

City Council Workshop
February 24, 2014
6:00 P.M.
South Portland City Hall Council Chambers

Councilors Present

Gerard Jalbert, Mayor
Melissa Linscott
Linda Cohen
Thomas Blake
Patricia Smith
Michael Pock
Maxine Beecher

Staff Present

Jim Gailey, City Manager

MINUTES

Mayor Jalbert opened the meeting and welcomed all in attendance. He reminded folks that members of the public are invited to comment on each item as it comes before the Council for a period of no more than two (2) minutes. All questions or concerns would be made through the Chair and if they wished to address the City Council they would be asked to please raise their hand and upon being recognized would state their name and address for the records.

- 1. Air Quality – Explore for SP**
- 2. Department Head/City Council Goal Setting**
- 3. City Council Standing Rules**

1. Air Quality – Explore for SP: Jim Gailey, City Manager explained that Councilor Blake requested the opportunity for the City Council to discuss air quality in South Portland. He had reached out to DEP Bureau of Air Quality officials for information and representation at the workshop meeting. Maine DEP Bureau of Air Quality staffs were happy to attend and participate in the City Council's discussion on air quality. Andrew Johnson out of the Augusta Office and DEP's senior monitoring person Catherine Demers from DEP's Southern Maine Regional Office in Portland attended the meeting. Additionally, if their schedules allow, Bureau of Air Quality Bureau Director, Marc Cone; and DEP's Licensing and Compliance Division Director, Jaimee Farrin, may also be able in attendance. Andrew and Catherine presented air quality findings and took questions from the Council afterwards. Additionally Tom Downs and Martha Webster were there for the following discussion as well.

- Clean Air Act – National Ambient (Air Quality Standards (NAAQS))
 - Carbon Monoxide
 - Nitrogen Dioxide
 - Particle Pollution
 - Lead
 - Ozone
 - Sulfur Dioxide

- All of Maine is in Attainment for all NAAQS
- Sites by parameter
- Portland Air monitoring sites by parameter: Tukeys Bridge, Deering Oaks, Cape Elizabeth
- Continuous Gaseous Pollutant Analyzers – Portland (well below 1 hr. & 8 hr. Co trends)
- Ozone Design Value Trends in Maine
- Cape Elizabeth PAMs Site Summer Voc Trends
- PM 2.5 Design Value Trends
- PM 10 Max 2n High 24-hr. Concentration Trends in Maine/Portland
- Portland, ME Daily Maximum – Hour
- Sulfur Dioxide (SO₂) Concentrations
- Other pollution samplers – Hazardous Air Pollutants
- 24 hour Benzene Concentrations in Maine
- Acadia National Park Regional Haze/ Species Light Extinction Trends
- Acadia National Park Regional Haze Trends

Marc Cone Bureau of Air Quality Bureau Director discussed local companies and how much air pollution they cause in each category as well.

He further discussed oil tanks, the contents and the level of toxins, stepped up=taken down to better levels, annual emissions inventory databases as of October 29, 2013, what they are all made up of depending upon the time of the year, speak with several parts on topic, point source emissions trends, South Portland point source emission trends.

Public Comment Opened:

Russell Lunt Brigham Street asked about Benzene and about transporting from PA, gas, vapors and the vehicles used. He further asked about combustion from the vehicles and wood smoke as well.

Evan Rose 57 Buchannan Street with the new Draft Ordinance Committee starting he had concern for tanks filled with toxins from tar sands oils, Benzene as well and crudes doubling in the amounts. Also had concerns with transportation of the toxins as Mr. Lunt had mentioned.

Public Comment Closed:

Mayor Jalbert asked about this process.

Marc Cone discussed the issue of toxins not being collected and directed up a stack, and further discussed vapors and gas tanks as well.

Councilor Cohen asked about a wood stove or pellet burning stove and wondered if this increases the benzene? (yes but not in natural gas)

Councilor Linscott asked about owners of businesses and if they do their own testing and if so what was the outcome of these that have been done?

