

2011

# City of South Portland Annual Report for Fiscal Year 2010/2011

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# **City of South Portland**



**Annual Report for  
Fiscal Year  
2010/2011**



# Dedication

The City of South Portland is proud to dedicate the 2010/2011 Annual Report to John Switzer and Dana Anderson. Together John Switzer (35 years) and Dana Anderson (33 years) have been the backbone of the City's Parks & Recreation Department for well over 30 years. Their collective vision and knowledge of parks and recreation has created a positive environment through the number of parks and recreational facilities the community has to offer. Both grew up in Portland and, both learned their trade from their fathers, who were at separate times, Superintendent of the Portland Parks Department. Without a doubt, South Portland has benefitted from their expertise. When John came to South Portland, only Mill Creek Park and Hinckley Park existed, a far cry from the open space the community has today. Dana worked tirelessly with John and community residents in developing the Greenbelt Walkway, Spring Point Shoreway, Bug Light Park, the Community Center, Redbank Community Center, Wainwright Fields and the purchase of the Municipal Golf Course to mention a few. It is no surprise these two men have left their imprints on most of the parks and recreation amenities that make South Portland a great City to live.

“Many will never know them, but all will enjoy their work”



Dana Anderson

Director of Parks, Recreation & Public Works



John Switzer

Superintendent of Parks & Public Works



# A Look Around the City



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

Assessor's Database  
Boat Registration Renewal  
Cemetery Listings  
Dog Licensing  
Hunting and Fishing License  
Public Health Information - Swine Flu  
Rental Properties  
Report graffiti abuse to this email [graffiti@southportland.org](mailto:graffiti@southportland.org)  
Stormwater Violation  
Vehicle Registration Renewal  
Web GIS Viewer (Geographic Information System)

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

# City Department Hours

## **City Hall**

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

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

## **Public Works**

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

## **Transfer Station**

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

Thursday 8:00 am to 5:30 pm

Friday 8:00 am to 12:30 pm

Saturday 7:30 am to 4:00 pm

# City Meeting Schedule

## **City Council**

Meeting: 7:00 pm– Council Chambers

1st & 3rd Mondays of each month

Workshop: 6:30 pm—Community Center

2nd & 4th Mondays of each month

## **Planning Board**

7:00 pm– Council Chambers

2nd Tuesday of each month

(4th Tuesday if necessary)

## **Board of Appeals**

7:00 pm– Council Chambers

4th Wednesday of each month

## **School Board**

7:00 pm– Council Chambers

2nd Monday of each month

## **Library Advisory Board**

7:00 pm– Main Library

2nd Monday of the month

# City Holidays 2012

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

January 2, 2012 - New Year's Day

January 16, 2012 - Martin Luther King Day

February 20, 2012 - Washington's Birthday

April 16, 2012 - Patriot's Day

May 28, 2012- Memorial Day

July 4, 2012 - Independence Day

September 3, 2012 - Labor Day

October 8, 2012 - Columbus Day

November 11, 2012 - Veteran's Day

November 22, 2012 - Thanksgiving Day

December 25, 2012 - Christmas

## Dates to Remember 2012

February 17, 2012

Taxes are due

May 11, 2012

Taxes are due

June 12, 2012

Primary Election

June 30, 2012

Fiscal years ends

July 1, 2012

Fiscal Year begins

November 6, 2012

Presidential and Municipal Election

December 1, 2012

2013 Fish and Game Licenses available

December 31, 2012

Dog Licenses are due

# City of South Portland Principal Executive Officers

## City Council

(December 2010-December 2011)

Rosemarie De Angelis, Mayor

Alan Livingston

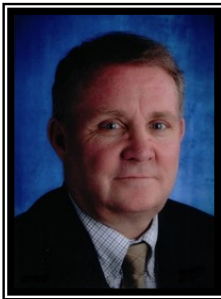
Thomas Blake

Thomas Coward

Patricia Smith

Maxine Beecher

James Hughes



## Council Appointed City Staff

James Gailey, City Manager

Sally Daggett, Corporation Counsel

Susan Mooney, City Clerk

# Representatives to the Legislature

## **House District 122**

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

## **House District 123**

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

## **House District 124**

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

# State Senator

## **Senate District 7**

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



# Letter From the Mayor

Dear South Portland Residents,

I am honored to have the privilege of presenting this annual report to the residents, the business community and all city staff. I realize that we all are most fortunate to live, work, own a business or maybe do all three in this great city—a place that is alive with healthy growth, envied by surrounding communities, and brimming with diversity. We are a dynamic community, one where careful thought is given to planning our future while respecting our history at the same time.

As many watched “Color of Community” (a group of multicultural college students) give the December 2010 invocation at the mayoral inauguration in 17 languages, I was proud to call this community my home. After 17 years, many changes have happened with the team effort of residents, staff, the business community, the school community and elected officials, proving we can achieve that which we desire.

Residents are at the heart of South Portland, and 2011 was no exception. Three junior citizens, Conor Beck, Elisa Martin and Jackson Beck, all students at South Portland High School, presented ordinance language to create tobacco free parks and open spaces. Their efforts and enthusiasm for improved quality of life demonstrate that our city will be in good hands in the future.

At the other end of the age spectrum is our senior residents. I was thrilled to give eight Mayor’s Monthly Recognition Awards in 2011, beginning with Warren Simpson (posthumously), followed by Slim Lee from the Boys and Girls Club, Linda Johnson, Stanley Cox, Earle Howard Sr., Henrietta La Rou, Belle Graney, and Harris Hinkley, M.D. These awards were a recognition of our resident elders who have contributed so much to the fabric of our community; it was a real privilege to interview each of them and bring public attention to their character and history in our city.

Hand in hand with the work of tobacco free open spaces, we also now have new community gardens, through citizen efforts, located at the former Hamlin School. Additionally, a summer and winter farmers’ market exist in our city; the summer market is located at Thomas Knight Park, much to the excitement of the residents and businesses, bringing traffic and energy to what we like to call our downtown. It is exciting to see cars streaming down Ocean Street, parking along the way, and it is exhilarating as our residents discover this gem of a park. Winter market is located at the former Hamlin School gymnasium on Sundays.

Hamlin School has more than gardens and a farmers’ market; it is also the new home of our Planning and Code Enforcement offices, including great space for community meetings and a very positive change for employees and citizens alike.

The City Manager, Jim Gailey, presented a responsible budget to the City Council and once again, showed us the care and attention necessary to provide great service with conscientious spending. We have the highest bond rating in the state with Moody's Aaa, and it is worth saying that South Portland is the only city in Maine to hold this status, yet another way of showing how well we do with being fiscally responsible. Mr. Gailey also completed the work on the personnel policy with the assistance of our new HR Director, Don Brewer. The Armory is now officially rented, and we may see movie production sometime in the near future. The new high school planning is well underway, with ground breaking happening in 2013. Not least to acknowledge is the Senior Circuit Breaker Program passed by the Council to help seniors with property tax refunds after the loss of funds in the state program.

The Council passed a Sustainability Resolve, and all departments have worked hard to recognize ways where we can contribute to decreasing our carbon footprint; our recycling program continues to grow, demonstrating the commitment our citizens have to becoming a 'greener city' also. Furthermore, the City Council adopted the use of IPADS for all meetings, eliminating the use of paper for all council business. The Trout Brook Master Plan was presented to the Council and progress was made on the redesign of Mill Creek Park. The South Portland/Cape Elizabeth Rotary donated a new skate house for this winter, adding more beauty and interest to the park.

I had the opportunity to visit many departments and spend time with our excellent staff. Riding in police cars, snow plows, riding mowers, and city buses was only the beginning. I visited the Water Resource Protection Facility, the crime lab and PSAP housed in Portland, Planning and Code, and the Executive Offices at city hall, including the City Manager, the City Clerk, General Assistance and Human Resources. There are more to visit, and I will get there, but I was so impressed with the quality of our employees and the sense that their work is not just a paycheck but a commitment to quality services for all of us.

The dedication of the Service Monument in Mill Creek Park was one of my favorite moments, honoring all those who gave of their time in the armed services. This was another citizen driven initiative, showing the enthusiasm that South Portland residents have for their home.

The Mayor's Monthly, filmed by Dan Mooers and produced by SPC-TV was my way of personally communicating with the public on city activities. I hope it proved to be helpful in keeping you informed and connected to the work done on your behalf

I am grateful to have had the chance to serve as Mayor this past year and as I turn the gavel over to Mayor Patti Smith, I know we are in good hands. I look forward to upcoming events like the first Winter Festival, another South Portland/Cape Elizabeth Rotary project, where family and friends will join together in Mill Creek and Thomas Knight Parks to share the fun, joy and wonders of this great city.

Sincerely,

Rosemarie De Angelis

Mayor 2011



# 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, 2010 to June 30, 2011.

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 2011 was again a year of very difficult decisions in which we still lived under the cloud of economic uncertainty, the City found itself at the breaking point of either increasing the tax rate or make further deep cuts, ultimately losing another valuable service to the citizens of the community. The budget year was the perfect storm as valuations and revenues tumbled. The City's LD #1 number for FY2011 was 2.75% (growth of budget over previous year); however, the City Council initially provided budget guidance at zero percent.

City staff experienced significant challenges as a result of losing \$750,000 or 7.3% in revenue. Auto excise, state revenue sharing, building permits and investment income all contributed to the loss. We continue to experience the ramifications of the State of Maine balancing its own budget. Over the last two fiscal years, South Portland has lost approximately \$1.6 million in revenue.

Over the course of the past year, the City was faced with declining property values and was defending its valuation on a number of commercial property abatement appeals in the retail, general office space, and hotel categories. After an extensive review, it was concluded that citywide land values had dipped in valuation. After settlement of three significant abatement appeals and a determination to reduce land values citywide by 10%, the City's valuation dropped \$190 million for the FY 2010 fiscal year. The result was a much smaller valuation to base the tax rate on. The new valuation base for fiscal year FY11 is anticipated to be approximately \$3,357,000,000 as compared to FY10 of \$3,547,000,000 (excluding TIF and exempt property).

With the loss of valuation and revenue and the increase in fixed costs, the city found itself in a position of eliminating 8 full-time vacant positions (2 police, 2 fire, 1 park maintainer, ½ children's librarian, 1 recreation coordinator, ½ custodian, ½ finance clerk and ¼ branch librarian), elimination of the Risk Watch Program in the elementary schools, reducing fire department overtime and call company responses to calls, reduction in the winter street maintenance veering away from the black road standard and the elimination of the cross-town bus service.

The Council through its tax rate impact discussion, agreed to raise the municipal budget by 1.08% restoring 8 months of a firefighter position; 7 months of Police Officer position; funding towards an Employee Relations Manager in the HR office and funding a 1% non-union cost of living wage. These increases resulted in the total amount needed to be raised in taxes to increase 1.08% or 5 cents for city municipal services. Overall the municipal expenditure budget decreased approximately \$290,000.

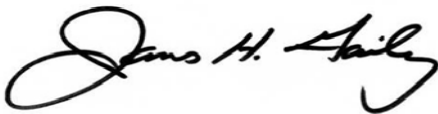
**2011 Important Accomplishments**

- ⇒ High School Bond passage in November 2010
- ⇒ Entered into leases with the Community Garden Collective (former Hamlin School fields) and the Fore River Soundstage LLC (SP Armory).
- ⇒ Implementation of the Siemens Energy Audit – projected to reduce the city’s carbon footprint by 17%
- ⇒ MDOT began reconstruction of the Veteran’s Memorial Bridge.
- ⇒ Upgrade to Mill Creek Park was in its beginning stages of development and implementation.
- ⇒ Planning & Development moved from 62 E Street to the former Hamlin School on Ocean Street.
- ⇒ The 4 million dollar Long Creek Pump Station was completed.
- ⇒ Non-union Personnel Policy was updated and adopted by the City Council in November 2010.
- ⇒ City Council accepted the Municipal Strategic Plan in February 2011.
- ⇒ City Council adopted ordinance language requiring all city parks and opens spaces to be tobacco free.

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 2010/2011, 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

City Hall  
25 Cottage Road  
Phone 767-7601  
Fax 767-7620

## Elections

<b>City of South Portland Election</b>						
	One	Two	Three/Four	Five	Central	Total
<b>MEMBER OF CITY COUNCIL AT LARGE</b>						
BLAKE, THOMAS E	1045	890	1572	748	1890	6145
DIMILLO, ALBERT A JR	411	398	974	511	1222	3516
LIVINGSTON, ALAN R	423	447	1096	757	1139	3862
RUSSELL, DONALD M III	450	480	800	362	1101	3193
<b>MEMBER OF BOARD OF EDUCATION - DISTRICT ONE</b>						
CARTER, RICHARD L	1207	1120	2297	1268	2576	8468
<b>MEMBER OF BOARD OF EDUCATION - DISTRICT TWO</b>						
GOLDBERG, SARA B.	1183	1116	2276	1261	2548	8384
<b>MEMBER OF BOARD OF EDUCATION - DISTRICT THREE</b>						
Write-Ins	125	120	309	106	253	913
<b>SO PORTLAND/CAPE ELIZABETH PORTLAND WATER DISTRICT TRUSTEE</b>						
BRADY, JOHN E	1201	1123	2319	1274	2611	8528
<b>SOUTH PORTLAND HIGH SCHOOL BOND REFERENDUM</b>						
Yes	1026	950	1850	935	1919	6680
No	561	506	1158	585	1488	4298

The November 2, 2010 Gubernatorial Election drew a 61% voter turnout in South Portland, beating the State wide turnout of 55% of eligible voters. This was up from 57.2% in South Portland at the previous Gubernatorial Election in 2006, quite possibly because of interest in the South Portland High School Renovation Bond in the amount of \$41,500,000. The Bond passed with a little over 60% of those voting in favor of the project. Voters turned down a \$56,000,000 Bond request for a High School Renovation Project at the November 2007 Election with 75% of those voting in opposition to the Bond.

Incumbent At Large Councilor Thomas Blake received the most votes for the "At Large – Vote for Two" race and was reelected to serve a second three year term. Alan Livingston received the second highest number of votes to fill the other At Large seat, replacing termed out Councilor Linda Boudreau. Richard Carter and Sara Goldberg ran unopposed for the Board of Education, Districts One and Two respectively. John Brady ran unopposed as the Portland Water District Trustee for South Portland and Cape Elizabeth.

At the November 9, 2009 Election Michael Eastman received the majority of the votes for the District Three Board of Education seat. Mr. Eastman passed away unexpectedly prior to the election and on November 16<sup>th</sup> the City Council appointed Jerald McQueeney to fill the seat until the November 2010 election. No one, including Mr. McQueeney, took out papers in 2010 to finish the remaining two years of the School Board District Three term. Richard Matthews, of 17 Boothby Ave., ran a write-in campaign and won receiving 220 votes of the 913 total write in votes for the District Three Board of Education seat.

On May 10, 2011 the School Budget Referendum was held in conjunction with the Special Senate District 7 race. The District 7 seat was left vacant when Senator Lawrence Bliss moved to California. The School Budget passed by a vote of 2,458 yes votes to 1,226 No votes.

4,289 voter cards were processed (news, changes, deletes) in FY 2011

### **Records and Licenses**

The City Clerk Office maintains the schedule for all municipal meetings, keeps records and minutes of all City Council proceedings, uploads information to the city web site and is entrusted with the recording and maintenance of all vital records in the city. At the beginning of 2011 the City Clerk’s Office was no longer able to process Passports because of changes in federal law that prohibits their issuance in the same location that birth certificates are processed. The Finance Department quickly stepped in to train some of their staff and Passport processing will again be offered in the fall of 2011. The City Clerk Office also produces a biweekly electronic newsletter that is email out to approximately 1,600 residents.

	2010/2011
Business Licenses	384
Office Premise Licenses	107
DBA	63
Dog Licenses	1759
Hunting & Fishing Transactions	666
Passports	539
Births recorded	293
Deaths recorded	211
Marriages recorded	177

# Corporation Counsel

City Hall  
25 Cottage Road  
Phone 767-7605  
Fax 767-7629

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

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

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





City Hall  
25 Cottage Road  
Phone 767-7606  
Fax 767-7620

# Economic & Community Development

**Erik Carson**  
Economic Development Director  
Community Development Block Grant Program Director  
Assistant City Manager

The major goals of the Economic & Community Development Division (ECD) in the Executive Department are to provide efficient and accurate assistance to businesses; encourage and support business development and expansion; create a range of well-paying jobs for the City's residents and workforce; and, foster a diverse and sustainable economic and community development program for the benefit of all City residents. Continuing the work begun in the last two years as one of the City's key elements in its energy sector, the ECD facilitated increased awareness of energy conservation, efficiency, and distribution as they impact the health and sustainability of the City's residents and businesses by developing a municipal Climate Action Plan (in conjunction with the Energy & Recycling Committee), commencement of a yearlong municipal building energy conservation program aimed at reducing both costs associated with municipal buildings, and reducing green house gas emissions. In addition, by working with the Director's counterparts in the Greater Portland region, the ECD broadened its efforts towards business recruitment marketing and development that reflected the City's strengths and positive business environment within a more regional context

## **Economic Development -**

The chief role of the **Economic Development Director** is to facilitate economic development, and serve as the City's first point of contact for business development, retention, expansion, and support. Despite the continued weak economy, interest in development in the City continues to remain strong. During this fiscal year, the Director had over 30 separate business attraction and/or retention meetings as follow-ups to scores of initial contacts. These follow-ups were most often in conjunction with other City departments, notably Planning and Code Enforcement. The contacts represented assistance with local and State permitting and licensing requirements and processes, zone change applications, and providing access to other State and Federal programs.

The City of South Portland plays a significant role in the regional economy through the activities of Fairchild Semiconductor and National Semiconductor, the sales tax revenues generated by the businesses within and around the Maine Mall, and the more than 1,500 small businesses scattered throughout the City that collectively ensures that the City plays a significant role in the State's economy as part of its "economic engine." The pending purchase of National by TI has a potential to bring a tenfold expansion based on TI's worldwide presence.

