

Tuesday, May 13, 2025
CITY COUNCIL WORKSHOP - BUDGET WORKSHOP #3

Meeting Begins: 6:30 P.M.

Location: City Hall Council Chambers

Google Meet joining info

Video call link: <https://meet.google.com/fin-ymeq-gfc>

Or dial: (US) +1 865-375-0315 PIN: 280 425 174#

More phone numbers: <https://tel.meet/fin-ymeq-gfc?pin=8239940807875>

A. ROLL CALL

B. WORKSHOP DISCUSSION

Subject :	1. Interviews for School Board
Meeting :	May 13, 2025 - CITY COUNCIL WORKSHOP - BUDGET WORKSHOP #3
Category :	B. WORKSHOP DISCUSSION
Type :	Discussion, Information

Public Content

POSITION PAPER OF THE CITY CLERK

At the April 15, 2025 City Council Meeting, the City Council accepted the resignation of Jennifer Ryan and directed the City Clerk to open search to fill the vacancy. Per Charter Sec. 904, "Whenever a vacancy in the school board occurs the vacancy may be filled by a majority vote of all the members of the city council and the member so elected shall serve until the next regular municipal election when a new member shall be elected to fill the vacancy for the unexpired term, if any." The City Clerk began posting notice requesting applications immediately following the decision of the Council to fill the vacancy. Notices were posted at City Hall, on the City's social media pages, published in newspaper, included in the City's e-Newsletter and website. In addition, the School Board was made aware of the search and may have done additional outreach. Resumes and letters of intent were accepted until May 8, 2025 and one application was received.

Attached are the compiled resume and letter of intent from the applicant (personal contact information redacted) for the At-Large seat. The City Clerk confirms that all applicants meet the qualifications specified in the City's Charter.

The applicants are listed below:

Eleni Richardson

Nicole Vojnovic

The process this evening will begin with opening statement from applicant summarizing responses to the following questions:

- 1) What do you consider the role of a school board member to be and what are some of your skills and experiences that make you the right person for this Board of Education seat?
- 2) If you have previously served on a board or in other leadership roles, please briefly describe how that experience would contribute to your service on the school board.
- 3) What do you think are two critical challenges that public schools are facing? Please provide one example locally within our District and one statewide which impacts our District directly.
- 4) In what areas do you see opportunities for our local public schools to enhance the learning experiences and social-emotional support of South Portland students?
- 5) Have you attended a South Portland Board of Education meeting or watched the Board proceedings online?
- 6) Have you run for elected office before? Why or why not?

All applicants have been invited to attend. Following the applicant's opening statements, Councilors will then have time to ask questions, the item will be opened for public comment (3 minutes each). Appointment shall take place on May 20, 2025.

[A document](#) outlining the Roles, Functions, and Duties of School Boards and School Board Members from the South Portland School Department's Policy Book. The full Policy Book, including the School Board Governance and Operations Policies, can be found [here](#). The School Board Member Conflict of Interest Policy can also be located [here](#) for reference.

Reminder, the term for this appointment expires November 4, 2025. Any qualified resident (including whomever spoke this evening) interested in running for the unexpired term (December 2025-December 2026) will need to take out nomination petitions at the City Clerk's office and qualify for the November 2025 ballot. Nomination petitions will be available in late July.

File Attachments

[Letter of Intent_Vojnovic.pdf \(82 KB\)](#)

[Resume_Vojnovic.pdf \(109 KB\)](#)

[Letter of Intent_Richardson.pdf \(132 KB\)](#)

[CV_Richardson.pdf \(48 KB\)](#)

Subject :	2. Budget Workshop #3 (Parking Lot Items)
Meeting :	May 13, 2025 - CITY COUNCIL WORKSHOP - BUDGET WORKSHOP #3
Category :	B. WORKSHOP DISCUSSION
Type :	

Public Content

POSITION PAPER OF THE CITY MANAGER

On Tuesdaynight Council will conduct the third and final budget workshop for fiscal year 2026 (FY26). This workshop will put the finishing touches on the budget document slated for a final vote on June 17, 2025. As listed below and further detailed in the attached memo, 18 items have been placed on the "Parking Lot" list by staff and Councilors for further discussion. Decisions on each of these items will need to be made by the conclusion of the workshop.