Marc Cone explained that yes there are done annually and that it is important to make sure that they are all up to speed, storage tanks, etc. He added that there are other testers that will come to do these to keep in compliance, etc.

Councilor Blake asked about at DEP test and if they do these at all? (no, sampling has to be done a certain way annually on tank farms, ozone levels, gasoline changes)

Councilor Beecher felt that this was great information, a little over her head but very interesting. She further discussed 2-cycle engine-machine and being proud of Eco-Maine.

Councilor Smith agreed that this was great information, very helpful and asked about annual inspections and wondered if they could do them twice per year with different pollutants being tested. She discussed making some improvements with what the test results show. She asked about the cost of such testing as well as predictive modeling.

Marc Cone added that in specific areas you do, and discussed this being a multi-state business. He further discussed predicting ozone levels each year, attainment questions and continuous for smog testing, predictions from mobile units and do keep track of individual areas. Further discussion on what individuals can do to help such as driving less, look on EPA – Green- Websites).

Councilor Pock asked about the South Portland guidelines, possible spikes in levels, causes of this and looking at ways for improvement.

Marc Cone that funding is an issue here as well and discussed woodstove or Benzens which would be worse? Further discussed changes and possible impacts on these at all, setting controls, planning for best build in the area with the best available control.

Councilor Blake thanked everyone for all of the information, discussed next step planning from this point and would like to see this happen. He discussed a larger area and looking into this for residents, other monitors being placed in the area and felt the need to have more here. He hoped to keep this moving forward and discussed this being not a lot of extras to keep to budget.

Further discussed what the monitor determines and how complex and involved it can be as well as receiving any complaints or concerns on the monitor and how they can be placed for about 3 years depending upon demographics. Also discussed ways to add things to the monitor, evaluating the data, formulating to see what worked and what did not, looking at issues such as asthma, monitoring, collaborators, etc. He added that they would welcome any input here for South Portland as well as requests and that there would be a formal meeting on March 26.

Councilor Blake added that the American Lung Association says that Southern Maine has low air quality and he wondered why? Mayor Jalbert asked about receiving an answer from the American Lung Association on this question. Councilor Blake asked about the process and transporting of Tar Sands to Maine in regards to Air Quality? (They have not looked at yet) He also discussed formally submitting a request for a monitoring facility to be here in South Portland.

Councilor Smith discussed the sites in previous years and going back to see how they are doing now and wondered if this could be done in regards to different items being tested then vs. now.

Andrew Johnson Augusta DEP, discussed monitoring sites, woodstoves, and looking back to November 1978 when there were two sites in South Portland.

Catherine Demers Southern Maine DEP discussed the testing process and finding the highest concentration sites here as well changes over the years in South Portland.

Marc Cone discussed coming up with great ways to monitor air pollution in modest ways.

Mayor Jalbert added that this was great information here and looked forward to the follow-up work.

2. Department Head/City Council Goal Setting: Jim Gailey City Manager explained that in December 2012, the City Council went through a goal setting exercise for calendar year 2013. The Goals that were established were based on small, medium and large goals. In a recent workshop the City Council reviewed the 2013 Goals and the success that resulted from the goal setting exercise. The Council would now like to initiate goals for 2014, but this time, include the Department Heads.

On the workshop of the 24th, the Council met up with the Department Heads and had a joint conversation on Goals for 2014. The attached document outlines department goals and potential policies/ordinances that if changed would provide a benefit to a department(s). He had requested Department Heads to come up with three (3) goals/operations for the year 2014 to present to the Council at this workshop for further discussion and follow-through.

Discussion ensued on how to follow this format, having each Department Head speak, discussion and questions. He explained that each week he meets with Department Head as they discuss many issues, projects, etc. that is being worked on within the City.

Councilor Beecher liked the format that was outlined and wanted to continue hearing the ideas and was happy to have this presentation.