The City of South Portland plays a significant role in the regional economy through the activities of Fairchild Semiconductor and National Semiconductor, the sales tax revenues generated by the businesses within and around the Maine Mall, and the more than 1,500 small businesses scattered throughout the City that collectively ensures that the City plays a significant role in the State's economy as part of its "economic engine." The pending purchase of National by TI has a potential to bring a tenfold expansion based on TI's worldwide presence.

In January 2011, the Greater Portland Economic Development Commission (GPEDC) was incorporated, signaling the City's involvement and increased influence in regional economic development. Through a six community resolve, South Portland will now have a greater presence for the attraction of businesses from outside the state, as well as greater marketing capability.

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

- The City's Economic Development Committee, a seven member citizen board that serves as a platform for the development of economic development policy;
- The Greater Portland Public Development Commission, a five member gubernatorially appointed State agency that provides for economic development opportunities in the Portland harbor;
- The City's Waterfront Market Association;
- The Cape Elizabeth/South Portland and Portland Regional Chambers of Commerce;
- The Greater Portland Economic Development Corporation;
- The Southern Maine Economic Development District (SMEDD);
- The SMCC Sustainability Advisory Council.
- 

**Highlights of the ECD Division's work for FY 2010-11 included:**

- In collaboration with the Planning & Code Enforcement Department, project development or assistance of the following development projects:
  - ◊ Foster/Foley project @ Willard Square;
  - ◊ Discontinuance of Western Avenue,
  - ◊ Ongoing 85 Western Avenue commercial subdivision project coordination;
  - ◊ Ongoing assistance between businesses and Health & Building Inspection staff;
  - ◊ Project review coordination with staff regarding Bath Savings project (Ocean St.).
- Implementation of the U.S. Dept. of Energy Efficiency and Conservation Block Grant, enabling the Director and the Energy Sustainability Coordinator to assist in the development of:
  - ◊ A Climate Action Plan (with the Energy & Recycling Committee),
  - ◊ Pursue development of a municipally owned Energy Supply Company to provide lower cost electricity, presenting the concept to a joint City/Town Council (Cape Elizabeth and Scarborough) workshop;
  - ◊ Oversight of the first ever municipal-wide building energy audit, leading to installation of energy efficiency measures through a contract with Siemens, Inc.
- Coordination between the Economic Development Committee and the 2010 Comprehensive Plan Committee on economic development policy;
- Continued operational and policy direction of the "*Greater Portland Economic Development Corporation*, " the region's first regional approach to economic development.
- Continued coordination between the *Greater Portland Public Development Commission* in conjunction with the City of Portland, and with GPEDC.

**Community Development –**

This division also oversees and administers the activities of the City’s **Community Development Block Grant (CDBG) Program**, funded by the U.S. Dept. of Housing and Urban Development, in conjunction with the Cumberland County CDBG Program. The goal of the program is to provide service to either an income eligible Census tract, those who are a presumed benefit group, or for at least 51% of those served earn no more than 80% of the median income. Successful applicants developed projects that spanned the community, with 70% of the funds focused in several of the city’s target areas. Through the agreement between the County and the City, South Portland received the following allotments:

**FY 2010-11 CDBG Funds through the Cumberland County CDBG Program                   \$534,974**

In addition, the CDBG Program continued its coordination of the implementation of the *Neighborhood Stabilization Program (NSP)* to rehabilitate abandoned and foreclosed residential properties for recapture for the open market. In partnership with the South Portland Housing Authority, NSP funds continued to acquire and rehab vacant single family buildings. The properties are then able to be remarketed by the Housing Authority, directed towards purchasers at or below 120% of the median income.

Funded projects within the City’s CDBG Program included the following:

***Public Service activities –***

- *Recreation Dept.* - Recreation/preschool scholarships to benefit 121 children - \$10,000
- *Boys & Girls Club of South Portland* – Equipment purchase - \$5,000
- *South Portland School Dept.* - ESL “21 Club,” an after-school program for English as a Second Language (ESL) to students in grades 2 - 5 - \$10,000
- *Redbank Hub Personnel* – Staffing of the neighborhood CPPC Hub facility - \$15,000
- *Bus Passes* –SP Bus service passes to local qualified low-moderate income residents - \$2,500
- *Home Energy Efficiency* - Audits and winterization for low- and moderate-income eligible households through the *Warm Home Cool City Program*- \$20,000
- *Community Counseling Services*– emergency counseling to crime and accident victims- \$10,000
- *PROP Senior Companion* – Foster Grandparents Program - \$9,960
- *Southern Me. Agency on Aging* – Meals on Wheels Program - \$10,000
- *Energy Auditor Training* – Training Scholarships in collaboration with SMCC - \$40,000

***Public Improvements & Facilities –***

- *South Portland Housing Authority* – Greenbelt Access from properties on Broadway - \$30,000
- *Mill Creek Park* – Continued improvements of walkways, landscaping and amenities \$100,000
- *Knightville/Mill Creek Sidewalks* – Combined sewer, road surface, and sidewalk \$100,000

***Planning Grants –***

- *Ft. Preble Preservation Study* – Funding to study preservation of the site on the SMCC campus, coordinating municipal, college, and S.P. Historical Society interests - \$10,000
- *S.P. Main Library* – Site planning to better enhance the facility’s visibility and access - \$5,000
- *Innovation Zone* – Science, technology, engineering, and mathematics K-20 workforce development feasibility study - \$10,000



# Finance

## Finance

City Hall

25 Cottage Road

Phone 767-7612

Fax 767-7620

## Assessor

41 Thomas Street

Phone 767-7604

Fax 347-3062

The Finance department provides several important roles in the operations of City government. These roles include the accounting functions of general ledger, budgetary management, purchasing, accounts payables, payroll, and cash disbursements. The department's role also includes the various treasury functions of cash management and investments, tax collection, auto registration, and the collection and billing for most City departments. The department oversees various budgets totaling approximately \$80 million as well as cash and investment reserves of approximately \$55 million. The Finance office strives to manage the finances of the City in a prudent, efficient and transparent manner. We believe the City is strongly positioned to provide the services its citizens require and at a reasonable tax burden.

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

#### *Fund Balance*

A key indicator of the City's financial condition is the size of its unassigned fund balance. South Portland's "General Fund - Unassigned fund balance as of June 30, 2011 was \$9,686,895. This represented an increase of \$829,678 from last year's balance. During the year the City utilized a portion of its unassigned balance to fund capital improvements of \$897,000 and also increased the tax rate stabilization reserve by \$400,000.

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

### Budgetary Highlights

#### *General Fund:*

#### General Fund Revenues Budget to Actual Summary

	Budget	Actual	Variance
Revenues:			
Taxes	\$ 56,606,340	57,755,880	1,149,540
Intergovernmental	5,365,087	5,788,390	423,303
Licenses, permits, fees and fines	705,950	843,138	137,188
Charges for services	1,520,434	1,608,793	88,359
Unclassified	108,000	155,308	47,308
Interest earned	525,000	642,388	117,388
Total revenues	\$ 64,830,811	66,793,897	1,963,086

The revenue sources responsible for this surplus include the following:

- A taxes surplus of \$1,149,540 of which \$968,156 is attributable to an excise tax surplus due primarily to Enterprise Rent-A-Car registering more vehicles of its fleet in South Portland.
- An intergovernmental revenue surplus of \$423,303, which is attributable primarily to additional Business Equipment Tax Exemption (BETE) revenues of \$158,637 and additional State education subsidy of \$130,686 which the City Council set aside for the Secondary Facilities reserve for the High School Project.
- A surplus in licenses, permits, fees and fines of \$137,188 relating primarily from building permit revenues in the City which exceed anticipated revenues.
- An interest earned surplus of \$117,388 is a result of a conservative estimate on anticipated interest earnings. The City's laddered investment maturities, enabled the City to maintain higher earnings in the very low interest rate environment.

Expenditures for the general fund totaled \$64,281,823 (on the budgetary basis of accounting) in the fiscal year ended June 30, 2011.

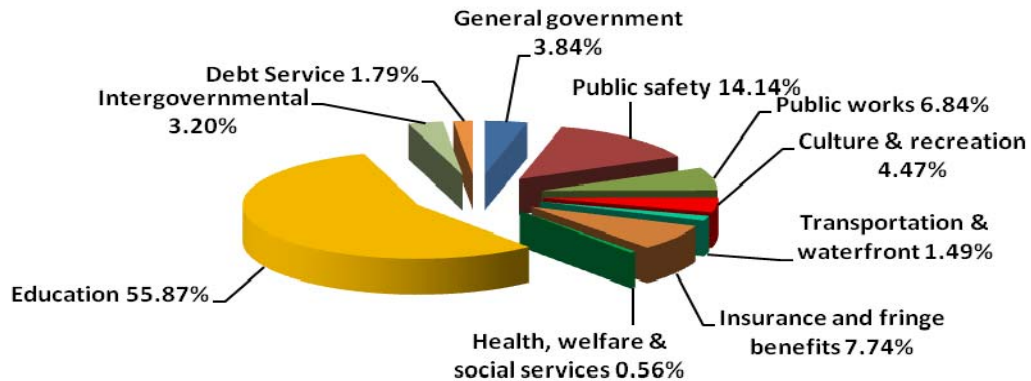
**General Fund Expenditures Budget to Actual Summary**

	<b>Budget</b>	<b>Actual</b>	<b>Variance</b>
<b>Expenditures:</b>			
General government	\$ 2,548,133	2,468,154	79,979
Public safety	9,141,268	9,092,600	48,668
Public works	4,401,627	4,399,859	1,768
Culture and recreation	2,946,018	2,872,216	73,802
Transportation and waterfront	958,911	958,851	60
Health, welfare and social services	401,442	357,789	43,653
Insurance and fringe benefits	5,257,100	4,977,343	279,757
Education	36,974,025	35,913,762	1,060,263
Intergovernmental (county tax)	2,058,577	2,058,577	
Other	52,000	32,703	19,297
Debt Service	1,152,356	1,149,969	2,387
<b>Total expenditures</b>	<b>\$ 65,891,457</b>	<b>64,281,823</b>	<b>1,609,634</b>

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

- Legal expenditures declined during the year with a surplus to budget of \$61,463.
- Education surplus of \$1,060,263 attributable to lower than anticipated, special education costs (surplus of \$162,812) operations and maintenance expenses (surplus of \$344,058), board of education expenses (surplus of \$162,519) and assistant superintendent (surplus of \$199,668).
- Insurance and fringe benefits (surplus of \$279,757) which was due to a lower than anticipated increase in health insurance and workers compensation insurance.

### General Fund Expenditure Components Fiscal Year 2011



### *Tax Rates*

The property tax rate for fiscal year 2010-11 was \$15.70 per thousand dollars of valuation. 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 values. The assessing department reduced property values down further with a decrease in land values for most properties of 10%. Additionally, the next years' fiscal year 2011-12 tax rate is \$16.10. The components of the tax rate for fiscal years 2009-10, 2010-11 and 2011-12 are as follows:

	2009-10	2010-11	2011-12
Education	\$9.52	\$10.17	\$10.46
Municipal	\$4.61	\$4.92	\$5.02
County	\$0.57	\$0.61	\$0.62
<b>Total</b>	<b>\$14.70</b>	<b>\$15.70</b>	<b>\$16.10</b>

In fiscal year 2010-11, educational services accounted for 64.75% of your property tax dollars, while municipal and county services required 31.34% and 3.91% respectively. Therefore, for every tax dollar paid in 2010-11, 64.75 cents paid for educational services, 31.34 cents paid for municipal services, and 3.91 cents paid for county services.

Like other municipalities, South Portland continues to rely heavily on property taxes for the support of services. For the fiscal year ending June 30, 2011, property taxes accounted for 78.51% of total general fund revenues.

The City's tax collection rate remained high during 2010-11. Collected taxes for the year ending June 30, 2011, were 98.05% of the City's total tax commitment. This continued high collection rate reflects the ongoing strength of the local economy.

### ***Debt Service***

The City's total bonded debt decreased by \$2,995,102 (11.4%) during the current fiscal year. The City did not issue any new debt during the year; however the City voters approved borrowing \$41,500,000 for renovations and addition to the South Portland High School. That project is anticipated to be started in late April of 2012 and to be completed in phases to reduce the impact to students and taxpayers.

The State allows municipalities to borrow up to 15% of their total valuation. With the City's State Valuation at \$3,738,950,000 for 2011, the debt limit would be over \$560,842,500. Our current debt is \$23,086,392, or less than .617% of State Valuation or approximately 4.12% of the City's debt limit. Another measure of a municipality's debt load is debt per capita. As of June 30, 2011, the City of South Portland's debt per capita (including lease obligations) was \$1,022 as compared to the prior year of \$1,186.

### ***Credit Rating***

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

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

### ***Additional Information***

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

**Acknowledgements:**

**Staff**

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

**Financial Report for  
the Year Ending June 30, 2011**

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, 2011, a complete copy of which is available for inspection at the City's Finance Office. The excerpts included herein are:

Basic Financial Statements:

Government-wide Financial Statements:

Statement of Net Assets	Statement 1
Statement of Activities	Statement 2

Fund Financial Statements:

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

Proprietary Funds:

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

Individual Fund Statements and Schedules:

General Fund:

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

**CITY OF SOUTH PORTLAND, MAINE**  
**Statement of Net Assets**  
**June 30, 2011**

	Governmental Activities	Business-type Activities	Total
<b>ASSETS</b>			
Cash and cash equivalents	\$ 47,459,174	-	47,459,174
Investments	7,432,215	-	7,432,215
Receivables, net of allow. of \$967,594 and \$165,302	1,897,280	741,950	2,639,230
Taxes receivable	1,257,623	-	1,257,623
Tax liens and acquired property	494,228	-	494,228
Prepaid expenses	28,138	7,435	35,573
Inventory	19,361	-	19,361
Internal balances	(11,311,557)	11,311,557	-
Restricted assets, cash	50,000	-	50,000
Capital assets, not being depreciated	10,670,178	1,695,676	12,365,854
Capital assets, net of accumulated depreciation	72,597,719	46,954,156	119,551,875
<b>Total assets</b>	<b>130,594,359</b>	<b>60,710,774</b>	<b>191,305,133</b>
<b>LIABILITIES</b>			
Accounts payable	1,230,406	460,264	1,690,670
Accrued liabilities	762,308	25,147	787,455
Accrued interest	237,635	5,753	243,388
Accrued teachers' summer salaries	3,156,712	-	3,156,712
Non-current liabilities:			
Due within one year	3,870,919	409,632	4,280,551
Due in more than one year	24,684,371	629,829	25,314,200
<b>Total liabilities</b>	<b>33,942,351</b>	<b>1,530,625</b>	<b>35,472,976</b>
<b>NET ASSETS</b>			
Invested in capital assets, net of related debt	65,465,039	47,843,440	113,308,479
Restricted for:			
Permanent Funds - Nonexpendable principal	198,949	-	198,949
Permanent Funds - Expendable	118,267	-	118,267
Education	5,918,192	-	5,918,192
Other grants	2,017,296	-	2,017,296
Tax Increment Financing	5,065,079	-	5,065,079
Capital	3,155,368	6,884,009	10,039,377
Unrestricted	14,713,818	4,452,700	19,166,518
<b>Total net assets</b>	<b>\$ 96,652,008</b>	<b>59,180,149</b>	<b>155,832,157</b>

*See accompanying notes to basic financial statements.*



CITY OF SOUTH PORTLAND, MAINE  
Statement of Activities  
For the year ended June 30, 2011

Functions/programs	Program Revenues			Net (expense) revenue and changes in net assets			
	Expenses	Charges for services	Operating grants and contributions	Capital grants and contributions	Governmental activities	Business-type activities	Total
<b>Primary government:</b>							
<b>Governmental activities:</b>							
General government	\$ 9,760,459	291,417	731,764	-	(8,737,278)	-	(8,737,278)
Public safety	11,475,123	1,222,605	680,651	467,488	(9,104,379)	-	(9,104,379)
Public works	7,919,091	76,690	-	344,053	(7,498,348)	-	(7,498,348)
Culture and recreation	4,271,160	945,933	1,090	-	(3,324,137)	-	(3,324,137)
Transportation and waterfront	1,100,308	285,060	219,049	1,077,077	480,878	-	480,878
Health, welfare and social services	346,737	-	131,513	-	(215,224)	-	(215,224)
Education	44,770,727	673,672	9,532,170	-	(34,564,885)	-	(34,564,885)
Interest on debt service	1,020,873	-	-	-	(1,020,873)	-	(1,020,873)
<b>Total governmental activities</b>	<b>80,664,478</b>	<b>3,495,377</b>	<b>11,296,237</b>	<b>1,888,618</b>	<b>(63,984,246)</b>	<b>-</b>	<b>(63,984,246)</b>
<b>Business-type activities:</b>							
Sewer	5,721,362	5,397,938	-	63,392	-	(260,032)	(260,032)
<b>Total business-type activities</b>	<b>5,721,362</b>	<b>5,397,938</b>	<b>-</b>	<b>63,392</b>	<b>-</b>	<b>(260,032)</b>	<b>(260,032)</b>
<b>Total primary government</b>	<b>\$ 86,385,840</b>	<b>8,893,315</b>	<b>11,296,237</b>	<b>1,952,010</b>	<b>(63,984,246)</b>	<b>(260,032)</b>	<b>(64,244,278)</b>
<b>General revenues:</b>							
Property taxes, levied for general purposes					\$ 55,589,394	-	55,589,394
Motor vehicle excise taxes					4,942,156	-	4,942,156
Cable television franchise					180,000	-	180,000
Grants and contributions not restricted to specific programs:							
State Revenue Sharing					1,751,872	-	1,751,872
Homestead exemption					442,112	-	442,112
Other State aid					2,040,158	-	2,040,158
Rent and leases					121,407	-	121,407
Unrestricted investment earnings					829,187	30,537	859,724
Miscellaneous					1,103,113	-	1,103,113
Gain (loss) on disposal of capital assets					289,956	(621,367)	(331,411)
Transfers					(210,802)	210,802	-
<b>Total general revenues and transfers</b>					<b>67,078,553</b>	<b>(380,028)</b>	<b>66,698,525</b>
Change in net assets					3,094,307	(640,060)	2,454,247
Net assets - beginning as previously stated					93,072,011	59,820,209	152,892,220
Restatement					485,690	-	485,690
<b>Net assets - ending</b>					<b>\$ 96,652,008</b>	<b>59,180,149</b>	<b>155,832,157</b>

See accompanying notes to basic financial statements.

