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2017

## City of South Portland Annual Report 2017

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# **City of South Portland**

**Annual Report | Fiscal Year 2017**

**July 2016—June 2017**



# ONLINE SERVICES

*Please visit our website for these services available online*  
*[www.southportland.org](http://www.southportland.org)*

**Absentee Ballot Requests**

**Assessor's Database**

**Boat Registration Renewals**

**Building Permit & Code Applications**

**Bus Routes and Schedules**

**Cemetery Listings**

**City Ordinances**

**Citizen Self-Service**

**Dog Licensing**

**Hunting and Fishing License**

**Library Catalog Search**

**Online Vital Records Requests**

**Recreation Center Program Registration**

**Stormwater Violations**

**Tax Maps**

**Vehicle Registration Renewal**

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



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# CITY DIRECTORY

Assessor's Office	41 Thomas Street	767-7604
City Clerk's Office	25 Cottage Road	767-7601
City Manager's Office	25 Cottage Road	767-7606
Code Enforcement	496 Ocean Street	767-7603
Economic & Community Development	496 Ocean Street	767-7606
Finance Office	25 Cottage Road	767-7612
Fire Department	20 Anthoine Street	799-3311
General Assistance & Social Services	25 Cottage Road	767-7617
Human Resources	25 Cottage Road	767-7682
Information Technology	25 Cottage Road	767-7681
Library-Main	482 Broadway	767-7660
Library-Branch	155 Wescott Road	775-1835
Parks Department	929 Highland Avenue	767-7670
Planning & Development	496 Ocean Street	767-7603
Police Department	30 Anthoine Street	799-5511
Public Works	929 Highland Avenue	767-7635
Recreation Department	21 Nelson Road	767-7650
School Department	130 Wescott Road	871-0555
South Portland Community Television	25 Cottage Road	767-7615
Sustainability Department	25 Cottage Road	767-4148
Transportation Department	929 Highland Avenue	767-5556
Water Resource Protection	111 Waterman Drive	767-7675



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# CITY DEPARTMENT HOURS

## **City Hall– 25 Cottage Road**

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

City Clerk and Finance/Motor Vehicle open until 6:30pm on Thursday

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

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

Saturday 7:00 am to 7:00 pm

Sunday 2:00 pm to 9:00 pm

## **Library– 482 Broadway**

Tuesday 10:00 am to 8:00 pm

Wednesday 10:00 am to 6:00 pm

Thursday 10:00 am to 8:00 pm

Friday 10:00 am to 6:00 pm

Saturday 10:00 am to 6:00 pm

## **Library-155 Wescott Road**

Monday 10:00 am to 8:00 pm

Wednesday 2:00 pm to 6:00 pm

Friday 2:00 pm to 6:00 pm

Sunday 12:00 pm 5:00 pm

## **Parks Department-929 Highland Avenue**

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

## **Planning & Development –496 Ocean Street**

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

## **Public Works-929 Highland Avenue**

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

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

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

Closed Sunday and Monday

# CITY MEETING SCHEDULE

## City Council

Meeting: 7:00 pm– Council Chambers

1st & 3rd Tuesdays of each month

Workshop: 6:30 pm—Council Chambers

2nd & 4th Tuesdays of each month

## School Board

7:00 pm– South Portland High School

2nd Monday of each month

## Board of Appeals

7:00 pm– Council Chambers

4th Wednesday of each month

## Planning Board

7:00 pm– Council Chambers

2nd Wednesday of each month

(4th Wednesday if necessary)

# CITY HOLIDAYS 2018

*Municipal Offices will be closed on these important dates.*

January 1, 2018—New Year's Day

January 15, 2018—Martin Luther King Day

February 19, 2018—President's Day

April 16, 2018—Patriot's Day

May 28, 2018—Memorial Day

July 4, 2018—Independence Day

September 3, 2018—Labor Day

October 8, 2018—Columbus Day

November 12, 2018—Veteran's Day

November 22, 2018—Thanksgiving Day

December 25, 2018—Christmas Day

# DATES TO REMEMBER

February 15, 2018

Taxes Due (Third Installment)

May 10, 2018

Taxes Due (Fourth Installment)

June 30, 2018

Fiscal Year 2018 ends

July 1, 2018

Fiscal Year 2019 begins

November 6, 2018

Municipal Election

December 1, 2018

2019 Fish and Game Licenses available

December 31, 2018

Dog Licenses due



# CITY COUNCIL

(December 2016-December 2017)



**Mayor Patricia Smith**  
**District Two**



**Claude Morgan**  
**District One**



**Susan Henderson**  
**At-Large**



**Eben Rose**  
**District Three**



**Linda Cohen**  
**District Four**



**Brad Fox**  
**District Five**



**Maxine Beecher**  
**At-Large**

## Council Appointed City Staff

**Scott T. Morelli, City Manager**

**Sally Daggett, Corporation Counsel**

**Emily Scully, City Clerk**

# REPRESENTATIVES TO THE LEGISLATURE

## House District 31

Lois Galgay Reckitt  
38 Myrtle Avenue  
South Portland, ME 04106  
207-712-2474  
Lois.Reckitt@legislature.maine.gov

## House District 32

Scott M. Hamann  
60 Thornton Avenue  
South Portland ME 04106  
207-233-2951  
Scott.Hamann@legislature.maine.gov



## House District 33

Kevin J. Battle  
83 Sandy Hill Road  
South Portland ME 04106  
207-831-6962  
Kevin.Battle@legislature.maine.gov

# STATE SENATOR

## Senate District 29

Rebecca Millett  
3 State House Station  
Augusta ME 04333  
207-287-1515  
SenRebecca.Millett@legislature.maine.gov



Senator Rebecca J. Millett  
3 State House Station  
Augusta, ME 04333-0003  
(207) 287-1515

Dear Residents and Friends of South Portland,

I hope 2018 finds you and your friends and family doing well. It is an honor to represent you and our area as your State Senator.

Last year the Legislature made progress in providing direct property tax relief to Maine homeowners. I fought tirelessly to increase the Homestead Property Exemption from \$15,000 to \$20,000. In addition to direct property tax relief, we also protected state funding for local services such as fire departments and road maintenance, and increased public K-12 education funding by \$162 million over the biennium. These efforts will decrease the pressure on municipalities to increase mil rates. I know from conversations with constituents property tax relief is a top priority for many people in our area and I will continue to work towards greater relief.

I would also like to share some information about the state's unclaimed property list. "Unclaimed property" is money owed to Maine people by third parties, such as former employers, banks or utility companies. Organizations are required to give unclaimed property to the State Treasurer after a specified period of time, after which the owner of the unclaimed property can retrieve it from the state. Even if you have done everything right, you could have unclaimed property. It could be from a forgotten account, an overpaid bill or uncollected wages. This money could be unclaimed as a result of a change in name, addresses or bank account. Visit [maine.gov/unclaimed](http://maine.gov/unclaimed) or call 1-888-283-2808 to see if you have any unclaimed property.

I am always available to listen to your thoughts or concerns during the coming months of the Legislature's upcoming session. Email me at [senrebeccamillett@gmail.com](mailto:senrebeccamillett@gmail.com) or call (207) 287-1515. As part of my effort to bring matters happening in Augusta back home to you, I am pleased to offer a periodic email newsletter to share information about ongoing legislative issues and useful resources. Please contact me or go to [www.mainesenate.org](http://www.mainesenate.org) to join.

As your State Senator, I will continue to work with any and all of my colleagues who have your – and Maine's – best interests in mind. I look forward to hearing from you.

Sincerely,

Rebecca Millett  
Senator – District 29

*senrebeccamillett@gmail.com*  
Fax: (207) 287-1585 \* TTY (207) 287-1583 \* Message Service 1-800-423-6900 \* Web Site: [legislature.maine.gov/senate](http://legislature.maine.gov/senate)



# BOARDS & COMMITTEES

## Arts & Historic Preservation Committee

Susan Hasson	Jessica Kessler	Adrian Dowling
Doreen Gay	Dr. Mary DeRose	Aimee Turner
Hannah Holmes	Kathryn DiPhillipo	
Ashley Krulik	Alessa Wylie	

## Board of Appeals

Alex Anastasoff	Cara Biddings	Timothy Pinette
Ryan Cyr	Daniel Fortin	
Edward Kelleher	Bob Whyte	

## Board of Assessment Review

Paul Cloutier	Nancy Field	Timothy Hubbard
Margaret Johnson	Susan Hasson	

## Board of Education

Karen Callaghan	Tappan Fitzgerald	Jennifer Kirk
Libby Reynolds	Elyse Tipton	Matthew Perkins
Mary House	Richard Matthews	

## Civil Service Commission

Kathleen Hanson	Lee Harvey	Caroline Hendry
Anne Jordan	David Turner	Philip LaRou
Rosemarie DeAngelis	Louie Maietta	

# BOARDS & COMMITTEES

## Community Development Advisory Committee

Mike Fletcher	Matthew Gilbert	Anton Hoecker
Richard Rottkov	Don Legere	Michael Taylor
Elizabeth Morin	David Wedick	

## Conservation Commission

Dan Hogan	Barbara Dee	Robert McKeagney
Rick Foss-Lacey	Joanne Meredith	Cory Mckenna
Megan Sheehan	Bret Bergst	

## Economic Development Committee

David Canarie	Martha Riehle	Joel Ouellette
Ross Little	Stephen Bushey	
David Schneider	Bruce Bennett	

## Energy and Recycling Committee

Greg Williams	Rich Crowley
Jessica Williams	Daniel Paul
John Crowley	Bruce Bennett
Taylor Strubell	Michael Caudle
Jaime Madore	Joseph Fournier
Andrew Capelluti	Clyde Barr
Michele Danois	Gregory Norton

# BOARDS & COMMITTEES

## Harbor Commission

Patrick Arnold                      William Van Voorhis

## Housing Authority

Jane Croston                      Judy Carpenter                      Kevin Powell  
Christine Dearborn              Mary Jo Jakab  
Frank Morong                      Peter Howe

## Library Advisory Board

Linda Eastman                      Colleen Jones-Turner              Emilio Rodriguez  
Bradley Rau                      Debora Schofield  
Aimee Turner                      Jessica Walker

## Planning Board

Linda Boudreau                      Kevin Carr                      Katherine Gatti  
William Laidley                      Mary DeRose                      Adrian Dowling  
Leslie Dillon                      Kathleen Phillips

## Voter Registration Appeals Board

William Dale                      Kandi Lee Hoy                      James Hoy  
Alan Mills

# PUBLIC EDUCATION

## Current Enrollment by School

<u>School</u>	<u>Grades</u>	<u>Capacity</u>	<u>Enrollment</u>
Frank I. Brown	K-5	260	262
Helena H. Dyer	K-5	240	228
James Otis Kaler	K-5	240	236
Waldo T. Skillin	K-5	380	367
Dora L. Small	K-5	260	301
Daniel F. Mahoney Middle	6-8	450	296
Memorial Middle	6-8	450	403
South Portland High	9-12	1200	899

## Enrollment Trends

<u>Year</u>	<u>Total Enrollment</u>
2016	2992
2015	3092
2014	3094
2013	3100
2012	3116
2011	3086
2010	3101
2009	3022
2008	3029
2007	3064
2006	3041
2005	3014
2004	3108
2003	3223





# ECONOMIC CHARACTERISTICS

## Population

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

## Population Characteristics

Median Age	39.4
% of school age	17.5%
% working age	61.6%
% 65 and over	13.6%
Persons per household	2.35

## Income

Median Family Income	\$64,404.00
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## Housing

% Owner occupied	63.4%
% Built before 1939	32.4%
% Built since 1990	8.6%
Owner occupied, med. value	\$226,000.00
Median Gross Rent	\$895.00
Occupied Housing Units	11,070



*Statistics from U.S. Census Bureau*



## TOP TEN TAXPAYERS

### Company Name

### Taxes Paid

1. GGP Maine Mall	\$4,185,483.00
2. Texas Instruments	\$3,028,760.50
3. Delhaize/Hannaford	\$1,014,774.96
4. Fairchild	\$733,726.68
5. Central Maine Power	\$731,271.54
6. Portland Pipe Line	\$705,208.08
7. WPME001 LLC	\$448,911.30
8. ASGREC Two Inc	\$426,411.36
9. Running Hill SP LLC	\$396,504.24
10. Riverplace Development LLC	\$340,540.62



# A LETTER FROM THE MAYOR

Dear South Portland residents, businesses and visitors,

In my capacity as Mayor (2017) It is my privilege to introduce the 2016 -2017 Annual Report. It has been an honor to serve the City and to have had the opportunity to work with so many dedicated citizens, staff and regional experts. This report demonstrates the focus and commitment to make South Portland a thriving and exciting community to live, work and recreate in.

The milestones, highlights and achievements in this Annual Report reflect the City's desire to honor its heritage and history while proactively responding to the demands and opportunities of today and tomorrow.

Two historical pillars of our City; our Public Library and our Schools achieved milestones and made immense strides in their missions. First, we honored and recognized our Public Library for their 50 years of service to the community. We are fortunate to have such a vibrant library system with diverse and expansive programming that is accessible and welcoming to everyone in the community. Secondly, our schools continue to make significant improvements providing a healthy, open and engaged learning environment. Over the past 7 years the graduation rate has improved and is now consistently just over 90% (compared to 79% in 2011).

As we maintain our historical community pillars, as a community we also recognize the importance of creating additional pillars that will support the community today and in future years.

As we look forward and plan for a bright future, a number of initiatives reflect our focus to thrive and embrace future challenges. The City continues to invest in a fiber optic infrastructure to support the demands of a rapidly changing workforce with global implications. The City's energy and emissions footprints continue to be refined in response to new technologies, energy-saving technology and an overall desire to be in the forefront of community resiliency. Examples include the installation of a large-scale solar array on a capped landfill that will offset and reduce the municipal electrically consumption. The City continues to lead in its commitment to reducing its carbon emissions by expanding its fleet of electric and hybrid fleet vehicles. In addition, the important due diligence and assessment phases are underway to pursue converting our legacy streetlights to improved LED light technology. With regard to our natural surroundings, the City continues to maintain its long-standing (38 years) designation as a Tree City. Another major effort to protect the viability and livability of our community came in the form and creation of a pesticide ban.

In addition to building a foundation of innovative initiatives and solutions, the City continued to invest in its neighborhoods through the creation of Master Plans, allocation of funds to improve City amenities and improved roads and sidewalks alike.

Without the sincere and steadfast dedication of the City Staff, City Council, active and engaged citizens, and hundreds of citizen volunteers the magnitude and significance of this year's achievements would not have been possible. Thank you all and I hope you enjoy reading this impressive Annual Report.

Respectfully submitted,

*Patti Smith*

Patti Smith, Mayor

# A LETTER FROM THE CITY MANAGER

This represents my first annual report as South Portland's city manager, though I began my tenure three-quarters of the way into the fiscal year (FY) covered herein. It has been a privilege to serve in this capacity for such a vibrant community and I am humbled to be following in the footsteps of both interim City Manager Don Gerrish and former City Manager Jim Gailey. Both men are dedicated public servants and played key roles in many of the City's accomplishments during FY17, with Mr. Gailey having a significant positive impact in this community during his 30 years of service to South Portland, the last nine of which were as City Manager.

As you will note in the forthcoming departmental reports, much was accomplished by City staff and volunteers between July 2016 and June 2017. Some highlights include:

- A record number of residents (15,105) voting in the November Presidential Election, representing a 76% turnout rate
- Maxine Beecher and Susan Henderson were elected to the City Council
- New regulations were implemented to allow food trucks to operate on designated portions of City property, with 17 mobile vendors taking advantage of this new opportunity
- The development of a West End Master Plan for the Redbank and Brickhill neighborhoods
- Council approval of budget funds to create a full-time Office of Economic Development for FY18
- Another year of increased call volumes for our Fire Department, with 4,654 fire and/or emergency medical service (EMS) calls in calendar 2017. This is a 6% increase over 2016 and a 12% increase from 2010
- Phase two of our fiber optic infrastructure project, which connects the east end of the city to the west end by running fiber from Evans Street, then down Broadway, Maine, and Westbrook, before terminating at Memorial Middle School
- The library celebrated 50 years of service to the South Portland community in 2017. The two library branches served approximately 10,000 visitors each month and processed around 4,000 check-outs a month, making it the fourth busiest public library in the state
- Investment of CDBG funds into our Redbank Community Center, which included a replacement of the gym floor and bleachers, a renovation of the kitchen area, and installation of both fiber optics and a security system
- Adoption of an \$85,912,644 General Fund budget (municipal, school, & county), which slightly increased the tax rate by 1.7%, from \$17.70 to \$18.00
- A strong tax collection rate of 98.98%

- Continued construction of the new Municipal Services Facility on Highland Avenue
- Retirement or departure of 24 City employees, with 283 years of combined City service
- Comprehensive update to the City's personnel policies
- Over 185,000 patrons and/or registrants in our recreation programs
- Upgrades to the municipal pool and commencement of the long-anticipated hot tub project at the Community Center
- The Pesticide ban became effective for all City properties on May 1, 2017 and the City's Parks Department began implementing its pesticide-free management plan at that time (the ban begins for all private properties on May 1, 2018)
- Re-designation as a Tree City USA community
- Progress toward City-owned, LED streetlights by entering into an agreement with RealTerm to develop a streetlight inventory, produce an investment-grade audit, develop a design for the LED light locations, and oversight of the light acquisition and conversion process
- Council, Planning staff, and the Planning Board worked toward a local ordinance on recreational marijuana, making South Portland one of the first communities in Maine to adopt rules permitting several types of adult-use marijuana establishments (pending State legislation)
- The Code Enforcement Office issued 627 building permits with an estimated value of \$55,162,582 in new construction. This was a significant drop off in total permits issued from the previous year (784), however, the value of the construction was the second highest in the past five years and fifth highest in the past 15 years
- Our code office issued 565 electrical permits, the most in at least 16 years, and 187 plumbing permits, which is the sixth most in the past 16 years
- Despite a significant decrease in calls for service between calendar 2015 and 2016 – from 36,337 to 33,811 – the Police Department saw an increase in the number of robberies, aggravated assaults, burglaries, and domestic disputes
- The Police Department trained and supplied officers with naloxone (Narcan) to prepare them to intervene appropriately at the scene of a suspected drug overdose
- Laid nearly four miles of new road pavement between City and State projects
- Approx. 10,000 feet of sidewalks were repaired or replaced
- The School Department held steady its graduation rate of just over 90% in 2017, which is up from 79% in 2011
- The Middle School Building Committee continued progress on the 21-step process required by the State of Maine toward constructing a new school
- The School Board adopted later start times for the middle and high schools, starting in 2017-18
- Assisted 283 families, 638 individuals, and 132 children through our General Assistance program, expending \$355,445, the second largest amount in five years. Most of this funding (68%) went towards housing
- Implementation of a food waste collection pilot program, covering over 600 households in the Knightville and Meetinghouse Hill neighborhoods, which will run through May of 2018

- Passage of an Energy and Water Use Benchmarking ordinance, effect May 2018
- A report from the Sustainability Department revealed that between 2007 – 2014, South Portland reduced overall municipal energy use by 3%, associated emissions by 23%, and energy costs by 13%
- Construction of solar arrays on our landfill, with the expectation of replacing 12% of municipal, grid-based electricity consumption and saving us \$3+ million over the life of the project
- Provided 268,000 passenger trips via our South Portland Bus Service
- Treatment of 2.13 billion gallons of wastewater, removing 2.7 million pounds of biological oxygen demand (BOD) and 2.4 million pounds of total suspended solids (TSS), before discharge into the Casco Bay
- Achieving a 99.98% compliance rating out of 1,744 Maine DEP reporting points for our wastewater plant

In closing, I would like to thank the Council, staff, and members of the public for the warm welcome I have received. I look forward to working with you all in FY2018.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Scott Morelli". The signature is stylized and cursive.

Scott Morelli, City Manager





# CITY CLERK & REGISTRAR OF VOTERS

The office of Municipal Clerk is the oldest public office in local government. Mandated by Charter, the City Clerk is appointed by and serves at the discretion of the City Council. The City Clerk's office is responsible for keeping and providing copies of all city records and issuing licenses and permits and organizing elections. The staff also posts all material provided to the City Council for meetings and workshops on the city website. The City Clerk's office is often referred to as the "historian" of the City. The City Clerk also serves as the City's Registrar of Voters.

## Presidential Election November 2016

The November 2016 election was held on November 8 and had a 76% turnout, with a record number of 15,105 voters participating (out of 19,941 total registered voters).

For two weeks prior to election day, the conference room in the basement of City Hall was converted into a polling location to allow residents to vote in person by absentee.

For this election, State Law changed prior to the election to allow the early processing of absentee ballots on Friday and Saturday (as well as Monday) before the election. Assistant City Clerks were sworn in to help process the 6,308 absentee ballots and worked from 9am to 4pm both days to help process all ballots.

The municipal general election had seven candidates running for two open City Councilor At-Large seats. Incumbent candidate Maxine Beecher won another term with 5,203 votes. The winner of the other At-Large seat, Susan Henderson, won with 4,440 votes, just 56 votes more than the third runner up, Katherine Lewis. The margin was small enough for a recount to be requested without a deposit, and a municipal recount was requested by candidate Katherine Lewis. The recount was performed at City Hall on November 18 and took approximately 6 hours with a task force of 13 recount assistants. The outcome of the recount did not change the outcome of the election, with Henderson's win over Lewis narrowing to 50 votes after the recount.



## Election June 2017

The June 2017 election was a consolidated election held at the South Portland Community Center on June 13, 2017. A total of 1,195 voters participated in this election (5.9% turnout). A State Referendum bond question was on the ballot, as well as the School Budget Validation Referendum and a special election for Portland Water District Board of Trustee Representative. The School Budget passed by a vote 905 to 283.

## Records and Licensing

The office is entrusted with the recording, maintenance and issuance of all vital records in the city. All vital records for the city are kept in a secure, fire-proof vault in the Clerk's office where they are preserved and maintained. This fiscal year, South Portland recorded 283 births, 65 marriages and 257 deaths. In 2017, the State implemented the new EMRS system—the last “leg” of the electronic vital record database — which allows marriage licenses and certificates to be issued centrally from the State vital records database, just as death certificates and birth certificates are issued. All Clerks received training on the new system in the fall and spring of 2016-2017 and South Portland “went live” in April 2017.

The City Clerk's Office is responsible for issuing municipal licenses for the city. The Clerk's office works closely with many city departments and State offices to ensure that all city ordinances and state laws are followed with the opening and re-licensing of each business. This fiscal year, the Clerk's office issued 505 business licenses, along with 242 garage sale permits.

Starting in May 2017, the City adopted rules and regulations allowing food trucks to operate on City property— at designated locations at Bug Light Park and Boat Launch, and Wainwright Sports Complex— from 8:00am to 8:00pm any day of the week. Prior to these regulations being adopted, food trucks were only allowed to operate on City property when part of a licensed City event. The City licensed a total of 17 mobile vending units last year.

The Clerk's office licenses all events that occur on public property within the City. The Clerk's office annually licenses events that have anywhere from 10 to 10,000 people in attendance.

The Clerk's office also issues licenses on behalf of the State's Animal Welfare and Inland Fisheries & Wildlife departments. This fiscal year, 581 hunting/fishing licenses and 1,982 dog licenses were sold. The Clerk's Office also provides Notary Services, as all staff in the Clerk's office are Notaries Public. As Notaries, Clerk staff perform several marriage ceremonies annually at City Hall.

Respectfully Submitted,



City Clerk/Registrar of Voters

# COMMUNITY DEVELOPMENT

The mission of the South Portland Community Development Program is to improve the lives of the City's low-and moderate-income residents. The program accomplishes this goal by administering the Community Development Block Grant (CDBG) program, which is an allocation of U.S. Department of Housing and Urban Development (HUD) funds received through Cumberland County. With these funds, the City and external agencies undertake neighborhood, facility, and housing improvements, economic development, and public services.