Councilor Pock agreed felt that this was a good format.

Parks & Recreation/Transportation: Rick Towle, Director discussed Operations: Develop Ten Year Master Plan for Parks Operations and sites Address safety & security items for users and staff Identify grant opportunities for all phases of operation

Councilor Cohen agreed that this is in good hands, positive direction, very organized team effort.

Councilor Blake was happy with the goals and objectives outlined as well.

Planning & Development Department: Tex Haeuser, Director discussed Operations: Additional staff person for our department to assist with both our heavy code enforcement workload (would include some reorganization of duties between David Kasik and Matt LeConte) and the long-standing need for ongoing ordinance updating (Pat D. suggests “that an Ordinance Committee be established to start work on updating the existing antiquated language in most of the chapters and to insure that the ordinance chapters are consistent with each other relative to the language and formatting.”) Additional training for our staff from MUNIS GIS Coordinator for the City

Councilor Cohen discussed spreading out the Code Book by department to be able to look over and go through for updates. She added that she was proud of our Planning Department.

Councilor Blake agreed with this idea of going through the ordinances, good idea and further discussed street lights and having this move out of Planning and into Police regarding safety issues.

Economic Development: Jon Jennings, Director discussed Operations: *Interim/Long Term Economic Development Plan:* I am proposing that in conjunction with the Economic Development Committee and other participants that an innovative and forward thinking 5 and 10 year Economic Development Plan be created. The last serious effort at creating a master economic development plan was in 2007. This plan would incorporate emerging areas of growth as well as innovative strategies that moves the City toward greater sustainability, job creation, diversification of the arts, and branding. *Development of the South Portland Waterfront:* With the recent Brownfield’s assessment application, the Economic Development Department has created greater focus on redeveloping select areas of the waterfront. Specifically, it has been a major focus to work with Mr. John Cacoulidis and the owners of Aspasia Marina to redevelopment both properties. Both locations offer great opportunities to maximize the natural beauty of our waterfront with the development of viable business or cultural entities that add to the overall tax base and promote neighborhood growth. *Marketing and Branding of the City:* We have many wonderful assets as a City, but it is imperative that we do a better job of marketing and branding South Portland as a viable location for

growth. Just like any company, it is essential to illuminate the varied opportunities in South Portland for business development, our residential neighborhoods, and a transportation infrastructure that is unrivaled in Northern New England.

Councilor Linscott asked about Economic Development ideas, outside ideas, food truck, and City Branding questions.

Councilor Cohen discussed food trucks and looking into having some of these, she felt people really liked these and would like to see some nice things along the waterfront such as a river walk, boutiques, restaurants, etc. in this area.

Councilor Blake discussed bringing people in, business in and liked the ideas presented here. He would like to hear more as there is a balancing act here.

Councilor Beecher discussed bringing excitement to the area, appreciates the work efforts in all departments in creating good things for the City.

Police Department: Ed Googins, Chief discussed Operations: To implement a departmental Career Development Plan To become a National Data Exchange contributing agency To apply for accreditation with the Commission on Accreditation for Law Enforcement Agencies

Councilor Linscott asked about the sex offender ordinance and restrictions in place of residence? (No, just check ins, etc.)

Councilor Pock added that he had met and talked with Stephanie Anderson and she too was opposed to the legalizing of marijuana.

Mayor Jalbert agreed as well with the issue of marijuana and knows many people who work hard with kids on education about drug use.

Fire Department: Kevin Guimond, Chief discussed Operations: Discussed outside burning and if the ordinance needs to be adjusted, currently we have become the smoke police every summer weekend with the approved fire containers sold at Home Depot, and local hardware stores. This discussion would not include smoke from chimneys and heating devices such as wood stoves or fire places because locally we have no jurisdiction over these.

Discuss a mass gathering ordinance and how we can better plan and manage these anticipated events.