**CITY OF SOUTH PORTLAND, MAINE**  
**Balance Sheet**  
**Governmental Funds**  
**June 30, 2011**

	General	Tax Increment Financing	Capital Projects	Other Governmental Funds	Total Governmental Funds
<b>ASSETS</b>					
Cash and cash equivalents	\$ 33,179,585	5,052,058	9,227,531	-	47,459,174
Investments	6,729,620	-	-	702,595	7,432,215
Due from other governments	109,100	-	243,411	1,217,827	1,570,338
Accounts receivable, net of allowance of \$967,594	295,588	22,679	-	8,179	326,446
Taxes receivable	1,257,623	-	-	-	1,257,623
Tax liens and tax acquired property	494,228	-	-	-	494,228
Interfund loans receivable	-	-	-	3,116,961	3,116,961
Prepaid expenditures	28,138	-	-	-	28,138
Inventory	-	-	-	19,361	19,361
Restricted assets, cash	50,000	-	-	-	50,000
<b>Total assets</b>	<b>\$ 42,143,882</b>	<b>5,074,737</b>	<b>9,470,942</b>	<b>5,064,923</b>	<b>61,754,484</b>
<b>LIABILITIES AND FUND BALANCES</b>					
<b>Liabilities:</b>					
Accounts payable	971,472	8,423	76,633	173,878	1,230,406
Accrued liabilities	675,432	1,235	75	85,566	762,308
Interfund loans payable	14,428,022	-	-	-	14,428,022
Deferred tax revenue	1,240,000	-	-	-	1,240,000
Accrued teachers' summer salaries	2,857,197	-	-	299,515	3,156,712
<b>Total liabilities</b>	<b>20,172,123</b>	<b>9,658</b>	<b>76,708</b>	<b>558,959</b>	<b>20,817,448</b>
<b>Fund balances:</b>					
Nonspendable	28,138	-	-	218,310	246,448
Restricted	5,918,192	5,065,079	3,155,368	2,135,563	16,274,202
Committed	3,679,767	-	6,238,866	2,289,570	12,208,203
Assigned	2,658,767	-	-	-	2,658,767
Unassigned	9,686,895	-	-	(137,479)	9,549,416
<b>Total fund balances</b>	<b>21,971,759</b>	<b>5,065,079</b>	<b>9,394,234</b>	<b>4,505,964</b>	<b>40,937,036</b>
<b>Total liabilities and fund balances</b>	<b>\$ 42,143,882</b>	<b>5,074,737</b>	<b>9,470,942</b>	<b>5,064,923</b>	
<b>Amounts reported for governmental activities in the statement of net assets are different because:</b>					
Capital assets used in governmental activities are not financial resources and, therefore are not reported in the funds					83,267,897
Other long-term assets are not available to pay for current period expenditure and, therefore, are deferred in the funds					1,240,000
Long-term liabilities that are not due and payable in the current period and therefore are not reported in the funds					
Accrued compensated absences					(3,204,758)
Other postemployment benefits liability					(510,306)
Accrued interest					(237,635)
Landfill closure					(102,000)
Capital leases					(2,458,226)
Bonds payable					(22,280,000)
<b>Net assets of governmental activities</b>					<b>\$ 96,652,008</b>

*See accompanying notes to basic financial statements.*



**CITY OF SOUTH PORTLAND, MAINE**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Governmental Funds**  
**For the year ended June 30, 2011**

	General	Tax Increment Financing	Capital Projects	Other Governmental Funds	Total Governmental Funds
<b>Revenues:</b>					
Taxes	\$ 57,755,880	2,399,132	375,938	-	60,530,950
Intergovernmental	9,498,341	1,094,940	1,544,565	5,281,151	17,418,997
Licenses, permits, fees and fine:	843,138	-	-	-	843,138
Charges for services	1,608,793	-	-	1,344,853	2,953,646
Unclassified	712,690	-	8,000	976,423	1,697,113
Interest earned	677,979	51,248	60,626	39,334	829,187
<b>Total revenues</b>	<b>71,096,821</b>	<b>3,545,320</b>	<b>1,989,129</b>	<b>7,641,761</b>	<b>84,273,031</b>
<b>Expenditures:</b>					
<b>Current:</b>					
General government	7,840,862	-	-	893,823	8,734,685
Public safety	9,262,672	-	-	626,943	9,889,615
Public works	4,425,756	201,738	-	336,012	4,963,506
Culture and recreation	2,874,133	-	-	891,279	3,765,412
Transportation and waterfront	958,851	-	-	106,772	1,065,623
Health, welfare and social service:	346,737	-	-	-	346,737
Education	39,747,280	-	-	4,761,589	44,508,869
School lunch program	-	-	-	1,487,170	1,487,170
Intergovernmental	2,058,577	-	-	-	2,058,577
Other	37,703	1,702,155	-	1,488	1,741,346
Debt service (excluding education)	1,149,969	-	-	-	1,149,969
Capital expenditures	278,804	133,444	7,131,028	-	7,543,276
<b>Total expenditures</b>	<b>68,981,344</b>	<b>2,037,337</b>	<b>7,131,028</b>	<b>9,105,076</b>	<b>87,254,785</b>
<b>Excess (deficiency) of revenue: over (under) expenditures</b>	<b>2,115,477</b>	<b>1,507,983</b>	<b>(5,141,899)</b>	<b>(1,463,315)</b>	<b>(2,981,754)</b>
<b>Other financing sources (uses)</b>					
Transfers in	615,259	-	3,118,424	714,507	4,448,190
Transfers out	(2,421,433)	(988,974)	(483,200)	(765,385)	(4,658,992)
Issuance of debt	74,800	-	883,000	-	957,800
<b>Total other financing sources (uses)</b>	<b>(1,731,374)</b>	<b>(988,974)</b>	<b>3,518,224</b>	<b>(50,878)</b>	<b>746,998</b>
<b>Net change in fund balances</b>	<b>384,103</b>	<b>519,009</b>	<b>(1,623,675)</b>	<b>(1,514,193)</b>	<b>(2,234,756)</b>
<b>Fund balances, beginning of year, as reclassified</b>	<b>21,587,656</b>	<b>4,546,070</b>	<b>11,017,909</b>	<b>6,020,157</b>	<b>43,171,792</b>
<b>Fund balances, end of year</b>	<b>\$ 21,971,759</b>	<b>5,065,079</b>	<b>9,394,234</b>	<b>4,505,964</b>	<b>40,937,036</b>

*See accompanying notes to basic financial statements.*

**CITY OF SOUTH PORTLAND, MAINE**  
**Reconciliation of the Statement of Revenues, Expenditures,**  
**and Changes in Fund Balances of Governmental Funds**  
**to the Statement of Activities**  
**For the year ended June 30, 2011**

Net change in fund balances - total governmental funds (from Statement 4)	\$	(2,234,756)
<p>Amounts reported for governmental activities in the statement of activities (Statement 2) are different because:</p>		
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital acquisitions (\$8,034,449) exceed book value of disposed assets (\$187,761) and depreciation (\$4,109,571).		3,737,117
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.		600
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 (\$957,800) exceed repayments (\$90,758).		(867,042)
Change in accruals are recorded on the statement of net assets, but not on the governmental fund balance sheet - accrued compensated absences (\$32,751), accrued interest (-\$45,482), and other postemployment benefits liability (\$153,591).		(140,860)
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.		(63,752)
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 (\$2,663,000).		2,663,000
<b>Change in net assets of governmental activities (see Statement 2)</b>	<b>\$</b>	<b>3,094,307</b>

*See accompanying notes to basic financial statements.*

**CITY OF SOUTH PORTLAND, MAINE**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**Budget and Actual - General Fund and TIF Funds**  
**For the year ended June 30, 2011**

	General Fund				TIF Funds				Variance with final budget positive (negative)
	Budget		Actual	Variance with final budget positive (negative)	Budget		Actual	Variance with final budget positive (negative)	
	Original	Final			Original	Final			
<b>Revenues:</b>									
Taxes	\$ 56,606,340	56,606,340	57,755,880	1,149,540	2,296,505	2,296,505	2,399,132	102,627	
Intergovernmental	5,365,087	5,365,087	5,788,390	423,303	834,000	834,000	1,094,940	260,940	
Licenses, permits, fees and fines	705,950	705,950	843,138	137,188	-	-	-	-	
Charges for services	1,520,434	1,520,434	1,608,793	88,359	-	-	-	-	
Unclassified	108,000	108,000	155,308	47,308	-	-	-	-	
Interest earned	525,000	525,000	642,388	117,388	-	-	51,248	51,248	
<b>Total revenues</b>	<b>64,830,811</b>	<b>64,830,811</b>	<b>66,793,897</b>	<b>1,963,086</b>	<b>3,130,505</b>	<b>3,130,505</b>	<b>3,545,320</b>	<b>414,815</b>	
<b>Expenditures:</b>									
<b>Current:</b>									
General government	7,782,233	7,805,233	7,445,497	359,736	-	-	-	-	
Public safety	9,123,268	9,141,268	9,092,600	48,668	-	-	-	-	
Public works	4,376,627	4,401,627	4,399,859	1,768	262,445	262,445	201,738	60,707	
Culture and recreation	2,946,018	2,946,018	2,872,216	73,802	-	-	-	-	
Transportation and waterfront	954,911	958,911	958,851	60	-	-	-	-	
Health, welfare and social services	401,442	401,442	357,789	43,653	-	-	-	-	
Education	36,974,025	36,974,025	35,913,762	1,060,263	-	-	-	-	
Intergovernmental	2,058,577	2,058,577	2,058,577	-	-	-	-	-	
Other	122,000	52,000	32,703	19,297	1,627,774	1,627,774	1,702,155	(74,381)	
Debt service (including education)	1,152,356	1,152,356	1,149,969	2,387	-	-	-	-	
Capital expenditures	-	-	-	-	1,088,362	251,312	133,444	117,868	
<b>Total expenditures</b>	<b>65,891,457</b>	<b>65,891,457</b>	<b>64,281,823</b>	<b>1,609,634</b>	<b>2,978,581</b>	<b>2,141,531</b>	<b>2,037,337</b>	<b>104,194</b>	
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>(1,060,646)</b>	<b>(1,060,646)</b>	<b>2,512,074</b>	<b>3,572,720</b>	<b>151,924</b>	<b>988,974</b>	<b>1,507,983</b>	<b>519,009</b>	
<b>Other financing sources (uses):</b>									
Budgeted use of surplus - City	-	1,447,000	-	(1,447,000)	-	-	-	-	
Budgeted use of surplus - School	1,200,000	1,200,000	-	(1,200,000)	-	-	-	-	
Transfer in	556,331	556,331	615,259	58,928	-	-	-	-	
Transfers out	(695,685)	(2,142,685)	(3,302,436)	(1,159,751)	(151,924)	(988,974)	(988,974)	-	
<b>Total other financing sources (uses)</b>	<b>1,060,646</b>	<b>1,060,646</b>	<b>(2,687,177)</b>	<b>(3,747,823)</b>	<b>(151,924)</b>	<b>(988,974)</b>	<b>(988,974)</b>	<b>-</b>	
<b>Net change in fund balance - budgetary basis</b>	<b>-</b>	<b>-</b>	<b>(175,103)</b>	<b>(175,103)</b>	<b>-</b>	<b>-</b>	<b>519,009</b>	<b>519,009</b>	
<b>Reconciliation to GAAP basis:</b>									
Change in encumbrances - City	-	-	(18,364)	(18,364)	-	-	-	-	
Change in encumbrances - School	-	-	169,943	169,943	-	-	-	-	
Change in reserves	-	-	407,627	407,627	-	-	-	-	
<b>Net change in fund balance - GAAP basis</b>	<b>-</b>	<b>-</b>	<b>384,103</b>	<b>384,103</b>	<b>-</b>	<b>-</b>	<b>519,009</b>	<b>519,009</b>	
<b>Fund balance, beginning of year</b>			<b>21,587,656</b>				<b>4,546,070</b>		
<b>Fund balance, end of year</b>			<b>\$ 21,971,759</b>				<b>\$ 5,065,079</b>		

See accompanying notes to basic financial statements.



**CITY OF SOUTH PORTLAND, MAINE**  
**Statement of Net Assets**  
**Proprietary Funds**  
**June 30, 2011 and 2010**

	Sewer	
	2011	2010
<b>Business-type Activities - Enterprise Funds</b>		
<b>ASSETS</b>		
Current assets:		
Due from other governments	\$ 269,751	589,490
Receivables, net of allowance of \$165,302 and \$85,228, respectively	463,507	267,435
Sewer liens	8,692	7,314
Prepaid expenses	7,435	7,210
Interfund loan receivables	11,311,557	13,428,457
<b>Total current assets</b>	<b>12,060,942</b>	<b>14,299,906</b>
Noncurrent assets:		
Capital assets, not being depreciated	1,695,676	2,797,140
Capital assets	83,852,882	80,203,918
Accumulated depreciation	(36,898,726)	(35,867,931)
<b>Total noncurrent assets</b>	<b>48,649,832</b>	<b>47,133,127</b>
<b>Total assets</b>	<b>60,710,774</b>	<b>61,433,033</b>
<b>LIABILITIES</b>		
Current liabilities:		
Accounts payable	460,264	197,882
Accrued wages	25,147	17,825
Accrued interest	5,753	11,505
Current portion of noncurrent liabilities:		
Compensated absences	77,530	87,834
Bonds payable	332,102	332,102
<b>Total current liabilities</b>	<b>900,796</b>	<b>647,148</b>
Noncurrent liabilities:		
Compensated absences	155,539	159,284
Bonds payable	474,290	806,392
<b>Total noncurrent liabilities</b>	<b>629,829</b>	<b>965,676</b>
<b>Total liabilities</b>	<b>1,530,625</b>	<b>1,612,824</b>
<b>NET ASSETS</b>		
Invested in capital assets, net of related debt	47,843,440	45,994,633
Restricted for capital projects	6,884,009	9,527,765
Unrestricted - reserves	3,292,042	2,885,697
Unrestricted	1,160,658	1,412,114
<b>Total net assets</b>	<b>\$ 59,180,149</b>	<b>59,820,209</b>

*See accompanying notes to basic financial statements.*

**CITY OF SOUTH PORTLAND, MAINE**  
**Statement of Revenues, Expenses and Changes in Net Assets**  
**Proprietary Funds**  
**For the years ended June 30, 2011 and 2010**

	Sewer	
	2011	2010
<b>Business-type Activities - Enterprise Funds</b>		
Operating revenues:		
Charges for services	\$ 5,341,582	4,881,004
Interest and penalties	568	398
Licenses	55,788	53,207
<b>Total operating revenues</b>	<b>5,397,938</b>	<b>4,934,609</b>
Operating expenses:		
Personnel services	1,837,471	1,741,282
Contractual services	1,411,783	1,363,577
Supplies and materials	506,762	460,301
Fixed charges	55,477	55,717
Capital outlay	146,058	240,374
Depreciation	1,730,787	1,684,060
<b>Total operating expenses</b>	<b>5,688,338</b>	<b>5,545,311</b>
<b>Operating loss</b>	<b>(290,400)</b>	<b>(610,702)</b>
Nonoperating revenues (expenses):		
Interest revenue	30,537	43,666
Gain (loss) on disposal of capital assets	(621,367)	891
Interest expense	(33,024)	(44,152)
<b>Total nonoperating revenues (expenses)</b>	<b>(623,854)</b>	<b>405</b>
<b>Loss before transfers and capital contributions</b>	<b>(914,254)</b>	<b>(610,297)</b>
Capital contributions	63,392	207,671
Transfers in	273,972	4,729,557
Transfer out	(63,170)	(3,264)
<b>Total transfers and capital contributions</b>	<b>274,194</b>	<b>4,933,964</b>
<b>Change in net assets</b>	<b>(640,060)</b>	<b>4,323,667</b>
<b>Net assets, beginning of year</b>	<b>59,820,209</b>	<b>55,496,542</b>
<b>Net assets, end of year</b>	<b>\$ 59,180,149</b>	<b>59,820,209</b>

*See accompanying notes to basic financial statements.*

**CITY OF SOUTH PORTLAND, MAINE**  
**General Fund**  
**Comparative Balance Sheets**  
**June 30, 2011 and 2010**

	2011	2010
<b>ASSETS</b>		
Cash and cash equivalents	\$ 33,179,585	36,597,738
Investments	6,729,620	6,516,570
Due from other governments	109,100	165,892
Receivables, net of allowance of \$958,788 and \$994,560	295,588	174,074
Taxes receivable	1,257,623	1,140,881
Tax liens and tax acquired property	494,228	433,360
Prepaid expenditures	28,138	9,028
Restricted assets, cash	50,000	50,000
<b>Total assets</b>	<b>\$ 42,143,882</b>	<b>45,087,543</b>
<b>LIABILITIES AND FUND BALANCES</b>		
Liabilities:		
Accounts payable	971,472	1,031,044
Accrued liabilities	675,432	689,263
Interfund loans payable	14,428,022	17,729,583
Deferred tax revenue	1,240,000	1,239,400
Accrued teachers' summer salaries	2,857,197	2,810,597
<b>Total liabilities</b>	<b>20,172,123</b>	<b>23,499,887</b>
Fund balances:		
Nonspendable	28,138	9,028
Restricted	5,918,192	6,759,738
Committed	3,679,767	3,469,215
Assigned	2,658,767	2,492,458
Unassigned	9,686,895	8,857,217
<b>Total fund balances</b>	<b>21,971,759</b>	<b>21,587,656</b>
<b>Total liabilities and fund balances</b>	<b>\$ 42,143,882</b>	<b>45,087,543</b>