In FY 2017-18, the City received \$401,457 through the program and funded valuable public service, housing, planning, and public infrastructure improvements. These activities will have a positive, lasting impact on South Portland's neighborhoods, businesses, and residents for years to come. Below are some highlights from projects completed in FY 2017-18.

Redbank Community Center Addition - Additions included replacement of the gym floor, and bleachers. Renovation of the kitchen, which included a new dishwasher and ADA countertop. In addition, we also installed fiber optics and a security system.

## Before:



## After:



**Street Scape Improvements** - Public infrastructure and facilities improvements in low-income target areas of the City. This year, those areas include Redbank, Brick-hill, and Ferry Village.

**Harriot & Pine:**



**C Street:**



**Emergency Housing Rehabilitation** - Income-qualified households received urgent repairs, including new heating systems and roof replacements.

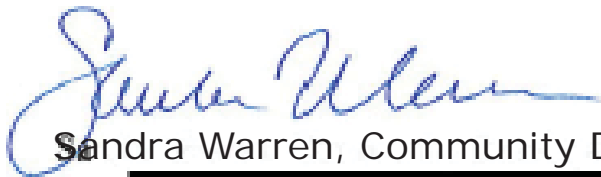
**Home Weatherization/Energy Efficiency Upgrades** - Income qualified households received a free energy audit and minor weatherization improvements.

**West End Outdoor Recreation Needs Assessment-** Greater Portland Council of Governments (GPCOG) utilize a planning grant to assess recreational needs in the west end and the feasibility for each proposed improve-

## Public Services

- **Free Bus Pass Program** - General Assistance and the School Department provided free bus passes to low-income residents, seniors, and students.
- **Meals on Wheels** - Home-bound South Portland seniors received food and home visits
- **Family Crisis Services** - The Enhanced Police Intervention Collaboration (EPIC) program partnered police officers with domestic violence victim advocates when responding to domestic violence incidents.
- **Emergency Heating Assistance** - General Assistance provided emergency heating assistance to low-income South Portland households
- **Redbank Hub Personnel** - The Redbank Hub continued to provide resources, community dinners, and after school programming, for the Redbank neighborhood. CDBG funded staffing and utility costs at the Hub.
- **Recreation Scholarships** - Low-income South Portland youth received scholarships to attend summer camp
- **South Portland Food Cupboard** - South Portland's food pantry used CDBG funds to help cover leasing costs at their new facility on Thadeus Street.

Respectfully submitted,



Sandra Warren, Community Development Coordinator



# Meals on Wheels



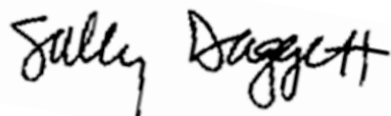
# CORPORATION COUNSEL

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

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

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

Respectfully Submitted,

A handwritten signature in black ink that reads "Sally Daggett". The signature is written in a cursive, flowing style.

Sally J. Daggett, Esq.  
Corporation Counsel

# ECONOMIC DEVELOPMENT

The City of South Portland plays a significant role in the state and regional economy. It is the home to a number of global companies and more than 1,500 businesses of all sizes. South Portland is a vibrant community of more than 25,000 residents, located on picturesque Casco Bay, known for its working waterfront, commerce and industry, and quality of life. It has been recognized as a New England Top 10 Best City in several recent surveys and in 2017 *Money* magazine named South Portland one of the Best Places to live in the United States.

The major goals of the Economic Development Department are to: provide assistance to businesses and startups with accuracy and efficiency, identify and monitor growth trends in the City, encourage and support business development and expansion that create a range of well-paying jobs for the residents and local workforce, and foster diverse and sustainable economic growth for the benefit of the City and its residents.

The City of South Portland is committed to a proactive and robust Economic Development Program, utilizing: a mix of financial support and incentives, thoughtful regulation, strategic investments in public infrastructure, and the maintenance and enhancement of positive relationships with businesses and developers. Some of the tools used to do this include: a Revolving Loan Fund to assist small businesses and entrepreneurs, a robust Development District and Tax Increment Financing Program, as well as a variety of other local and regional initiatives.





The Assistant City Manager leads the Economic Development Office, and is the City's liaison to a number of local and regional boards and committees, including:

South Portland Economic Development Committee  
South Portland Comprehensive Plan Implementation Committee  
South Portland/Cape Elizabeth Chamber of Commerce  
Greater Portland Economic Development Corporation  
The Waterfront Alliance

### **Economic Development Highlights for 2017:**

- The City worked with numerous companies and developers throughout the year on new projects and business expansions, which resulted in substantial new investment. The business expansion cycle has continued strong through 2017.
- There were several noteworthy projects in 2017, including two new hotels and an auto dealership in the mall area, several new restaurants and the redevelopment of the Clark's Pond retail area, to name a few. Many other businesses have relocated and expanded in the City, and there are several more projects in various stages of development as the year concludes.
- Many South Portland businesses are currently hiring, but with a relatively low unemployment rate (~4.4%) and demographic headwinds, some businesses continue to struggle to find employees. The Economic Development Committee and City Staff consider affordable housing/housing and workforce development as immediate priorities.
- The Comprehensive Plan Implementation Committee along with volunteers and staff developed a new West End Master Plan for the Redbank and Brick Hill neighborhoods. This has resulted in new zoning standards that would allow a pedestrian oriented village center to be created over time. The City is currently working with Avesta Housing and a landowner on a new mixed-used urban development in the neighborhood that could be a catalyst for additional development going forward.
- The City Council committed money in the City's budget to hire an Economic Development Director on a full-time basis to provide our community with the focus and resources needed to support the: health, vitality, diversity, and expansion of economic and commercial tax base. It is expected that the City's first full-time Economic Development Director will be onboard and in place by mid-2018. During 2017, the City's Economic Development Committee (EDC) spearheaded a new event called "Startup South Portland", a business pitch competition for up-and-coming entrepreneurs. Two rounds of competition led to the grand finale, where *Friday Feedback*, the developers of a teambuilding and evaluation software platform, won the competition. The EDC also continued its work on branding and marketing initiatives for the City, and facilitated the annual business awards program.

The 2017 Annual Business Award Winners were:  
New Business of the Year – Foulmouthed Brewing  
Business Leader of the Year – Mark Duval (Duval's Service Center)  
Small Business of the Year – Taco Trio  
Sam DiPietro Community Impact Award – Hannaford Distribution Center  
Business of the Year – Sebago Technics

Respectfully Submitted,



Joshua Reny  
Assistant City Manager / Economic Development Director

# FINANCE



The Finance department provides several important roles in the operations of City government. These roles include the accounting functions of general ledger, budgetary management, purchasing, accounts payables, payroll, and cash disbursements. The department's role also includes the various treasury functions of cash management and investments, tax collection, auto registration, and the collection and billing for most City departments. The department oversees various budgets totaling approximately \$92 million as well as cash and investment reserves of approximately \$50-60 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 obligation.

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

**Fund Balance**

A key indicator of the City's financial condition is the size of its unassigned fund balance. The City South Portland's General Fund - Unassigned fund balance as of June 30, 2017 was \$13,189,251. This represented a modest decrease of \$131,333 from last year's balance.

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

**Budgetary Highlights**

**General Fund:**

Revenue for the general fund totaled \$83,298,577 (on the budgetary basis of accounting) in the fiscal year ended June 30, 2017. Actual revenues exceeded estimates by \$1,890,057.

**General Fund Revenues Budget to Actual Summary**

	Budget	Actual	Variance
Revenues:			
Taxes	\$ 67,215,689	\$ 68,698,716	\$ 1,483,027
Intergovernmental	10,928,806	11,093,059	164,253
Licenses, permits, fees and fines	870,550	1,224,384	353,834
Charges for services	1,808,875	1,904,170	95,295
Unclassified	164,600	168,334	3,734
Interest earned	420,000	209,914	(210,086)
<b>Total revenues</b>	<b>\$ 81,408,520</b>	<b>\$ 83,298,577</b>	<b>\$ 1,890,057</b>

The revenue sources responsible for this surplus include the following:

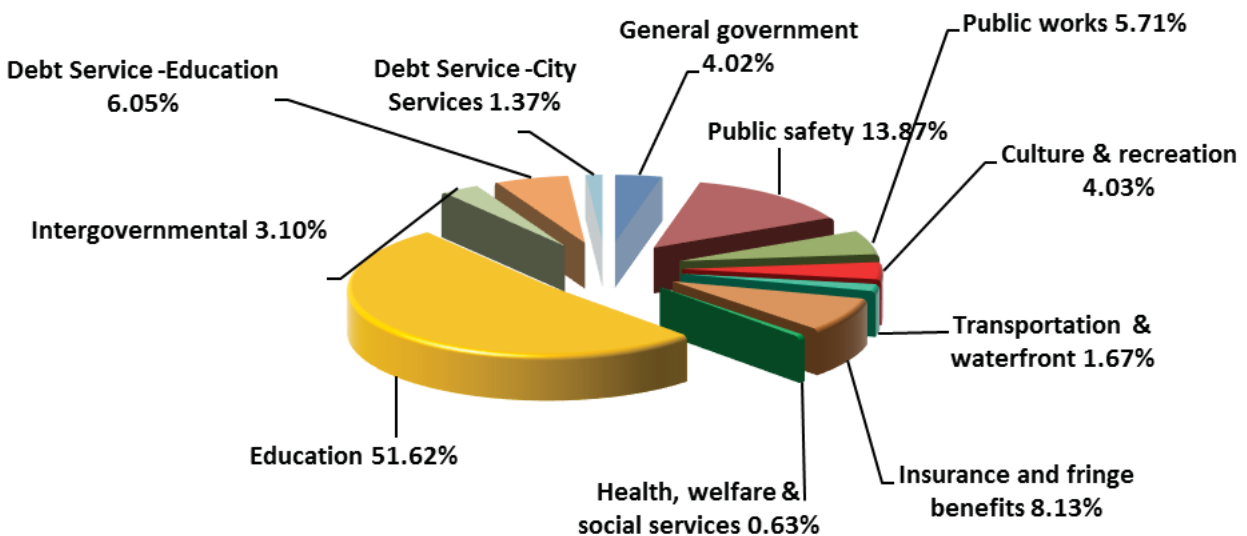
- A taxes surplus of \$1.483 million of which \$1.175 million is attributable to an excise tax surplus due primarily to budgeting conservatively for fleet vehicles which are susceptible to major swings. Additionally, property taxes exceeded budget by \$310K as a result of the overlay exceeding abatements.
- State BETE revenue surplus of \$127K and State Revenue sharing surplus of \$23K.
- Building permit licenses came in with a surplus of \$305K primarily the result of four larger projects.
- With the climb of interest rates, existing investments required a market to market adjustment that resulted in an unrealized gain (\$133K) from the prior year going to an unrealized loss of (-\$22K). As a result, the interest income budget resulted in a shortfall of \$210K.

Expenditures for the general fund totaled \$80,684,989 (on the budgetary basis of accounting) in the fiscal year ended June 30, 2017.

**General Fund Expenditures Budget to Actual Summary**

	Budget	Actual	Variance
Expenditures:			
General government	\$ 3,059,104	\$ 2,981,979	\$ 77,125
Public safety	11,249,324	11,192,120	57,204
Public works	4,739,150	4,604,819	134,331
Culture and recreation	3,311,260	3,254,785	56,475
Transportation and waterfront	1,352,728	1,349,480	3,248
Health, welfare and social services	542,863	506,108	36,755
Education	47,219,294	46,530,882	688,412
Insurance and fringe benefits	6,900,610	6,561,710	338,900
Intergovernmental	2,504,088	2,504,088	
Other	112,000	93,670	18,330
Debt Service	1,113,782	1,105,348	8,434
<b>Total expenditures</b>	<b>\$ 82,104,203</b>	<b>\$ 80,684,989</b>	<b>\$ 1,419,214</b>

**General Fund  
Expenditure Components  
Fiscal Year 2017**



## Tax Rates

The property tax rate for fiscal year 2016-17 was \$17.70 per thousand dollars of valuation. Next year's fiscal year 2017-18 tax rate is \$18.00. The components of the tax rate for fiscal years 2015-16, 2016-17 and 2017-18 are as follows:

	2015-16	2016-17	2017-18
Education	\$11.40	\$11.66	\$11.89
Municipal	\$5.30	\$5.31	\$5.36
County	\$0.71	\$0.73	\$0.75
Total	\$17.40	\$17.70	\$18.00

In fiscal year 2016-17, educational services accounted for 65.87% of your property tax dollars, while municipal and county services required 30.02% and 4.11% respectively. For every tax dollar paid in 2016-17, 65.9 cents paid for educational services, 30.0 cents paid for municipal services, and 4.1 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, 2017, property taxes accounted for 73.62% of total general fund budgeted revenues.

The City's tax collection rate remained high during 2016-17. Collected taxes for the year ending June 30, 2017, were 98.98% of the City's total tax commitment. This continued high collection rate reflects the ongoing strength of the local economy.

## Debt Service

The City of South Portland's total bonded debt increased by \$8.5 million during the current fiscal year as a result of new debt of \$12.5 million for the Municipal Services Facility exceeding repayments.

The State allows municipalities to borrow up to 15% of their total valuation. With the City's State Valuation at \$3,738,700,000 for 2017, the debt limit would be over \$560,000,000. Our current debt is \$56,569,358 or about 1.51% of State Valuation or approximately 10.1% of the City's debt limit. Another measure of a municipality's debt load is debt per capita. As of June 30, 2017, the City of South Portland's debt per capita (including lease obligations) was \$2,450 as compared to the prior year of \$2,096.

The City voters approved a bond referendum in November of 2014 authorizing the bonding of \$14,000,000 for the construction of a new Municipal Services Facility that will house Public Works, Parks and Transportation departments. The new facility will provide the departments with a much needed modern maintenance facility and administrative offices. During the year, the City issued bonds totaling \$12,700,000 for this project. Future debt repayments will overlap the retirement of certain old bond issues resulting in minimal impact to the City's overall budget.

## 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 an "Aaa" rating from Moody's and an "AAA" rating from Standard & Poor's for general obligation debt. With the 'Aaa' and 'AAA' ratings, the City of South Portland is the only community to maintain these highest bond ratings in Maine. Please refer to the agencies' reports for a comprehensive explanation of their rating assessment.

## Additional Information

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

## Staff

The department is comprised of a dedicated staff of 17 full-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 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.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Greg L'Heureux", is written over a horizontal line. A vertical line is positioned to the right of the signature.

Greg L'Heureux, Finance Director

## Financial Report for the Year Ending June 30, 2016

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, 2016, 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 – Sewer Enterprise Fund:

Statement of Net Assets	Statement 7
Statement of Revenues, Expenditures, and Changes in Net Assets	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 Position**  
**June 30, 2017**

	Governmental Activities	Business-type Activities	Total
<b>ASSETS</b>			
Cash and cash equivalents	59,661,910	-	59,661,910
Investments	7,323,319	-	7,323,319
Receivables, net of allow. of \$652,215 and \$77,900	1,880,859	671,124	2,551,983
Taxes receivable	812,456	-	812,456
Tax liens and tax acquired property	158,799	-	158,799
Inventory	47,574	-	47,574
Internal balances	(11,669,229)	11,669,229	-
Restricted assets, cash	50,000	-	50,000
Capital assets, not being depreciated	20,337,130	2,504,259	22,841,389
Capital assets, net of accumulated depreciation	115,358,388	50,802,465	166,160,853
Total assets	193,961,206	65,647,077	259,608,283
<b>DEFERRED OUTFLOWS OF RESOURCES</b>			
Deferred outflows of resources related to pensions	6,806,232	-	6,806,232
Total deferred outflows of resources	6,806,232	-	6,806,232
<b>LIABILITIES</b>			
Accounts payable	3,368,927	465,188	3,834,115
Accrued liabilities	617,055	2,322	619,377
Accrued interest	657,743	4,659	662,402
Accrued teachers' summer salaries	4,482,365	-	4,482,365
Non-current liabilities:			
Due within one year	5,666,940	292,848	5,959,788
Due in more than one year	72,973,058	3,544,930	76,517,988
Total liabilities	87,766,088	4,309,947	92,076,035
<b>DEFERRED INFLOWS OF RESOURCES</b>			
Deferred inflows of resources related to pensions	816,675	-	816,675
Total deferred inflows of resources	816,675	-	816,675
<b>NET POSITION</b>			
Net investment in capital assets	82,323,833	49,737,946	132,061,779
Restricted for:			
Permanent Funds - Nonexpendable principal	198,949	-	198,949
Permanent Funds - Expendable	140,089	-	140,089
Education	2,662,892	-	2,662,892
Other grants	2,026,836	-	2,026,836
Tax Increment Financing	9,396,491	-	9,396,491
Capital	-	3,434,257	3,434,257
Unrestricted	15,435,585	8,164,927	23,600,512
Total net position	112,184,675	61,337,130	173,521,805

*See accompanying notes to basic financial statements.*



**CITY OF SOUTH PORTLAND, MAINE**  
Statement of Activities  
For the year ended June 30, 2017

Functions/programs	Net (expense) revenue and changes in net position					
	Program Revenues			Primary Government		
	Charges for services	Operating grants and contributions	Capital grants and contributions	Governmental activities	Business-type activities	Total
<b>Primary government:</b>						
Governmental activities:						
General government	\$ 13,548,355	442,734	667,039	(12,438,582)	-	(12,438,582)
Public safety	13,344,042	2,090,407	381,693	(10,871,942)	-	(10,871,942)
Public works	7,641,737	386,056	801,687	(6,453,994)	-	(6,453,994)
Culture and recreation	4,372,866	1,119,909	-	(3,252,877)	-	(3,252,877)
Transportation and waterfront	1,814,621	376,949	981,785	270,069	-	270,069
Health, welfare and social services	506,108	-	250,007	(256,101)	-	(256,101)
Education	51,862,105	682,652	12,755,564	(38,423,889)	-	(38,423,889)
Interest on debt service	1,695,611	-	-	(1,695,611)	-	(1,695,611)
Total governmental activities	94,785,445	5,098,787	14,780,259	(73,122,927)	-	(73,122,927)
Business-type activities:						
Sewer	6,203,347	6,008,622	254,765	-	60,040	60,040
Total business-type activities	6,203,347	6,008,622	254,765	-	60,040	60,040
<b>Total primary government</b>	<b>\$ 100,988,792</b>	<b>11,107,409</b>	<b>14,780,259</b>	<b>(73,122,927)</b>	<b>60,040</b>	<b>(73,062,887)</b>
General revenues:						
Property taxes, levied for general purposes				64,164,888	-	64,164,888
Motor vehicle excise taxes				7,100,567	-	7,100,567
Cable television franchise				120,000	-	120,000
Grants and contributions not restricted to specific programs:						
State Revenue Sharing				1,243,362	-	1,243,362
Homestead exemption				729,461	-	729,461
Other State aid				2,938,961	-	2,938,961
Unrestricted investment earnings				411,583	79,684	491,267
Miscellaneous				986,617	-	986,617
Transfers				1,808,295	(1,808,295)	-
Total general revenues and transfers				79,503,734	(1,728,611)	77,775,123
Change in net position				6,380,807	(1,668,571)	4,712,236
Net position - beginning				105,803,868	63,005,701	168,809,569
Net position - ending				112,184,675	61,337,130	173,521,805

See accompanying notes to basic financial statements.

CITY OF SOUTH PORTLAND, MAINE  
Balance Sheet  
Governmental Funds  
June 30, 2017

	General	Tax Increment Financing	Capital Projects	Other Governmental Funds	Total Governmental Funds
<b>ASSETS</b>					
Cash and cash equivalents	\$ 39,487,049	9,397,019	10,777,842	-	59,661,910
Investments	6,319,823	-	-	1,003,496	7,323,319
Due from other governments	614,886	-	49,870	732,854	1,397,610
Accounts receivable, net of allowance of \$652,215	176,989	6,712	-	299,548	483,249
Taxes receivable	812,456	-	-	-	812,456
Tax liens and tax acquired property	158,799	-	-	-	158,799
Interfund loans receivable	-	-	-	4,054,483	4,054,483
Inventory	-	-	-	47,574	47,574
Restricted assets, cash	50,000	-	-	-	50,000
<b>Total assets</b>	<b>\$ 47,620,002</b>	<b>9,403,731</b>	<b>10,827,712</b>	<b>6,137,955</b>	<b>73,989,400</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>					
<b>Liabilities:</b>					
Accounts payable	2,449,411	7,240	778,287	136,408	3,371,346
Accrued liabilities	564,763	-	-	52,292	617,055
Interfund loans payable	15,721,293	-	-	-	15,721,293
Accrued teachers' summer salaries	4,218,133	-	-	264,232	4,482,365
<b>Total liabilities</b>	<b>22,953,600</b>	<b>7,240</b>	<b>778,287</b>	<b>452,932</b>	<b>24,192,059</b>
<b>Deferred inflows of resources:</b>					
Unavailable revenue - property taxes	773,000	-	-	-	773,000
<b>Total deferred inflows of resources</b>	<b>773,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>773,000</b>
<b>Fund balances:</b>					
Nonspendable	-	-	-	246,523	246,523
Restricted	2,662,892	9,396,491	4,306,014	2,119,351	18,484,748
Committed	4,012,592	-	5,819,775	3,334,865	13,167,232
Assigned	4,028,667	-	-	-	4,028,667
Unassigned	13,189,251	-	(76,364)	(15,716)	13,097,171
<b>Total fund balances</b>	<b>23,893,402</b>	<b>9,396,491</b>	<b>10,049,425</b>	<b>5,685,023</b>	<b>49,024,341</b>
<b>Total liabilities, deferred inflows of resources, and fund balances</b>	<b>\$ 47,620,002</b>	<b>9,403,731</b>	<b>10,827,712</b>	<b>6,137,955</b>	

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	135,695,518
Other long-term assets are not available to pay for current period expenditures and, therefore, are deferred in the funds.	773,000
Long-term liabilities that are not due and payable in the current period and therefore are not reported in the funds:	
Bond premiums	(2,766,841)
Accrued compensated absences	(3,532,000)
Other postemployment benefits liability	(1,969,177)
Accrued interest	(657,743)
Landfill closure	(142,000)
Capital leases	(1,910,278)
Net pension liability with related deferred inflows and outflows of resources	(9,329,565)
Bonds payable	(53,000,580)
<b>Net position of governmental activities</b>	<b>\$ 112,184,675</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, 2017

	General	Tax Increment Financing	Capital Projects	Other Governmental Funds	Total Governmental Funds
<b>Revenues:</b>					
Taxes	\$ 68,698,716	2,469,739	-	20,000	71,188,455
Intergovernmental	14,225,459	985,794	1,769,079	4,370,445	21,350,777
Licenses, permits, fees and fines	1,224,384	-	-	-	1,224,384
Charges for services	1,904,170	-	-	1,827,616	3,731,786
Unclassified	863,602	-	12,641	665,439	1,541,682
Interest earned	264,626	82,933	38,726	25,298	411,583
<b>Total revenues</b>	<b>87,180,957</b>	<b>3,538,466</b>	<b>1,820,446</b>	<b>6,908,798</b>	<b>99,448,667</b>
<b>Expenditures:</b>					
<b>Current:</b>					
General government	10,381,439	122,180	-	893,922	11,397,541
Public safety	11,160,707	-	-	295,708	11,456,415
Public works	4,269,267	122,348	-	129,541	4,521,156
Culture and recreation	3,143,006	-	-	750,753	3,893,759
Transportation and waterfront	1,394,984	-	-	70,409	1,465,393
Health, welfare and social services	506,108	-	-	-	506,108
Education (excluding debt service)	45,027,953	-	-	2,670,987	47,698,940
School lunch program	-	-	-	1,803,337	1,803,337
Intergovernmental	2,504,088	-	-	-	2,504,088
Other	29,400	960,018	-	1,737	991,155
Debt service	5,987,104	-	-	-	5,987,104
Capital expenditures	126,503	-	14,451,617	-	14,578,120
<b>Total expenditures</b>	<b>84,530,559</b>	<b>1,204,546</b>	<b>14,451,617</b>	<b>6,616,394</b>	<b>106,803,116</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>2,650,398</b>	<b>2,333,920</b>	<b>(12,631,171)</b>	<b>292,404</b>	<b>(7,354,449)</b>
<b>Other financing sources (uses):</b>					
Transfers in	1,752,068	-	4,440,990	263,443	6,456,501
Transfers out	(4,260,702)	(387,504)	-	-	(4,648,206)
Bond proceeds	-	-	12,700,000	-	12,700,000
Premium on bond proceeds	-	-	1,007,015	-	1,007,015
<b>Total other financing sources (uses)</b>	<b>(2,508,634)</b>	<b>(387,504)</b>	<b>18,148,005</b>	<b>263,443</b>	<b>15,515,310</b>
<b>Net change in fund balances</b>	<b>141,764</b>	<b>1,946,416</b>	<b>5,516,834</b>	<b>555,847</b>	<b>8,160,861</b>
<b>Fund balances, beginning of year</b>	<b>23,751,638</b>	<b>7,450,075</b>	<b>4,532,591</b>	<b>5,129,176</b>	<b>40,863,480</b>
<b>Fund balances, end of year</b>	<b>\$ 23,893,402</b>	<b>9,396,491</b>	<b>10,049,425</b>	<b>5,685,023</b>	<b>49,024,341</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, 2017

