this comprehensive report. This report is submitted annually to DEP.

- ⇒ **GIS System:** The City has been in the development stage of their GIS system. With the layout of the sewer system fairly complete, we are now in the maintenance phase of keeping this information updated. The beginning of this year, our focus has been completing the layout of our stormwater system. With the sewer and stormwater layouts now fairly complete, we are in the transition to populate the attributes to each feature for the sewer and stormwater systems.
- ⇒ **GIS Architecture:** With great help from the City's IT department we were able to further enhance our GIS system by focusing on the GIS computer server. Many modifications were made to centralize this system for a simpler, faster, and efficient system to be used by the whole City.
- ⇒ **GIS Integration:** To further enhance our data collection for the GIS system, we resorted to modifying our TV truck's computer system. Generally while TVing sewer or storm lines a vast amount of data is collected. To capture that data, we purchased software that now allows us to transport this information from our TV truck directly into our GIS system. We are the first in the State of Maine to be using this technology. The software was purchased, integrated; staff was trained on the system, and is now being used with incredible results. All of this could not have happened without the assistance of the City's IT department. In addition, through the modifications to the GIS server, management can now review all the data from the TV work being completed as well as utilize this information to manage and troubleshoot issues.
- ⇒ **MS4 Permit:** The City has an MS4 permit with DEP which requires us to inspect the outfalls from our stormwater system within our worst case watershed. In this case we inspected the outfalls within the Long Creek watershed. To inspect the outfalls, we resorted to technology as a way to effectively and efficiently record/report this data. Utilizing a Juno handheld GPS unit, we hired a consultant to write a custom program to work with this unit. According to the Juno manufacturer, we were the first in the nation to do this. The program was completed and 94 outfalls inspected in 2 1/2 days saving the City thousands of dollars on an annual bases.
- ⇒ **Engineering Intern:** To continue our development of GIS, we hired a GIS intern, Mathew Keene. His role this summer was to continue the development of our stormwater system. Mathew has stayed on with the City one day a week while going to the University of Southern Maine to work on our watershed delineation maps.
- ⇒ **Stormwater Issues:** Several stormwater related issues were addressed this year which included LaHave Street and Highland Avenue. These projects were evaluated, designed, and constructed. The results have alleviated flooding during high storm events.
- ⇒ **Sewer Services:** Now that the sewer system is mapped on GIS and the storm water system is being developed, we continue our development to incorporate the sewer services on GIS.
- ⇒ **Electronic Filing System:** The engineering department continues to work towards a paperless system.
- ⇒ The engineering department continues to be a member of ASCE (American Society Civil Engineers) and the WEF (Water Environmental Federation).

# WELFARE

The South Portland General Assistance 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 the administrator, and a half time administrative secretary/case worker.

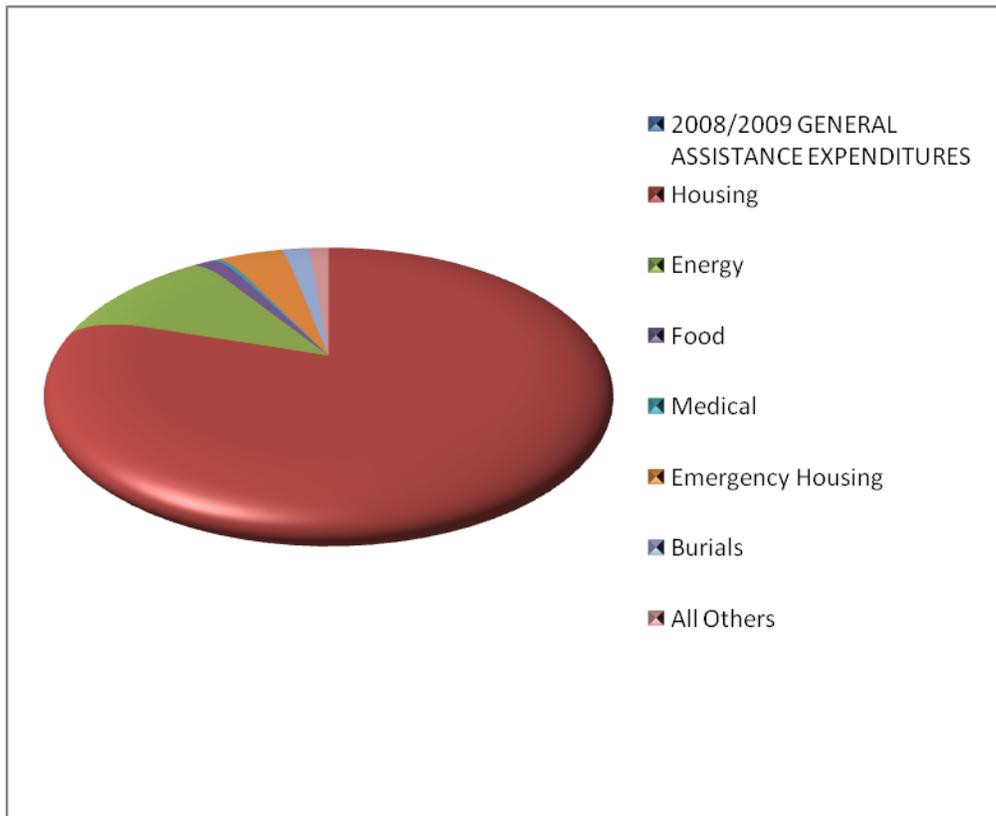
Assistance is available for basic necessities as defined by local ordinance and state statutes. Eligible applicants are either assisted through vouchers or payments made directly to specific vendors. Administrative costs for the program are paid by the community. General Assistance costs are reimbursed by the State at a 50% rate. For the current reporting year, 258,677.41 was issued to eligible recipients prior to reimbursement. Families not assisted financially are referred to a myriad of local resources appropriate to their need(s).