**CITY OF SOUTH PORTLAND, MAINE**  
**General Fund**  
**Schedule of Revenues, Expenditures and Changes**  
**in Fund Balance - Budget and Actual**  
**For the year ended June 30, 2011**

(with comparative actual amounts for the year ended June 30, 2010)

	2011		Variance positive (negative)	2010 Actual
	Budget	Actual		
<b>Revenues:</b>				
<b>Taxes:</b>				
Property	\$ 52,303,488	52,436,750	133,262	51,925,202
Excise	3,974,000	4,942,156	968,156	4,076,731
Interest and penalties	105,000	136,826	31,826	146,109
Payments in lieu of taxes	223,852	240,148	16,296	224,632
<b>Total taxes</b>	<b>56,606,340</b>	<b>57,755,880</b>	<b>1,149,540</b>	<b>56,372,674</b>
<b>Intergovernmental:</b>				
State Revenue Sharing	1,680,000	1,751,872	71,872	1,896,769
State BETE Revenue	739,000	897,637	158,637	832,201
Homestead reimbursement	415,000	442,112	27,112	540,909
State education subsidy	1,809,638	1,940,324	130,686	2,205,361
State agency client	336,989	319,277	(17,712)	597,558
Medicaid	-	48,607	48,607	528,872
Section 9	159,000	157,233	(1,767)	159,000
General assistance	142,000	131,513	(10,487)	169,058
Other State revenue	83,460	99,815	16,355	94,495
<b>Total intergovernmental</b>	<b>5,365,087</b>	<b>5,788,390</b>	<b>423,303</b>	<b>7,024,223</b>
<b>Licenses, permits, fees, and fines:</b>				
Cable franchise fee	180,000	180,000	-	175,000
City clerk	160,800	166,776	5,976	139,108
Planning	7,750	9,971	2,221	12,214
Police	116,400	96,667	(19,733)	86,571
Code enforcement	225,000	369,836	144,836	332,666
Public library	16,000	19,888	3,888	22,538
<b>Total licenses, permits, fees, and fines</b>	<b>705,950</b>	<b>843,138</b>	<b>137,188</b>	<b>768,097</b>
<b>Charges for services:</b>				
Rent and leases	112,800	121,407	8,607	132,293
City clerk	1,500	562	(938)	971
Finance	111,531	114,108	2,577	105,462
Fire	726,100	756,102	30,002	720,985
Engineering	4,000	1,723	(2,277)	130
Public works - Transfer facility	94,000	74,967	(19,033)	92,225
Public library	1,450	3,103	1,653	2,652
Parks and recreation	135,000	172,633	37,633	180,552
Bus service	237,454	250,052	12,598	211,223
Education	96,599	114,136	17,537	94,400
<b>Total charges for services</b>	<b>1,520,434</b>	<b>1,608,793</b>	<b>88,359</b>	<b>1,540,893</b>
<b>Unclassified:</b>				
City clerk	14,000	19,467	5,467	16,394
Finance	15,000	23,919	8,919	20,116
Police	8,000	9,311	1,311	8,364
Fire	2,000	4,015	2,015	6,094
Code enforcement	2,000	2,845	845	2,739
Public works	26,000	35,409	9,409	31,964
Other	3,000	5,928	2,928	6,591
Education	38,000	54,414	16,414	88,533
<b>Total unclassified</b>	<b>108,000</b>	<b>155,308</b>	<b>47,308</b>	<b>180,795</b>
Interest earned	525,000	642,388	117,388	749,603
<b>Total revenues</b>	<b>64,830,811</b>	<b>66,793,897</b>	<b>1,963,086</b>	<b>66,636,285</b>



**CITY OF SOUTH PORTLAND, MAINE**  
**General Fund**  
**Schedule of Revenues, Expenditures and Changes**  
**in Fund Balance - Budget and Actual**  
**For the year ended June 30, 2011**  
**(with comparative actual amounts for the year ended June 30, 2010)**

	Budget	Actual	Variance positive (negative)	2010 Actual
<b>Expenditures:</b>				
<b>Current:</b>				
<b>General government:</b>				
City council	\$ 98,062	97,477	585	101,399
Executive	180,833	180,698	135	206,963
City clerk	209,531	209,138	393	208,013
Corporation council	189,147	127,684	61,463	170,024
Finance	911,786	898,993	12,793	864,846
Information technology	297,723	318,001	(20,278)	312,347
Planning	233,156	235,992	(2,836)	248,294
Human resources	228,114	227,378	736	207,122
City building	199,781	172,793	26,988	186,645
Citywide insurance and benefit costs	5,257,100	4,977,343	279,757	4,682,449
<b>Total general government</b>	<b>7,805,233</b>	<b>7,445,497</b>	<b>359,736</b>	<b>7,188,102</b>
<b>Public safety:</b>				
Police department	3,554,479	3,533,834	20,645	3,488,949
Fire department	4,256,828	4,256,730	98	4,202,510
Communications	676,240	659,109	17,131	638,239
Code enforcement	639,211	638,199	1,012	633,574
Civil service	14,510	4,728	9,782	8,000
<b>Total public safety</b>	<b>9,141,268</b>	<b>9,092,600</b>	<b>48,668</b>	<b>8,971,272</b>
<b>Public works:</b>				
Administration	168,000	167,792	208	161,833
Streets and sidewalks	1,679,690	1,715,790	(36,100)	1,573,641
Rubbish disposal	2,035,471	2,018,858	16,613	2,037,042
Public works garage	288,611	277,582	11,029	259,239
Transfer facility	229,855	219,837	10,018	187,107
<b>Total public works</b>	<b>4,401,627</b>	<b>4,399,859</b>	<b>1,768</b>	<b>4,218,862</b>
<b>Culture:</b>				
Main library	564,650	555,365	9,285	552,053
Branch library	70,087	73,527	(3,440)	81,655
<b>Total culture</b>	<b>634,737</b>	<b>628,892</b>	<b>5,845</b>	<b>633,708</b>
<b>Parks and recreation:</b>				
Administration	141,170	121,343	19,827	135,802
Parks	1,049,880	1,060,284	(10,404)	1,103,202
Pool	378,700	342,424	36,276	306,586
Recreation	741,531	719,273	22,258	741,796
<b>Total parks and recreation</b>	<b>2,311,281</b>	<b>2,243,324</b>	<b>67,957</b>	<b>2,287,386</b>
<b>Total culture, parks, and recreation</b>	<b>2,946,018</b>	<b>2,872,216</b>	<b>73,802</b>	<b>2,921,094</b>
<b>Transportation and waterfront:</b>				
Bus service	920,861	920,845	16	883,088
Waterfront	38,050	38,006	44	37,606
<b>Total transportation and waterfront</b>	<b>958,911</b>	<b>958,851</b>	<b>60</b>	<b>920,694</b>



**CITY OF SOUTH PORTLAND, MAINE**  
**General Fund**  
**Schedule of Revenues, Expenditures and Changes**  
**in Fund Balance - Budget and Actual**  
**For the year ended June 30, 2011**

(with comparative actual amounts for the year ended June 30, 2010)

	Budget	Actual	Variance positive (negative)	2010 Actual
Expenditures, continued:				
Current, continued:				
Health, welfare and social services				
Welfare:				
Administration	\$ 73,364	75,375	(2,011)	76,334
General assistance	285,050	239,836	45,214	298,127
Total welfare	358,414	315,211	43,203	374,461
Health	43,028	42,578	450	43,028
Total health, welfare and social services	401,442	357,789	43,653	417,489
Intergovernmental - County tax	2,058,577	2,058,577	-	2,034,422
Other:				
Contingency and abatement reserve	52,000	32,703	19,297	45,175
Total other	52,000	32,703	19,297	45,175
Education	36,974,025	35,913,762	1,060,263	36,866,195
Debt service (excluding education):				
Administration	6,000	3,614	2,386	4,045
Principal	898,765	898,765	-	898,765
Interest	247,591	247,590	1	310,303
Total debt service	1,152,356	1,149,969	2,387	1,213,113
Total expenditures	65,891,457	64,281,823	1,609,634	64,796,418
Excess (deficiency) of revenues over (under) expenditures	(1,060,646)	2,512,074	3,572,720	1,839,867
Other financing sources (uses):				
Budgeted use of surplus - City	1,447,000	-	(1,447,000)	-
Budgeted use of surplus - School	1,200,000	-	(1,200,000)	-
Refunding bonds issued and premium	-	-	-	1,934,957
Payment to refunded bonds escrow agent and fees	-	-	-	(1,921,934)
Transfers - in	556,331	615,259	58,928	403,594
Transfers - out	(2,142,685)	(3,302,436)	(1,159,751)	(4,589,299)
Total other financing sources (uses)	1,060,646	(2,687,177)	(3,747,823)	(4,172,682)
Net change in fund balance - budgetary basis	-	(175,103)	(175,103)	(2,332,815)
Reconciliation to GAAP basis:				
Change in encumbrances - City		(18,364)		13,994
Change in encumbrances - School		169,943		7,399
Change in reserves		407,627		1,634,374
Net change in fund balance - GAAP basis		384,103		(677,048)
Fund balance, beginning of year, as reclassified		21,587,656		22,264,704
Fund balance, end of year	\$	21,971,759		21,587,656

**CITY OF SOUTH PORTLAND, MAINE**  
**General Fund - Education**  
**Schedule of Revenues, Expenditures and Changes**  
**in Fund Balance - Budget and Actual**  
**For the year ended June 30, 2011**  
**(with comparative actual amounts for the year ended June 30, 2010)**

	2011			2010 Actual
	Budget	Actual	Variance positive (negative)	
<b>Revenues:</b>				
Local assessment	\$ 33,729,699	33,729,699	-	33,774,891
State education subsidy	1,809,638	1,940,324	130,686	2,205,361
State agency client	336,989	319,277	(17,712)	597,558
Medicaid	-	48,607	48,607	528,872
Charges for services	96,599	114,136	17,537	94,400
Other	38,000	54,414	16,414	88,533
<b>Total revenues</b>	<b>36,010,925</b>	<b>36,206,457</b>	<b>195,532</b>	<b>37,289,615</b>
<b>Expenditures:</b>				
<b>Current:</b>				
Brown Elementary	1,585,114	1,475,284	109,830	1,560,669
Dyer Elementary	1,543,554	1,501,191	42,363	1,498,035
Kaler Elementary	1,216,587	1,190,521	26,066	1,150,281
Skillin Elementary	2,233,917	2,212,326	21,591	2,110,967
Small Elementary	1,597,706	1,612,344	(14,638)	1,545,536
Mahoney Middle School	2,261,600	2,303,380	(41,780)	2,249,356
Memorial Middle School	2,242,549	2,222,389	20,160	2,105,418
South Portland High School	5,817,844	5,858,339	(40,495)	5,688,422
K-12 instrumental music	107,103	95,738	11,365	112,777
6-12 athletics	632,078	599,197	32,881	623,042
Special education	6,895,508	6,732,696	162,812	6,754,427
Health	368,829	325,453	43,376	378,307
Board of education	269,241	106,722	162,519	110,540
Superintendent of schools	331,987	322,014	9,973	321,956
Assistant superintendent	1,771,650	1,571,982	199,668	1,731,575
Technology	470,532	583,020	(112,488)	388,369
Business office	799,442	735,691	63,751	788,147
Operations/maintenance	2,984,083	2,640,025	344,058	4,278,710
Transportation	1,265,315	1,246,064	19,251	1,240,489
<b>Debt service:</b>				
Principal	1,764,235	1,764,235	-	1,526,235
Interest	815,151	815,151	-	702,937
<b>Total expenditures</b>	<b>36,974,025</b>	<b>35,913,762</b>	<b>1,060,263</b>	<b>36,866,195</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>(963,100)</b>	<b>292,695</b>	<b>1,255,795</b>	<b>423,420</b>
<b>Other financing sources (uses):</b>				
Transfers - in	143,239	143,239	-	149,651
Transfers - out	(380,139)	(1,410,824)	(1,030,685)	(1,265,661)
Budgeted use of surplus	1,200,000	-	(1,200,000)	-
<b>Total other financing sources (uses)</b>	<b>963,100</b>	<b>(1,267,585)</b>	<b>(2,230,685)</b>	<b>(1,116,010)</b>
<b>Net change in fund balances - budgetary basis</b>	<b>-</b>	<b>(974,890)</b>	<b>(974,890)</b>	<b>(692,590)</b>
<b>Reconciliation to GAAP basis:</b>				
Change in encumbrances		169,943		7,399
Change in reserves		(36,599)		556,250
<b>Net change in fund balance - GAAP basis</b>		<b>(841,546)</b>		<b>(128,941)</b>
<b>Fund balance, beginning of year</b>		<b>6,759,738</b>		<b>6,888,679</b>
<b>Fund balance, end of year</b>	<b>\$</b>	<b>5,918,192</b>		<b>6,759,738</b>

# Fire Department

Central Fire Station  
20 Anthoine Street  
Phone 799-3311  
Fax 799-7583



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



The South Portland Fire Department, for the fiscal 2011 budget year, responded to over four thousand emergency calls for service. The department is staffed with 62 full time firefighters and paramedics, supported by 50 paid on call firefighters. The department operates three fully staffed stations and three call companies.

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

The delivery of Emergency Medical Services continues to be the largest part of our business. We have again seen a steady increase in the demand for our Emergency Medical Services. Currently the department has 36 paramedics employed. In addition, two of the Chief Officers currently hold this certification. This equates to over half of the full time staff employed by South Portland having completed the highest level of emergency medical training offered. We continue to recruit and train paramedics in an effort to provide our citizens the highest level of medical care available in the pre-hospital setting. The department also prides itself in having some of the most advanced medical equipment in the field. In September 2012 the department will be rolling out LIFEPAK 15 cardiac monitors in our ambulances. This provides more advanced clinical technologies to our paramedic.

As part of the restructuring plan implemented within the City, the Fire Department has taken on the additional responsibility of the Emergency Management Division. South Portland is home to one of the largest oil ports on the east coast, with seven bulk liquid petroleum terminals, the largest rail yard in New England, a chemical storage facility, two semiconductor plants, and the largest retail complex north of Boston. These commercial facilities present a challenge to our responders.

The Department has taken an aggressive approach to confront these new hazards located within the city. With the cooperation of our industrial partners, as well as the Maine Emergency Management Agency; in March of 2010, a new Deputy Chief's position was created to assist with emergency management. This position is funded with a direct grant from the Department of Homeland Security, currently funded through April of 2013. This Deputy is in charge of hazardous materials, emergency management planning, and homeland security. The Deputy also serves as the Local Health Officer as well as our EMS liaison.



The Department has continued pushing forward with our new computer system that was introduced four years ago. In 2008, we made the transition on the ambulances to a paperless reporting system and this year we will be updating this platform to a new software package that will allow information to be passed more directly to our responders in the field.

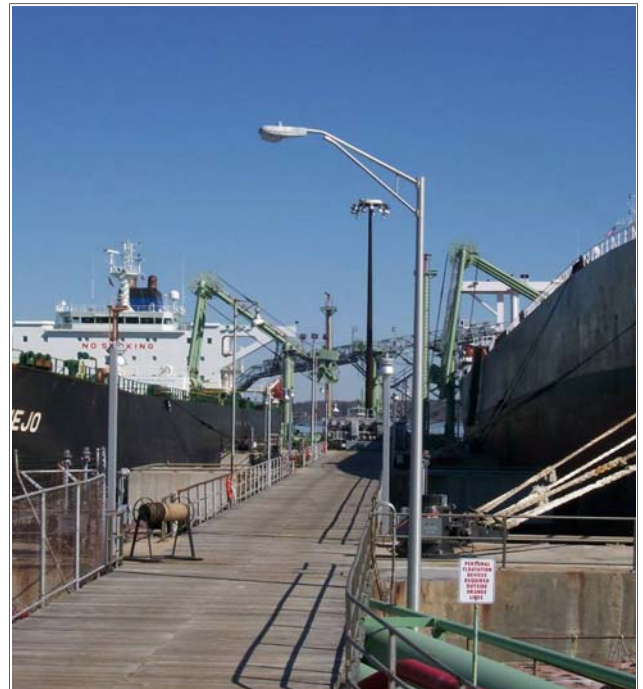
We continue to build out our GIS mapping component, which will bring even more information into the field to help our responders meet the needs of our citizens. Another component under construction is an expanded inspection program that will be available to our inspectors on a tablet PC in the field. The Fire

Department's radio system has just been upgraded and integrated with the Portland Fire Department. This is the first upgrade of our radio system in over twenty years and has allowed us to move to a narrow banded digital system and comply with the new FCC regulations as well as provide operational talk groups to all of both cities responders.

## 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 today.

The Department has also teamed up with Cape Elizabeth to conduct an annual rookie school for new firefighters, as well as a fire officer development program. The command officer training program was offered in the classroom setting last winter and has now been expanded to an online program open to all of our employees. Our hazardous materials technicians worked with the City of Portland and Fairchild Semiconductor to conduct our annual Haz Mat requirements. In September we conducted a joint training with all three partners that provided great hands on skills. The department also works annually with the City of Portland and the Jetport to conduct Aircraft Emergency training every June.





## COMMUNITY

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 our 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.

The Department also works closely with the Trauma Intervention Program to help individuals and families deal with issues in a time of crisis. This service is available free 24 hours a day.



TIPNational.ORG

**Trauma Intervention Programs, Inc**  
**Citizens Helping Citizens in Crisis**

At the annual 2010/2011 Trauma Intervention Program banquet, South Portland Department Chaplain/Paramedic Howard Sterling was awarded the Heroes with Heart Award. This honor was for his efforts in serving as a spiritual supporter of our department and several others regionally in times of grief.

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



on several areas in an attempt to prevent injuries and accidents in our community. The first is training of our employees, to be prepared to handle all types of emergencies. The second is through public education in our community. This includes participating in a regional juvenile fire setter program.

