

CREATIVE PORTLAND^{ME}

Board of Directors Meeting

Wednesday, October 7, 2015
3:30 to 5:00 p.m.
Room 24, Portland City Hall

AGENDA

1. Welcome & President's Comments (Kornhauser)
2. Presentation: Referendum 2 "New Scenic Viewpoint Protection Zone"
 - a. Guest presenters: Jess Knox and Anne Rand
3. Discussion/debrief: "Challenge of Change" October 3 event (Hutchins)
 - a. **Action:** agreement on next steps
4. Review of September minutes (Kornhauser)
 - a. **Action:** Vote for approval
5. Current Financials and Executive Director's Report (Hutchins)
 - a. **Action:** Vote for approval
6. Other updates
7. Next full Board meeting – Wednesday, December 2, 2015

For the Submission to the People of the Question

Shall “An Ordinance to Add a City-wide Scenic Viewpoint Protection Tool to Portland’s Zoning Ordinance; to Save the View of Portland’s Working Harbor from Upper Fore Street as the First Protected Scenic Viewpoint; and to Require Certain Information to be Provided to the Public as part of a Zone Change Request, with a retroactive effective date of May 26, 2015,” a copy and summary of which is printed hereon, be adopted?

SUMMARY

OVERVIEW OF SCENIC VIEWPOINT PROTECTION: Portland is located in a spectacular natural setting. The City and State have long recognized the importance of protecting distinctive scenic viewpoints, both for the well-being of the residents and as an economic development strategy. Portland inventoried points where the public could see the water and get to the shoreline starting in the 1980s. Since then, as required by the State, it has identified significant natural resources, including scenic areas, as part of its comprehensive plan. But even though important viewpoints have been identified, protections have not been strong and some treasured views have been lost. The City has incorporated some view protections into the regulations for the Downtown and for the Eastern part of the waterfront. But Portland does not have a specific zoning tool which it can use at key locations throughout the City to preserve critical public scenic views.

This proposed ordinance amends the current Land Use Ordinance to address views in three different ways.

NEW SCENIC VIEWPOINT PROTECTION ZONE: **First**, this ordinance creates a new zoning tool, called a “Scenic Viewpoint Protection Overlay Zone.” This zone can be applied to multiple small areas throughout the City where the existing zoning is not adequate to protect distinctive or highly distinctive views. It is to be applied on top of an already existing use zone to provide an additional layer of protection. **Second**, this ordinance uses this tool to create the “Fore Street/Working Waterfront Overlay” to protect waterfront views from the public sidewalk on Fore Street between Waterville and Atlantic Streets, overlooking Portland Harbor. It regulates heights and massing, and sets other standards to protect the treasured public view. **Third**, this ordinance establishes a Scenic Viewpoint Task Force to identify Portland’s remaining distinctive and highly distinctive views, to analyze them, and to make recommendations to the Planning Board, and ultimately to the City Council, as to whether additional areas should be designated as Scenic Viewpoint Protection Zones.

The proposed ordinance also strengthens the zone change submission requirements.

OVERVIEW OF ZONE CHANGE SUBMISSION REQUIREMENTS: When a landowner asks the City for a zone change, the application form asks the landowner to show what the landowner proposes to do if the zone change is granted. Recently, a couple of developers have decided not to include that information. The City allowed those landowners to have their

requests acted upon without any proposed site plan because the submission requirements are not included in the ordinance.

NEW ZONE CHANGE REQUEST SUBMISSION REQUIREMENTS: This proposed ordinance repeats the application form submission requirements in the ordinance, clarifies the level of detail required in the site plan (including that it be sufficiently detailed to allow assessment of the impact on a variety of elements including scenic or natural beauty and neighborhoods), and adds a provision allowing the City to require more detail from the applicant to ensure that the rezoning and subsequent development are consistent with the comprehensive plan, meet applicable land use regulations, and are compatible with the surrounding neighborhood.

TEXT OF THE PROPOSED NEW ORDINANCE

I. BE IT ORDAINED BY THE CITIZENS OF PORTLAND AS FOLLOWS:

A. That the Portland City Code is hereby amended to add a new Division 19.9. Scenic Viewpoint Protection Overlay Zone to Chapter 14 (Land Use), Article III (Zoning), as follows:

DIVISION 19.9. SCENIC VIEWPOINT PROTECTION OVERLAY ZONE

14-330.18 Purpose

There are many treasured vistas of scenic beauty from public places which are assets of great value to the City, its people and its economy. This Division establishes the Scenic Viewpoint Protection Zone, an overlay zone, which is to be used for specific situations in which the underlying zoning is not adequate to protect the value and integrity of one or more mapped distinctive or highly distinctive scenic viewpoints within the City of Portland. The boundaries of the initial Scenic Viewpoint Protection Zone are defined in 14-330.19, below.

The Scenic Viewpoint Task Force shall analyze, inventory and make recommendations for City-wide implementation as specified in Chapter 2, Article III-B.