Net change in fund balances - total governmental funds (from Statement 4)	\$	8,160,861
Amounts reported for governmental activities in the statement of activities (Statement 2) are different because:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which capital acquisitions (\$14,608,302) exceed book value of disposed assets (\$153,252) and depreciation (\$5,889,784).		8,565,266
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. This represents the change in unavailable revenues.		77,000
Capital lease proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of lease principal is an expenditure in the governmental funds, but the repayments reduces long-term liabilities in the statement of net position. This is the amount of repayments (\$397,041).		397,041
Change in accruals are recorded on the statement of net position, but not on the governmental fund balance sheet - accrued compensated absences (\$9,500), accrued interest (\$84,401), net pension liability with deferred outflows and inflows of resources, (\$1,124,278) and other postemployment benefits liability (\$187,419).		(1,405,598)
Changes in long-term liabilities on the statement of net position, are expenditures in the governmental funds. This is the change of the landfill closure liability.		5,000
Bond proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Governmental funds report the effects of premiums and discounts when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. During the year, the City received bond proceeds of \$12,700,000 and premiums of \$1,007,015. The City amortized bond premiums of \$286,740. Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position. For the year, the amount of repayments was \$4,001,512.		(9,418,763)
Change in net position of governmental activities (see Statement 2)	\$	6,380,807

*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, 2017**

	General Fund				TIF Funds			
	Budget		Actual	Variance with final budget positive (negative)	Budget		Actual	Variance with final budget positive (negative)
	Original	Final			Original	Final		
<b>Revenues:</b>								
Taxes	\$ 67,215,689	67,215,689	68,698,716	1,483,027	2,475,500	2,475,500	2,469,739	(5,761)
Intergovernmental	10,865,909	10,928,806	11,093,059	164,253	1,020,000	1,020,000	985,794	(34,206)
Licenses, permits, fees and fines	870,550	870,550	1,224,384	353,834	-	-	-	-
Charges for services	1,808,875	1,808,875	1,904,170	95,295	-	-	-	-
Unclassified	164,600	164,600	168,334	3,734	-	-	-	-
Interest earned	420,000	420,000	209,914	(210,086)	-	-	82,933	82,933
<b>Total revenues</b>	<b>81,345,623</b>	<b>81,408,520</b>	<b>83,298,577</b>	<b>1,890,057</b>	<b>3,495,500</b>	<b>3,495,500</b>	<b>3,538,466</b>	<b>42,966</b>
<b>Expenditures:</b>								
<b>Current:</b>								
General government	9,959,714	9,959,714	9,543,689	416,025	192,229	192,229	122,180	70,049
Public safety	11,249,324	11,249,324	11,192,120	57,204	-	-	-	-
Public works	4,739,150	4,739,150	4,604,819	134,331	168,636	168,636	122,348	46,288
Culture and recreation	3,311,260	3,311,260	3,254,785	56,475	-	-	-	-
Transportation and waterfront	1,289,831	1,352,728	1,349,480	3,248	21,000	11,000	-	11,000
Health, welfare and social services	542,863	542,863	506,108	36,755	-	-	-	-
Education	47,219,294	47,219,294	46,530,882	688,412	-	-	-	-
Intergovernmental	2,504,088	2,504,088	2,504,088	-	-	-	-	-
Debt service (excluding education)	112,000	112,000	93,670	18,330	944,400	944,400	960,018	(15,618)
Capital expenditures	1,113,782	1,113,782	1,105,348	8,434	-	-	-	-
<b>Total expenditures</b>	<b>82,041,306</b>	<b>82,104,203</b>	<b>80,684,989</b>	<b>1,419,214</b>	<b>3,235,542</b>	<b>3,196,496</b>	<b>1,204,546</b>	<b>1,991,950</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>(695,683)</b>	<b>(695,683)</b>	<b>2,613,588</b>	<b>3,309,271</b>	<b>259,958</b>	<b>299,004</b>	<b>2,333,920</b>	<b>2,034,916</b>
<b>Other financing sources (uses):</b>								
Budgeted use of surplus - City	-	2,640,000	-	(2,640,000)	88,501	88,501	-	(88,501)
Budgeted use of surplus - School	500,000	500,000	-	(500,000)	-	-	-	-
Transfer in	922,306	922,306	921,231	(1,075)	-	-	-	-
Transfers out	(726,623)	(3,366,623)	(3,643,485)	(276,862)	(348,459)	(387,505)	(387,504)	1
<b>Total other financing sources (uses)</b>	<b>695,683</b>	<b>695,683</b>	<b>(2,722,254)</b>	<b>(3,417,937)</b>	<b>(259,958)</b>	<b>(299,004)</b>	<b>(387,504)</b>	<b>(88,500)</b>
<b>Net change in fund balance - budgetary basis</b>	<b>-</b>	<b>-</b>	<b>(108,666)</b>	<b>(108,666)</b>	<b>-</b>	<b>-</b>	<b>1,946,416</b>	<b>1,946,416</b>
<b>Reconciliation to GAAP basis:</b>								
Change in encumbrances - City			807,981	807,981	-	-	-	-
Change in encumbrances - School			(25,455)	(25,455)	-	-	-	-
Change in unbudgeted teacher summer benefits			(29,123)	(29,123)	-	-	-	-
Change in reserves			(502,973)	(502,973)	-	-	-	-
<b>Net change in fund balance - GAAP basis</b>			<b>141,764</b>	<b>141,764</b>			<b>1,946,416</b>	<b>1,946,416</b>
<b>Fund balance, beginning of year</b>			<b>23,751,638</b>	<b>23,751,638</b>			<b>7,450,075</b>	<b>7,450,075</b>
<b>Fund balance, end of year</b>	<b>\$</b>		<b>23,893,402</b>	<b>23,893,402</b>			<b>9,396,491</b>	<b>9,396,491</b>

See accompanying notes to basic financial statements.

CITY OF SOUTH PORTLAND, MAINE  
Statements of Net Position  
Proprietary Funds  
June 30, 2017 and 2016

	Business-type Activities - Enterprise Funds	
	Sewer	
	2017	2016
<b>ASSETS</b>		
Current assets:		
Receivables, net of allowance of \$77,900 and \$86,850, respectively	\$ 664,292	573,376
Cash held in escrow	-	3,500,000
Sewer liens	6,832	6,903
Interfund loans receivable	11,669,229	10,443,041
Total current assets	12,340,353	14,523,320
Noncurrent assets:		
Capital assets, not being depreciated	2,504,259	3,561,626
Capital assets	98,811,724	96,362,836
Accumulated depreciation	(48,009,259)	(46,047,430)
Total noncurrent assets	53,306,724	53,877,012
Total assets	65,647,077	68,400,332
<b>LIABILITIES</b>		
Current liabilities:		
Accounts payable	465,188	1,332,052
Accrued wages	2,322	27,544
Accrued interest	4,659	4,904
Current portion of noncurrent liabilities:		
Compensated absences	95,746	93,756
Bonds payable	197,102	197,102
Total current liabilities	765,017	1,655,358
Noncurrent liabilities:		
Compensated absences	173,254	170,494
Bonds payable	3,371,676	3,568,779
Total noncurrent liabilities	3,544,930	3,739,273
Total liabilities	4,309,947	5,394,631
<b>NET POSITION</b>		
Net investment in capital assets	49,737,946	50,111,131
Restricted for capital projects	3,434,257	4,617,231
Unrestricted	8,164,927	8,277,339
Total net position	\$ 61,337,130	63,005,701

*See accompanying notes to basic financial statements.*

CITY OF SOUTH PORTLAND, MAINE  
 Statements of Revenues, Expenses, and Changes in Net Position  
 Proprietary Funds  
 For the years ended June 30, 2017 and 2016

Business-type Activities - Enterprise Funds		
	Sewer	
	2017	2016
<b>Operating revenues:</b>		
Charges for services	\$ 5,948,268	5,851,019
Interest and penalties	1,802	1,701
Licenses	58,552	69,623
<b>Total operating revenues</b>	<b>6,008,622</b>	<b>5,922,343</b>
<b>Operating expenses:</b>		
Personnel services	2,319,456	2,305,275
Contractual services	1,276,539	1,270,830
Supplies and materials	447,010	458,410
Fixed charges	101,623	66,226
Capital outlay	57,489	109,540
Depreciation	1,979,435	1,932,280
<b>Total operating expenses</b>	<b>6,181,554</b>	<b>6,142,561</b>
<b>Operating loss</b>	<b>(172,932)</b>	<b>(220,218)</b>
<b>Nonoperating revenues (expenses):</b>		
Interest revenue	79,684	76,744
Interest expense	(21,793)	(11,534)
<b>Total nonoperating revenues (expenses)</b>	<b>57,891</b>	<b>65,210</b>
<b>Loss before transfers and capital contributions</b>	<b>(115,041)</b>	<b>(155,008)</b>
Capital contributions	254,765	100,000
Transfers in	122,609	1,857,329
Transfer out	(1,930,904)	(720)
<b>Total transfers and capital contributions</b>	<b>(1,553,530)</b>	<b>1,956,609</b>
<b>Change in net position</b>	<b>(1,668,571)</b>	<b>1,801,601</b>
Net position, beginning of year	63,005,701	61,204,100
Net position, end of year	\$ 61,337,130	63,005,701

*See accompanying notes to basic financial statements.*

**CITY OF SOUTH PORTLAND, MAINE**  
**General Fund**  
**Comparative Balance Sheets**  
**June 30, 2017 and 2016**

	2017	2016
<b>ASSETS</b>		
Cash and cash equivalents	\$ 39,487,049	37,165,601
Investments	6,319,823	5,427,170
Due from other governments	614,886	609,538
Receivables, net of allowance of \$633,110 and \$691,708	176,989	352,778
Taxes receivable	812,456	824,599
Tax liens and tax acquired property	158,799	170,266
Prepaid expenditures	-	104,615
Restricted assets, cash	50,000	50,000
<b>Total assets</b>	<b>\$ 47,620,002</b>	<b>44,704,567</b>
<b>LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES</b>		
<b>Liabilities:</b>		
Accounts payable	2,449,411	1,401,611
Accrued liabilities	564,763	856,019
Interfund loans payable	15,721,293	14,014,266
Accrued teachers' summer salaries and benefits	4,218,133	3,985,033
<b>Total liabilities</b>	<b>22,953,600</b>	<b>20,256,929</b>
<b>Deferred inflows of resources:</b>		
Unavailable revenue - property taxes	773,000	696,000
<b>Total deferred inflows of resources</b>	<b>773,000</b>	<b>696,000</b>
<b>Fund balances:</b>		
Nonspendable	-	104,615
Restricted	2,662,892	2,708,544
Committed	4,012,592	4,344,471
Assigned	4,028,667	3,273,424
Unassigned	13,189,251	13,320,584
<b>Total fund balances</b>	<b>23,893,402</b>	<b>23,751,638</b>
<b>Total liabilities, deferred inflows of resources and fund balances</b>	<b>\$ 47,620,002</b>	<b>44,704,567</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, 2017  
 (with comparative actual amounts for the year ended June 30, 2016)

	2017		Variance positive (negative)	2016 Actual
	Budget	Actual		
<b>Revenues:</b>				
<b>Taxes:</b>				
Property	\$ 60,936,539	61,246,181	309,642	60,497,323
Excise	5,925,000	7,100,567	1,175,567	7,241,370
Interest and penalties	110,000	72,913	(37,087)	135,076
Payments in lieu of taxes	244,150	279,055	34,905	244,118
<b>Total taxes</b>	<b>67,215,689</b>	<b>68,698,716</b>	<b>1,483,027</b>	<b>68,117,887</b>
<b>Intergovernmental:</b>				
State revenue sharing	1,220,000	1,243,362	23,362	1,285,328
State BETE Revenue	1,521,000	1,648,477	127,477	1,522,086
Homestead reimbursement	730,000	729,461	(539)	484,938
State education subsidy	6,278,169	6,278,170	1	6,066,906
State agency client	35,000	112,957	77,957	77,314
MaineCare	100,000	28,704	(71,296)	53,602
Section 5307	651,897	680,526	28,629	510,445
General assistance	276,500	250,007	(26,493)	284,231
Other State revenue	116,240	121,395	5,155	88,060
<b>Total intergovernmental</b>	<b>10,928,806</b>	<b>11,093,059</b>	<b>164,253</b>	<b>10,372,910</b>
<b>Licenses, permits, fees, and fines:</b>				
Cable franchise fee	120,000	120,000	-	120,000
City clerk	154,500	158,049	3,549	162,091
Planning	8,750	27,611	18,861	24,202
Police	84,000	68,777	(15,223)	69,616
Code enforcement	485,500	832,890	347,390	770,279
Public library	17,800	17,057	(743)	16,037
<b>Total licenses, permits, fees, and fines</b>	<b>870,550</b>	<b>1,224,384</b>	<b>353,834</b>	<b>1,162,225</b>
<b>Charges for services:</b>				
Rent and leases	70,800	97,925	27,125	82,304
Finance and information technology	146,475	151,019	4,544	151,729
Fire	836,000	926,123	90,123	875,444
Public works - transfer facility	108,000	91,330	(16,670)	88,419
Parks and recreation	185,500	251,164	65,664	222,661
Bus service	333,000	255,430	(77,570)	283,920
Other	3,100	5,179	2,079	3,360
Education	126,000	126,000	-	117,713
<b>Total charges for services</b>	<b>1,808,875</b>	<b>1,904,170</b>	<b>95,295</b>	<b>1,825,550</b>
<b>Unclassified:</b>				
City clerk	19,000	21,717	2,717	18,199
Finance	15,000	12,480	(2,520)	16,389
Police and Fire	12,000	13,027	1,027	12,680
Planning and code enforcement	3,000	6,776	3,776	5,972
Public works	20,500	15,675	(4,825)	17,602
Other	4,300	4,191	(109)	19,521
Education	90,800	94,468	3,668	80,940
<b>Total unclassified</b>	<b>164,600</b>	<b>168,334</b>	<b>3,734</b>	<b>171,303</b>
Interest earned	420,000	209,914	(210,086)	428,191
<b>Total revenues</b>	<b>81,408,520</b>	<b>83,298,577</b>	<b>1,890,057</b>	<b>82,078,066</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, 2017**  
**(with comparative actual amounts for the year ended June 30, 2016)**

	Budget	Actual	Variance positive (negative)	2016 Actual
<b>Expenditures:</b>				
<b>Current:</b>				
<b>General government:</b>				
City council	\$ 147,553	136,234	11,319	133,802
Executive	210,255	204,590	5,665	208,125
City clerk	228,785	227,462	1,323	233,657
Corporation council	186,920	174,020	12,900	255,662
Finance	1,033,040	1,029,264	3,776	992,286
Information technology	373,156	370,092	3,064	364,208
Planning	232,798	234,967	(2,169)	228,154
Sustainability	83,055	82,620	435	60,788
Human resources	377,359	349,902	27,457	310,944
City building	186,183	172,828	13,355	188,438
Citywide insurance and benefit costs	6,900,610	6,561,710	338,900	6,552,162
<b>Total general government</b>	<b>9,959,714</b>	<b>9,543,689</b>	<b>416,025</b>	<b>9,528,226</b>
<b>Public safety:</b>				
Police department	4,390,360	4,378,273	12,087	4,210,090
Fire department	5,093,412	5,088,613	4,799	4,910,081
Communications	1,022,887	1,008,684	14,203	796,598
Code enforcement	732,440	709,687	22,753	679,709
Civil service	10,225	6,863	3,362	11,313
<b>Total public safety</b>	<b>11,249,324</b>	<b>11,192,120</b>	<b>57,204</b>	<b>10,607,791</b>
<b>Public works:</b>				
Administration	224,309	223,769	540	226,652
Streets and sidewalks	2,608,863	2,514,679	94,184	2,424,138
Rubbish disposal	1,356,280	1,327,345	28,935	1,225,119
Public works garage	290,046	278,300	11,746	235,811
Transfer facility	259,652	260,726	(1,074)	372,920
<b>Total public works</b>	<b>4,739,150</b>	<b>4,604,819</b>	<b>134,331</b>	<b>4,484,640</b>
<b>Culture:</b>				
Main library	596,331	596,321	10	576,159
Branch library	75,082	56,135	18,947	61,350
<b>Total culture</b>	<b>671,413</b>	<b>652,456</b>	<b>18,957</b>	<b>637,509</b>
<b>Parks and recreation:</b>				
Administration	191,542	177,189	14,353	131,114
Parks	1,250,187	1,224,331	25,856	1,203,494
Pool	354,898	360,645	(5,747)	322,611
Recreation	843,220	840,164	3,056	757,334
<b>Total parks and recreation</b>	<b>2,639,847</b>	<b>2,602,329</b>	<b>37,518</b>	<b>2,414,553</b>
<b>Total culture, parks, and recreation</b>	<b>3,311,260</b>	<b>3,254,785</b>	<b>56,475</b>	<b>3,052,062</b>
<b>Transportation and waterfront:</b>				
Bus service	1,311,671	1,308,980	2,691	1,144,109
Waterfront	41,057	40,500	557	38,500
<b>Total transportation and waterfront</b>	<b>1,352,728</b>	<b>1,349,480</b>	<b>3,248</b>	<b>1,182,609</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, 2017  
 (with comparative actual amounts for the year ended June 30, 2016)

	Budget	Actual	Variance positive (negative)	2016 Actual
Expenditures, continued:				
Current, continued:				
Health, welfare, and social services:				
Welfare:				
Administration	\$ 109,063	104,981	4,082	94,255
General assistance	414,800	384,627	30,173	407,829
Total welfare	523,863	489,608	34,255	502,084
Health	19,000	16,500	2,500	19,750
Total health, welfare, and social services	542,863	506,108	36,755	521,834
Intergovernmental - County tax	2,504,088	2,504,088	-	2,434,056
Other:				
Contingency and abatement reserve	112,000	93,670	18,330	67,832
Total other	112,000	93,670	18,330	67,832
Education	47,219,294	46,530,882	688,412	45,261,254
Debt service (excluding education):				
Administration	3,000	50	2,950	-
Principal	861,408	861,407	1	858,583
Interest	249,374	243,891	5,483	64,773
Total debt service	1,113,782	1,105,348	8,434	923,356
Total expenditures	82,104,203	80,684,989	1,419,214	78,063,660
Excess (deficiency) of revenues over (under) expenditures	(695,683)	2,613,588	3,309,271	4,014,406
Other financing sources (uses):				
Budgeted use of surplus - City	2,640,000	-	(2,640,000)	-
Budgeted use of surplus - School	500,000	-	(500,000)	-
Transfers in	922,306	921,231	(1,075)	844,399
Transfers out	(3,366,623)	(3,643,485)	(276,862)	(4,482,992)
Total other financing sources (uses)	695,683	(2,722,254)	(3,417,937)	(3,638,593)
Net change in fund balance - budgetary basis	-	(108,666)	(108,666)	375,813
Reconciliation to GAAP basis:				
Change in encumbrances - City		807,981		13,042
Change in encumbrances - School		(25,455)		(121,103)
Change in unbudgeted teacher summer benefits		(29,123)		111,817
Change in reserves		(502,973)		1,033,533
Net change in fund balance - GAAP basis		141,764		1,415,102
Fund balance, beginning of year		23,751,638		22,336,536
Fund balance, end of year	\$	23,893,402		23,751,638

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, 2017  
 (with comparative actual amounts for the year ended June 30, 2016)

	2017		Variance positive (negative)	2016 Actual
	Budget	Actual		
<b>Revenues:</b>				
Local assessment	\$ 40,131,019	40,131,019	-	39,238,191
State education subsidy	6,278,169	6,278,170	1	6,066,906
State agency client	35,000	112,957	77,957	77,314
MaineCare	100,000	28,704	(71,296)	53,602
Charges for services	126,000	126,000	-	117,713
Other	90,800	94,468	3,668	80,940
<b>Total revenues</b>	<b>46,760,988</b>	<b>46,771,318</b>	<b>10,330</b>	<b>45,634,666</b>
<b>Expenditures:</b>				
<b>Current:</b>				
Brown Elementary	1,844,092	1,859,837	(15,745)	1,803,927
Dyer Elementary	1,624,562	1,419,683	204,879	1,515,704
Kaler Elementary	1,529,819	1,518,967	10,852	1,453,012
Skillin Elementary	2,611,780	2,662,941	(51,161)	2,450,870
Small Elementary	2,029,723	2,019,492	10,231	1,949,283
Mahoney Middle School	2,538,909	2,480,476	58,433	2,383,972
Memorial Middle School	2,824,008	2,801,422	22,586	2,762,913
South Portland High School	6,581,043	6,610,205	(29,162)	6,445,311
K-12 instrumental music	119,099	117,158	1,941	116,461
6-12 athletics	790,777	754,884	35,893	712,891
Special education	8,822,579	8,624,242	198,337	8,340,716
Health	405,874	432,352	(26,478)	412,198
Board of education	247,050	160,105	86,945	139,671
Superintendent of schools	401,964	400,248	1,716	361,438
Assistant superintendent	1,945,922	1,890,874	55,048	1,688,495
Curriculum	367,960	293,615	74,345	320,576
Technology	761,717	773,621	(11,904)	715,772
Business office	832,856	873,253	(40,397)	830,750
Operations/maintenance	4,138,966	4,084,283	54,683	3,985,642
Transportation	1,918,829	1,871,468	47,361	1,952,672
<b>Debt service:</b>				
Principal	3,442,093	3,442,092	1	3,608,363
Interest	1,439,672	1,439,664	8	1,310,617
<b>Total expenditures</b>	<b>47,219,294</b>	<b>46,530,882</b>	<b>688,412</b>	<b>45,261,254</b>
<b>Excess (deficiency) of revenues over (under) expenditures</b>	<b>(458,306)</b>	<b>240,436</b>	<b>698,742</b>	<b>373,412</b>
<b>Other financing sources (uses):</b>				
Transfers in	398,306	397,231	(1,075)	395,399
Transfers out	(440,000)	(615,000)	(175,000)	(828,759)
Budgeted use of surplus	500,000	-	(500,000)	-
<b>Total other financing sources (uses)</b>	<b>458,306</b>	<b>(217,769)</b>	<b>(676,075)</b>	<b>(433,360)</b>
<b>Net change in fund balances - budgetary basis</b>	<b>-</b>	<b>22,667</b>	<b>22,667</b>	<b>(59,948)</b>
<b>Reconciliation to GAAP basis:</b>				
Change in encumbrances		(25,455)		(121,103)
Change in unbudgeted teacher summer benefits		(29,123)		111,817
Change in reserves		(118,356)		66,549
<b>Net change in fund balance - GAAP basis</b>		<b>(150,267)</b>		<b>(2,685)</b>
<b>Fund balance, beginning of year</b>		<b>2,813,159</b>		<b>2,815,844</b>
<b>Fund balance, end of year</b>	<b>\$</b>	<b>2,662,892</b>		<b>2,813,159</b>

# FIRE AND RESCUE



## ISO CLASS 1 FIRE DEPARTMENT

**Chief James Wilson**

**Deputy Chief Philip Selberg**

**Deputy Chief Michael Williams**

**Deputy Chief Paul Salway**

**Deputy Chief William Collins**

[www.southportland.org/departments/fire-department](http://www.southportland.org/departments/fire-department)



The South Portland Fire Department is a combination department, this means we have both fulltime firefighters and volunteer (call company) firefighters. We employ 67 full time firefighters and paramedics who are supported by 29 paid, on call firefighters. Currently, the City of South Portland staffs three stations as well as two Call Company stations. This past calendar year the South Portland Fire Department responded to a record number of requests for emergency services. Emergency medical calls are still by far the largest percentage, but we did see an increase in building fires as well as other types of calls.