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



The South Portland Fire Department has evolved into an Emergency Response organization, ready to handle any hazard presented. The South Portland Fire Department is a designated Type 1 Regional Response Team. Working closely with the Maine Emergency Management Agency, we have been able to take the department in several directions because of our well trained firefighters and paramedics. Due to the dedication of our staff and the continued support of our community the South Portland Fire Department is ranked by ISO (Insurance Services Office) as one of the top departments in New England. In May of 2011 we just completed a review by ISO conducted last in 2002. We actually improved our ranking from an 86 to an 88.08, the highest currently in Maine.

**RESPONSE FY 2011**

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

**Fiscal year 2011**

Emergency Calls for Service	4218
Rescue calls	3026
Fire Calls	1072
Haz Mat (misc service calls)	120

**Fiscal year 2010**

Emergency Calls for Service	4051
Rescue calls	2715
Fire Calls	1274
Haz Mat (misc service calls)	62

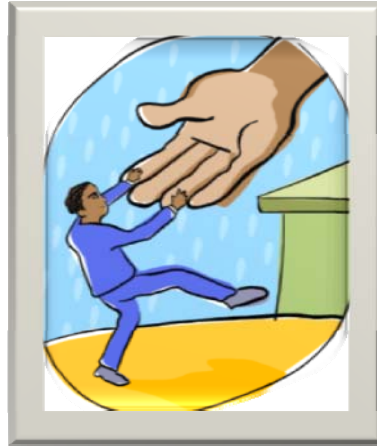
**HISTORICAL CALL VOLUME**

<b>Year</b>	<b>Fire</b>	<b>EMS</b>	<b>Total</b>
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



# General Assistance

City Hall  
25 Cottage Road  
Phone 767-7617  
Fax 767-7620



## *South Portland General Assistance*

### *A Helping Hand....*

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

Assistance is available for basic necessities as defined by local ordinance and state statutes. Eligible applicants are either assisted through vouchers or payments made directly to specific vendors. Administrative costs for the program are paid by the community. GA costs are reimbursed by the State at a 50% rate. For the current reporting year, \$247,407.00 was issued to eligible recipients prior to reimbursement. This number reflects a \$52,408.00 decrease overall in general assistance costs from the prior fiscal year with client numbers remaining consistent. The decrease is due to the support of social services and federal programs. In particular, funds allocated from the federal program Homelessness Prevention Rapid Re-Housing (HPRP). The HPRP program, administered by PROP had been an incredible federal financial resource assisting clients in need with current rents, back rents, and security deposits. The result is to avoid evictions, maintain housing & stabilize for the future. The program was instrumental in providing homelessness prevention assistance to households who would otherwise become homeless many due to the economic crisis and to provide assistance to rapidly re-house individuals/families. As funds within Cumberland County are no longer available, we continue to work with HPRP stabilization services.

Under GA, 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. Families not assisted financially are referred to a myriad of local resources appropriate to their need(s).

The GA Program is the most accountable assistance program in the state of Maine. Applicants must take responsibility to become self-reliant. For disabled persons, this may mean applying for disability benefits and for able-bodied persons, obtaining meaningful employment. There 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, had a long-term disability, is employed and in an emergency situation through no fault of their own. The program lends a “helping hand” to individuals and families. As the economy shifts and changes, local, state and federal programs are instrumental in assisting and creating cost savings within GA. On the local level, assistance from the Congregational Church, South Portland Food Cupboard & Project Feed in Portland has helped many. Their ongoing support in crisis situations has proven invaluable to the community.

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

Exciting developments occurred during FY 10/11 including:

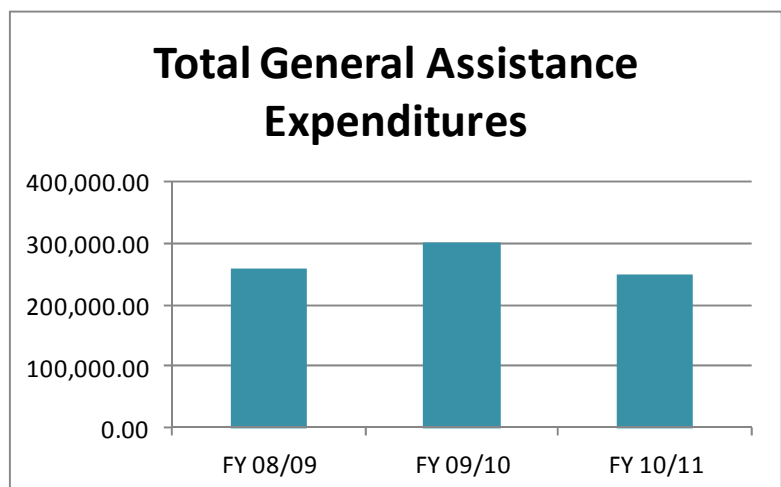
- Memorandum of Understanding signed between the City of Portland & City of South Portland relative to homelessness, creating a reduction in emergency housing costs.
- Successful Workfare Program
- Application & award of Heating Assistance Grant through Community Development Block Grant (CDBG).
- Easy online access to resources via our updated General Assistance/Social Service Resource Directory. [www.southportland.org](http://www.southportland.org) . Click “City Departments”, “General Assistance”, “Community Resource Directory” for up to date resources available within Cumberland County

The City of South Portland thanks the businesses, organizations and volunteers in the community who reach out with a helping hand to assist those in need during the holidays & throughout the year. Your assistance & kindness is recognized and greatly appreciated.

If you or a loved one, friend or neighbor has a question relative to social services, please call us at 767-7617. We are here to help, listen & guide.

**Total General Assistance Expenditures**

FY 08/09	258,677.41
FY 09/10	299,815.32
FY 10/11	247,407.25



# Human Resources

City Hall  
25 Cottage Road  
Phone 767-7682  
Fax 347-8303

## **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 employees.

## **LOCATION**

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

## **OUR RESPONSIBILITIES INCLUDE**

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

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

The City of South Portland employs approximately 290 full time and permanent part time employees and roughly 763 seasonal, temporary and call employees.

## **STRATEGIC GOALS**

- Enhance Human Resource processes, systems and infrastructure to provide high levels of efficiency, quality and cost-effectiveness.
- Transform Human Resources into a strategic partner by aligning Human Resource strategy with the City's operational departments.
- Create an organizational culture that promotes high performance and accountability and empowers employees to accomplish strategic goals.
- Attract and retain highly qualified and diverse employees equipped with the skills to support our vision, and guiding principles.

## **PERSONNEL CHANGES**

The Human Resources Department strives to recruit and hire the most experienced and knowledgeable candidates for open positions in the City. Position vacancies are typically advertised on the City's website, [www.southportland.org](http://www.southportland.org), the Maine Municipal Association website, [www.memun.org](http://www.memun.org), and [www.jobsinme.com](http://www.jobsinme.com).

During fiscal year 2011, twelve full time and permanent part time employees left City service, including Human Resources Director John McGough, who resigned in December 2010 following a leave of absence. Elizabeth Boynton, who had recently retired from her position of Associate Corporation Council with the City of Portland, was hired in the summer 2010 as interim Human Resources Director.

Fourteen new full time employees and three permanent part time employees were hired during fiscal year 2011, which included Amy Jennings, Employee Relations Manager, in November 2010, and Don Brewer, Human Resource Director, in January 2011. Amy Jennings career in Human Resources consists of extensive experience in large private sector companies. Don was previously employed by the City of Portland as Employee Relations Manager and as acting Human Resources Director on two separate occasions. Don's career in municipal government spans thirty-two years in three different municipalities, including Wiscasset, Brunswick and Portland.

#### **FY2011 HIGHLIGHTS AND INITIATIVES**

- Workplace safety is of the highest priority. Staff members were active on the City's Safety Committee and coordinated numerous safety trainings for City employees.
- Employees were given a monetary incentive to convert their health insurance coverage from the Maine Municipal Employee's Health Trust (MMEHT) Point of Service (POS) Plan A to the POS Plan C. Newly hired employees are required to enroll in the POS Plan C moving forward. Conversion to POS Plan C resulted in a cost savings to the City and reduced employee premiums, coupled with some coverage changes and higher deductibles.
- Human Resources staff engaged in meetings and planning sessions to identify immediate, mid and long range goals and initiatives to benefit employees and HR operations. We asked ourselves, "As a new HR team, how may we improve upon our service delivery and support of City employees?" "What were we doing well?" "What did we need to improve upon or focus on?" As a result, we developed strategies, initiatives and timelines to better support and train employees, centralize core HR functions, increased focus on employee safety, shifting to more paperless operations and increased use of technology.
- A successor collective bargaining agreement was negotiated with the South Portland and Portland Public Safety Dispatchers which merged the two services and employees within the Portland Police Dept.'s Dispatch Center. Any new public safety dispatch employees hired will be City of Portland employees. The collective bargaining agreement for South Portland Dispatchers will continue while current South Portland dispatchers remain employed by the City of South Portland. During FY2011, union contract negotiations were conducted with Fire Command, Firefighters, Bus Drivers (AFSCME), Parks and Public Works employees (AFSCME), Police Command and Supervisory, and Police Patrol. Library employees voted to decertify from AFSCME. Library employees were integrated into the non-union pay plan.
- Contracted with Bayside Employee Health Services in Portland as the City's primary medical services, injury management and occupational health services provider through a formal RFQ process.
- Contracted with Affiliated Healthcare Systems for administration of the City's drug and alcohol testing services for employees in safety sensitive positions, with the primary collection site being Central Maine Partners in Health in South Portland.
- The City's drug and alcohol testing policy for employees in safety sensitive positions was amended and brought into compliance.
- Several employee and staff development trainings were offered on a variety of safety topics, effective communication, respectful workplace, and more.
- Staff worked with City Departments on identifying light duty assignments for employees injured at work but having some work capacity.
- The Human Resources Department, City Manager and an inter-departmental sub-committee worked to identify additional amendments to the Personnel Policy which was last updated in December 2010.
- Two new voluntary employee benefit programs were approved by the City Council to become effective in Jan., 2012: Vision Care (through the Health Trust) and Pre-Paid Legal Services.
- Kaplan University offered City employees a 15% tuition reduction on any classes offered.
- Staff worked to update employee beneficiary information, driver's license verifications, electronic form for salary and wage rate adjustment with IT, annual employee total compensation report, improvements to new employee orientation process w/ automated benefits application and "welcome packet" of information.

# Information Technology

City Hall  
25 Cottage Road  
Phone 767-7681  
Fax 767-7620

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 50 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, barcode readers, and cell phones

In 2011 the following major projects were completed:

- ⇒ Increased Virtualization of Servers
- ⇒ Expanded Smartphone support
- ⇒ Council IPAD Roll-Out
- ⇒ Added Applications for increased functionality in Public Safety
- ⇒ Replaced aging Computers throughout the City.
- ⇒ Merged Network Support of City and School.
- ⇒ Replaced Novell Environment in School Department
- ⇒ Consolidated Backup of City and School Data
- ⇒ Consolidated Virus Protection for City and School to a Single solution
- ⇒ Upgraded Munis
- ⇒ Expanded Support of Cameras and Access Control System.

# Library

Main Library

482 Broadway

Phone 767-7660

Fax 767-7626

Memorial Branch

155 Wescott Road

Phone 775-1835

Fax 773-1036

FY 10/11 was a year of significant change and growth for the South Portland Public Library.

We started the fiscal year with the arrival of Susan Samberg, the library's new Circulation Librarian/Head of Adult Services. With Susan on board, the library began an aggressive effort to clean up its collections, the library's public spaces, as well as our electronic records. We began the process of relocating some shelving sections, as well as the removal of unused materials from our collection, resulting in better access for our users. As a result, those sections saw immediate increases in use of materials.

Throughout the summer months, the library continued to collect community feedback on library services in relation to hours of operation, with the goal of putting a new schedule in place in the fall so that the library could effectively operate within its operational budget. This new schedule was put into effect on November 1, 2010.

The revised schedule presented significant changes to the operations of both library locations. While hours of operation were reduced slightly at the Main Library and rather significantly at the Branch, the overall number of available library service hours for the community was increased. We accomplished this by reducing the perceived "overlapping" service hours (hours where both libraries were open at the same time), and maximizing unique service hours to the public.

While there was what could have been seen as significant cuts to the hours of operation, the new schedule took pains to address some longstanding expressed patron needs of the schedule. The most significant changes were the addition of Wednesday morning hours as well as full day of service on Saturdays at the Main Library. The Main library also now has a consistent opening time of 10am on each of the days it is open. We are now one of very few libraries that offer a consistent, year-round, schedule of service hours to the public. In addition, between our two locations, the City benefits from having access to library services seven days a week.

In tandem with the new operational schedule, the library put a new emphasis on consistent delivery of children's programming at the Main Library. Past practice had seen periodic interruptions in the delivery of "regular" programs to children throughout the year (for example, regular story time sessions would be put on hold during the Summer reading program). With the new schedule, it was decided that, short of staff vacations or unforeseen situations, regular children's programs would be held consistently, year-round. In addition – and as a result of the consolidation of library hours – much of the regular programming held at the Branch Library was relocated to the Main Library, resulting in a significant expansion of programming offerings at the Main.

In March of 2011, the library installed and activated a self-checkout kiosk. Purchased for us by the Friends of the South Portland Public Library, the self-checkout allows library users to skip the front desk and check their library materials themselves. The kiosk has proven popular and, by June, was seeing more than 1,600 items a month being processed through it.



The library's website, [www.SouthPortlandLibrary.com](http://www.SouthPortlandLibrary.com) consistently hosts over 6,000 visitors a month; showing continual increase in use as time goes on. At the site, 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. In the past year, the library also added active Facebook and Twitter accounts to its online presence and is rapidly drawing a strong following through those social network outlets.

Many tasks at both library locations are accomplished through the generous contribution of time from a team of dedicated volunteers. For the year, volunteers gave over 1,300 hours of their time, extending the library's ability to provide services to the citizens of South Portland.

The department undertook several facility improvements in the past year. The most notable change was a resurfacing of the main entry staircase at the Main Library, as well as a re-flooring of the entire entry lobby. In addition to the interior work, the library is engaged in a project to upgrade the landscaping and visibility of the Main Library building.

Between the two locations, the department processed 54,230 individual checkout transactions, involving 230,934 items.

Combined for the department, about 61% of the library items used are print materials (books) while 39% of the circulation is non-print (music, audio books and video programs). The Main Library sees 40% of its total circulation come from non-print materials, while the Branch sees 28% of its circulation in non-print. Branch use skews slightly in favor of children's materials over adult, while the Main Library sees 57% of its circulation in adult materials and 43% in children's.

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

**Registered Card Holders:** 14,317

**Circulation of Items**

Main Library:	244,260
Branch Library:	38,172
Total:	282,432

**Interlibrary Loan**

The library lent 18,099 items to other libraries in the Minerva network, while borrowing 21,242 items from other libraries for use by our patrons.



33 Pitt Street  
Phone 767-7670  
Fax 767-6159

# 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 in all aspects of city maintenance.



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 airfying program for the heavily used fields. The Parks Division has gone completely green and all pesticides and fertilizers applied to the athletic fields and park areas are organic now. The Parks Division also maintains the Fish Pier floats, located at the end of Portland Street, and the public Boat Ramp floats at Buglight Park and Thomas Knight Landing.

A new gazebo in Millcreek Park was completed and the first phase of the Park Master Plan was completed. This included removing vegetation along the creek banking and removing overgrown shrubbery in the park.

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 golf cart for the Gold Course, a tractor replacement, a new riding mower replacement and a verticutter machine for the Wainwright Complex.

Forestry activities in the Parks Division continued with street tree pruning and the removal of 45 dead or diseased trees. This work is performed by Parks personnel and a contractual tree service. Pruning was completed on over 41 residential requests and 46 new trees were planted throughout the City. A total of 64 stumps were also removed.

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 30<sup>th</sup> consecutive year. The Parks Division uses a tree inventory data system to manage South Portland's urban forest.

# Planning & Development

496 Ocean Street

Phone 767-7603

Fax 767-2197

The mission of our Department is to provide quality planning and development services for a safe, attractive, and prosperous South Portland. Staff in FY2011 included:

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

## **Highlights**

Highlights of FY2011 include:

### **Office Move**

In October of 2010 the Planning & Development Department moved from offices at E Street to 496 Ocean Street, the former Hamlin Elementary School. Planning & Development staff are committed to sharing this facility with others, and during this period we hosted, for example, a municipal “garage sale” for the disposal of surplus equipment and have become the regular meeting place for the Trout Brook Revitalization Committee.

### **Community Garden**

During this period the City Council approved the installation of a community garden in a portion of the play field in back of the Planning & Development offices.

### **Street Lights**

Having worked with the City Council and the community to remove 112 unnecessary street lights along the City’s arterial roadways, staff began at the end of FY2011 to work on the next phase of the program, which is to determine which street lights on local roads are redundant and not needed for public safety.

### **Comprehensive Plan**

Chaired by Councilor Maxine Beecher with assistance from Councilor Tom Coward, the Comprehensive Plan Committee began work on new land use policies for the various parts of the City based on direction provided by a public forum at SMCC and Vision Survey.

### **Gorham East-West Corridor Project**

Work continued on 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.

## FEMA Coastal Mapping Updates

After FEMA’s unsuccessful effort to force Maine coastal communities into accepting inaccurate flood map updates, the Planning & Development staff continued to work with FEMA toward a new collaboration called RISK Map. The City drafted and approved a Memorandum of Understanding for this program, but as yet FEMA has not yet moved forward.

## Veteran’s Memorial Bridge

Planning staff continued to work with MDOT on a shared bicycle/pedestrian path to connect improved bike/ped facilities on the new bridge, still under construction, to Main Street.

## Underground Utilities Mapping

Planning & Development staff continued work on a project to create a GIS inventory and map of all street light conduits, traffic signal coordination cables, and other City-owned underground wires in an effort to centralize data and to be able to meet the requirements for DigSafe responses.

## HUD Sustainable Communities Grant

Department staff played a leading role in writing an application that was successful in obtaining a \$1.6 million grant for GPCOG. The purpose of the grant is to develop a vision and plan for York and Cumberland Counties to improve sustainability in such areas as land use, transportation, housing, and the environment. The Planning Director was appointed to the Southern Maine Partnership for Sustainable Development’s Executive Committee as well as to the Partnership Board.