Discuss a communications ordinance that requires large buildings to install booster devices to enhance communications of first responders when they operate in these large structures. Currently this would include the mall, the semi conductors and possibly the high school. Portland has a similar ordinance and Maine Medical Center has installed one of these systems.

Department Head meetings: Jim the Tuesday meetings work for me most of the time but I do have a quarterly SERC meeting in Augusta every third Tuesday morning at 9am. I also would suggest we move the department heads meeting occasionally around to each department, I would be more than willing to host a few times a year. Tuesday at 1:30 pm may work better due to the fact it seems like we always run out of time.

He further discussed:

- Volunteers
- Medical Calls 80%
- Ordinance changes
- Fire Truck, Ambulance calls
- Large events, staff for these

Councilor Smith asked about the annual hazard planning and changing it up yearly or not?
Councilor Blake asked about career planning/development for the Fire Department?
Councilor Cohen discussed the calls being primarily medical calls.

Library: Kevin Davis, Director discussed Operations: Improve city wide image presentation/PR - would love to see a more cohesive “branding” of city services and effective use of online resources (including social media). As a city, I think we generally present a fairly amateur image of ourselves. I think we can - and should - do better. Develop a citywide “customer service” task force to develop a truly customer centered philosophy for the city. I think the departments generally do this well on their own, but I think there’s opportunity for improvement, and the possibility of a PR gain for the city by rethinking how we serve our citizens. Explore opportunities to centralize or better coordinate some functions of our operations, around facilities. It seems as though there must be opportunities for savings if we were to coordinate facility needs such as electrical work, elevators, HVAC, etc. Also, with a “facility coordinator” or some such position, city staff (speaking for myself) could be freed up to do the jobs they were trained (and hired) for and the city, in all likelihood, would have better work done – more efficiently - if it was handled by someone with expertise in that area.

Councilor Beecher liked these ideas and felt that the Library does do a lot bringing things up to date; she supported the ideas in moving ahead.

Councilor Pock discussed a park & read ticket.

Transportation: Arthur Handman, Director discussed Operations: Improve bus service to our customers. Participate in providing public transportation within the region by coordinating routes and schedules with other transportation providers.
Further discussion on combing services with other communities, SMART Plan, etc.

Councilor Smith asked about the new Bus Hub, areas that the bus runs and schedules.

Councilor Linscott asked about the buses that run on “clean diesel” as part of the City’s Energy Program.

Public Works: Doug Howard, Director discussed Operations: Implement Electronic Work Order System. All calls logged in an electronic work order system, all emails logged in an electronic work system all walk in complaints logged in an electronic work order system. The ultimate goal here is to improve customer service. With a work system in place we can track complaints much more efficiently. We can create and track work that is being done and the costs associated with the work. We can see if we have had multiple calls for the same issue and we can run reports to see what type of calls we receive throughout the year. We can also notify the resident regarding the status of their request either through e mail or a phone call. Also discussed overall improvement of customer service, signage, parking, snow piling and garbage cans.

Mayor Jalbert asked about complaints.

Councilor Cohen discussed the snow removal season and thanked Public Works for all of the work that they do. She asked about his cut-out areas in Knightville as well.

Councilor Linscott asked about the electronic work order and wondered what software would be used for this. She knows that they unfortunately do receive many complaints.

Councilor Beecher was excited about the new building and the plans for this.

Councilor Blake discussed the existing site for Public Works and plans for this, he thanked the department for all of the winter/snow work and asked about a Traffic Safety Committee regarding lights, traffic, signals, pedestrians', etc.

Councilor Smith had interest in a Traffic Safety Committee as well.