The fire service has evolved from traditional emergency responses into an all hazards response organization that is ready to handle any hazard presented. In addition to responding to fires and medical calls, the South Portland Fire Department is designated a FEMA Type 1 hazardous materials/WMD Regional Response Team. We are also trained and equipped to respond to; confined space emergencies, high/low angle rope rescues, marine/water incidents, and incidents requiring large volumes of firefighting foam. These services are not only for South Portland as we also respond State wide. The ability to respond and mitigate these incidents has been identified by state emergency officials as critical. Because of this, grant funding is provided to South Portland annually to help provide equipment as well as training for our employees, which would be difficult to obtain through local budgets.



**The department is arranged as follows:**

**Central Station/Fire Headquarters:**

Car 42, Engine 48, Ambulance 41

**Cash Corner:**

Ladder 45

**Western Ave Station**

Engine 44, Ambulance 42

**Union Street:**

Engine 46 (Call Company)

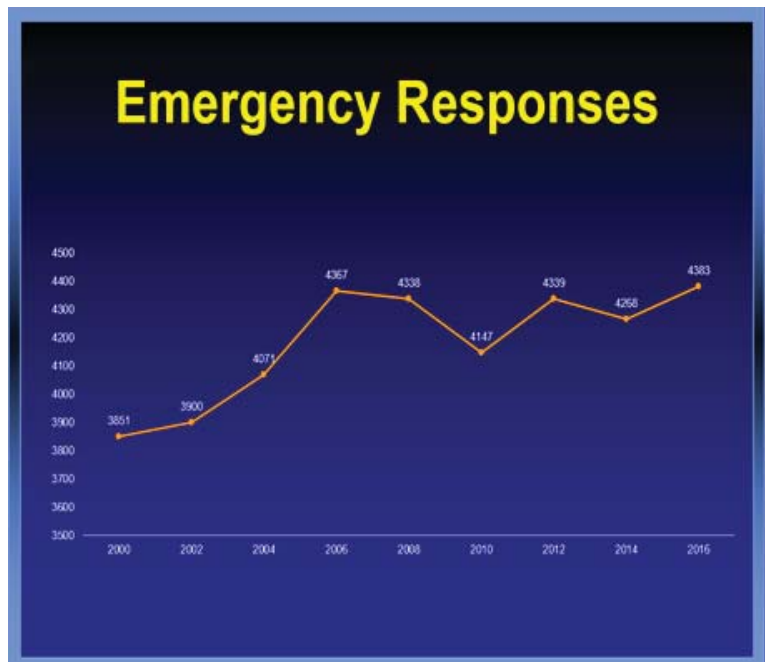
**Willard Hose Company:**

Engine 42, Ladder 42 (Call Company)

**HISTORICAL CALL VOLUME**

The South Portland Fire Department continues to respond to over four thousand calls annually each year. As is the trend nationally, Emergency Medical Calls are still the largest percentage of the calls we handle.

Year	Fire	EMS	Total
1970	982	716	1698
1975	1041	931	1972
1980	1104	1289	2393
1985	1144	1665	2809
1990	1121	1956	3077
1995	1151	2138	3289
2000	1236	2615	3851
2005	1152	2896	4048
2010	1207	2939	4146
2014	1334	2934	4268
2016	1191	3192	4383
2017	1232	3422	4654



## EMERGENCY MEDICAL SERVICES

Emergency Medical Services continues to be the largest part of our responsibilities. The EMS division is overseen by Deputy Chief Paul Salway and EMS Coordinator Ashley Armstrong. Our Emergency Medical Services division continues to be a leader in the State of Maine. Our providers continue to be highly trained and highly motivated in the field of Emergency Services. Our department is always searching for new technologies and training that can enhance our provider's ability to provide superior patient care. We are privileged to be a department that is staffed with 48 paramedics, 16 advanced EMT's, and 3 EMT's. With these dedicated professionals utilizing advanced cardiac monitors, 29 different types of medications and advanced analytical software, our ambulances have truly become mobile intensive care units. We hope you never need our services, but if you do, you can rest assured our health care team is ready.



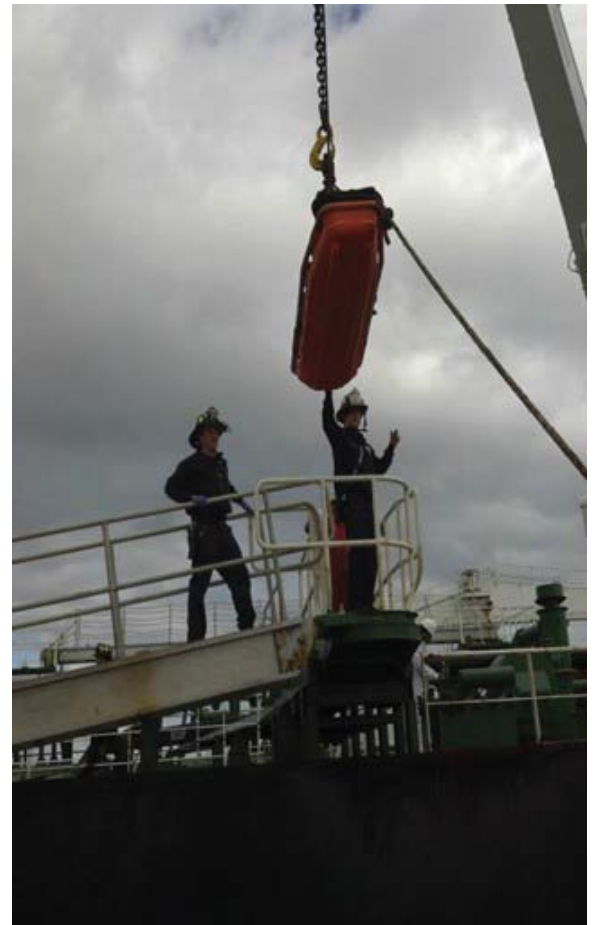
## EMERGENCY MANAGEMENT

Emergency Management also falls under the responsibility of the Fire Department and the Fire Chief serves as the EMA director. These responsibilities include organizing and instituting the city's all hazards emergency response plan and procedures. This plan dictates our preplanning activities, response and mitigation efforts for any possible emergency.

In the past few years we have involved numerous other city departments to help us complete this mission. The Emergency Management Leadership Team is comprised of Police, Fire, Public Works, Transportation, Finance and our Parks and Recreation departments. The Parks Department is responsible for managing our community shelter located at the community center on Nelson Road.

South Portland is home to several industrial sites located around the port and the Rigby rail yard facility. We also are responsible for the safety and hazardous material response to Texas Instruments, ON Semiconductor, and Hannaford Brothers. These commercial facilities present unique challenges to our first responders.

The Department has taken an aggressive approach to train for any issues within these facilities. With the cooperation of our industrial partners, we are well trained to enter and work within these sites.





## TRAINING

Deputy Chief Philip Selberg is the department's training officer. The Department has always placed a strong emphasis on training and education. Annually, the department participates in over 10,000 hours of training either in-house or by providing funding to send members to attend training programs around the country such as New Mexico, Nevada, Alabama, and Texas. This specialized training ensures that the South Portland Fire Department can respond to any emergency presented to it.

A number of our members have or are currently pursuing advanced educational degrees.

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## FIRE PREVENTION

Deputy Chief Mike Williams is responsible for code enforcement and fire prevention activities within the city. Our partnerships with our schools, businesses, and regional fire departments have helped our goals of reducing fires over the past several years. Prevention is more than just focusing on fires; we have included injury prevention and elder safety. To meet these goals, we must begin with training our employees to be better prepared to handle all types of emergencies. We also focus on public education within our community. Annually we host a fire prevention open house in October (Fire Prevention Month).



Deputy Chief Williams reviews and approves all new construction plans in the city to ensure they will be built to meet the fire prevention codes; he also makes recommendations on all aspects of the construction process. This has been a busy year in the Fire Prevention Division as there has been a significant increase in the number plans of submitted for review. Additionally, the department inspects every commercial building and every three units (or larger) apartment complex in the city. This is approximately 1,800 inspections annually, which are conducted by on duty firefighters and paramedics when they are not on emergency calls or participating in training.



## GOALS AND OBJECTIVES

Whereas the types of incidents the department responds on over the past decade has changed dramatically, we have had to continually review and update the department's mission and how we operate. One challenge we are facing is the decreasing participation in the call companies. Since 2000, we have had a 75% decrease in active call company members. This is a trend across the country and is affecting not only the South Portland Fire Department but also our neighbors.

### Change in Overall # of Firefighters since 2000

Year	Number of FT FF	Number of Call FF	Total FFs (Call & FT)	Responses
2000	57	105	162	3851
2002	57	101	158	3900
2004	65	88	153	4071
2006	65	77	142	4367
2008	65	66	131	4338
2010	65	48	113	4147
2012	66	51	117	4339
2014	67	45	112	4268
2016	67	26	93	4383
Change	Increase of 10 (17%)	Decrease of 79 (75% )	Decrease 69 (43%)	Increase 532 (14%) * Increase 882 (22%)

In the coming years some of our goals are:

- Actively recruit and retain Call Company firefighters.
- Expand our Fire Prevention program, which will hopefully include funding to re-institute our school safety program.
- Develop and roll out Council and citizen education/awareness programs.



## RETIREMENTS

This year we had a number of dedicated employees retire in 2017.

- Captain/EMT Edward Flynn retired after 32 years of service.
- Deputy Chief/Paramedic Louis Cavallaro retired after 27 years of service.
- Firefighter/EMT-A Thomas Connolly retired after 31 years of service.



## NEW HIRES/PROMOTIONS

- Firefighter/Paramedic Oscar Corral
- Firefighter/EMT Kurt Knudsen
- Firefighter/EMT Justin Robash

- Deputy Chief Phil Selberg
- Deputy Chief Mike Williams
- Deputy Chief Paul Salway
- Deputy Chief William Collins
- Captain Robb Couture
- Captain Chris Copp
- Lieutenant Jon Perry
- Lieutenant Seth Hagar
- Lieutenant Brian Smart



**General information:**

Total number of calls . . . . .	Fire - 1,232	EMS - 3,422	Exposures - 0	Unknown - 0	All - 4,654
Average calls per day . . . . .	Fire - 3.37	EMS - 9.37	All - 12.75		
Total number of arson calls . . . . .	1				
Estimated dollar loss . . . . .	Fire - 17,201,004	Other - 175,007	All - 17,376,011	Arson -	2
Estimated value . . . . .	Fire - 43,519,626	Other - 2,165,007	All - 45,684,633	Arson -	2
Percentage saved . . . . .	Fire - 60.47%	Other - 91.91%	All - 61.96%	Arson - .00%	
Total injuries . . . . .	Fire service - 0	Civilian fire - 0	EMS - 0	Arson - 0	
Total fatalities . . . . .	Fire service - 0	Civilian fire - 0		Arson - 0	
Total apparatus responses . . . . .	Emergency - 19,361	Non-emergency - 61	All - 19,422		
Average responses per day . . . . .	Emergency - 53.04	Non-emergency - .16	All - 53.21		
Average apparatus per call . . . . .	Fire - 5.02	EMS - 3.80	All - 4.17		
Average turnout time . . . . .	Emergency - 0:01:08	Non-emergency - 0:00:14	All - 0:01:08		
Average response time . . . . .	Emergency - 0:04:26	Non-emergency - 0:00:00	All - 0:04:26		
Average contain time . . . . .	Emergency - 0:17:39	Non-emergency - 0:00:00	All - 0:17:39		
Average total time . . . . .	Emergency - 0:48:33	Non-emergency - 0:01:33	All - 0:48:32		
Total man hours . . . . .	Fire - 2,358	EMS - 8,540	All - 10,898		
Average personnel per call . . . . .	Fire - 5.12	EMS - 3.76	All - 4.12		
Total aid given calls . . . . .	242				
Total aid received calls . . . . .	122				

**Total calls by incident type:**

	Count	Aid given	Aid received	Exposures
100 Fire, other	4	0	0	0
111 Building fire	13	0	3	0
112 Fires in structure other than in a building	1	0	0	0
113 Cooking fire, confined to container	13	0	0	0
114 Chimney or flue fire, confined to chimney or flue	3	0	0	0
116 Fuel burner/boiler malfunction, fire confined	4	0	0	0
130 Mobile property (vehicle) fire, other	2	0	0	0
131 Passenger vehicle fire	4	0	0	0
132 Road freight or transport vehicle fire	1	0	0	0
143 Grass fire	1	0	0	0
1431 Mulch Fire	33	0	0	0
150 Outside rubbish fire, other	2	0	0	0
151 Outside rubbish, trash or waste fire	3	0	0	0
154 Dumpster or other outside trash receptacle fire	1	0	0	0
160 Special outside fire, other	3	0	0	0
162 Outside equipment fire	1	0	0	0
1621 Outside Grill or propane tank fire	1	0	0	0
163 Outside gas or vapor combustion explosion	1	0	0	0
200 Overpressure rupture, explosion, overheat other	7	0	0	0
212 Overpressure rupture of steam boiler	1	0	0	0
220 Overpressure rupture from air or gas, other	1	0	0	0
221 Overpressure rupture of air or gas pipe/pipeline	1	0	0	0
251 Excessive heat, scorch burns with no ignition	16	1	0	0
320 Emergency medical service, other	84	5	3	0
321 EMS call, excluding vehicle accident with injury	220	12	6	0
3210 EMS call, returned enroute	5	3	0	0
3211 EMS call, cardiac	267	14	7	0
3212 EMS call, respiratory	169	6	7	0
3213 EMS call, trauma	154	5	2	0
32131 EMS Call, Fall	270	9	7	0

Total calls by incident type:		Count	Aid given	Aid received	Exposures
3214	EMS call, general illness/unclassified/behavioral	1,663	80	60	0
3215	EMS call, ETOH	100	3	1	0
3216	EMS call, overdose	79	3	8	0
3217	EMS call, diabetic	45	2	0	0
3218	EMS call, seizures	85	1	1	0
3219	EMS call, OB/GYN	8	0	0	0
322	Motor vehicle accident w/ injuries	110	5	7	0
3220	EMS call, allergy	14	1	0	0
3221	EMS call, unattended death	18	0	0	0
3222	Medical Alert Alarm	29	0	0	0
323	Motor vehicle/pedestrian accident (MVA/Ped)	10	1	0	0
324	Motor vehicle accident with no injuries	73	0	4	0
331	Lock-in (if lock out, use 511 )	1	0	0	0
352	Extrication of victim(s) from vehicle	2	0	0	0
353	Removal of victim(s) from stalled elevator	3	0	0	0
365	Watercraft rescue	1	1	0	0
381	Rescue or EMS standby	12	4	0	0
400	Hazardous condition, other	15	0	0	0
410	Combustible/flammable gas/liquid condition, other	1	0	0	0
411	Gasoline or other flammable liquid spill	15	1	0	0
412	Gas leak (natural gas or LPG)	19	0	0	0
413	Oil or other combustible liquid spill	9	0	0	0
422	Chemical spill or leak	1	0	0	0
423	Refrigeration leak	1	0	0	0
424	Carbon monoxide incident	9	0	0	0
440	Electrical wiring/equipment problem, other	12	0	0	0
441	Heat from short circuit (wiring), defective/worn	1	0	0	0
443	Breakdown of light ballast	2	0	0	0
444	Power line down	60	0	0	0
4441	Telephone or Cable Wire Down	51	0	0	0
445	Arcing, shorted electrical equipment	10	1	0	0
460	Accident, potential accident, other	1	0	0	0
462	Aircraft standby	11	3	0	0
463	Vehicle accident, general cleanup	7	0	0	0
481	Attempt to burn	1	0	0	0
500	Service Call, other	11	0	0	0
510	Person in distress, other	19	0	0	0
511	Lock-out	6	0	0	0
520	Water problem, other	10	0	0	0
521	Water evacuation	2	0	0	0
522	Water or steam leak	12	0	0	0
531	Smoke or odor removal	5	0	0	0
5310	Natural Gas Odor Investigation	10	0	0	0
5311	Smoke Odor Investigation	29	0	0	0
5312	Sewer Gas Odor Investigation	4	0	0	0
5313	Odor of crude or fuel oil	4	0	0	0
542	Animal rescue	1	1	0	0
550	Public service assistance, other	16	0	0	0
551	Assist police or other governmental agency	7	1	1	0
5518	Check on Wellbeing	1	0	0	0
553	Public service	3	0	0	0

Total calls by incident type:		Count	Aid given	Aid received	Exposures
554	Assist invalid	20	0	0	0
555	Defective elevator, no occupants	1	0	0	0
561	Unauthorized burning	17	0	0	0
571	Cover assignment, standby, moveup	39	3	1	0
5711	Mutual Aid, Direct to the Scene	15	9	0	0
600	Good intent call, other	43	0	0	0
611	Dispatched & canceled en route	124	58	0	0
622	No incident found on arrival at dispatch address	19	1	0	0
631	Authorized controlled burning	3	0	0	0
641	Vicinity alarm (incident in other location)	2	0	0	0
650	Steam, other gas mistaken for smoke, other	3	0	0	0
651	Smoke scare, odor of smoke	8	0	0	0
652	Steam, vapor, fog or dust thought to be smoke	2	0	0	0
661	EMS call, party transported by non-fire agency	2	0	0	0
671	HazMat release investigation w/no HazMat	16	0	0	0
700	False alarm or false call, other	205	4	3	0
7009	False call, no report	4	0	0	0
710	Malicious, mischievous false call, other	1	0	0	0
711	Municipal alarm system, malicious false alarm	1	0	0	0
712	Direct tie to FD, malicious false alarm	3	0	0	0
714	Central station, malicious false alarm	3	1	0	0
721	Bomb scare - no bomb	1	0	0	0
730	System malfunction, other	6	0	0	0
731	Sprinkler activation due to malfunction	8	0	0	0
733	Smoke detector activation due to malfunction	17	0	0	0
735	Alarm system sounded due to malfunction	19	0	0	0
736	CO detector activation due to malfunction	7	0	0	0
740	Unintentional transmission of alarm, other	9	1	0	0
741	Sprinkler activation, no fire - unintentional	12	0	0	0
743	Smoke detector activation, no fire - unintentional	78	0	1	0
744	Detector activation, no fire - unintentional	13	2	0	0
745	Alarm system activation, no fire - unintentional	24	0	0	0
746	Carbon monoxide detector activation, no CO	21	0	0	0
900	Special type of incident, other	3	0	0	0

Respectfully Submitted,

*Jim Wilson*

James Wilson, Fire Chief



# HUMAN RESOURCES

## MISSION STATEMENT

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

The City of South Portland is an equal opportunity employer.

## LOCATION

The Human Resources Department is located on the 1<sup>st</sup> floor (Benefits, Employee Relations), and Room 202 (Human Resources Director) in South Portland City Hall, located at 25 Cottage Road.

## RESPONSIBILITIES

Management of the City's compensation and classification system, comprehensive benefits, recruitment, hiring and onboarding, employee development and training, performance reviews, personnel management, policy development, compliance, mandated drug and alcohol testing, leaves administration, safety and risk management, employee support and assistance, collective bargaining and employee relations.

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

The City of South Portland employs approximately 291 full and part time, benefit-eligible employees, in addition to temporary, seasonal and call employees throughout the year for summer recreation activities, parks maintenance, winter snow operations and fire service.

## STRATEGIC GOALS

- Implement Human Resource management best practices, processes, systems, technology and infrastructure to provide high levels of efficiency, quality, sustainability, compliance and cost-effectiveness.
- Transform Human Resources into a strategic partner by aligning Human Resource strategy with the City's operational departments.

- Create an organizational culture that promotes top performance, engagement, creativity, resourcefulness, high morale, accountability, respect, exceptional customer service, and empowers employees to accomplish strategic goals and meet service needs.
- Attract, hire and retain highly qualified, motivated and diverse employees equipped with the skills and attitude to support our vision and guiding principles.
- Develop strong organizational leadership through a variety of employee development and succession planning practices.

## **PERSONNEL CHANGES**

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

Fiscal Year 2017 (FY17) saw the retirement or departure of 24 full or part-time City employees with 283 years of combined City service; key among those who separated from service were Miles Haskell, Deputy Fire Chief (43.39 years of service), James Gailey, City Manager (22.48 years of service), Patricia Doucette, Codes Enforcement Officer (34.78 years of service), and Sherry Nadeau, Administrative Assistant (26.90 years of service), as well as 2 senior Command Police Officers (53.38 combined years of service). The year also saw the passing of Water Resource Protection employee Scott Coyne (14.77 years of service). The public service, talents, dedication and historical knowledge of these departed employees are greatly missed.

Thirty-eight (38) new City employees were hired in FY 17, including Scott Morelli, City Manager; key for Human Resources, the Safety Coordinator position was staffed starting this Fiscal Year.

## ***FY 2017 HIGHLIGHTS AND FOCUS AREAS***

- Continued growth and development of the City Safety Program, in conjunction with the Executive Safety Committee, Department Safety Committees and City Safety Coordinator. The mission of the City Safety Program is to maintain a safe and hazard free workplace for employees and the general public. Employees participated in numerous safety trainings in FY17 in accordance with Maine Department of Labor (MDOL) compliance directives. The Maine Municipal Association Risk Management – Loss Control consultants continued their ongoing facility inspections. City staff worked diligently to address and correct safety hazards and deficiencies that were identified in a Maine Department of Labor non – voluntary audit, which followed their voluntary audit undertaken in Fiscal Year 2016. The City wishes to recognize staff with the Maine Municipal Association's Risk Management and Loss Control Division, and the Maine Dept. of Labor ("Safety Works") for their guidance, assistance and support.
- In FY17, a comprehensive update to the Personnel Policy for city employees was implemented. Updates included incorporating new legal standards, clarifying contradictory or outdated language, and bringing language current with today's compliance requirements.
- Revisions began in this year for the Civil Service Commission Code process. The proposed changes should retain the core mission of the Civil Service Commission while streamlining the hiring processes in Police and Fire to increase the City's ability to recruit and retain quality employees in a timely fashion.



- Major departmental reorganizations in both the Fire and Parks, Recreation and Waterfront departments were implemented in FY17. Both of these areas have new leadership whose focus on and analysis of how to best organize their work groups should lead to improved efficiencies and better service delivery.
- Work began in FY17 on addressing the City Council's Strategic Goal of increasing diversity and inclusion in the City of South Portland organization's workforce and among its volunteers on boards and committees, including engaging with a consultant on a proposal for an initial cultural assessment and training to address identified needs.