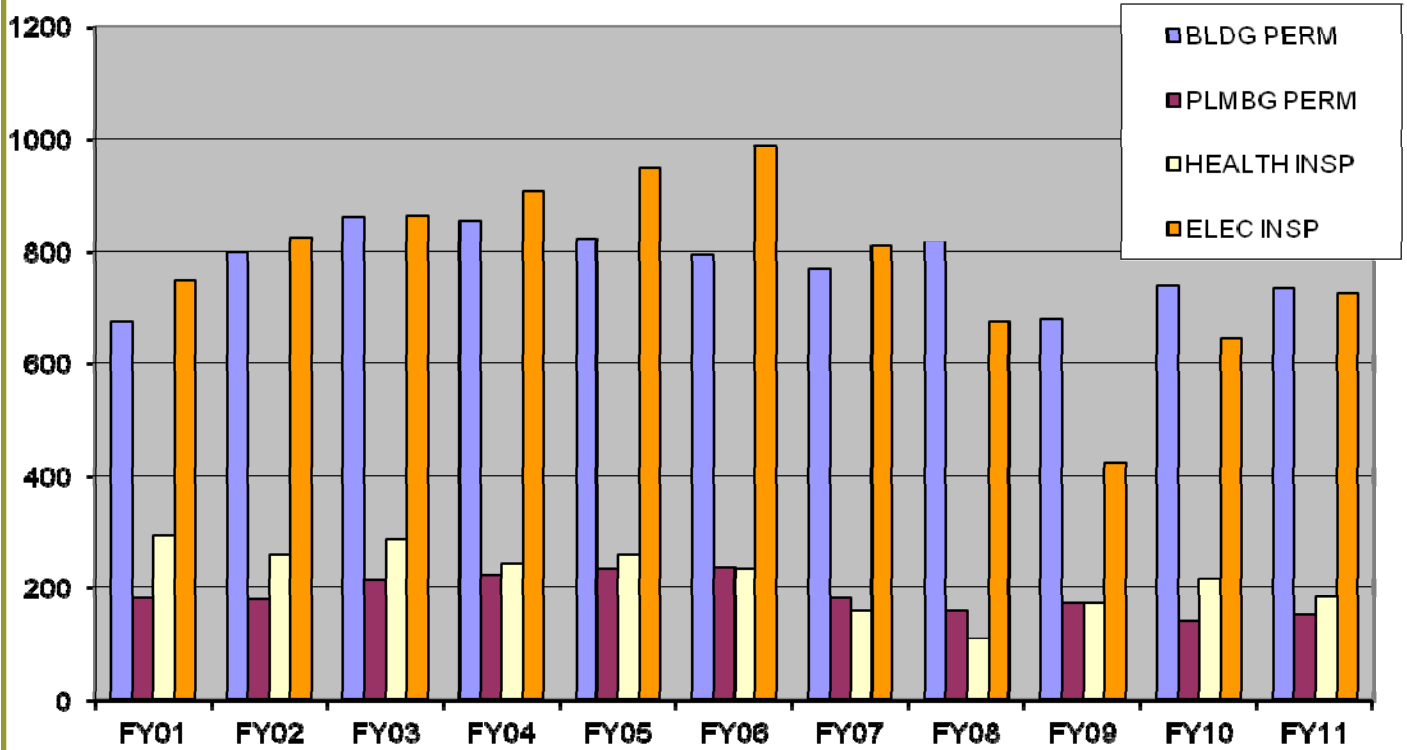
## Street Openings

During this period staff completed the process of bringing street openings inspections and inventorying in-house as opposed to relying primarily on outside consultants.

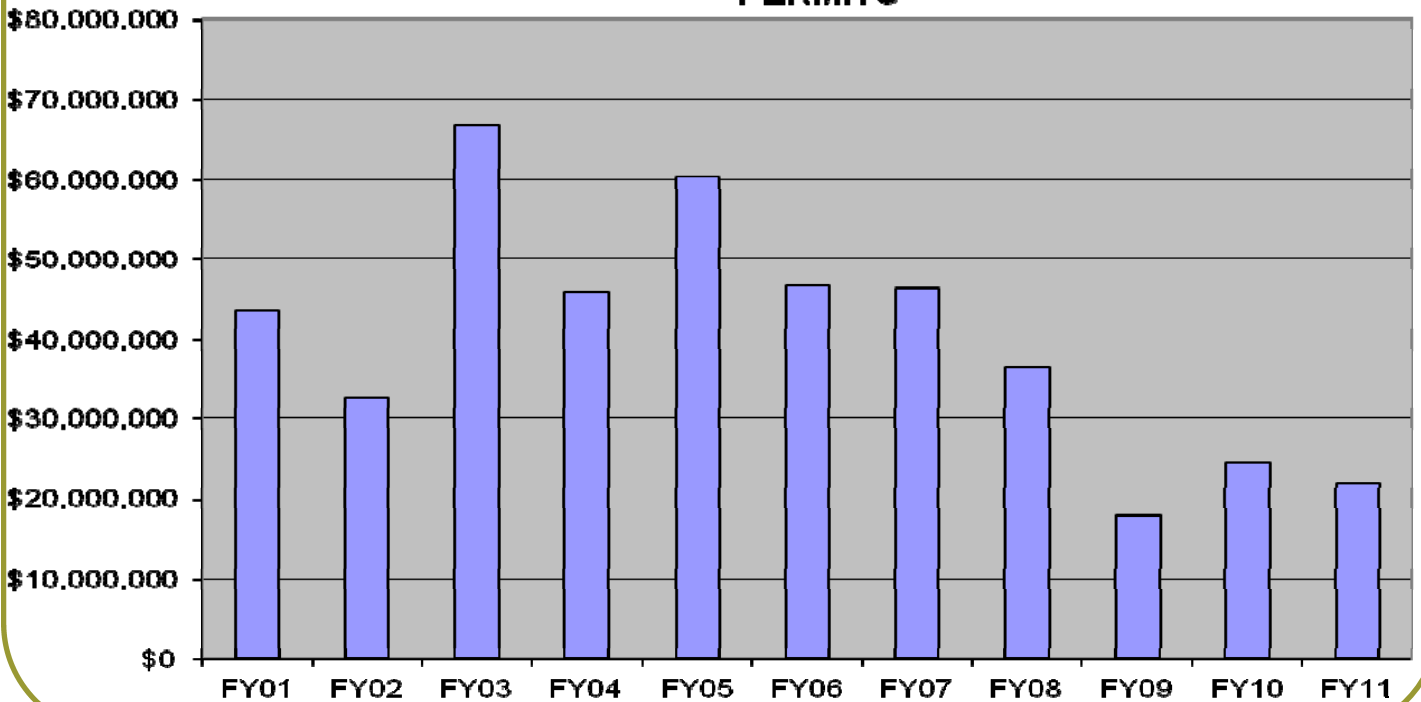
## Code Enforcement Statistics

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	
7/1/09 6/30/10	740	\$24,592,401	141	217	646	10	0	
7/1/10 6/30/11	736	\$22,110,977	153	184	727	3	2	
TOTAL	8551	\$443,321,368	2076	2421	8571	351	115	
AVERAGE	777	\$40,301,943	189	220	779	32	10	

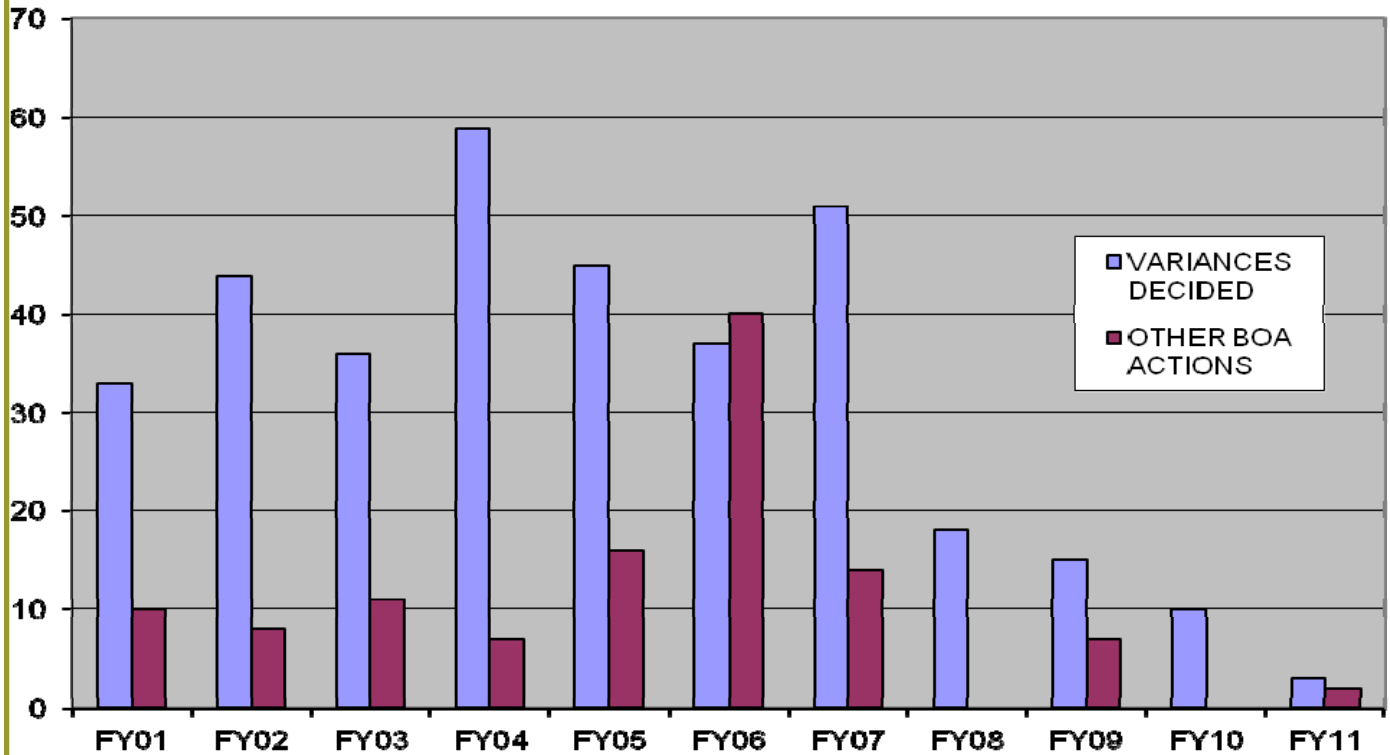
### NUMBER OF CODE PERMITS FY2001 - FY2011



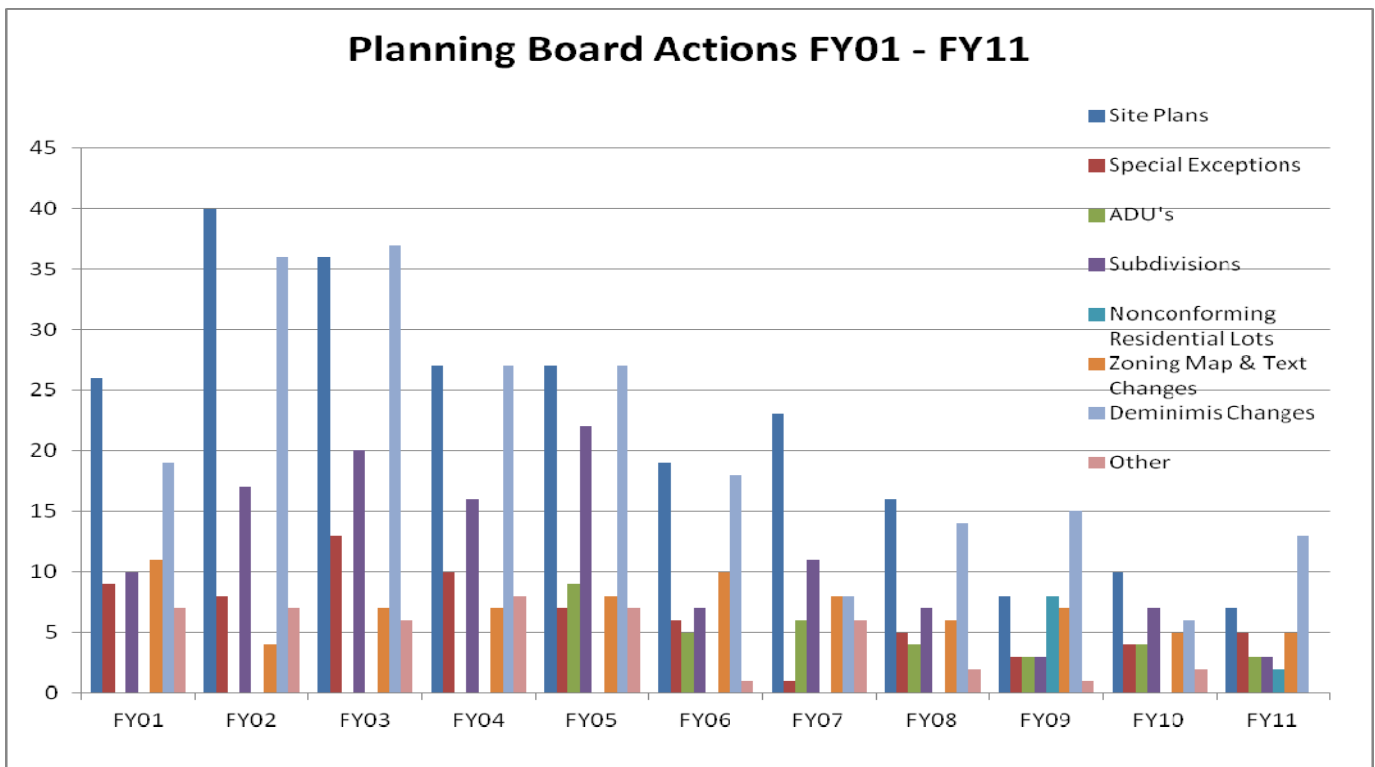
### TOTAL ESTIMATED COST OF PROJECTS RECEIVING BUILDING PERMITS



## NUMBER OF VARIANCES & OTHER BOA ACTIONS FY2001 - FY2011



## Planning Board Actions FY01 - FY11





**Planning Board Actions FY2001 – FY2011**

		SITE PLANS  (Including Amended)	SPECIAL EXCEP- TIONS	ADU'S	SUBDIVISIONS
					(Preliminary, Final, Mi- nor, 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
7/1/2009	6/30/2010	10	4	4	7
7/1/2010	6/30/2011	7	5	3	3
<b>Total</b>		<b>239</b>	<b>71</b>	<b>34</b>	<b>123</b>
<b>Average</b>		<b>22</b>	<b>6</b>	<b>3</b>	<b>11</b>

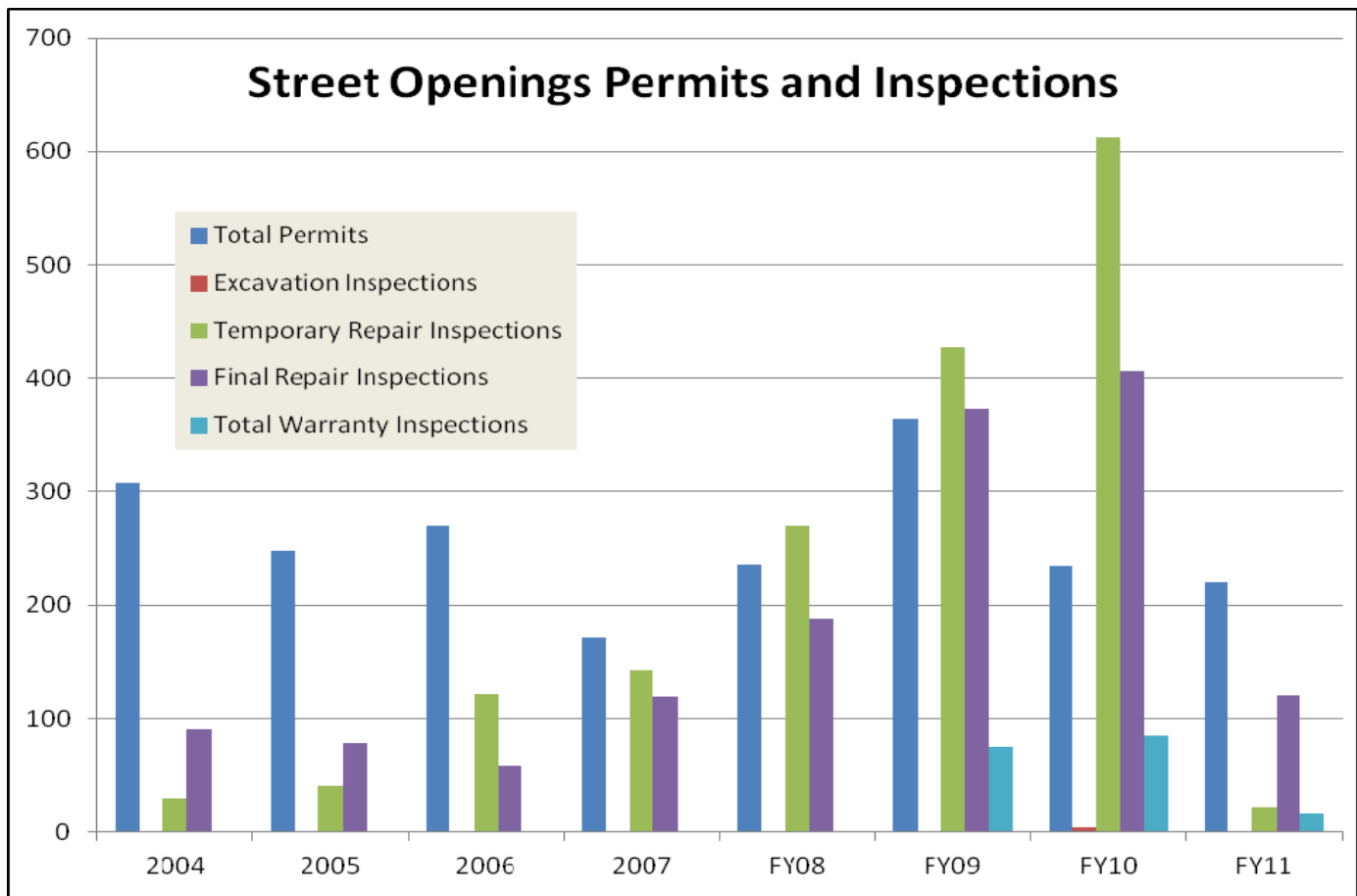
**Planning Board Actions FY2001 – FY2011 (continued)**

		NONCONFORMING RESIDENTIAL LOTS	ZONING MAP & TEXT CHANGES	DEMINIMIS CHANGES	OTHER
					(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
7/1/2009	6/30/2010	0	5	6	2
7/1/2010	6/30/2011	2	5	13	0
<b>Total</b>		<b>10</b>	<b>78</b>	<b>220</b>	<b>47</b>
<b>Average</b>		<b>1</b>	<b>7</b>	<b>20</b>	<b>4</b>

## 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 Warranty Inspections
2004	71	237	308	0	30	90	0
2005	7	241	248	0	41	78	0
2006	69	201	270	0	122	58	0
2007	0	171	171	0	142	119	0
FY08	0	236	236	0	270	188	0
FY09	0	364	364	0	427	373	75
FY10	0	235	235	4	613	406	85
FY11	0	220	220	0	22	120	16



Inspections decreased considerably during FY11 due to making the transition from a contracted outside firm to in-house staff. Inspections began to get back to normal at the end of this period.