Applicants must provide verification of their income and expenses, 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. A determination of eligibility is made for a thirty-day period based on anticipated earnings.

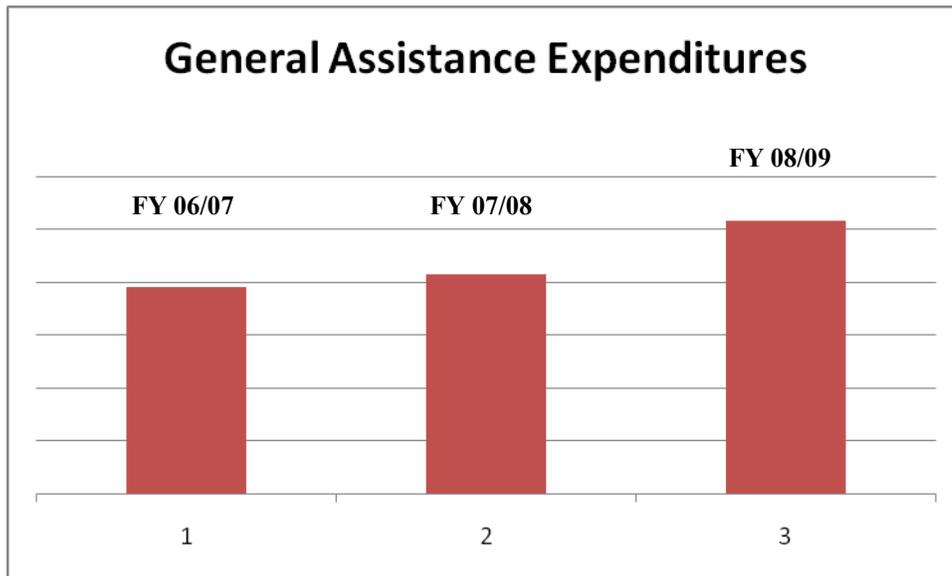
The GA Program is the most accountable assistance program in the state of Maine. Applicants must take responsibility to become self-reliant. For disabled persons, this may mean applying for disability benefits & for able-bodied persons, obtaining meaningful employment. There is no typical GA recipient. A GA recipient may be an individual who is temporarily out of work due to an illness or a layoff, has a long-term disability, is employed & in an emergency situation through no fault of their own. The program lends *a helping hand* to individuals and families.

A special thank you to the many organizations and volunteers in the community who reach out and help those in need. Your assistance is recognized and greatly appreciated.