Respectfully Submitted,

*Stephanie Weaver*

Stephanie Weaver, Human Resources Director

*Don Brewer served as HR Director through December 2017 but was no longer on staff when this report was due. As such, it was written by Stephanie Weaver, who began as HR Director in March 2018.*

# INFORMATION SYSTEMS

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**Featured:** Ranked  
Choice Voting

 **1** Ranked  
**2** Choice  
**3** Voting

Secretary of State Matthew Dunlap has unveiled a new section of the State's department website offering several informational resources for voters who are seeking to educate themselves about ranked-



### Grow Healthy South Portland

To foster and create vibrant landscapes that protect the health of people, pets, pollinators, and our critical waterways, the City of South Portland is restricting the use of toxic synthetic pesticides on all public and private property starting May 1st. [Read More](#)



### Thornton Heights / Pleasantdale Projects

Thornton Heights Phase IV construction will begin in April. Click here for project updates from the Department of Water Resource Protection. [Read More](#)



### Parks, Recreation & Waterfront

The 2018 Spring/Summer Parks. Recreation



[Web GIS Viewer](#)



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South  
Portland Public Library

**Schedule of Events**



City of South Portland

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The City of South Portland's Information Technology Department consists of a four-member team dedicated to evolving and supporting all aspects of the City's Technology environment. This also includes providing design, implementation, and support services for the South Portland School Department's network, server, and telecommunications infrastructures.

In total, the IT department supports a Phone System with over 500 handset and voicemail accounts, , E-mail for more than 1000 customers, over 95 Servers (consisting of file and print Servers, Terminal Servers, E-mail Server, Voicemail Server, Phone System Servers, Database Servers, Application Servers), over 300 computers, and 30+ Network printers and photocopiers

The Network Consists of a twenty Gigabit routed network providing 22 municipal buildings with fiber connectivity, wireless network access, two symmetrical gigabit internet connections, multiple firewalls and many point-to-point VPN tunnels to provide connectivity to other city buildings and City's (Westbrook, Portland). This environment provides City employees the ability to be connected 24/7 and work from anywhere.

FY17 was a busy year for the City IT department. We started off the year upgrading our IP Telephony infrastructure. Our phone gateway at Public Safety was aging out with individual components failing, causing intermittent outages for several phones in the building. We decided to upgrade the phone system core to make the entire IP telephony environment fault tolerant. We installed new redundant Avaya G450's and configured the system for network regions with dial plan transparency. This combination allows for the system to still function with four digit dialing even when the major components fail. We reconfigured our other locations that had a phone gateway for the same functionality. This combined with the previous years major network upgrade, provides a fully fault tolerant telephone system.

The City also continued investing in our fiber optic infrastructure. "Phase Two" was initiated to connect the East end of the City with the West end by running the fiber from Evans street, down Broadway and Main street, then turning down Westbrook street, finally terminating into Memorial Middle School. This project, with its anticipated completion date of December 2017, will further bring redundant connectivity to our City buildings and schools. As with our "Phase one," this will also bring high speed, fully symmetrical gigabit internet, to residents and businesses, driving economic development. Southern Maine Community College took advantage of phase two and contracted to connect their South Portland and Brunswick campuses with fiber. This will greatly enhance the colleges ability to collaborate between campuses. This will also allow for the City to collaborate our SPC-TV with the colleges media curriculum and pave the way for more collaboration between the college and South Portland School Department.

Finally, the City upgraded our Microsoft Office and Exchange email environment to latest version. The City was previously using Microsoft Exchange 2010 and Microsoft Office 2007. These systems were at their end of their support lifecycle. We did our due diligence and looked at all cloud based and on premise solutions. We wanted to make sure we evaluated all options in order to choose the best option for the City. We decided to upgrade to an on premise Microsoft Exchange 2016 and Microsoft Office 2016 environment. This gave the City all the functionality it needed for the current and future.

We took a look at the energy consumption that the City's computers, phones, printers, servers, and monitors use on a daily basis. We brought in a product called Cisco Energy Management to watch all of these devices and create an energy baseline that focused consumption and cost. We used management policies to automatically turn off computer displays after 10 minutes of inactivity and make sure computers were turned off at night. We learned that all City personnel were very conscious of computer energy use and were already turning off their computers at night.

We increased the reliability of our data backup infrastructure by implementing a solution named eVault. This allowed us to use our existing storage space to store backup jobs and meet our retention needs. This simplified our ability to manage our backup data and allowed us to efficiently restore lost data.

We upgraded around one hundred of the City's computers, laptops, and thin-clients to equipment from Bytespeed. The desktops were replaced with Bytespeed 81c desktop computers in an small form factor while the laptops were replaced with a Bytespeed C15. Most thin-clients were replaced with a 81c desktop computer.

Respectfully Submitted,



Chris Dumais, Information Technology Director



# LIBRARY

## *This year marked our 50<sup>th</sup> year of serving the South Portland community!*

From our two locations – at 482 Broadway and at 155 Wescott Road, the South Portland Public Library is the only public library in the state of Maine to offer library services to its community seven days a week, throughout the year. We serve as a community gathering point, providing informational, educational and cultural enrichment for the entire community.

We currently have 166,229 items available for lending and 15,545 registered library users. With approximately 10,000 library visits and 4,000 checkout transactions a month, (resulting in our lending 196,199 items during the 2016/2017 fiscal year) South Portland Public Library is the fourth busiest public library in the state.

Interlibrary loan is a well-used and highly valued service for our community. In this fiscal year, we checked out 20,672 items - borrowed from the collections of our partner libraries - to our visitors. As an indicator of how important a resource our library is to the library community at large, we lent out 25,879 items from our collections for visitors of other libraries in the state to borrow.

The Main library handles the majority of our business, thanks to the larger collection and the service hours. With its smaller space for materials and limited business hours, the Branch Library on Wescott Road only accounts for approximately 10% of the department's checkout volume.

Many visitors – particularly visitors to the Main library – use the library in ways that don't generate easy to count usage numbers. With twelve work tables, ten public use computers as well as several open seating areas, and free high speed wireless internet connectivity, much of our traffic comes from visitors either using the library's materials within the building, or people simply coming in to use the space for work, study or recreational reading.

While our two library buildings are busy places, our service is not limited to these facilities. Our Outreach Services department provides home delivery of library items - as well as a valuable point of social contact - for homebound members of our community who, due to health and/or mobility challenges, find it impossible to get out and visit the library. We provided more than 2,000 items to our outreach clients this past year, through the work of a single part time employee working with a volunteer. In addition to the home delivery service, the library also facilitates a well-attended monthly book discussion group, as well as other special programs, at the Betsy Ross House.

The library's schedule of programming continues to grow, with our activity calendar showing approximately 60 special programs, performances and special events in any given month. In this fiscal year, the library hosted 223 programs and special events for adults, with more than 2,902 participants. Our Youth Services department presented 430 programs for children and teens, enjoyed by 9,608 participants. In total, that is 653 programs, enjoyed by 11,970 library visitors!

Most of the library's programs have been made possible thanks to the work of the Friends of the South Portland Public Library. A wholly independent 501c3 organization, the Friends' volunteers work tirelessly in support of our library. The Friends of the South Portland Public Library are now in their fourth year of running the increasingly popular "Friends BookShop" in the lower level of the Main Library building. Revenue from memberships and the sale of used books goes to support library programming, supplies and other needed financial support for the Library.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Kevin M. Davis". The signature is fluid and cursive, with a large initial "K" and "D".

Kevin Davis, Director of Library Services

# SOUTH PORTLAND LAND BANK

The City of South Portland recognizes that open space, parks, recreation areas, and natural resources are desirable and beneficial to its citizens and provide South Portland residents and visitors with an unparalleled diversity of recreation and other outdoor opportunities during all seasons of the year and a quality of life unmatched in this State.

To further the acquisition and creation of such land and land uses, the City has established the City of South Portland Land Bank, which consists of voluntary donations of funds and/or property interests and the acquisition of property interests in accordance with City policy. The Financial Statement for Fiscal Year Ending 2017 is presented within the Finance portion of this report.



# PARKS, RECREATION, & WATERFRONT DEPARTMENT





South Portland's abundance of open space and recreational opportunities throughout the city gives residents and visitors alike the ability to enhance a healthy lifestyle. Enjoying a bike ride along the greenbelt, launching a boat at the boat ramp, playing a round of golf, joining a sports league, or attending one of the city's many special events are this department's contribution to the healthy lifestyle that surrounds the community of South Portland.

## Recreation

**The South Portland Community Center** continues to be the heart of activity and programs for all ages in the community. Again this year, over 185,000 patrons came through the doors or registered for recreation programs. The Community Center was host once again to the Greater Portland Home Energy Fair, the fourth annual National Drive Electric Day, the 3<sup>rd</sup> grade Human Body Fair, as well as tournaments, like Volleyball or Pickleball. The Recreation Department hosted a number of well attended events at the Community Center. The Father/Daughter Dance, Breakfast with Santa, Girls Night Out, and the Winterfest Pancake Breakfast have become popular annual events at the facility.

**Activities for seniors** were well attended as usual. Bingo, Cribbage, Cards & Mahjong, movies, tea time, coffee time support group, cooking matters, and coloring were scheduled casual activities for seniors as well as many active programs such as pickleball, cornhole, bowling, a walking group, badminton, bocce on the beach and many fitness classes. The Seniors also attended many day trips such as picnics, and trips to the Penobscot Narrows Bridge Observatory and Fort Knox, a lobster bake at Bailey Island, Moody's Diner, the Red Barn, Botanical Gardens, the Fryeburg fair and plays at different venues including a train trip to Boston to attend "Wicked".



**The adult sports leagues** continue to grow, as this was the first complete year of the new wave of coed adult leagues in South Portland. The adult leagues have grown in this fiscal year. Basketball now has leagues for all 4 seasons and softball was revamped and now has multiple divisions in Spring/Summer leagues and a fall league. The department is finding that new teams are joining each session and several individuals who are looking for a new challenge are added to teams looking for players. Between the two sports we had 52 teams and close to 800 participants throughout the year. The department will be looking to add more adult leagues in the future.

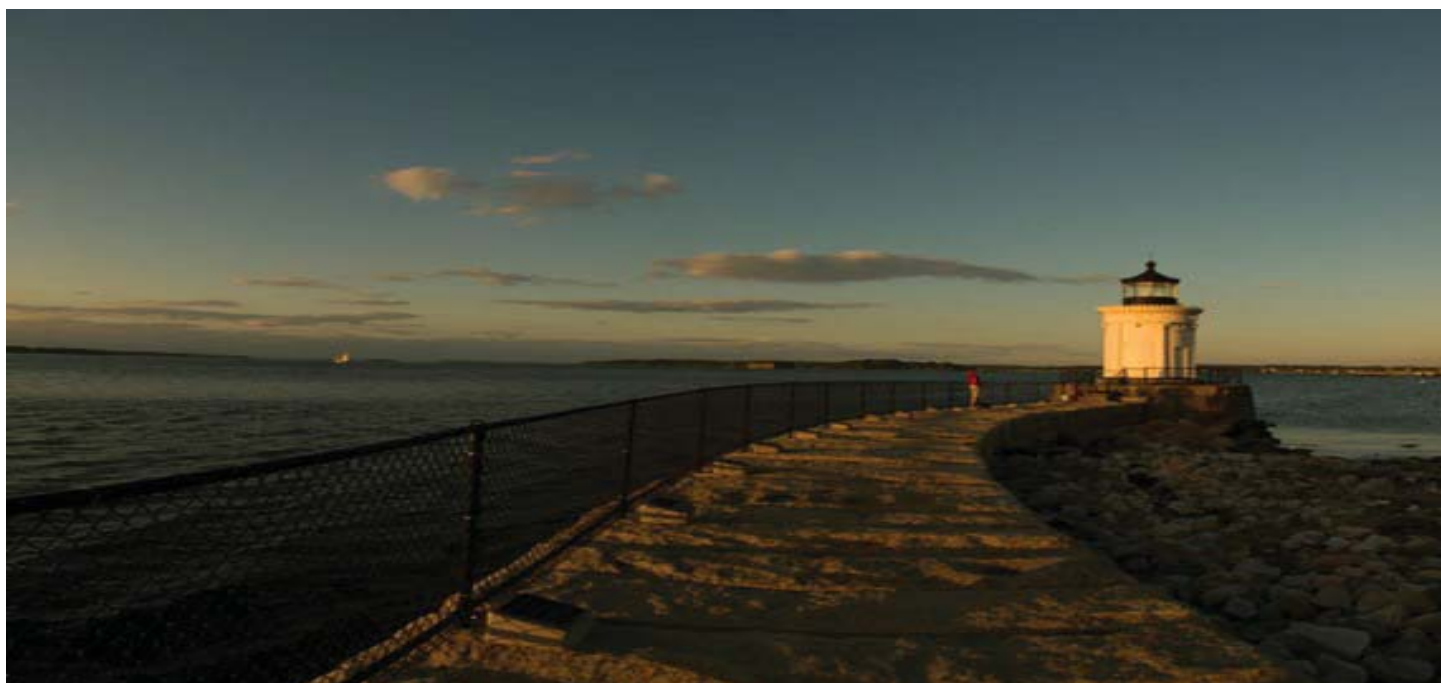
**The Redbank Community Center** was approved to undergo a renovation project in the next fiscal year which will be funded through Community Development Block Grant funds. This facility houses a teen center for middle and high school aged youth to attend after school for pick up basketball, games, and other scheduled activities. 15 – 25 teens attended daily on a regular basis. There were also other recreation programs and events at this facility culminating with the National Night Out event.

**The Municipal Pool** saw some facility upgrades. A new pool vacuum was purchased to help with nightly cleanings of the inside of the pool, as well as a new pool pump motor, to replace a twelve year old motor which will help with efficiency in running the pool system and less down time at the facility. A new Colorado touch pad timing and scoring system with scoreboard was purchased by the school department and donated to the facility for swim competitions. Approved in the CIP process was a pool lighting project which will bring energy efficient lighting to the facility, and the long awaited hot tub project. Both of these projects will happen in the 2018 fiscal year as funds and plans become available.

Participation levels continue to run consistently high at the pool as in past years. Over 60,000 patrons attend programs or utilize the pool for open swims. The Adult Stroke Clinic, now in its second year, and again one of our most popular programs, is designed to focus on advanced swimmers learning to refine their strokes and build endurance, offering training for open water competitions, such as triathlons. Each of these three clinics ran at full capacity. The department's youth South Portland Riptide Swim Club, numbers continue to increase from the program's inception three years ago. Added to the program offerings was Riptide Plus, a Middle School age program, bringing each sessions number of participants up to 55. Our competitive diving program sees 12 participants each session who learn the techniques of diving for future competitions.

Swim Lessons for youth saw over 300 participants per session. Swim lessons for adults continue to grow as participants range in ability from beginner to advanced swimmers. Deep and Shallow Water Aerobics classes were a big hit, as usual, with close to 150 participants per week attending throughout the year. Our weekday Senior Swim continues to host roughly 20-35 participants each day who strive to maintain a healthy lifestyle through water-based exercise activities. Both the early morning and late evening lap swims continue to grow seeing patrons fill all 6 lanes with multiple adults swimming in each.

The pool also hosts swim teams from CMA, SMAC, and the South Portland High School and Middle School for practices and meets, and was a regional qualifying site for the State High School Diving competition.



At the **Wainwright Farm Recreation Complex** the department hosted many athletic and recreational sports events and programs. Recreation and School Departments sponsored activities as well as other community organizations continue to call the facility their home for practices and competitions. The complex has also become a popular destination to host a number of weekend events. These range from a 5K race, softball/baseball, soccer, ultimate Frisbee, bike road races, and adult hurling.

The annual Ted Hellier Laxfest was held on it's traditional first Saturday in June. Laxfest is run by the South Portland Lacrosse Boosters, to honor the memory of Ted Hellier, who was a long time youth lacrosse coach, booster, parent, and friend to the sport of Lacrosse. For the third consecutive year, Wainwright hosted the USA national Ultimate Frisbee tournament and the USA Ultimate Frisbee East New England Mixed Sectionals Tournament. The addition of an outdoor skating rink and groomed trails for cross country skiing and snow shoeing have made the facility a year round destination for activity.



**The Municipal Golf** Course once again eclipsed 11,000 rounds of golf played under great course conditions for the year. As golfers of all ages continued to comment on the top notch playing conditions for a Municipal course. Adult golf clinics were established and well attended. The 3<sup>rd</sup> annual South Portland Junior Open was played at the course in August with 54 golfers 9 – 17 years old participating. All proceeds of the event were donated to The First Tee of Maine. This summer marked the 5<sup>th</sup> season as a host site for The First Tee program. The program teaches golf instruction but most importantly life skills, and the 9 core values - Respect, Honesty, Integrity, Confidence, Sportsmanship, Courtesy, Judgment, Perseverance, Responsibility.

## Parks and Waterfront

The Parks division was busy with beautification efforts and improvements in all parks and waterfront facilities that continue to be a passive recreation destination for residents. The department was responsible for the upkeep of the 5.6 mile Greenbelt Walkway, and the upkeep of the large and pocket parks throughout the community. The implementation of a Pesticide-Free management plan started in May. The department started with a lot more hand weeding in and around the city gardens, and purchased a new aerator, which will enhance the Pesticide Free Management program going forward in the city's parks and athletic facilities.



The city, once again, was awarded the distinction of “Tree City USA” as our Urban Forestry Program included 41 tree and 36 stump removals, 289 trees pruned, and 68 new trees were planted. Mary Lou Fathke, City Horticulturist, presented an Arbor Week program to twelve fifth grade classes emphasizing the importance of the urban forest in the community and distributed balsam tree seedlings to each student.

Special Events are continuing to be on the rise in our parks. Bug Light Park saw record crowds for the the July 4<sup>th</sup> Celebration, and The Kite Festival. The annual car show and Summer Movies continue to be a big hit, and there were many 5k races at the park. The traditional events of Summer Concerts in the Park, Art in The Park, Holiday Tree Lighting were all hosted at Mill Creek Park, and in January lights were installed at the pond for evening skating. The first ever kids ice fishing derby at a pond at Hinckley Park was a new well received event. Winterfest had many events, wing eating competition, chili/chowder cook off competition, turkey bowling, snow shoeing and culminating with a fireworks display at the Wainwright complex.

## Department Staff Changes

As the 2017 fiscal year moved through the last quarter there were some key changes to the Department's staff. Spring and into the summer, Bill Cary, former Recreation Superintendent for 34 years, came back out of retirement to fill in as an interim Recreation Superintendent to help work on the budget and management of Recreation staff. In May of 2017, long time Parks Superintendent Sarah Neuts announced her retirement after 40 years with the city. Sarah's last day was June 27<sup>th</sup>. In June, Senior Recreation Manager, Lisa Thompson, moved on to become the Director of Recreation for the town of Wiscasset. Although the knowledge and dedication of these staff will be missed, the department took the opportunity to develop a re-organization plan. The plan will be implemented during the first half of the next fiscal year, to help lead the department into the future.

Respectfully Submitted,

Kevin Adams, Director of Parks, Recreation and Waterfront

# PLANNING & DEVELOPMENT DEPARTMENT

The mission of the Planning & Development Department is to provide quality planning and development services for a safe, attractive, and prosperous South Portland. Staff changes in FY2017 included the retirement of long-serving Patricia Doucette and the promotion of Matthew LeConte from Electrical Inspector to Code Enforcement Officer. Seth Nielsen joined the team as the new Electrical Inspector.

Cathy Counts, Code Secretary

Patricia Doucette, Code Enforcement Officer and Deputy Planning & Development Director

Charles (Tex) Haeuser, Planning & Development Director

David Kasik, Engineering Inspector

Matthew LeConte, Code Enforcement Officer

Seth Nielsen, Electrical Inspector

Derrick Stephens, Health Inspector/Assistant Code Enforcement Officer

Stephen Puleo, Community Planner

Richard Steller, Building & Plumbing Inspector

Adin Wolfgram, Planning Secretary

## **Highlights**

Highlights of FY2017 include:

**Investments in South Portland:** A few of the larger projects approved by the Planning Board include:

Two new hotels on Maine Mall Road

Riverbrook 118-unit apartment complex in Brick Hill

Terrace Heights 15-unit condominium project off of Highland Avenue

New Dunkin' Donuts at 818 Main Street

Preservation-sensitive redevelopment of the Armory into an Irving gas station with a Rusty Lantern convenience store

**Mill Creek Master Plan Implementation:** The City Council adopted the new zoning recommended by the Master Plan and also an Energy and Water Use Benchmarking ordinance for larger Mill Creek buildings.

**West End Neighborhood Master Plan:** With the assistance of a team from the Greater Portland Council of Governments, the Comprehensive Plan Implementation Committee began work on a master plan for the residential neighborhoods in the Redbank-Brick Hill area.

**Transition to City-Owned, LED Street Lights:** The City entered into an agreement with a firm called RealTerm to develop a street lights inventory, produce an investment-grade audit, develop a design for the location of the LED street lights, and oversee the acquisition and conversion process.

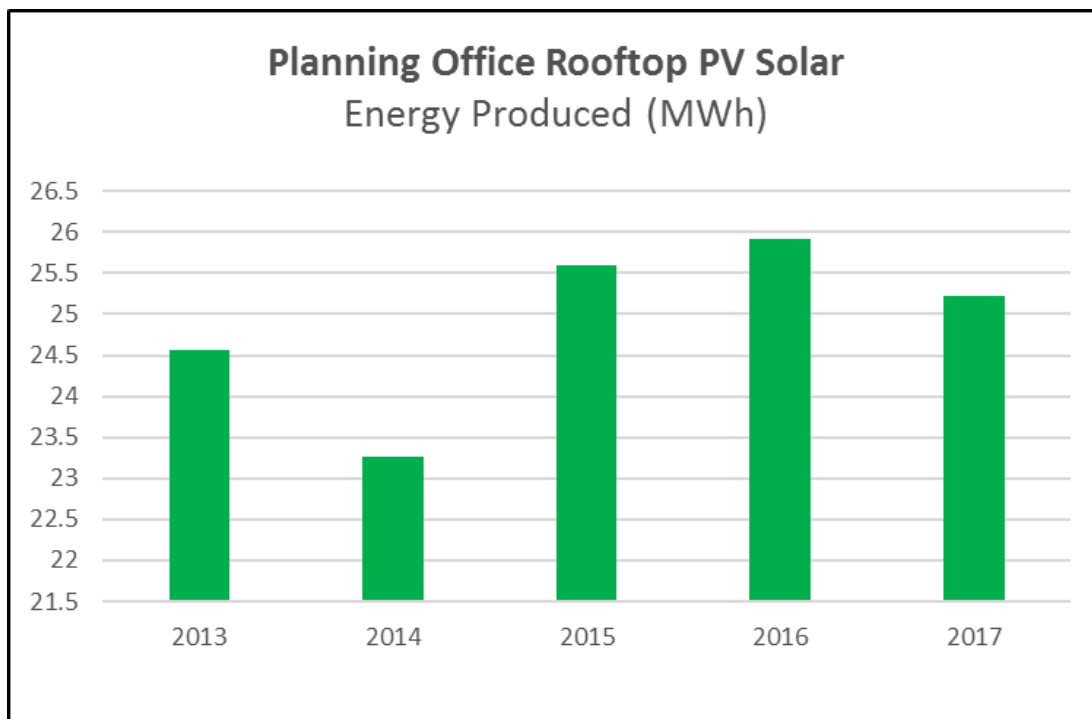
**Traffic Signals GIS—Phase III:** The third phase of inventorying the various pieces of equipment related to the City's 44 traffic signals was begun. This includes such items as controllers, detection (loops and cameras), poles and mast arms, pedestrian push buttons and signals, etc. This GIS system is necessary for managing the City's significant investment in traffic signal infrastructure.

**Non-Conforming Lots of Record:** The City Council adopted zoning amendments that enhanced the provisions for being able to improve a non-conforming lot of record with a single-family home. The amendments also included a reduction in the required minimum lot size in the Residential A and AA zones by basing the new standards on the median existing lot size in each neighborhood within the two districts.

**Recreational Marijuana:** The City Council, Planning Board, and staff began work on making South Portland one of the first communities in Maine to adopt a local ordinance permitting several types of adult use marijuana establishments

**Inclusionary Zoning:** Work began in this period on an ordinance, similar to one adopted in Portland, to require developers of larger residential projects to make some of the units affordable to such wage-earners as school teachers and firefighters. The ordinance included off-setting benefits such as increased density and potential TIF eligibility.