# Police

Police Station  
30 Anthoine Street  
Phone 799-5511  
Fax 799-4810

This is submitted as the 2010 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 2010, the department's authorized strength remained at 52 sworn personnel, including the Chief, Deputy Chief, Command and Supervisory staff, investigative and support personnel, and patrol officers. As is generally the case, however, due to retirements, resignations, injuries, and illnesses, the actual number of personnel generally remained below the authorized number. Based on a 2007 report completed by a city-formed committee that looked at recruiting, 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. The South Portland Police applied for, and received, a federal COPS hiring grant that will be used to fund a future police officer position.

In regards to department activity, when compared to 2009 statistics, certain violent crimes (Assaults and Sex Crimes) increased, while others (Robbery, Aggravated Assault) decreased. Overall, violent crime remained statistically level throughout 2010. Drugs remain a concern, with Drug Offenses reported through the department up approximately 37 percent. As a result, the department's continued association with the Maine Drug Enforcement Agency (MDEA) remains of high importance. The department continues to have one detective assigned to the MDEA Task Force, responsible for investigating drug activity in and around South Portland, and another detective is assigned to MDEA as a resident agent. Property crimes such as burglaries, thefts, and burglaries to motor vehicles decreased. The department experienced a slight decrease in response to calls for people experiencing a mental health crisis but an increase for domestic disputes. The department utilizes state and federal grant funding to conduct impaired driver (OUI) roadblocks, target seatbelt violations, and combat underage drinking. The department was also able continue utilizing a grant that funded a full-time domestic violence advocate to work with officers from South Portland, Portland, and Westbrook as they conduct follow up investigations of reported incidents of domestic violence.



In 2009, the City entered into a mutual aid agreement with the Towns of Cape Elizabeth and Scarborough to establish a policy for activation and use of the newly formed Southern Maine Regional Special Weapons and Tactics Team (SMR SWAT). Officers from the three communities trained in special operations throughout 2010, bringing the concept of regionalization to fruition. The police department continues its regional initiatives by utilizing the Metro Regional Crime Lab, which combines the resources of several local agencies to equip one crime lab with the latest technology to assist local police departments with processing evidence and identifying suspects. The department fully implemented the Volunteers in Police Services (VIPS) Program, adding the strengths of community volunteers to our mission. The consolidation of Public Safety Dispatch with Portland and Cape Elizabeth moved through the planning stages to become reality in the early part of 2011. In order to utilize technology, an online reporting service was implemented, allowing the public to file certain types of reports at their convenience in more than 200 report opportunities while allowing officers to remain on the street. As part of the department's overall efforts to increase efficiency and effectiveness and enhance public safety and officer safety, the South Portland Police Department became the first department in the state to deploy an Automated License Plate Reader camera. This resulted in a variety of contacts that may not have otherwise occurred, including recovery of stolen vehicles, operating with a suspended registration, and operating with a suspended license.

The following statistics summarize a portion of the department's 2010 activity:

<u>Crime Reports</u>		<u>Activities</u>	
Murder	0	Calls for Service	32816
Robbery	11	Incident Reports	4376
Aggravated Assault	33	Physical Arrests	826
Assault	186	Criminal Summons	790
Sex Crimes	11	Traffic Stops	6877
Arson	1	Citations	1944
Burglary	95	Paperwork Service	232
Burglary to Motor Vehicle	152	Outstanding Warrants	734
Drug Offenses	161	911 Hang ups	860
Theft	823	Alarms	1002
Forgery/Counterfeiting/Fraud	121	Domestic Disputes	382
Weapons Offenses	24	Criminal Threatening	154
Vandalism	213	Missing Persons	62
OUI	133	Suicidal/Mental Health	220
All Other Offenses	2412	Drug Overdose	56
		Disorderly/Fight	460
		Suspicious Activity	1872
		Arrest Warrant Service	278
		Animal Calls	743

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

Respectfully submitted,

Edward J. Googins  
Chief of Police

# Public Works

42 O'Neil Street

Phone 767-7635

Fax 767-7636



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 12 plowable storms this past year, during which 120 miles of streets were kept plowed and sanded. In addition, 3,287 tons of salt and 2,357 tons 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 2010 to December 2010 was 5,599.95 tons. During this same time, the amount of recycled material collected by our contractor was 2,201.14 tons. In January, holiday trees left curbside were collected for disposal, and a curbside leaf pick-up was conducted during the month of November.

PW collected 84 cell phones, 59 laser cartridges, 260 inkjet cartridges, and many rechargeable batteries that were recycled, as well as provided 37 discounted, backyard composting bins to 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. In 2010, the transfer station opened to the public on Sundays during the months of May and November.

The Public Works Division operates an aggressive street sweeping program. This task is performed during the spring and summer months. A total of 1,080 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 23 streets, totaling 5.41 miles, and numerous sections of sidewalks totaling over 4,900 feet. Additionally, over 9,560 feet of bituminous curb work was replaced or added. Esplanades in 84 locations were repaired. The Public Works crew paved and repaired over 162 driveway aprons as well as ground and paved 5,700 feet of trenches. A total of 1,970 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 one full-size dump truck with plow gear, one sidewalk plow machine, and one sidewalk paving machine.





Community Center

21 Nelson Road

Phone 767-7650

Fax 767-6159

# Recreation



The Recreation Division of the South Portland Parks, Recreation and Public Works Department offers a variety of recreation programs, activities and special events to the community throughout the year. The Community Center serves as a focal point for indoor and the Wainwright Recreation Complex for outdoor activities. The Redbank Community Center on the west side of the city facilitates an after school program as well as many youth sports activities. All of these facilities are also scheduled for a variety of community activities during the year.

The On Our Way and Growing Years Pre-School provides a structured program opportunity for 3 and 4 year old children during the fall, winter and spring. Other popular pre-school age programs include Toddler Time, Gym Time and Toddler Art. A 6-week Kinder Camp is offered in the summer for 3 to 5 year old children.

Family programs are designed to involve children and parents in activities. Taekwondo, Mother-Son Sportfest, Breakfast with Santa, Family Bingo Night, Father-Daughter Dance, Kid's Yard Sale, Superhero Night and Family Trips to Boston for sports and theater events were offered.

A wide variety of youth sports programs are offered including 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade Basketball and 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Grade Soccer, Hoop Magic, Hot Shot, Red Riot Dribblers, Soccer Magic, Start Smart Basketball, Track Magic, Gymnastics, Lacrosse, Tennis, Open Gym, Pillow Hockey, Floor Hockey, Big Red and Nothing But Net Basketball Camps, Challenger Soccer Camp. In addition to sports, other youth and teen programs provided include Clay For Kids, Mad Science, Skiing, Vacation Camps, Red Cross Baby Sitting, Teen Center, Art Camp, Big Riots Camp, Little Riots Camp, Teen Extreme Camp, 5<sup>th</sup> and 6<sup>th</sup> Grade Camp and Teen Trips.

Adult fitness and wellness activities include Aerobic Dance, Body Flex, Cardio Tennis, Yoga, Line Dance, Open Gyms, Volleyball, Co-Ed Softball, Zumba, Pilates, Athletic Boot Camp, NIA, and Hula Hoop Fitness. Adult enrichment programs include Acrylic and Water Color Printing, Ballroom Dance, Quilting, Knitting, Clay, Self Defense for Women, Life Planning and Card Making.

Senior programs offered include Three Score Plus Club, Stretch and Step, Lunch and Learn, Fit to Live, Card Games and Monthly Movies. Senior trips and special events are also offered and include Fall Foliage, Fryeburg Fair, Holiday Lights Tour, Boston Theater, Breakfast and Lunch Club, Boston Flower Show, St. Patty's Day and Valentines Day Party, Christmas Tea, Portland Players, Casco Bay Lobster Bake, Portland Museum of Art, Coastal Maine Botanical Gardens.

The Swimming Pool provides a variety of aquatic programs including general swims, youth team swims, water aerobics and water safety classes. The Otters Developmental Swim Program was well attended.

The Municipal Golf Course provides an excellent golf experience for golfers of all ages and ability.

The Recreation Division is also involved with two special community events at Mill Creek Park; Art in the Park and the Holiday Tree Lighting. The Mill Creek gazebo was the site of the popular Summer Concert Series.



# School

Central Office  
130 Wescott Road  
Phone 871-0555  
Fax 871-0559

Thank you for this opportunity to share the work of the South Portland School Department. Our mission continues to be ***“Enriching lives through quality learning for all.”*** To enact this mission, our goal continues to focus on Improving Student Achievement. We have identified four strategies for achieving our goal.

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

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

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

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

Following are some highlights from the 2010-2011 school year.

- Through the passage of a local referendum, the community approved the renovation and addition project at South Portland High School to ensure an adequate learning environment for 21st Century instruction.
- The district developed Science, Technology, Engineering and Math (STEM) programming at the middle schools to increase student exposure and interest in these fields in preparation for the work force needs of the future.
- The district supported Early Childhood development through the introduction of Preschool programming for 4-year olds.
- The high school has been focused on school reform through the MELMAC Grant, which centers on building student aspirations and developing early college opportunities. The focus of this work is to prepare all graduates for college or further study. Coupled with the final year of the Smaller Learning Communities Grant, South Portland is recognized as a leader in raising student aspirations.
- Skillin Elementary and Kaler Elementary Schools have both been identified as Continuous Improvement Schools. Within this process Skillin has focused attention on math instruction and formative assessment. Kaler has undergone a renewal process and is redefining as the Kaler Community School of Inquiry and Exploration. As such, they will be offering students in South Portland an interdisciplinary approach to educating the whole child through rigorous, relevant project based learning.

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

City Hall  
25 Cottage Road  
Phone 767-7615  
Fax 767-7620

# South Portland Community Television

Dear SPC-TV Viewers,

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

Once again, our focus this past year has been centered on efforts to improve the diversity of Public Access programming while continuing to serve the city by providing access to municipal meetings both via cablecast and the internet. In addition, we replaced some equipment which was past its serviceable life and explored new technologies to better serve the citizens of South Portland. New cameras for the council chamber are on order and should be installed before the New Year. Residents will see a big improvement in the quality of the picture coming from the council chamber.

The plan to consolidate the School and Government programming onto one channel with Public Access programming on a channel of its own is still being planned. We will work to make this change in the coming year and of course will continue to bring municipal and school related programming into residents' living rooms so that they can remain aware of and engaged with their local government. Municipal and School meetings are now archived and are accessible via the internet on the City Web page. A new feature for city and school departments, non-profit organizations and qualified users will be instant access to our bulletin board for the purpose of uploading announcements to SPC-TV. This will take place once we make certain network changes and have our new equipment in place.

We continue to actively seek out and create programming which reflects the diverse interests of the citizens of South Portland. Public Access programming continues to grow at an unprecedented rate (see attached charts), due to outreach efforts on our part, but also because more and more community interest programming is becoming available via the internet. Look for new and varied shows in 2012, we've got a whole new lineup ready for you!

Franchise renewal proceedings are underway and much of the discussion will be drawn from the results of the citizen surveys that were distributed in November of 2010. Thank you for participating!

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

Respectfully submitted,

Tony Vigue, Manager  
SPC-TV

-W. Maurice Amaral  
Media Specialist





Still from "The Nina and Pinta Visit South Portland"  
produced by SPC-TV



Still from "The Mayor's Monthly" produced by Rose-  
marie DeAngelis and Dan Moers

Still from "South Portland Comprehensive Planning  
Committee Special Briefing: The History of South  
Portland" produced by SPC-TV



Still from "South Portland Farmers' Market" produced by  
SPC-TV

## 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:

Entertainment:	Shows that entertain
Interstitial:	Station IDs
History:	Shows about 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

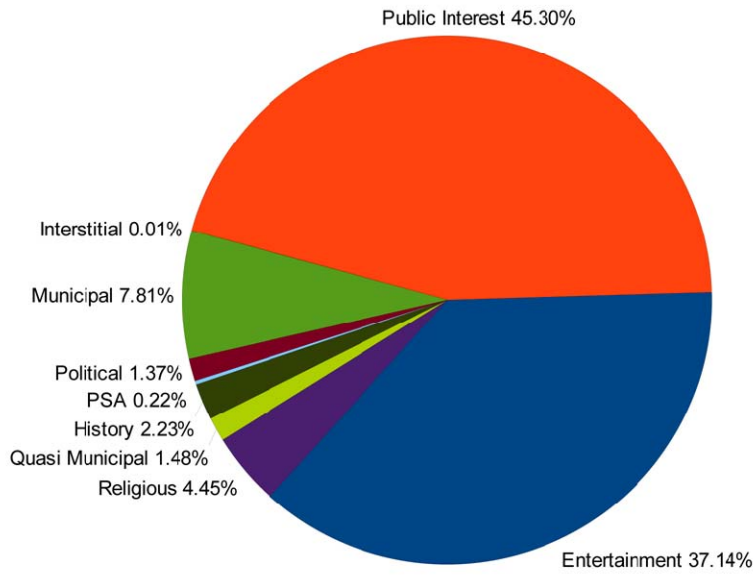
Distant:	Produced outside Maine
Federal Government:	Produced by the Federal Government
Local:	Produced by South Portland residents & nonprofits
Maine:	Produced by Maine residents & nonprofits
Maine Government:	Produced by Maine State Government
Municipal Government:	Produced by the City of South Portland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

The charts display this information in different ways. The first, *SPC-TV Programming by Type* displays what types of shows SPC-TV programmed during FY 2010. The top three types of shows are Public Interest, (45.3%) Entertainment, (37.14%) and Municipal, (7.81%). *SPC-TV Programming by Source* gives a little detail about 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 2010 total for all categories originating in Maine was 48%, an almost perfect record, especially when considering the fact that the chart does not take into account *live* council meetings or continuity. We had some political issues in 2010 and SPC-TV was able to facilitate the debate as evidenced by the 1.37% of locally-produced and/or sponsored programming which focused on political issues and elections.



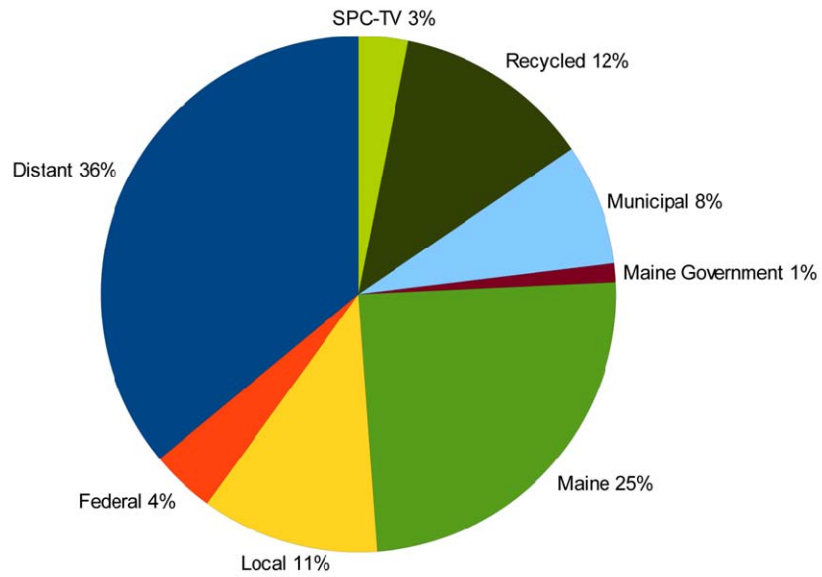
### SPC-TV Programming by Type

What type of show is it?



### SPC-TV Programming by Origin

Where did the show come from?