The items to be discussed at the workshop, in order, include:

- City Council: Reduce Human Rights Commission Funding (-\$10,000)
- Code Enforcement: Remove Two Vehicle Lease Payments (-\$9,336)
- County Tax: Reduce County Assessment (-\$138,639)
- Executive: Add Grant Manager Position (+\$133,633)
- Parks & Recreation: Add Wainwright Softball Field #3 (CIP) (+\$35,000)
- Parks & Recreation: Add Wainwright Baseball Field #1 (CIP) (+\$150,000)
- Parks & Recreation: Add Wainwright Recreation Plan (+\$25,000)
- Planning: Add Affordable Housing Trust Fund (+\$150,000)
- Planning: Add Conservation Commission Request (+\$1,500)
- Planning: Add Public Arts Committee Request (+\$6,000)
- Planning: Add Open Space Acquisition Committee (+\$1,500)
- Public Works: Remove Drew Road Public/Private Project (-\$90,000)
- Public Works: Increase Paving/Sidewalks (+\$350,000)
- Revenue: Reduce Use of Fund Balance (-\$350,000)
- Sustainability: Remove Bike Share Program (-\$20,000)
- Sustainability: Add Electric Tool Buyback Program (+\$20,000)
- Various: Add Additional Wages/Benefits for Police and AFSCME Unions (+\$288,282)

- Water Resource Protection: Reduce Main St Pump Station (CIP) (-\$700,000)

A spreadsheet is also attached outlining the costs for each item, source of funding, and impact on the tax rate (if any). As noted, the impact of all these items is an additional \$0.54 on the mil rate, which equates to a 0.6% increase in property taxes. The proposed City, County, and School budgets all combine for a 4.1% tax rate increase, so the inclusion of all items in the Parking Lot would yield a 4.7% overall tax rate increase. The City's unassigned fund balance would decrease by \$352,633, to \$15,300,440. The City's Fund Balance Policy requires the City have between 9% - 12 % of our overall budget in unassigned fund balance. While the proposed use of fund balance reduces this percentage from 12.4% to 12.1%, that is still slightly above the policy range.

The Councilor who added the item to the parking lot will speak first as to their intention, and then staff (the City Manager and impacted department head) will then provide additional information and a recommendation, after which Councilors will have the opportunity to ask questions. Members of the public will then have up to three minutes each to speak/ask questions, before the Council again gets to ask questions and/or debate. Each item will then be voted on, with a majority vote needed to add/remove/reduce funding. The budget will then be updated accordingly and brought forward to a final Council vote on June 17th.

Finance Director Ellen Sanborn and I will be present for this workshop, along with relevant department heads (depending on the item).

File Attachments

[Memo - Parking Lot Items - City Manager Morelli.pdf \(176 KB\)](#)

[FY26 Parking Lot - 043025.pdf \(96 KB\)](#)

C. PROPOSED WORKSHOP DISCUSSION

Subject : 1. Workshop Request - Change to Dog Ordinance
(Councilor Coleman)

Meeting : May 13, 2025 - CITY COUNCIL WORKSHOP -
BUDGET WORKSHOP #3

Category : C. PROPOSED WORKSHOP DISCUSSION

Type :

Public Content

POSITION PAPER OF THE CITY MANAGER

As noted on the attached workshop form, Councilor Coleman is requesting a workshop to amend City ordinance to change the dates when dogs are allowed on leash at Willard Beach in the summer as follows:

Current	Proposed
Oct. 1 to Apr. 30 (10 AM - 3 PM)	Day After Labor Day to Day Before Memorial Day (10 AM - 3 PM)
May 1 to Sep. 30 (7 PM - 8 PM)	Memorial Day to Labor Day (7 PM - 8 PM)

At least two other Councilors will need to support this workshop request before it can be added to the "Awaiting Dates" list or scheduled for a date certain.

File Attachments

[Workshop Request - Dog Ordinance Amendment - Councilor Coleman.pdf \(39 KB\)](#)

Subject :	2. Review of Workshop Items
Meeting :	May 13, 2025 - CITY COUNCIL WORKSHOP - BUDGET WORKSHOP #3
Category :	C. PROPOSED WORKSHOP DISCUSSION
Type :	

Public Content

POSITION PAPER OF THE CITY MANAGER

Attached please find the workshop schedule for 2025.

In addition, staff is requesting guidance from Council on the topic of a cemetery ordinance and regulations. In August 2021, the Council held a workshop on this topic and directed staff to bring forward a first read of associated ordinance changes and regulations. Due to other pressing priorities and changing of staff, this matter was never brought forward for action. City staff are now ready to bring this item forward, but only Councilor Pride remains from the Council that had workshopped this item four years ago.

Attached is a cover memo and supporting materials from Parks Director Karl Coughlin, who oversees two cemeteries under the City's purview. Staff is willing to workshop this item again with the current Council, though we are hoping after reading these materials you are comfortable with simply bringing this matter forward for a first read as originally planned.

File Attachments

[05-08-25 Workshop Items List.pdf \(85 KB\)](#)

[Cemetery Memo.pdf \(474 KB\)](#)

[Cemetery Workshop Memo - August 2021.pdf \(304 KB\)](#)

[Cemetery Ordinance - Draft.pdf \(446 KB\)](#)

[Cemetery Rules and Regulations - Draft.pdf \(163 KB\)](#)

D. ADJOURNMENT