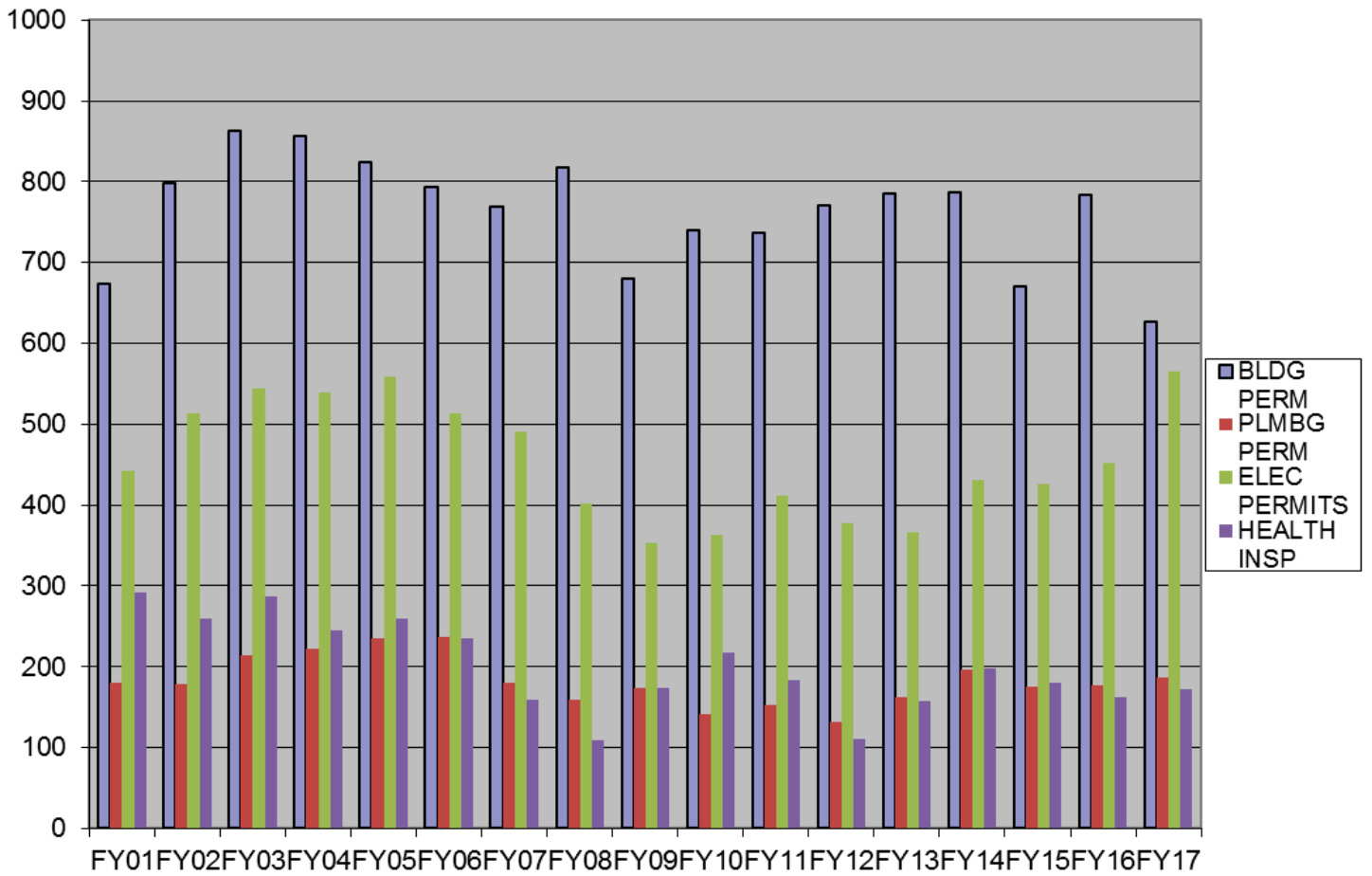
## Solar Performance



## Code Enforcement Statistics

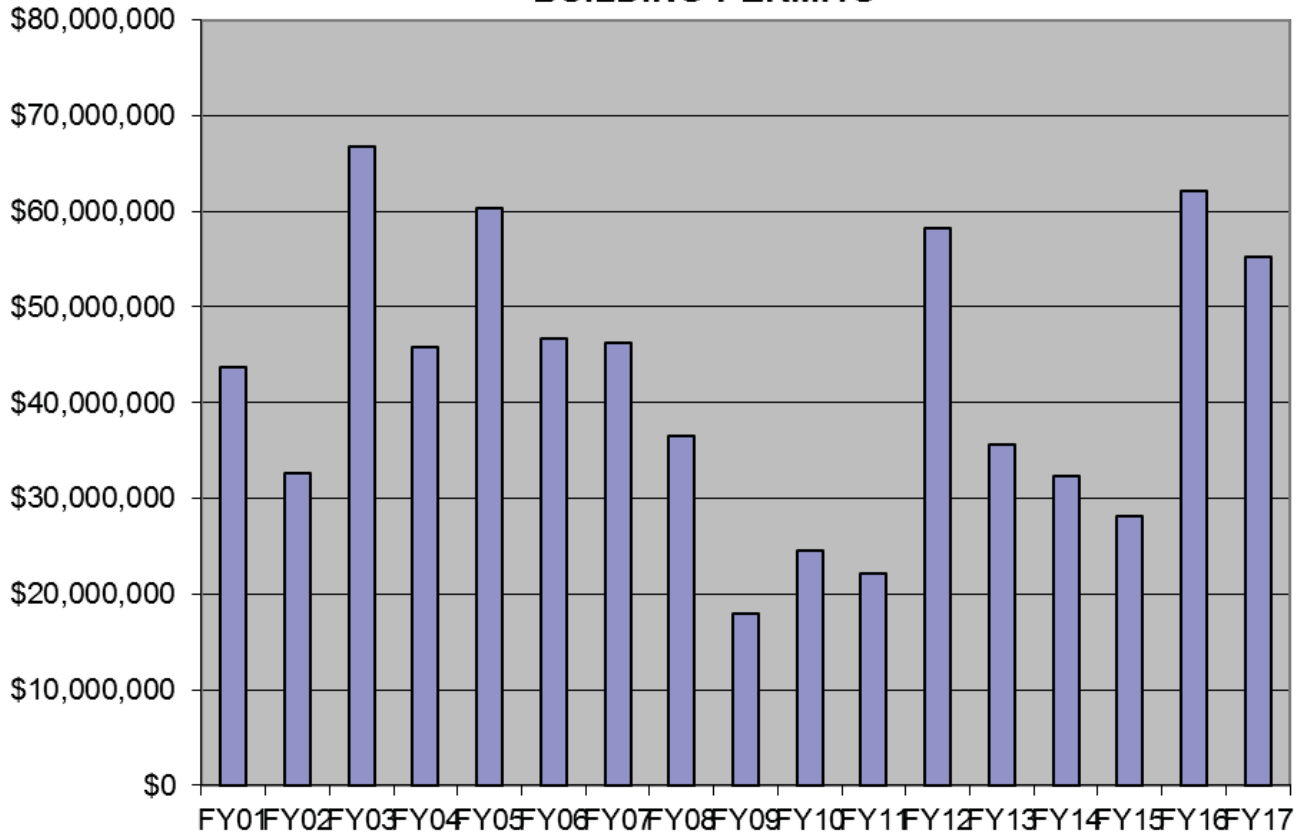
<b>Code Enforcement Permits/Inspections and Board of Appeals Actions</b>								
<b>FISCAL PERIOD</b>		<b>BUILD- ING PER- MITS #</b>	<b>TOTAL EST COST</b>	<b>PLMB PERM #</b>	<b>ELEC PERMITS #</b>	<b>HEALTH INSP#</b>	<b>VARI- ANCES DECID- ED</b>	<b>OTHER BOARD OF AP- PEALS AC- TIONS</b>
<b>7/1/2000</b>	<b>6/30/2001</b>	<b>674</b>	<b>\$43,754,026</b>	<b>181</b>	<b>443</b>	<b>443</b>	<b>33</b>	<b>10</b>
<b>7/1/2001</b>	<b>6/30/2002</b>	<b>799</b>	<b>\$32,605,293</b>	<b>179</b>	<b>514</b>	<b>514</b>	<b>44</b>	<b>8</b>
<b>7/1/2002</b>	<b>6/30/2003</b>	<b>863</b>	<b>\$66,691,885</b>	<b>214</b>	<b>544</b>	<b>544</b>	<b>36</b>	<b>11</b>
<b>7/1/2003</b>	<b>6/30/2004</b>	<b>856</b>	<b>\$45,854,272</b>	<b>223</b>	<b>539</b>	<b>539</b>	<b>59</b>	<b>7</b>
<b>7/1/2004</b>	<b>6/30/2005</b>	<b>824</b>	<b>\$60,284,536</b>	<b>235</b>	<b>559</b>	<b>559</b>	<b>45</b>	<b>16</b>
<b>7/1/2005</b>	<b>6/30/2006</b>	<b>793</b>	<b>\$46,655,739</b>	<b>237</b>	<b>513</b>	<b>513</b>	<b>37</b>	<b>40</b>
<b>7/1/2006</b>	<b>6/30/2007</b>	<b>769</b>	<b>\$46,324,089</b>	<b>181</b>	<b>491</b>	<b>491</b>	<b>51</b>	<b>14</b>
<b>7/1/2007</b>	<b>6/30/2008</b>	<b>817</b>	<b>\$36,489,381</b>	<b>159</b>	<b>402</b>	<b>402</b>	<b>18</b>	<b>0</b>
<b>7/1/2008</b>	<b>6/30/2009</b>	<b>680</b>	<b>\$17,958,769</b>	<b>173</b>	<b>353</b>	<b>353</b>	<b>15</b>	<b>7</b>
<b>7/1/2009</b>	<b>6/30/2010</b>	<b>740</b>	<b>\$24,592,401</b>	<b>141</b>	<b>363</b>	<b>363</b>	<b>10</b>	<b>0</b>
<b>7/1/2010</b>	<b>6/30/2011</b>	<b>736</b>	<b>\$22,110,977</b>	<b>153</b>	<b>412</b>	<b>412</b>	<b>3</b>	<b>2</b>
<b>7/1/2011</b>	<b>6/30/2012</b>	<b>771</b>	<b>\$58,223,112</b>	<b>132</b>	<b>378</b>	<b>378</b>	<b>11</b>	<b>0</b>
<b>7/1/2012</b>	<b>6/30/2013</b>	<b>785</b>	<b>\$35,561,345</b>	<b>162</b>	<b>367</b>	<b>367</b>	<b>15</b>	<b>1</b>
<b>7/1/2013</b>	<b>6/30/2014</b>	<b>787</b>	<b>\$32,256,048</b>	<b>196</b>	<b>431</b>	<b>431</b>	<b>8</b>	<b>2</b>
<b>7/1/2014</b>	<b>6/30/2015</b>	<b>670</b>	<b>\$28,065,548</b>	<b>175</b>	<b>426</b>	<b>181</b>	<b>4</b>	<b>4</b>
<b>7/1/2015</b>	<b>6/30/2016</b>	<b>784</b>	<b>\$62,174,454</b>	<b>177</b>	<b>452</b>	<b>162</b>	<b>10</b>	<b>7</b>
<b>7/1/2016</b>	<b>6/30/2017</b>	<b>627</b>	<b>\$55,162,582</b>	<b>187</b>	<b>565</b>	<b>172</b>	<b>3</b>	<b>2</b>
<b>TOTAL</b>		<b>12,975</b>	<b>\$714,764,457</b>	<b>3,105</b>	<b>7,752</b>	<b>3,401</b>	<b>402</b>	<b>131</b>
<b>AVERAGE</b>		<b>763</b>	<b>\$42,044,968</b>	<b>182</b>	<b>456</b>	<b>200</b>	<b>23</b>	<b>7</b>

### NUMBER OF CODE PERMITS FY2001 - FY2017

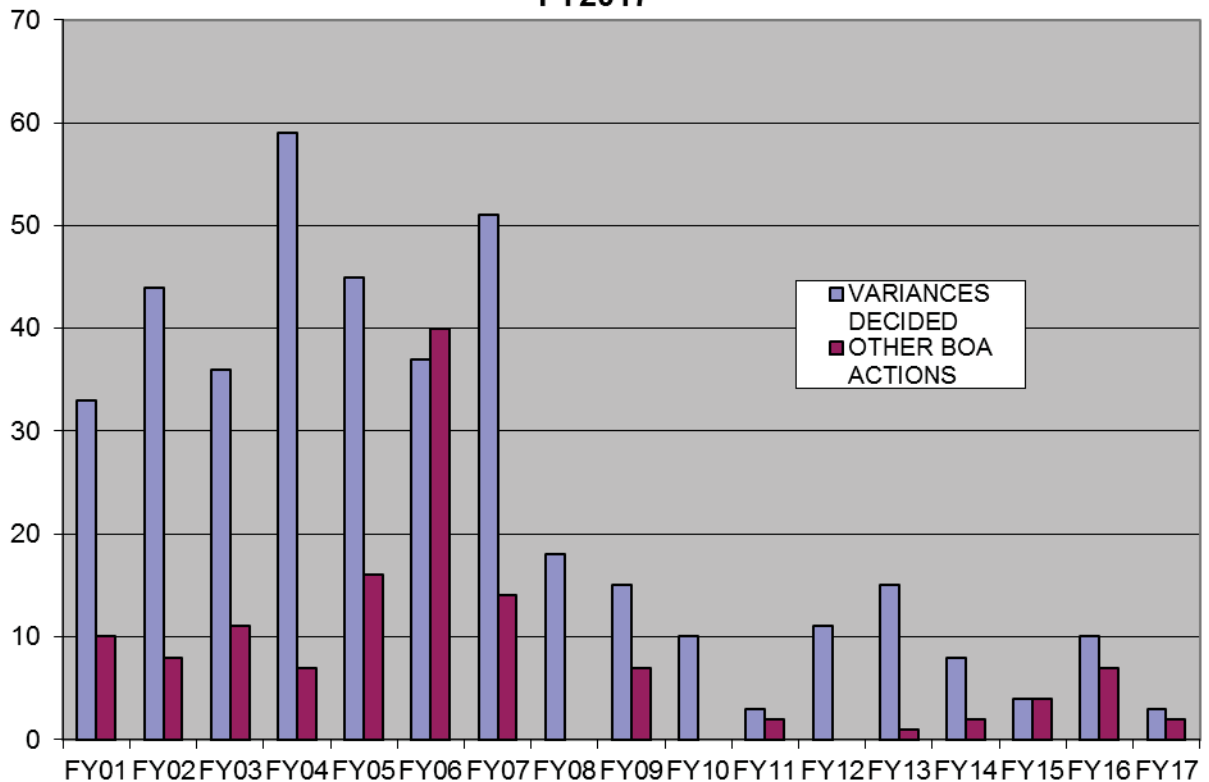




### TOTAL ESTIMATED COST OF PROJECTS RECEIVING BUILDING PERMITS



### NUMBER OF VARIANCES & OTHER BOA ACTIONS FY2001 - FY2017

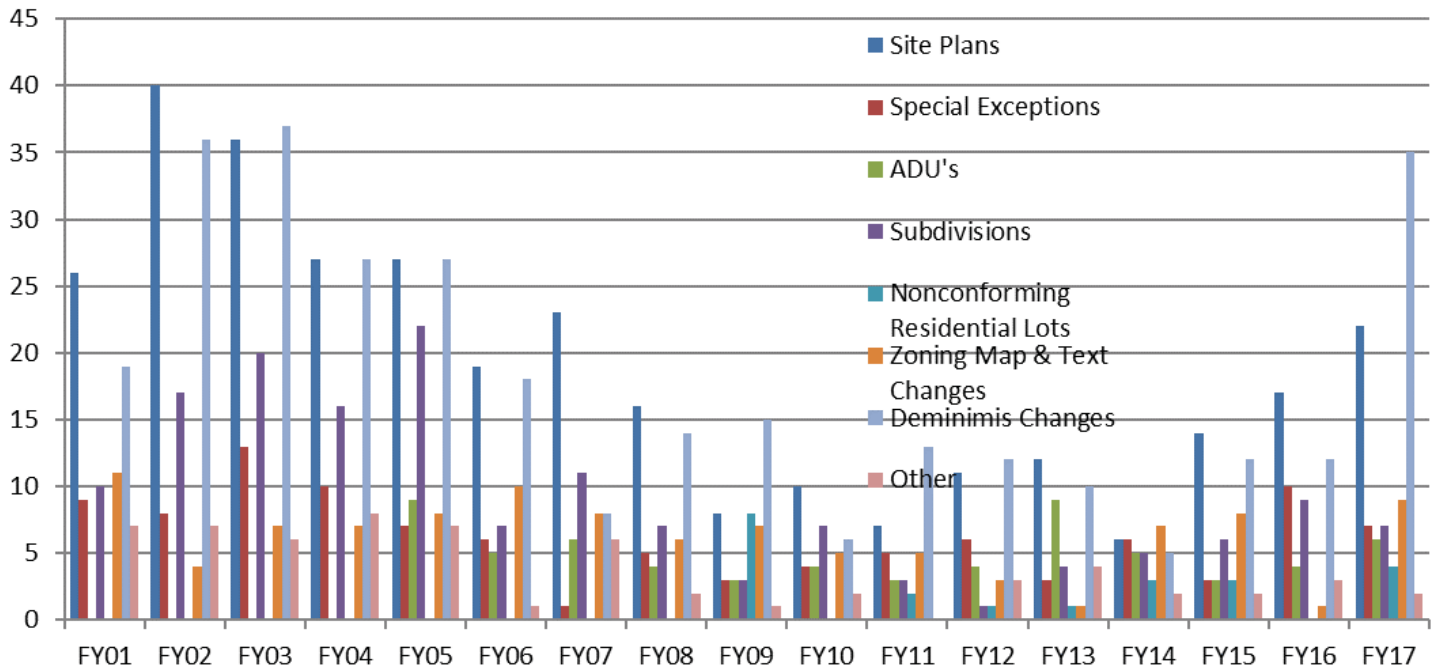


**Planning Statistics:**

<b>Planning Board Actions FY2001 – FY2017</b>						
		<b>SITE PLANS</b> (Including Amended)	<b>SPECIAL EXCEPTIONS</b>	<b>ADU'S</b>	<b>SUBDIVISIONS</b> (Preliminary, Final, Minor, Amended)	
7/1/2000	6/30/2001	26	9	0	10	
7/1/2001	6/30/2002	40	8	0	17	
7/1/2002	6/30/2003	36	13	0	20	
7/1/2003	6/30/2004	27	10	0	16	
7/1/2004	6/30/2005	27	7	9	22	
7/1/2005	6/30/2006	19	6	5	7	
7/1/2006	6/30/2007	23	1	6	11	
7/1/2007	6/30/2008	16	5	4	7	
7/1/2008	6/30/2009	8	3	3	3	
7/1/2009	6/30/2010	10	4	4	7	
7/1/2010	6/30/2011	7	5	3	3	
7/1/2011	6/30/2012	11	6	4	1	
7/1/2012	6/30/2013	12	3	9	4	
7/1/2013	6/30/2014	6	6	5	5	
7/1/2014	6/30/2015	14	3	3	6	
7/1/2015	6/30/2016	17	10	4	9	
7/1/2016	6/30/2017	22	7	6	7	
		<b>Total</b>	<b>101</b>	<b>62</b>	<b>152</b>	
		<b>Average</b>	<b>6</b>	<b>4</b>	<b>10</b>	

<b>Planning Board Actions FY2001 – FY2017 (continued)</b>						
		<b>NONCONFORMING RESIDENTIAL LOTS</b>	<b>ZONING MAP &amp; TEXT CHANGES</b>	<b>DEMINIMIS CHANGES</b>	<b>OTHER</b> (Street Vacations & Discontinuances, Sale of City Owned Property, Etc.)	
7/1/2000	6/30/2001	0	11	19	7	
7/1/2001	6/30/2002	0	4	36	7	
7/1/2002	6/30/2003	0	7	37	6	
7/1/2003	6/30/2004	0	7	27	8	
7/1/2004	6/30/2005	0	8	27	7	
7/1/2005	6/30/2006	0	10	18	1	
7/1/2006	6/30/2007	0	8	8	6	
7/1/2007	6/30/2008	0	6	14	2	
7/1/2008	6/30/2009	8	7	15	1	
7/1/2009	6/30/2010	0	5	6	2	
7/1/2010	6/30/2011	2	5	13	0	
7/1/2011	6/30/2012	1	3	12	3	
7/1/2012	6/30/2013	1	1	10	4	
7/1/2013	6/30/2014	3	7	5	2	
7/1/2014	6/30/2015	3	8	12	2	
7/1/2015	6/30/2016	0	1	12	3	
7/1/2016	6/30/2017	4	9	35	2	
		<b>Total</b>	<b>102</b>	<b>293</b>	<b>63</b>	
		<b>Average</b>	<b>6</b>	<b>18</b>	<b>4</b>	

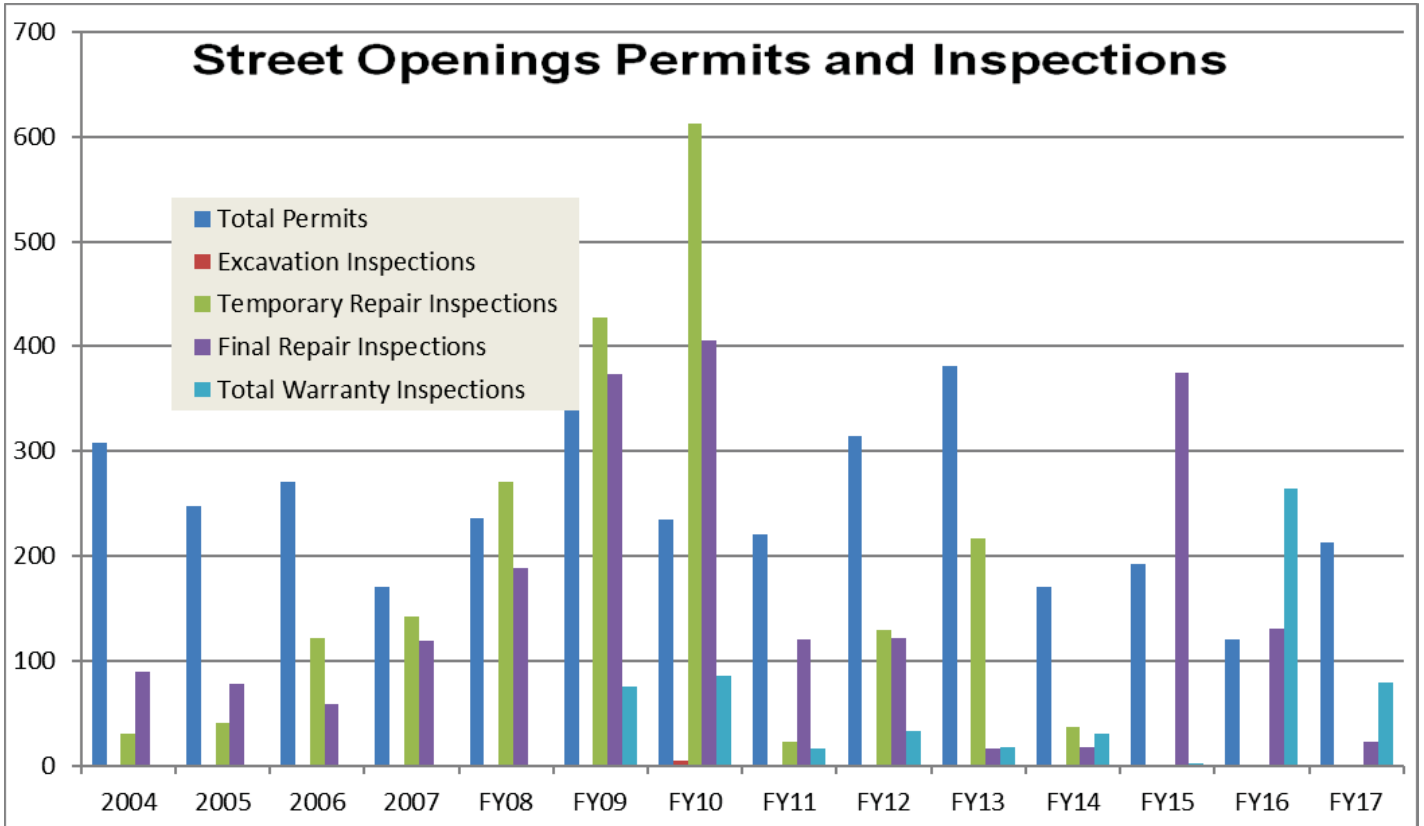
## Planning Board Actions FY01 - FY17



### Street Openings

South Portland Street Opening Statistics							
Total Permits and Inspections							
Year	City Permits	Utility Permits	Total Permits	Excavation Inspections	Temporary Repair Inspections	Final Repair Inspections	Total 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
FY12	13	301	314	0	129	121	33
FY13	0	381	381	0	216	16	17
FY14	0	171	171	0	37	18	30
FY15	0	192	192	0	0	375	2
FY16	20	100	120	0	0	130	264
FY17	19	194	213	0	0	23	79
<b>Total</b>	<b>199</b>	<b>3244</b>	<b>3443</b>	<b>4</b>	<b>2049</b>	<b>2115</b>	<b>601</b>
<b>Average</b>	<b>14</b>	<b>232</b>	<b>246</b>	<b>0</b>	<b>146</b>	<b>151</b>	<b>43</b>

Note: In FY2015, excavation and temporary repair inspections were dropped as part of moving to an ArcGIS Online (AGOL) data management program. The emphasis is now on final repair inspections. As part of the switch to AGOL, warrant inspection counts were not able to be carried over and so appear artificially low for that fiscal year.