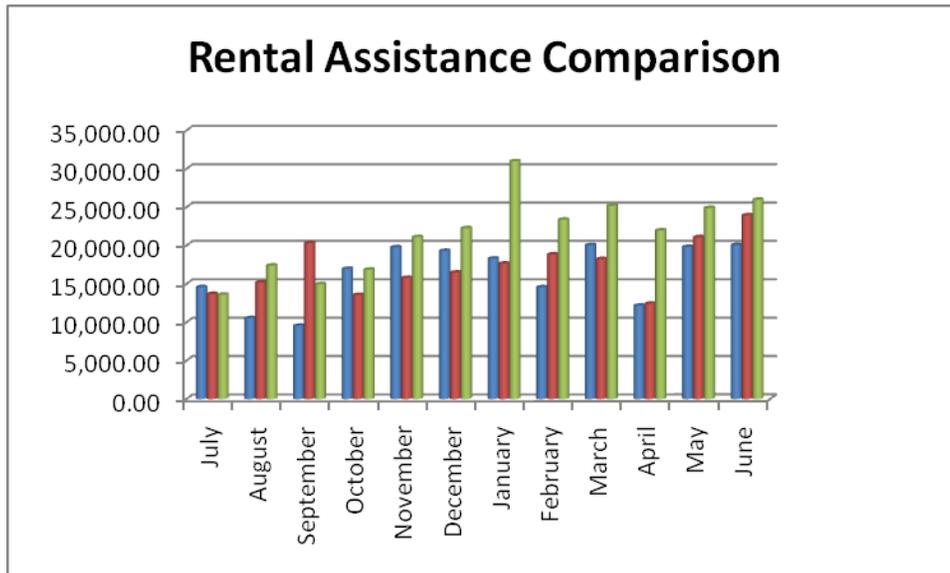
Kathleen Babeu: GA Administrator



## General Assistance Expenditures



## Rental Assistance Comparison



## Activity Chart Caseload Comparison

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
2006/07	70	54	58	86	67	78	101	63	77	69	92	73
2007/08	79	63	63	57	74	83	86	71	77	52	75	87
2208/09	85	71	67	91	75	95	89	100	106	100	80	106



# STATE OF MAINE

HOUSE OF REPRESENTATIVES  
CLERK'S OFFICE  
2 State House Station  
Augusta, Maine 04333-0002

Representative to the Legislature  
(term exp. 12/1/10)

**District: 122**

State Representative: Hon. Terry K. Morrison  
Home Address: 18 B Street  
South Portland, Maine 04106  
  
Residence: (207) 831-0828  
Cell Phone: (207) 831-0828  
  
E-Mail: tmorrison16@msn.com

**District: 123**

State Representative: Hon. Jane E. Eberle  
Home Address: 187 Pilgrim Road  
South Portland, Maine 04106  
  
E-Mail: eberleja@earthlink.net  
State House E-Mail: RepJane.Eberle@legislature.maine.gov

**District: 124**

State Representative: Hon. Bryan T. Kaenrath  
Home Address: P. O. Box 2168  
South Portland, Maine 04106  
  
Residence: (207) 409-7137  
Cell Phone: (207) 409-7137  
  
E-Mail: kaenrath@gmail.com  
State House E-Mail: RepBryan.Kaenrath@legislature.maine.gov

*Capitol Address:*  
*House of Representatives*  
*2 State House Station*  
*Augusta, ME 04333-0002*

*State House Telephone:*  
*(207) 287-1400 (Voice)*  
*(207) 287-4469 (TTY)*

*Year-Round Toll Free House of Representatives Message Center 1-800-423-2900*

*Maine Legislative Internet Web Site - <http://www.maine.gov/legis/house>*

# A LOOK BACK—A HUNDRED YEARS AGO

The year 1908/1909 marked the City's tenth annual report. According to Mayor Fred Hamilton the city had been off to a good start installing permanent sidewalks and Vaughan's Bridge was expected to be completed within 6-8 weeks.

Apparently the sewers on Harriet and Mussey Streets were causing the city trouble and the litter on the streets and sidewalks was becoming a big problem.

The Mayor commended the School Department for being the richest, in point of numbers, of any city in the state in proportion to our population. He also noted that about one dollar of every three collected goes back into the schools, or about \$15.57 for every pupil. He noted that a new schoolhouse was badly needed but cautioned that it shouldn't be made too small, perhaps an 8-room schoolhouse would be adequate.

## **Alderman 1908-09**

Mayor: Fred G. Hamilton

Ward 1: Warren E. Lothrop  
Ward 3: Miles Nelson  
Ward 5: Philip H. Doyen  
Ward 7: Hugh F. Flynn

Ward 2: William C. Leonard  
Ward 4: Leonard P. Skillin  
Ward 6: John A. S. Dyer

## **Expenditures:**

Election Expenses - \$900.00  
Building Inspector - \$50.00  
Drains & Sewers - \$1,236.90  
City Electrician - \$25.00

Fire Department - \$2,004.57  
Insurance & Appliances - \$558.21  
County tax - \$2,926.87  
City Solicitor - \$250.00

## **Interest on City Debt:**

Appropriation:	\$5,000.00
Interest earned on deposits	139.68
Interests earned on tax deeds	35.46
Interest earned on taxes	296.07
Premium on bonds	329.75
Accrued interest on bonds	<u>27.75</u>
	\$5,828.71
Overdrawn	<u>\$1,366.74</u>
	\$7,195.45

## **Vital Records**

Marriages:	70
Deaths:	108
Births:	153