Human Resources: Don Brewer, Director discussed Operations: Purchase and implementation of MUNIS Human Resources software – Employee Self Service and Applicant Tracking. I have requested this in the FY15 CIP. As our revamped City Safety Program evolves and grows over the coming years, consideration for a more dedicated Safety Coordinator/Officer with increased oversight, hours and compensation. The position could be a 50/50 split with 20 hrs/week dedicated to Safety Program, training, compliance, inspections, accident investigations, etc., and the remaining 20 hrs. to Public Works, Planning/Codes, Fire Dept. (Civilian), Parks, etc. Further discussed development and enhancement as well as a language barrier in General Assistance which could use help with an AT&T line.

Jim Gailey, added that Don Brewer has done great work with this department; Councilor Cohen added that she agreed.

Councilor Blake added that all of the Department Heads do great work.

Water Resource Department: Pat Cloutier, Director discussed Operations: □Increase Collection System staffing level by an additional position. Expand the Engineering services being used in WRP to the other city departments with an addition of an engineering position that would take responsibility for streets/collection systems. Continue to develop infrastructure facility plans for the sewer collection system and pump stations that address prioritization of the highest needs by establishing not only the asset identification but also consider the likelihood of failure, which assets are most critical, and a renewal or replacement strategy for a period of twenty years. Renew Engineering General Service contract for engineering disciplines that can provide services across the city departments needs. This service contract can be tailored to the specific needs of the departments.

Pat went on to add that he works with a great group of Department heads here and they all have great teams to work with.

Councilor Beecher discussed the CSO's and how this was a huge undertaking and that they did a great job on this being such a big task.

Councilor Cohen spoke of the group as the "unsung heroes" in the City and did agree that they do great work.

Finance Department: Greg L'Heureux Director discussed Operations: Accountability Objective – Improve the reporting systems Implement paperless documents with Tyler Content Manager to provide paperless accounts payable invoice management, electronic billing invoices, as well as other paperless reporting functions. Moving departments to paperless documents whenever possible. Increase online access for tax and other collection functions. Objective – Budget management Develop responsible budgets that respond to the City's needs and taxpayer's ability to pay for those services. Work with Departments to evaluate efficiencies within their department and with other departments. Maintain oversight of all departments budgets to insure department budgetary controls.

Objective – Maintain proper internal controls over all financial functions continually review controls over collection, disbursement and safekeeping functions analytically review operations to

identify problems early. Work with auditors to systematically provide oversight and control over all risk areas. Continually review grants guidelines to ensure compliance.
Greg further discussed the enclosed complete list of objectives and goals.

Councilor Beecher discussed working with the School Department to create continued cooperation and work. She added that they are a busy department and there is great work being done.

City Clerk: Susan Mooney, City Clerk discussed Operations: Fully automating business licensing online Scanning old minutes (more than ten years ago) for better searchable access Records - Emergency disaster plan
Policy/Ordinance: Removing the election requirement for Wardens and Ward Clerks from the Charter and just have them appointed.

Councilor Cohen was in support of the Warden and Ward Clerks change to being appointed rather than voted in.

Councilor Beecher hears good things about the work being done.

Executive Department: Jim Gailey, City Manager discussed Operations: Continue to monitor city building/real estate assets and address deficiencies on an on-going basis Continue to explore external revenues/grants in support of city infrastructure and programming Continue to hire the best employees for the organization, emphasizing the “fit” characteristic in the hiring. Listen and monitor the needs of the community and adjust to address the changing times. Continue to strive for the best customer service to our residents, businesses and visitors. He further discussed the HR Department trainings for best Customer Service Reps.

Councilor Blake felt that these were great goals and policies and further discussed recognizing local/community products.

Mayor Jalbert felt that we do offer great services to the people in the community from Garbage/Recycle to Transportation, Recreation facilities and more.

Councilor Cohen agreed and added that we have a great group of Department Heads, City Clerk and City Manager as well who are all dedicated and have great respect for the City of South Portland.

Public Comment Opened:

Russell Lunt Brigham Street agreed with Councilor Cohen, great Department Heads, City Manager and City Clerk and he thanked them all for their work.

Public Comment Closed:

City Council Workshop Adjourned at 10:10 p.m.