Respectfully Submitted,

Tex Haeuser, Planning & Development Director



# POLICE DEPARTMENT

During 2016, the department's authorized strength continued at 53 sworn personnel. This figure includes the Chief, Deputy Chief, Command and Supervisory staff, investigative and community services personnel, and patrol officers. The department also employs civilian support staff that includes the Animal Control Officer, administrative assistant and information staff, building maintenance, and fleet mechanic. In 2016, the department hired Officers Scott Study and Ryan Johns. Also during this period, Officer Patricia Maynard retired after 29 years of service with the City of South Portland, the first of the department's female officers to retire. One of the department's Administrative Assistants, Donna Plummer, retired after 28 years of service, and Jill Domingos became the full-time Administrative Assistant, while Serena Joyce began employment as a part-time Administrative Assistant. The department continues to draw upon the assistance provided to us by our Volunteers in Police Services (VIPS), who conducted house checks, helped staff community events, and helped maintain a presence at the front counter of the Public Safety building.

The mission of the South Portland Police Department is *to work cooperatively with and within the community to protect life and property, preserve peace, enforce laws, and maintain civil rights through proper and responsive community based services*, and as the statistics below indicate, the department responded to more than 33,800 calls for service in the year 2016. Although the number of calls for service has decreased, there has been an increase in the number of robberies, aggravated assaults, burglaries, and domestic disputes. Each of these kinds of calls for service requires significant follow up investigation, even if it results in no criminal charges.

	2015	2016		2015	2016
Murder	0	0	Calls for Service	36,337	33,811
Robbery	4	11	Incident Reports	3,311	3,151
Aggravated Assault	8	25	Physical Arrests	599	551
Assault	117	109	Criminal Summonses	627	531
Sex Crimes	17	12	Citations	1,014	767
Arson	3	1	Traffic Stops	7,584	5,694
Burglary	57	74	Paperwork Service	348	278
Burglary to Motor Vehicle	107	97	Alarms	1,081	940
Drug Offenses	167	131	Domestic Disputes	241	383
Theft	589	567	Criminal Threatening	44	32
Forgery/Counterfeiting/Fraud	126	124	Missing Persons	85	65
Weapons Offenses	10	7	Suicidal/Mental Health	271	214
Vandalism	173	149	Drug Overdose	66	57
OUI	152	125	Animal Calls	735	809
All Other Offenses	1,879	1,686	Traffic Crash Reports	1,158	1,090
911 Hang Up Calls	2,545	2,488			

Historically, most of the department's time is committed to handling quality of life issues and providing service to the community by responding to alarms, animal calls, traffic crashes, and 911 hang up calls. In response to the escalating opioid crisis, the department trained and supplied officers with naloxone (Narcan) to prepare them to intervene appropriately at the scene of a suspected drug overdose. Recognizing the national trend, the department prepared for the implementation of body worn cameras by forming a committee to research equipment, model policies, and best practices; a public forum to address community concerns and the full implementation of body worn cameras were added to the goals and objectives for 2017. The department also began an internal review of policies and procedures to prepare for an assessment by the Commission on Accreditation of Law Enforcement Agencies (CALEA) scheduled for 2017.

The South Portland Police Department works closely with other agencies and with other city departments to share resources and information. The School Resource Officer continues to work at the South Portland High School, and the department is a member of *SoPo Unite*, a coalition of community members working to prevent youth substance use. We remain an active member of Community Partnerships for Protecting Children (CPPC), and officers again helped to staff *Camp POSTCARD* ("Police Officers Striving to Create and Reinforce Dreams") by volunteering to serve as camp counselors and teach campers life skills.



Of particular note is that the Junior Police Academy Camp (J-PAC) held its first session in 2016. The South Portland Parks & Recreation Department and South Portland Police Department staffed the J-PAC 1, with support from Saco-Biddeford Savings, Evergreen Credit Union, The Opportunity Alliance, and East Point Church. This five-day program for students entering the 6<sup>th</sup> grade through the 8<sup>th</sup> grade provided the campers with lessons in integrity, respect, leadership, fairness, and service and provided the officers with another opportunity to interact with the community as positive role models and in a non-adversarial role.

The department maintained its connection with the Maine Drug Enforcement Agency (MDEA) by assigning one detective to the MDEA and continued its involvement with federal and local law enforcement agencies by assigning one detective to the Safe Streets Task Force. Through grant funding, the department conducted impaired driving (OUI) enforcement, targeted seatbelt and other traffic violations, and combatted underage drinking. To promote public safety, members of the department regularly participate in child car seat checks, we are a prescription drug drop off location, and we register individuals with impaired memory or communication into a program to assist us in locating them if they become separated from their caregivers.



The department maintains an active presence on Facebook, and because we remain committed to using technology to connect with the community, the public can electronically purchase a copy of a crash report or file some types of reports on line, as well as access dispatch logs, arrest blotters, and crime mapping. Please see <http://www.southportland.org/departments/police-department/> for more information on what we offer for services.

I would 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. I continue to be extremely proud of the work completed by the men and women of this department during the past year. Their commitment to the department's mission, the community, the city, and the law enforcement profession is, in my opinion, second to none.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "E. Googins".

Edward J. Googins, Chief of Police



# PUBLIC WORKS DEPARTMENT



The City of South Portland's Public Works Department is located at 929 Highland Avenue. The Department currently employs 22 full time employees including four mechanics, one Superintendent, one secretary and a Director. The crews are supplemented with summer and winter seasonal positions.

The new Municipal Services Facility was constructed in 2017. Great Falls Construction was awarded the bid, and began construction in late spring of 2016. The project was completed at the end of October in 2017. The project consisted of a 7 bay vehicle maintenance facility that houses the Public Works, Parks, Fire, and Transportation mechanics, admin offices for Public Works, Parks, and Transportation, vehicle storage, cold storage, sand and salt shed, and a greenhouse, and automated vehicle wash bay. The facility was completed on time and on budget.

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

A major responsibility of the Department is winter time operations. Plowing, sanding and salting of the streets and sidewalks are handled through a combination of City staff and contractors. Public Works maintains approximately 330 lane miles of road during winter operations. Four sidewalk machines clear 50 miles of sidewalks each storm. Staff works around the clock to help provide safe streets for travelers and emergency vehicles during snow and other weather related emergencies.

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



The Public Works Department operates a Transfer Station for residents to dispose of household items that cannot be placed curbside for pick up. Items that can be disposed of at the Transfer Station include wood, shingles, sheetrock, tires, appliances and metals. Waste oil is also collected at the Transfer Station. Leaf and grass clippings can be brought to the facility. The leaf and grass clipping are windrowed for composting. The new Transfer Station was opened for business in February of 2016

The combination of the City's paving program and the State paving program produced nearly 4 miles of new pavement in South Portland. Public Works crews repaired or replaced close to 10,000 feet of sidewalks ahead of the paving crews. Public works crews are also used to pave driveway aprons and loam and seed areas where needed after a street has been paved.

Street sweeping is done throughout the spring, summer and fall months. The amount of debris that is swept from the street reduces the amount of sediment that makes it to the treatment plant. This helps reduce the amount of sediment filtering that is needed at the Waste Water Treatment Plant on Waterman Drive. Street sweeping also helps prevent sand and sediment from getting into the City's catch basins and drainage system. Many catch basins drain directly into the brooks and streams that run through the City. Eliminating sediment from the brooks and streams helps to improve the water quality of the brooks and streams. Special considerations for sweeping are given to the Maine Mall area that is situated in the Long Creek Watershed. The watershed is classified as impaired and the extra attention is needed to help with the water quality of Long Creek.

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

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

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

Respectfully Submitted,



Doug Howard, Director of Public Works



# SCHOOL DEPARTMENT

We are proud of the work of the South Portland Schools for 2016-2017. Our District Strategic Plan, adopted by the School Board in June 2013, guides our work as we plan for continual improvement in programs, services and, most importantly, results. Our mission, "Enriching Lives through Quality Learning for All", can be seen in all that we do.

Highlights from the 2016-2017 school year include:

- We have worked hard at all levels to put students on the path to success. Strong evidence of this is that our graduation rate is holding steady at over 90% for 2017, up from 79% in 2011. This only happens because of our outstanding faculty and staff.
- Our Middle School building project, approved by the Maine State Board of Education in August of 2016, continued to make significant headway working through the State's twenty-one step process towards constructing a new school to meet the needs of all South Portland students.
- After a year of study and analysis, including surveys of families, students and staff, the School Board voted to adopt new school start times beginning 2017-18. Later start times for middle and high school are in accordance with recommendations from the American Academy of Pediatrics and the US Centers for Disease Control and Prevention.
- Our dedicated staff prepared and served over 500,000 meals, maintained and drove our buses to complete over 20,000 runs and kept over 700,000 square feet of building space clean and safe to support the learning of our 3,000 students. We are fortunate to have so many great people serving our community.
- To better prepare our students for their futures, 2016-2017 saw the continued thoughtful implementation of Proficiency Based Learning (PbL) to all grades in our elementary and middle schools and to grade ten in the high school. Our implementation plan, which includes significant staff professional development, is purposeful and strategic in striving for stronger results.
- In 2017 we had 49 students recognized as Advanced Placement (AP) Scholars, a designation which starts with earning at least a 3 on 3 AP courses for an AP Scholar to up to a 4 or higher on 8 exams for National AP Scholar. To our knowledge, this is the highest number of South Portland students we have ever had recognized at all levels of distinction.

Our outstanding staff continues to work thoughtfully to bring quality learning opportunities to South Portland students of all ages, pre Kindergarten to Adult. We remain firm in our commitment to all of our learners and believe the strong community support of our parents and School Board is a critical component of our success. For more on our plans and progress, please visit our website

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

Respectfully Submitted,



Ken Kunin, Superintendent

# SOCIAL SERVICES

Welcome to South Portland Social Services! This department has various programs including General Assistance (GA) to help residents in need. What is General Assistance? Maine's General Assistance program is as old as the state. The GA program is a State mandated, confidential, municipally administered financial assistance program. It is designed to be the program of "last resort" and serves as an emergency safety net program for Maine's low-income population. Each municipality administers its own GA program for residents of their community who are unable to provide for their basic needs. With the exception of "first time" applicants, anyone applying for GA must provide verification of income, residency and how the applicant spent the income for the prior 30 days. Receipts for basic necessities are considered allowed expenses. If a client is unable to work, medical documentation substantiating their work limitations is required. The GA program is the most accountable assistance program in the state of Maine. Applicants must take responsibility to become self-reliant. Applicants are responsible to seek work if physically able and/or to apply for assistance from any other programs that may be available to them.

This charge is carried out by the Social Service Department, which has its office on the main floor in City Hall. The department is staffed by Kathleen Babeu, Director of Social Services, and Patricia Miles, Administrative Assistant/Caseworker.

There isn't a typical client. A recipient may be an individual who is temporarily out of work due to an illness or a layoff, has a long-term disability, applying for supplemental security income or social security disability income or pending asylum and pending employment authorization document. A client may be employed, however experiencing a personal emergency through no fault of their own or awaiting worker authorization permit status.

As the economy shifts and changes, local, state and federal programs are instrumental in assisting and creating cost savings for GA. On the local level, food assistance from the First Congregational Church, South Portland Food Cupboard, Project Feed, Project Grace. Furniture Friends, Bob's Discount Furniture, Life Essentials help many. Our department receives donations from anonymous donors, as well as the Lions Club, Rotary, Global Oil & community organizations. Their ongoing support has proven invaluable to South Portland in crisis situations.

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 70% rate for clients lawfully present. The municipality may receive SSI reimbursement for clients upon award. For the FY 2016/2017 reporting year, \$355,444.56 was issued to eligible recipients prior to reimbursement.

The department helped 283 families, 638 Individuals & 132 children. Following are comparisons over the past fiscal years:

<b>Fiscal Year</b>	<b>FY 12/13</b>	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
<b>Total Families Assisted</b>	303	287	332	296	283
<b>Total Individuals Assisted</b>	656	645	739	706	638
<b>Total Children Assisted</b>	112	111	153	158	132

<b>Fiscal Year</b>	<b>FY 12/13</b>	<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>FY 16/17</b>
<b>Total Expenditures to DHHS</b>	\$208,668.99	\$235,415.01	\$252,244.04	\$387,820.81	\$355,444.56

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

What else does the Social Service Department assist with? We work with our clients to self-sustain utilizing a myriad of services within Cumberland County, including many incredible programs for security deposits, clothing, children's needs, food, heating, medical resources, basic kitchen needs & mattresses. It is truly working together that results are achieved & maintained. We work with clients to avoid evictions, maintain affordable housing and stabilize client needs for their future. We network to find appropriate case management, work with Portland, Westbrook & surrounding communities. We also provide bus passes for clients to manage their appointments. This department handles Hardship Abatement applications.

During the 2017 holiday season, we worked with area businesses & organizations that graciously provided gifts and food for families. At Thanksgiving time, we work with the Food Cupboard and the First Congregational Church relative to turkey baskets. Our clients range in age from 18 through 90+. If you or anyone you know has a question relative to services, please do not hesitate to contact either Patricia (PJ) or myself to set up an appointment. We may be reached at 767-7617.

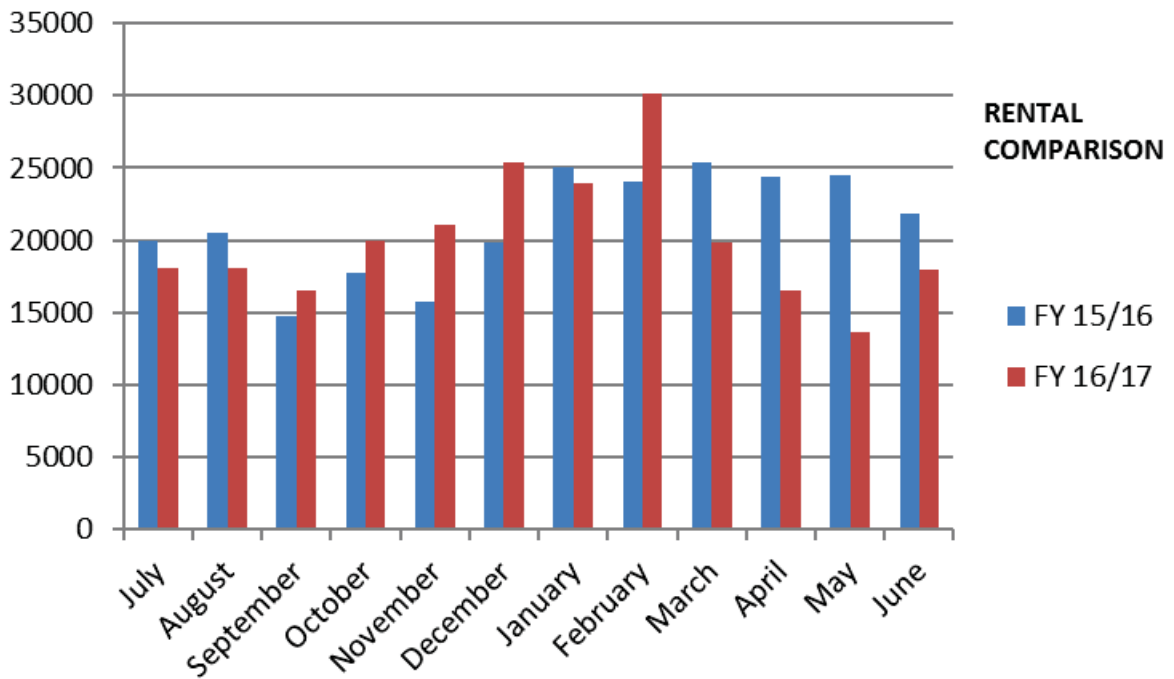
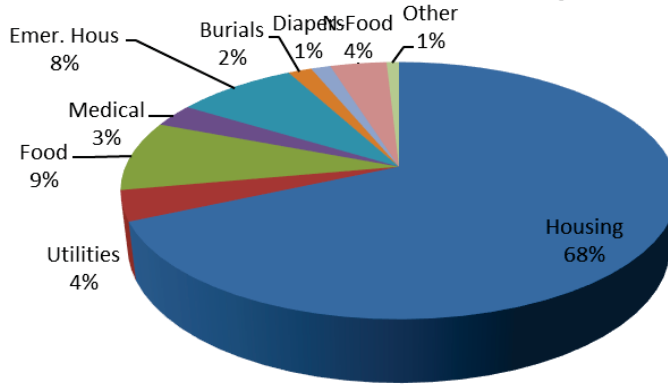
The City of South Portland thanks the businesses, organizations and volunteers in the community who reach out with a helping hand to assist those in need during the holidays and throughout the year. Your assistance and kindness is recognized and greatly appreciated. Please visit our website at [www.southportland.org](http://www.southportland.org), /Social Services/Resource Directory. We truly are a helping hand, an ear to listen, a voice to advise and encourage.

Respectfully Submitted,

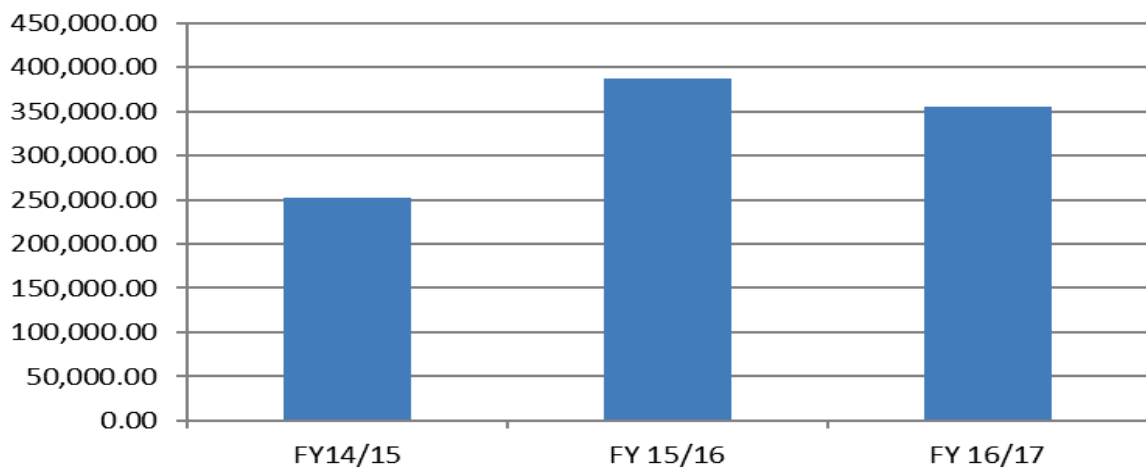


Director of Social Services

### FY 16/17 General Assistance Expenditures



### Total General Assistance Expenditures





# SOUTH PORTLAND COMMUNITY TELEVISION

Dear SPC-TV Viewers,

2016-2017 provided ample opportunity for SPC-TV to broaden the base of our Public Access programming without sacrificing accessibility to municipal meetings via cablecast and the internet.

Municipal and School meetings are archived and accessible via the internet on the City Web page: [www.southportland.org](http://www.southportland.org) by clicking on Departments, SPC-TV, and following the links for the programming you wish to view. We have installed new equipment which will allow City and School departments, non-profit organizations, and qualified users "instant access" to our bulletin board for the purpose of uploading announcements to SPC-TV, following certain network changes, and training which will take place this year.



As intended, the integration of the School and Government programming onto one channel with Public Access programming on a channel of its own has fostered a distinction between municipal programming and public opinion programming on the public access channel. Municipal and School Department programming now appears on channel 2 (121-1 digital) and Public Access programming is now on Channel 3 (121-2 digital). This change ensures that our Public Access free speech forum does not conflict with Municipal or School programming.

We continue to actively seek out and create new shows that reflect the diverse interests of the citizens of South Portland. In addition, SPC-TV often hosts interns from the USM Media Studies program and from Southern Maine Community College. Their excellent work is reflected in our daily programming as they build their skills and further their careers. Funding for SPC-TV is derived in part from the Franchise Fee that the City receives from the cable operator.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'W. Maurice Amaral', written in a cursive style.

W. Maurice Amaral  
Manager, Media Specialist





Welcome To  
**South  
Portland**

Established 1898

"Making All Things Possible"

# SUSTAINABILITY DEPARTMENT

## MISSION

In March 2015, South Portland created a new Sustainability Department to direct the City's ongoing sustainability initiatives and promote new initiatives. The mission of this department is to facilitate the development of policies and practices that simultaneously promote economic well-being, strong community connections, and a healthy environment.

The Director and new part-time Program Coordinator's primary focus is to implement the City's Climate Action Plan and related initiatives to help the City, schools, and the community become more

## STRATEGIC GOALS & FY2017 ACCOMPLISHMENTS

The sustainability department has five strategic goals. These goals and our progress toward them in FY17 are highlighted below:

### Waste Reduction

**Goal:** to increase South Portland's recycling rate to 40% by 2020 through purposeful purchasing, reuse, recycling, and composting.

### FY2017 Highlights:

#### *E-waste Added to HHW Collection Event*

Because South Portland was one of the only communities of its size not offering e-waste collection, the Sustainability Department worked with Water Resources Protection to add e-waste to the City's annual HHW collection event in October 2016. As a result of working together and partnering with the Energy & Recycling Committee, the event ran more efficiently than in previous years due to an expedited drop-off process and an increase in staff and volunteers. Additionally, the ERC successfully applied for a grant to offset the added e-waste costs.



## Food Waste Collection Pilot Implemented

In order to reach our recycling goal and bring the City more in line with statewide leaders in waste diversion, the Sustainability Department partnered with Public Works to develop a food waste curbside collection pilot program. The pilot, which covers 600 households in the Knightville and Meetinghouse Hill neighborhoods, is intended to help us gather data on participation, waste diversion, and cost effectiveness to determine the viability of a City-wide food waste program and evaluate the effect of such a program on our goal.

Working with ecomaine staff, the town of Scarborough, and Garbage to Garden as the City's chosen food waste hauler, South Portland kicked off its pilot in May 2017. It will run for one year, ending in May 2018.