Tom Meyers  
46 O'Neil Street  
Phone 767-5556  
Fax 767-7640

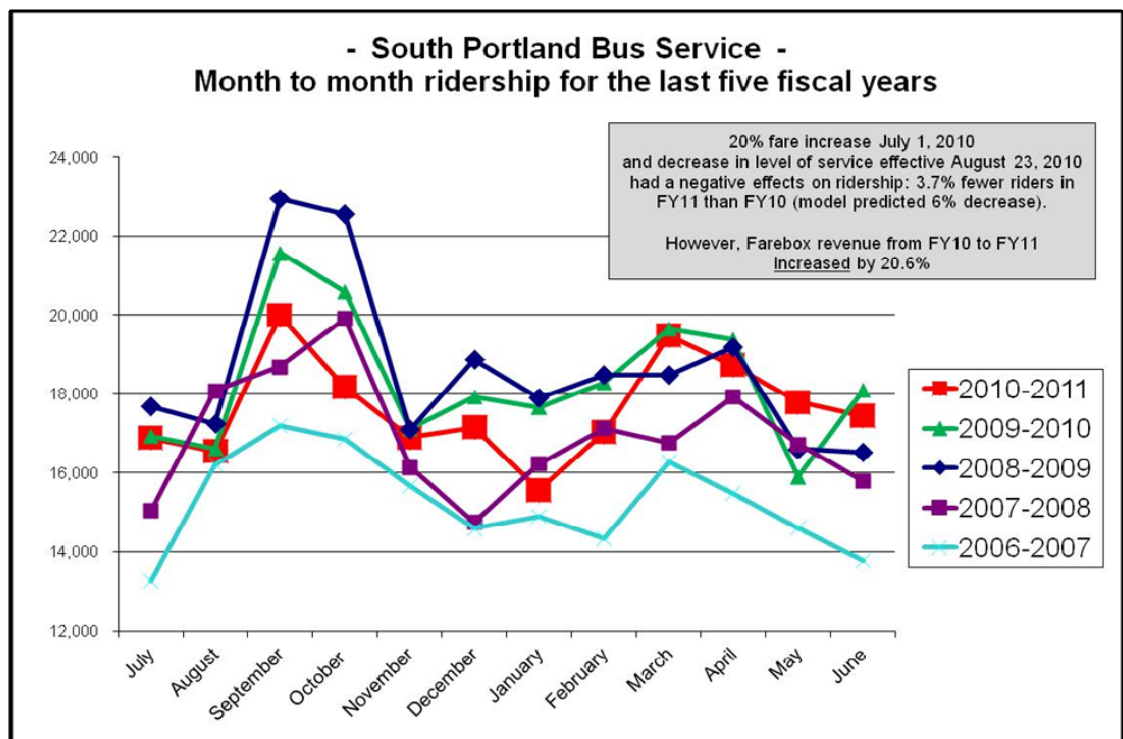
# Transportation & Waterfront

## South Portland Bus Service implements first significant route and schedule changes in recent memory:

The impacts of the fare increases and reduction in service level were not as bad as predicted. To meet the year's budget target required a 25% fare increase for students, a 20% fare increase for all other fare categories, and a reduction in the number of total hours of Bus Service. The standard industry model for a 20% fare increase predicted a 6% loss in ridership; the Bus Service total ridership only dropped 3.7%. Even so, we experienced a noteworthy 20.6% increase in fare revenue over the previous year, due to the fare increases and other bus pass initiatives.

The need to decrease the level of service was used as an opportunity to implement recommendations from several regional and South Portland specific transit studies with an eye to improving customer services - within a constrained budget. The least effective route was eliminated, and the residual resource hours were applied to the remaining routes to improve their frequency, reliability, and on-time performance. The actual routes buses travel were simplified and made more consistent by eliminating sporadic deviations off the main route, and making all routes follow the same path through Knightville Mill Creek. In addition, service was enhanced to popular destinations such as the Community Center and Maine Mall area including Wal-Mart, Target Shopping Center, and businesses on Gannett Drive. Routes were renumbered and renamed to avoid confusion with other transit agencies.

There were many details, principally focused on Bus Service customers, that were required to implement such a major change: marketing, advertising, and general outreach to customers with updated maps, schedules, and rack cards; amending the city bus stop traffic schedule; removing, installing, or changing every bus stop sign; making Thomas Street one-way to facilitate the movement of buses to the Transit Hub; constructing temporary bus shelters on Thomas Street pending the final construction of the Transit Hub building; and a myriad of other important details including staff adjustments to new jobs and other internal processes transparent to the customers.





**Recognition for participation in regional transit coordination:** The Bus Service is an active participant in a plethora of regional, customer-focused initiatives. We worked jointly on “Google Transit,” Automatic Vehicle Locator systems, joint “branding” and marketing, unified signage and common bus shelters, and other activities intended to provide our customers with seamless public transportation in the region. Of special note, SPBS was one of the five greater Portland transit agencies that received recognition from Federal Transit Administration Region 1 “for the best coordination of multiple providers on a single map.”

In addition, the Greater Portland Council of Governments awarded METRO and SPBS a ReCOGNition Award for best Practices in Regional Collaboration and Improved Service. Beginning in May, 2011, customers can purchase a Regional Monthly Bus Pass that will permit an unlimited number of trips on both systems, allowing riders to travel seamlessly throughout the communities served by each agency. In addition, METRO and SPBS offer free transfers between systems, as well as the joint Summer Youth Pass and the MaineCare Monthly Bus Pass program.



**Transit Initiative for Southern Maine Community College:** The first year of the program that allows SMCC students to display an up-to-date SMCC identification card to the bus operator and receive a bus ride without payment was a resounding success. During the Fall semester of 2010, the SPBS alone provided over 21,000 individual trips to SMCC students, lessening the need for parking on campus, reducing vehicle emissions with fewer single occupancy vehicles on the road, reducing congestion on Broadway and other roadways in South Portland, and increasing overall ridership on public transportation. SMCC reimburses the bus services for each trip taken by students during the school week.

**City receives “Transit Bonus:”** Since 2004, the Maine Department of Transportation has rewarded cities who increase their investment in public transportation with a “Transit Bonus.” In fiscal year 2011 the city was eligible to receive \$301,897 as an incentive for its continued commitment to public transit. Due to state funding constraints, we received \$83,173 as our proportional share which must be applied to local road maintenance. Because of our commitment to public transit, since 2004 South Portland has received bonuses totaling \$739,038 to improve our local roads.

**Bus Pass Program - Community Development Block Grants (CDBG):** Working together with the city’s School Department and the General Assistance office, the CDBG program provided increased funding for a popular and well utilized bus pass initiative. The School Department and General Assistance Office confidentially administer the process to provide free transit passes to residents of qualified households whose income is at or below 80% of median income. In FY11 we provided over 4,170 bus trips for students and adults to get to or from school, to work, to medical appointments, or shopping, including locations served by METRO.

**Delivery of three new heavy duty transit buses was long overdue:**

In the Spring of 2011 the Bus Service received three 35 foot low-floor, heavy duty transit buses with a total value of \$1,114,218. The local match for this significant capital investment was only \$37,140.

The new buses replaced three 1996 buses well passed their useful lives. Maintaining a fleet of older buses was very expensive this year, with unanticipated maintenance costs far exceeding the budgeted amount.

The new buses have already proven to be more reliable, ensuring better on-time performance for our customers.

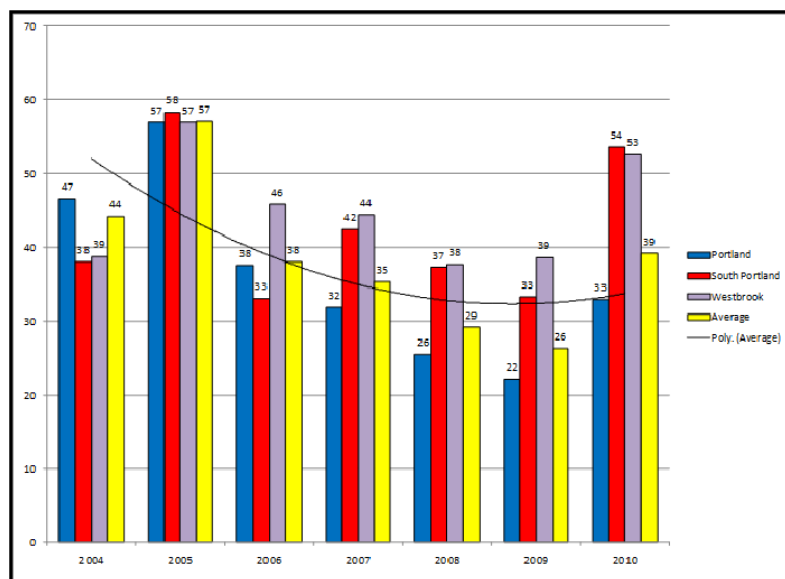


**Use of complementary paratransit has increased:** Complementary paratransit is provided by Regional Transportation Program (RTP) for passengers whose disability interferes with their ability to use the transit system. The cost of the program is shared by the municipalities served by RTP. While the total number of clients has dropped off, the number of trips per client has taken a big jump. Similarly, the average trip length is decreasing, but South Portland’s clients take longer trips. All indicators suggest this is a well subscribed program and supports the mobility of our disabled residents.

Information from Calendar Year 2009 used to calculate FY11 expenses.

Average number of trips per client by municipality for the last seven budget years

	Clients		Trips		Trips per client	Miles		Miles per client	FY11 Cost	
	How many	Percentage	How many	Percentage		How many	Percentage		Cost	Percentage
<b>Portland</b>	367	69.0%	12 087	57.9%	33	49,570	53.8%	135	\$ 150,968	55.9%
<b>South Portland</b>	92	17.3%	4 939	23.7%	54	25,697	27.9%	279	\$ 69,669	25.8%
<b>Westbrook</b>	73	13.7%	3 842	18.4%	53	16,893	18.3%	231	\$ 49,654	18.4%
<b>Total/Average</b>	532		20 868		39	92,160		173	\$ 270,291	







**Repairs made to municipal boat ramp at Bug Light Park:** The steel pilings supporting the floats at the municipal boat ramp were severely corroded to the extent that one rusted away and fell over. Using a combination of funds from Maine Department of Transportation's Small Harbor Improvement Program, boat ramp user fees, and municipal funds, all five pilings were replaced at a total cost of \$76,775.



**Portland Street Pier hosts commercial fishermen and water related business as well as providing public access to the working waterfront:** The city maintains the only municipal facility in Portland Harbor that provides boat slips exclusively for commercial fishermen. Revenue generated from boat slips and a leased building provides for the maintenance and operations of this and other popular city-owned waterfront facilities



**Waterline replaced at Spring Point Marina and turned over to Portland Water District:** The lease with Port Harbor Marine requires the city to provide certain utilities, including water service. In the winter of 2005-2006 we affected emergency repairs when two sections of the 10-inch diameter water main - dating to the shipyard's construction in 1941 - split. CIP funds were accumulated in three phases until the entire waterline could be replaced at a total cost of \$115,307 plus engineering and design services.

The engineering and design was closely coordinated with the Portland Water District (PWD) to meet their standards such that, upon completion of the work, the waterline could be turned over to them. The waterline was accepted by the PWD and any future issues related to the waterline service will rest with them and no longer be the city's responsibility.



111 Waterman Drive  
Phone 767-7675  
Fax 767-5697

# Water Resource Protection

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

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

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

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

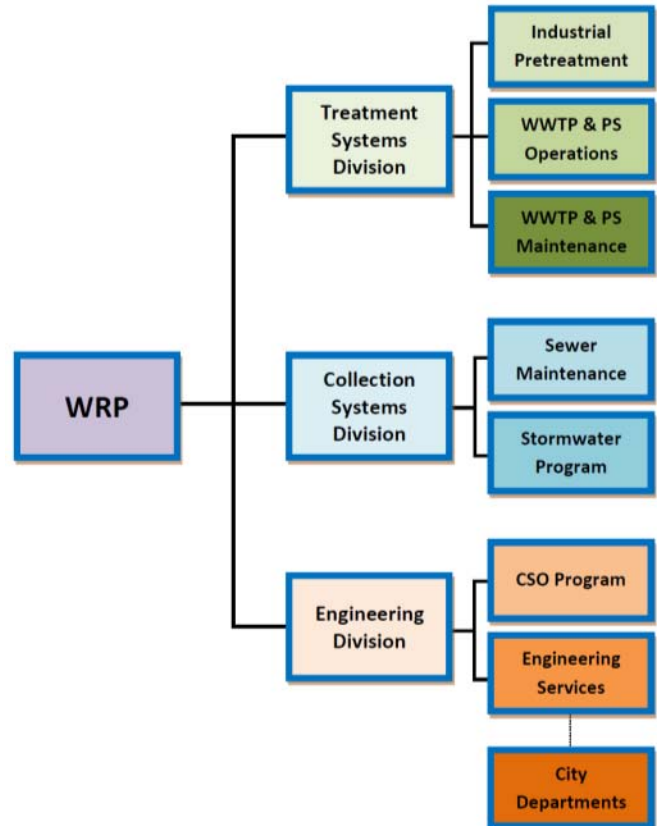


Figure 1: Water Resource Protection (WRP) Department Organizational Chart

## Treatment Systems Division Major Accomplishments for 2011

- **Wastewater Treatment Plant Operations:** provided secondary treatment for approximately 2.5 billion gal lons of wastewater for 2011 calendar year (average daily flow ~ 6.9 million gallons per day). Treatment for most of the year was excellent with biological oxygen demand (BOD) and total suspended solids (TSS) averaging 15 mg/L and 10 mg/L, respectively. These values are well below the current discharge license limits of 30 mg/L.

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

⇒ In March of 2011, the new Long Creek Pumping station was completed and began operations.

⇒ Maintenance personnel were involved in numerous preventative maintenance and repair functions throughout the year. Some of the bigger projects included: 1) installation of new check valves at the Main Pump Station; 2) repair of air relief valves on the Broadway force main; and 3) installation of new magnetic flow meter at the Pearl Street Pumping Station.

⇒ Maintenance staff completed over 180 work orders relating to equipment repairs in the treatment plant and pump stations during the year. These repairs were in addition to the regular preventive maintenance activities performed on all plant and pump station equipment by the division. Maintenance personnel also responded to numerous requests for assistance by operations personnel during off hours.

- ***Industrial Pretreatment Program:*** conducted sampling and inspections of industries discharging processed wastewater to the treatment plant. Also successfully completed another annual Household Hazardous Waste Collection Day in October. This event was very well attended and a large variety of potentially hazardous materials were collected from local residents.

#### **Collection Systems Division Major Accomplishments for 2011**

- ***Construction Projects:*** completed nearly 60 work orders for a wide variety of construction projects valued at over \$150,000.
- ***Catchbasin Cleaning Program:*** cleaned over 2,300 catch basins and removed over 350 tons of sand and debris.
- ***Sewer Line Maintenance & TV Inspection:*** hydraulically cleaned over 8 miles of sewer lines and televised over 5 miles of sewer lines and storm drains throughout the City.
- ***Stormwater Management Manual:*** in accordance with the City's Stormwater Management Performance Standards, created on-line guidance document to help residents and businesses select the most appropriate stormwater treatment practices for new development and redevelopment projects.
- ***Trout Brook Watershed Restoration Project:*** in accordance with the State and Federal water quality regulations, initiated stakeholder-driven process to develop restoration recommendations for Trout Brook.

#### **Engineering Division Major Accomplishments for 2011**

- ***CSO Annual Report & Facility Plan:*** submitted Annual Report and completed the CSO Facility Plan to help guide future CSO discharge minimization efforts.

- **Storm Water Management Model (SWMM):** conducted study to review existing software and evaluate new software for potential future use. Also evaluated SWMM model's capabilities for integration into City's GIS and CAD systems.
- **Long Creek Pump Station Replacement:** removed old pump station and installed new facilities that doubled pump station capacity to reduce (or eliminate) occurrence of CSO discharges into Long Creek.
- **Pump Station Telemetry Upgrades:** began construction of telemetry (radio-based) systems for the City's pump stations to allow for detailed monitoring and control of associated equipment.
- **Developed Template for Creating Electronic Record Drawings:** began developing template to create electronic record drawings for electrical and instrumentation systems for all wastewater pumps stations.
- **CAD Standards:** developed and applied draft copy of CAD standards to Phase II of the Knightville stormwater separation project.
- **Geographic Information System Data Management Improvements:** conducted city-wide survey of all man hole and catchbasin covers for accurate placement in GIS system and establishment vertical elevations for each cover. This information will be used to place the sewer and stormwater collection systems on a datum (i.e., geo graphic reference system) to more easily facilitate future modeling, assessment and design work.
- **Coordinated Formation of City-Wide GIS Committee:** directed efforts to establish a City-wide GIS Committee comprised of representatives from each municipal department.
- **Stormwater System Improvements:** provided evaluation, design and construction oversight for several stormwater improvement projects throughout City.
- **Knightville Phase I:** successfully completed a multi-department project in the City Hall area. Work included a new parking lot, stormwater improvements, and road reconstruction.
- **Knightville Phase II:** currently in the process of designing second Phase of Knightville stormwater separation project.
- **CSO Clarifiers:** completed upgrade design for the CSO clarifiers. The project was bid and awarded with construction starting in 2012.

# A Look Back— A Hundred Years Ago

## Annual Report 1910/1911

Mayor, John A. S. Dyer

Aldermen

Ward 1	Freeman Willard
Ward 2	Frank F. Coombs
Ward 3	Niles Nelson
Ward 4	Leonard P. Skillin
Ward 5	Howard E. Dyer
Ward 6	Augustus E. Skillin
Ward 7	Charles W. Berry

Report of the Board of Registration

Total Number of  
Registered Voters by Ward

Ward 1	242
Ward 2	265
Ward 3	295
Ward 4	267
Ward 5	189
Ward 6	251
Ward 7	307

### Vital Statistics

59 Marriages

149 Deaths

160 Births

### Report of the Commissioner of Public Works

#### Street Repairs

The following streets have been repaired: Mussey, Saco, Summer, Brown, Main, Highland, Broadway, Clemons, Fickett, Nutter, Sawyer, Pine, Ocean, Running Hill, Rigby, Westbrook, High, Thomas, Preble, Harriett, Pillsbury and Emery.

#### New Streets

Reynolds Street has been built from Cole to Latham.

### Schedule of City Property

City Home

Fourteen Schoolhouses and fifteen lots

Town House and Lot

Ferry Wharf and Landing

Police Station

Gravel Banks

Steam Road Roller

Steam Stone Crusher

Furniture in schoolhouses, High School,  
Police Station, Alms House, City Offices and  
Council Chamber.

Wharf Point Park





City of  
*South*  
*Portland*

A stylized blue graphic consisting of three wavy lines, resembling a wave or a ribbon, positioned to the right of the word "South" and overlapping the top of "Portland".