## New bins at the Community Center

Working closely with Recreation staff, the Sustainability Department set out in November 2016 to make the Community Center a showcase for waste reduction efforts by installing new bins, adding composting for organics, and re-designing labels. The sustainability department also began upgrading, standardizing, and clearly labeling recycling bins in all municipal spaces, and replacing trash cans in offices with smaller side bins to reflect the higher proportion of what can be recycled rather than thrown into trash.



## Energy & Climate

**Goal:** to reduce greenhouse gas (GHG) emissions through energy efficiency projects, conservation measures, and renewable energy initiatives.

### FY2017 Highlights:

#### Benchmarking Ordinance Passed

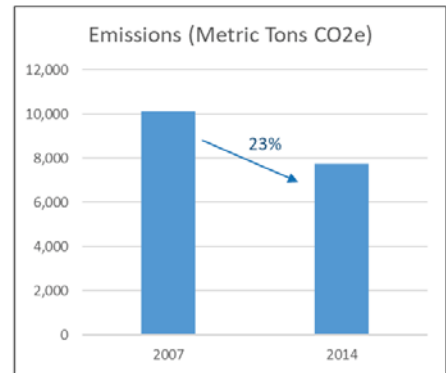
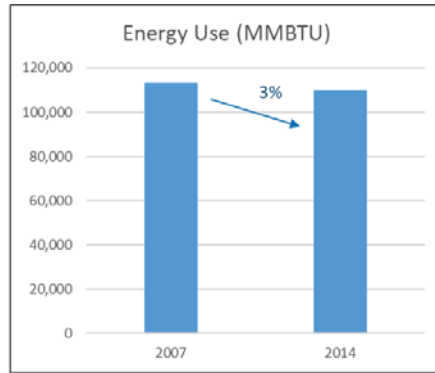
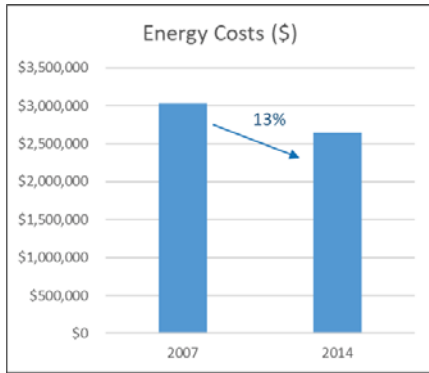
The Sustainability Department and Planning & Development worked together to create an Energy and Water Use Benchmarking Ordinance which passed in January 2017. This ordinance, which goes into effect in May 2018, will require building owners in the Mill Creek district to submit energy and water use data to the City annually, which will help us make more effective energy and climate planning decisions.



#### Municipal Climate Action Plan – Goal Achieved!

To assess the City's progress toward achieving its climate action goal of reducing municipal greenhouse gas (GHG) emissions 17% by 2017, the Sustainability Department completed and presented to the City Council two reports in December 2016. The first was an updated Municipal GHG Emissions Inventory, which compared baseline municipal data to current data. The second was a status report on the twenty-five actions listed in the City's Municipal Climate Action Plan.

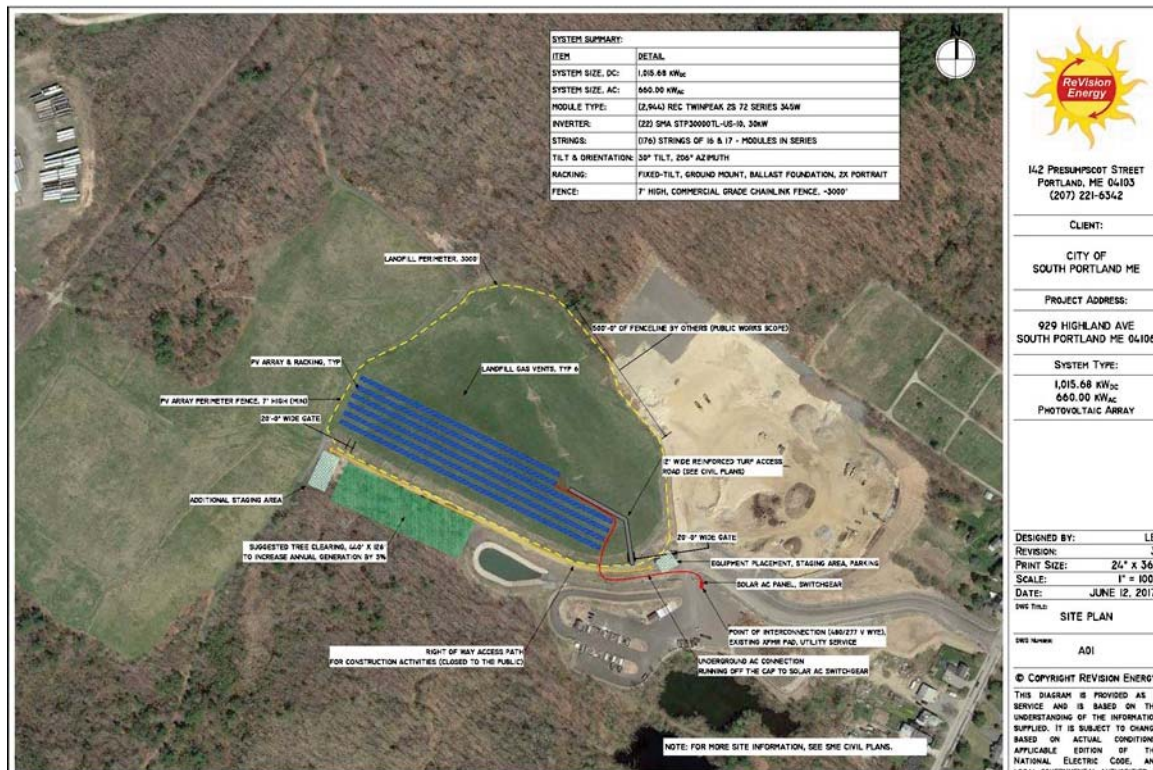
These reports revealed that through the implementation of the MCAP action items, the City has made strides to reduce its energy usage, use cleaner energy more efficiently, and transition to renewable energy. These actions helped the City achieve its goal of reducing municipal GHG emissions 17%. In fact, the 2014 inventory showed that between 2007 and 2014, South Portland reduced overall municipal energy use by 3%, associated emissions by 23%, and energy costs by 13%.



## Solar Landfill Project Approved

After issuing a request for proposals to develop solar on City sites that yielded no favorable proposals, South Portland partnered with Portland to join their bid and develop identical solar arrays on both cities' landfills. For nearly a year, staff worked closely with Portland and Revision Energy to negotiate financial terms that would bring these two projects to fruition. In June 2017, the Council gave final approval to the project, which is expected to replace 12% of the city's grid-based electricity with clean, renewable, local electricity and save the city \$3 million over the life of the project.

Over the past two years, staff have also been active in solar policy advocacy at the state level, weighing in on solar bills in the legislature and the Public Utilities Commission's (PUC) review of net-metering policy in Maine.



# Sustainable Transportation

**Goal:** to reduce the environmental impact of vehicles in South Portland and create a welcoming and safe environment for alternative transportation options.

## FY2017 Highlights:

### Biodiesel Piloted in Municipal Vehicles

Following up on the City's Municipal Climate Action Plan goal of moving away from petroleum-based fuels, the Sustainability Director partnered with Public Works and the Transit department to pilot a B20 blend of biodiesel in select City vehicles. Because past experiences were marred by poor fuel quality, South Portland developed a partnership with Maine Standard Biofuels to ensure quality and help educate municipal staff. The biodiesel pilot project started in October 2016. After experiencing issues with the tank and fuel supply, the City suspended the pilot in April 2017.



### More Electric Vehicles and Charging Stations Added to City Fleet

Since November 2014, the City has added four new all electric Nissan Leaf sedans to its municipal fleet of vehicles, and has installed five new charging stations at municipal facilities. The charging stations located at City Hall and the Community Center (which has both a level II and a DC fast Charge) are open to the public to use at no charge.





## Pesticide Use

**Goal:** to reduce toxins in our community by restricting the use of pesticides and promoting a transition to organic land care practices.

### FY2017 Highlights:

#### Pesticide Ordinance Passed

The Sustainability Director worked with the City's Stormwater Program Coordinator and Parks Superintendent over the course of fourteen months to develop a Pesticide Use Ordinance based on research, stakeholder input, and best practices. During this time, we reviewed numerous documents and solicited input and guidance from a variety of stakeholders including policy-makers, advocates, practitioners, and land care professionals. The ordinance passed in September 2016 and took effect for municipal property in May 2017. It will go into effect for private property in May 2018. With passage of the ordinance, staff formed a Pest Management Advisory Committee (PMAC) to help implement the ordinance. This committee had their first meeting in January 2017.



## Community Engagement

**Goal:** to develop collaborative partnerships that build support for community initiatives and increase awareness about sustainable programs, policies and practices.

## Working with Hannaford

The Sustainability Office, working with ecomaine, partnered with Hannaford Supermarkets to advertise our food waste collection pilot. Hannaford allowed us have a table on Earth Day launching the program, and to post in-store signage encouraging people to re-use their clear plastic produce bags to contain and recycle their food scraps. The plastic bags, which are ultimately separated out using de-packaging technology, allow the City to reduce one of the barriers to this type of program: the "ick" factor.



Respectfully Submitted,

A handwritten signature in black ink, which appears to read 'Julie Rosenbach', is written on a white background.

Julie Rosenbach, Sustainability Director

# TRANSPORTATION DEPARTMENT



The South Portland Bus Service (SPBS) operates a fixed-route, public transit service throughout South Portland, into downtown Portland, and into Scarborough along the shopping area off Payne Road near the Maine Mall. Three routes cover a total of over 210,000 miles a year and provided over 268,000 passenger trips in the fiscal year ended June 30, 2017. All SPBS buses are lift equipped, wheelchair accessible, and are fitted with bicycle racks. The SPBS connects with the Portland METRO bus system and the Shuttlebus/Zoom service through a free transfer arrangement providing its riders a broad, regional travel area with access to the Biddeford-Saco-Old Orchard Beach ShuttleBus, the Jetport, Casco Bay ferries, Greyhound Bus, Concord Coach, Amtrak Downeaster, as well as medical, shopping and other high activity centers in the area.

In addition to its fixed-route schedule, the SPBS participates in a regional, complementary para-transit program to transport passengers whose disabilities interfere with their ability use the fixed-route system. This service is provided through an inter-governmental agreement with the Regional Transportation Program (RTP) (a State of Maine designated Transit District) and provided 4,982 trips in the fiscal year ending June 30, 2017.

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

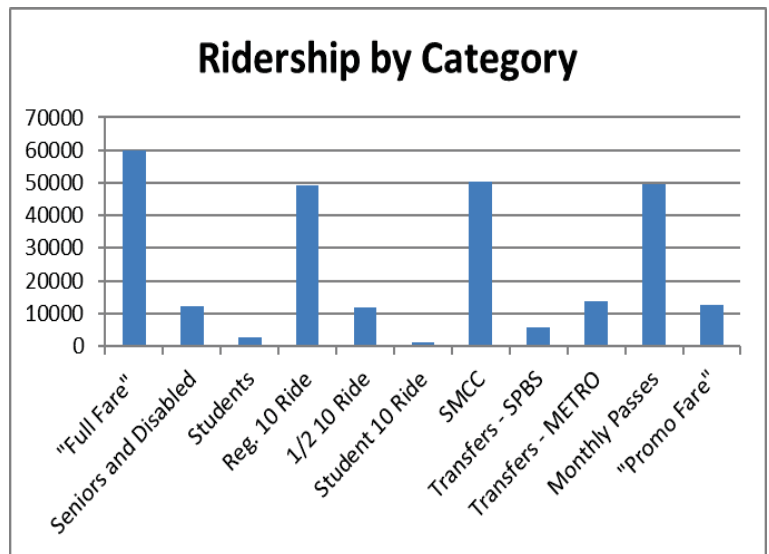
### **South Portland Bus Service Ridership**

#### **Total for Fiscal Year 2017**

Total ridership on the Bus Service was 1.0% higher than in the previous fiscal year. Ridership is fairly consistent week-day to weekday at about 1000 riders per day with about a two-thirds drop in ridership on Saturdays and Sundays.

76% of the ridership comes from the general public through cash paid at the fare-box, use of monthly passes, use of 10-ride tickets, and transfers. The remaining major category is the ridership from the Southern Maine Community College (SMCC) at about 19%.

In FY17 fare box recovery paid for 22% of bus operations.



### **Bus Service Fleet**

A fleet of seven heavy-duty, low-floor transit buses are on the road from 5:30 in the morning until 11:00 at night, Monday through Friday, and 6:30 in the morning until 6:50 in the evening on Saturdays. The average age of buses in the fleet is four years with the oldest three being 6 years old.

### **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 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 FY17 we provided over 30,250 bus trips for students and adults to get to or from school, to work, to medical appointments, or shopping, including locations served by METRO.

### **Mill Creek Transit Hub Building**

The Mill Creek Transit Hub located at the intersection of Ocean and Thomas Streets, completed in April 2014, (see photo below) continues to be well used by several hundred passengers a day who use the Hub as a major transfer point between bus routes and as an origin and destination for retail and other activities in the downtown and Knightville area.

### **Automatic Vehicle Monitoring and Computer Dispatch Project**

The Bus Service is a partner along with the Portland METRO and Casco Bay Island Ferry operating agency in implementing a system that provides dispatchers and the public with up-to-date information on bus and ferry locations and arrival and departure times. The information can be obtained by the public on a dedicated web site and by mobile telephone devices. It also facilitates rider transfers between buses and ferries in that all bus stops and ferry pier locations are labeled.

### **Transit Priority Project**

The SPBS conducted a field investigation comparing the effectiveness of two types of systems activated by instrumentation on buses that would extend the "green" signal at programmed intersections. The first system involved infrared communications between the buses and the signal control boxes. The second system utilized GPS radio signals between the signal boxes and the buses to extend the length of green signals. The GPS system provided greater distance activation than that of the optical system. A detailed report is expected to be available in January 2018.

Respectfully Submitted,



Arthur Handman, Director of Transportation

# WATER RESOURCE PROTECTION



## Collection Systems Division

**Construction Projects:** Collection Systems Division staff completed 99 work orders for a wide variety of construction projects primarily to repair or upgrade portions of the sewer and stormwater systems. These projects are completed on an annual basis as part of the Department's ongoing asset management program. For FY2016-17, just over \$117,000 was expended of which 62% was used to maintain the stormwater system, 26% was used for sewer system maintenance, 7% was devoted to projects that assisted other municipal departments, and 5% was used for combined stormwater-sewer system maintenance (Figure 1). Roadway improvement projects throughout the City required the expenditure of just over \$55,000 to ensure that 59 stormwater structures and 32 sewer structures were level with the newly laid pavement. Staff also completed 1,574 utility locations throughout the City. This process can often be quite time-consuming and involves the location of all City-owned piped infrastructure in construction project areas.

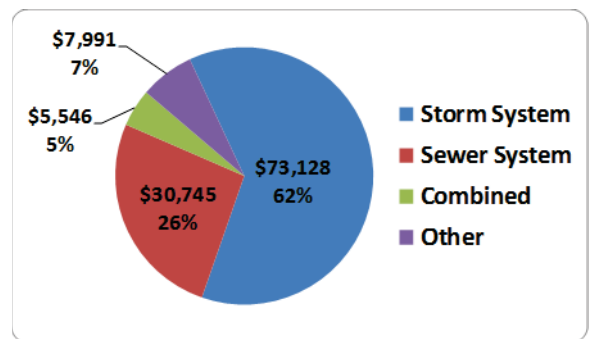


Figure 1: FY2016-17 construction project costs

**Catch Basin Cleaning Program:** Staff continued to use a cloud-based application to document and track catch basin cleaning activities. Virtually all of the 2,800 publicly owned catch basins were cleaned before the end of the fiscal year and approximately 266 tons of sand and debris were removed – much of which would otherwise have been discharged to the City's protected water resources. The annual cost to complete this work was ~\$30,000 and once again was considerably less expensive than what the private sector typically charges to provide similar services.

**Sewer Line Maintenance & TV Inspection:** To assess infrastructure conditions and ensure the proper functioning of the City's underground piping systems, staff televised approximately 7.34 miles of sewer lines. TV inspection is a crucial component of the City's Asset Management Program, which prioritizes infrastructure replacement based on detailed condition assessments. Staff also hydraulically cleaned and removed root obstructions from approximately 6.15 miles and 0.48 miles of sewer lines, respectively.

**Equipment Maintenance:** Staff completed 149 work orders to preventively maintain or repair a wide variety of construction equipment and vehicles used by the Water Resource Protection Department. The timely maintenance of this equipment is critical to the Department's ongoing success in protecting the City's water resources in a cost-effective and efficient manner.

**Urban Stream Restoration:** Staff continued to implement recommendations from the Trout Brook Watershed Management Plan with the assistance of a \$10,000 grant from the Department of Environmental Protection and Environmental Protection Agency. (WRP provided matching funds in the form of materials, equipment and labor that equated to ~\$7,500). In November 2016, Collection Systems Division staff installed a tree box filter that will remove pollutants from stormwater before it is discharged to Trout Brook (Figure 2). In June 2017, the City was also awarded a grant from the Maine Coastal Program for \$54,805 to conduct a culvert assessment for Trout Brook. The assessment will help prioritize culvert upgrades to improve fish passage and aquatic habitat.



Figure 2: Collection Systems Division staff install tree box filter directly next to Trout Brook.

# Engineering Projects

**New Engineer:** The City filled the vacant civil engineering position in the Engineering Department this year. Welcome to Justin Gove, P.E. who comes to us with a wealth of experience from the consulting world. He has already made a great impact on the work we are doing. His responsibilities will primarily lie with the Water Resource Protection Department and the Public Works Department with an emphasis on roads and utilities.

**Summer Engineering Intern:** WRP, in conjunction with Southern Maine Community College, seeks and employs a summer engineering intern. The intern this year developed digital record drawings, utilizing AutoDesk Revit software, for multiple projects at the treatment plant and the West High Pump Station. These record drawings are critical to operations, maintenance, and upgrades.

**Sanitary Pump Station Record Drawings:** WRP Engineering staff are engaged in an ongoing effort to incorporate all of the City's sanitary pump stations into a digital format utilizing AutoDesk Revit 3D modeling software. This year we completed all the record drawings for the pump stations.

**Wastewater Treatment Facility Record Drawings:** Now that we have the records drawings for the pump stations complete, we are moving to the treatment plant in anticipation of multiple upgrades scheduled in our Facility Plan and Asset Management Program. In lieu of the traditional way of manually measuring, we are now scanning our facilities. This method greatly improves our accuracy and reduces our costs to produce record drawings. The scanning is hired out but the conversion of raw data to a record drawing is done in-house by our Senior CAD technician.

**GPS/GIS Survey Equipment:** WRP continues to utilize our GIS Rover with great success. This Rover has the ability to collect engineering survey grade information to be utilized during the design process of a specific project. In addition to its survey capabilities, this Rover will allow precise verification of items being installed during construction. This enables the person overseeing the construction the ability to gain real-time accurate information to verify proper installation of items as well as collection valuable as-built information to be incorporated into the record drawings post construction.

**In-house Collaboration:** The engineering staff is collaborating more with maintenance, the sewer collection staff, and the public works staff to do more work in-house versus hiring these projects out. We are able to assess the problem, design, and construct these small projects internally with great efficiency and cost savings. As the staff becomes more experienced, we are able to take on more complex projects.



## Treatment Systems Division

**Removal Efficiency:** The South Portland Water Resource Protection operations and maintenance staff were responsible for the pumping and treatment of 2.13 billion gallons of wastewater with an average influent flow of 5.86 million gallons per day. A total of 2.7 million pounds of BOD (biological oxygen demand) and 2.4 million pounds of TSS (total suspended solids) were removed from the wastewater before discharge into Casco Bay. This calculates to 91% removal efficiency for BOD and 91% removal efficiency for TSS parameters.

**Biosolids:** As part of the secondary activated wastewater treatment process to reduce the amount of BOD and TSS discharged to the Fore River, a total of 1.6 million pounds of waste sludge was generated (disposed of by Casella Organics). This indicates a sludge yield of approximately 0.71 pounds of sludge for every pound of BOD removed.

**Permit Renewal:** The State of Maine issued the City a renewal of its MEDPES discharge permit in September of 2017. The new permit includes monitoring for Nitrogen concentrations in the effluent during the summer months. The City was able to negotiate a reduction of BOD and TSS frequency along with a reduction of WET (Whole Effluent Toxicity) testing to once per year.

### Water Resource Protection Construction Projects

- Municipal Service Facility construction was completed this year on-time and on-budget.
- Community Center – installation of the new hot tub.
- WWTF Operations Building – First Floor Addition project is an ongoing construction project that was started in August and is slated to be complete in 2016.
- SCADA System Upgrade at the Treatment Plant is completed.

### Water Resource Protection and Public Works Design Projects

- Continued Asset Management Development with CMMS software procurement
- Pleasantdale – Sewer Separation Upgrade.
- Preliminary Design Report for the Electrical Upgrade at the Treatment Plant.
- Secondary Clarifier Upgrades.
- Flow Splitter Box Upgrades.
- The engineering department is in the process of developing a paving program for Public Works for the upcoming year. This will be expanded next year into an asset management program for paving.
- Broadway Sewer Separation Upgrade.
- Chemical Tank Replacement at the Treatment Plant
- Deake Street Beach Access Improvements.
- Mildred Pond Study.
- John Roberts Road Pump Station – Electrical Upgrade

**Compliance:** Out of a total 1,744 Maine DEP required reporting points, the wastewater treatment plant achieved a 99.98% compliance with a single effluent fecal coliform violation.

**Bypass Events:** The City experienced a number of high intensity rainfall events resulting in 4 secondary bypass events totaling 7.62 million gallons.

**Industrial Wastewater:** A total of 287 million gallons of Industrial Wastewater was received from the 5 permitted Industrial Users in the City. A total of 384 thousand pounds of BOD and 44 thousand pounds of TSS were discharged into the City's wastewater collection system from these industrial users.

**Maintenance improvements and repairs:** The treatment plant received a major update to its SCADA computer control system that included new PLCs (programmable logic controllers) and a new fiber optic network that included wireless connection to SCADA to allow operator to access controls from anywhere at the plant using handheld tablets. The maintenance department completed 178 corrective and 137 preventive treatment plant work orders, 150 corrective and 164 preventive pumping station work orders including stand-by generator work orders. The maintenance and operations staff also took care of 102 clogged pump events caused by non-flushable wipes and storm debris. A Maine State DOL inspection of the treatment plant led to an updating on the exit signs and emergency lighting systems in the operations building. The Main Street wastewater pump station required a replacement of a failed wastewater pump with a new 5HP N series Flygt submersible duty pump. The Appletree pump station was updated with ductile iron piping and valving. One of the plants 2 emergency power generators failed and required a complete rebuild of its motor. The Pearl Street wastewater pumping station emergency generator also require a rebuild of its fuel system. (Please note that both of these generator were OEM equipment when the plant and pump stations were originally built.)

**Emergency Alarms:** In addition to their daily pump station and treatment plant duties, the operations department responded to 108 after-hours emergency alarms (emergency alarms include treatment plant and pump station high flows due to heavy rain / downpours, assisted maintenance in clearing plugged pumps events (from such things as improperly flushed cleaning products and general aging equipment issues).

**Staff News:** There were some significant changes to the staff at the wastewater treatment plant. Richard Bicknell, a machinist and volunteer EMT was hired for the open maintenance position and Dylan Leslie, an environmental student / laboratory technician was hired as a new operator.

Respectfully Submitted,



Patrick Cloutier, Director of Water Resource Protection



*Special thanks to those who  
contributed photos for this year's Annual  
Report*

*Christopher Kessler  
Russ Lunt  
Shane Borelli  
William Mann  
Anonymous*





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