14-330.19 Location, Boundaries

The boundaries of the initial Scenic Viewpoint Protection Zone, called the Fore Street/Working Waterfront Overlay, are generally between Fore Street and Casco Bay, between the extensions of Waterville Street and Atlantic Street, more particularly described as follows: Commencing at the point on the southerly sideline of Fore Street where it intersects the line formed by an extension of the westerly sideline of Waterville Street, thence southerly perpendicular with Fore Street to the seawall along Casco Bay as shown on the Land Title Survey & Subdivision Plan in Portland Maine recorded in the Cumberland County Registry of Deeds in Plan Book 193, Page 188; thence easterly by said seawall along Casco Bay to a point on said seawall which intersects with a line which is S 31° 18' 30" E of the southwesterly corner

of land now or formerly of Timothy Haley, Trustee, as described in the Deed recorded in said Registry of Deeds in Book 24759, Pages 67 and 69; thence N 31° 18' 30" W to the southwesterly corner of land now or formerly of Haley; thence N 31° 18' 30" W along land of said Haley 110.28 feet to land now or formerly of Macgowan as described in the Deed recorded in Cumberland County Registry of Deeds in Book 15773, Page 153; thence S 61° 01' 30" W along land of said Macgowan 112.00 feet; thence N 31° 18' 30" W along land of said Macgowan 150.00 feet to the southerly sideline of said Fore Street; thence southwesterly along the southerly sideline of Fore Street to the point of beginning. The "designated scenic viewpoint" from which views are to be assessed and protected is the public sidewalk on the southerly side of Fore Street between Waterville and Atlantic Streets, at pedestrian heights, when viewed at any height between four (4) and six (6) feet above said sidewalk. The views of scenic resources to be protected by this overlay zone are: the views of the working waterfront, Portland Harbor (including its northern shoreline), historic maritime structures (including forts and aids to navigation), Casco Bay, the Casco Bay Islands, and the Atlantic Ocean.

Additional Scenic Viewpoints may receive protection by application of an overlay zone as set forth herein to additional sites through a rezoning process. Such rezoning requests may be initiated by the Scenic Viewpoint Task Force, by request of twenty members of the general public, or by the owner of an affected property.

14-330.19 Definitions

(a) **Scenic areas:** Scenic areas are natural landscapes with visual qualities that are significant to the residents of a community by setting it apart from other places, enhancing recreation and relaxation, contributing significantly to the quality of life, adding to the value of property, and enhancing the desirability and livability of the community. The City is required to maintain an inventory and analyze significant or critical natural resources, including but not limited to scenic areas, as part of its Comprehensive Plan.

(b) **Scenic resources:** Scenic resources include, but are not limited to, (1) property on or eligible for inclusion in the National Register of Historic Places pursuant to the National Historic Preservation Act of 1996, as amended; (2) national, state or local parks; and (3) public natural resources or public lands visited by the general public or viewed by the general public from a public place, in part for the use, observation, enjoyment and appreciation of natural or cultural visual qualities, including but not limited to the Fore River, Casco Bay, the Atlantic Ocean, mountains, and great ponds.

(c) **Scenic viewpoint:** A scenic viewpoint is discrete place or area from which the public may see a significant number of the scenic resources within a scenic area of regional, state or national significance. For purposes of this Division, the City shall identify "distinctive" and "highly distinctive" scenic viewpoints for evaluation for additional protection to mitigate impacts to existing scenic areas of regional, state or national significance from activities on, over or adjacent to a designated scenic resource. Viewpoints shall be identified and ranked using the general methodology outlined in Terry DeWan, Scenic Assessment Handbook, prepared for State Planning Office, Maine Coastal Program, October, 2008, specifically incorporating the Viewpoint Scoring Chart on page 49 thereof by reference. A viewpoint in Portland that is

located within a scenic area of regional, statewide or national significance (score of 50 or more) and is deemed “distinctive” or “highly distinctive” shall be considered a scenic viewpoint which qualifies for the protections of this Division.

14-330.20 Dimensional and Performance Standards

(a) Notwithstanding any less restrictive requirements or provisions in any underlying zone to the contrary, to the extent they are more restrictive, the dimensional and performance standards of this overlay zone shall be controlling.

(b) For the Fore Street/Working Waterfront Overlay, as defined above, notwithstanding anything in the B-6 zone or any other underlying zone to the contrary:

(1) The maximum building heights and the limits on extension/tower heights and configurations within the overlay shall be as depicted on the 1 November 2004 Illustration 33 of the Eastern Waterfront Building Height Study, including the notes thereon except that the words “above the average grade” shall be omitted from Note 1, and all building heights shall be measured from 2 feet above flood plain, not from average grade, as is further detailed in Note 2 of said 1 November 2004 Illustration 33, and with 3 stories equal to 35’, 4 equal to 45’, 5 equal to 55’, 6 equal to 65’ of height.

(2) Any portion of any building not in existence as of the date of enactment shall be sited and massed so as to avoid intrusion into the 50 foot “view corridors” at the ends of Atlantic, St. Lawrence and Waterville Streets, as said “view corridors” are depicted on the “B6 Building Height Overlay & Building Envelope” document dated Feb 20, 2015, and so as to enable pedestrians on the sidewalk on Fore Street within the “view corridor” to view the northerly shoreline of Portland Harbor.

(3) Without modifying or altering the specific height and other limitations set forth in (b)(1)-(3), all the provisions of (c)(2)-(6) shall also apply to the Fore Street/Working Waterfront Overlay.

(c) General Performance Standards: Except as expressly modified in performance standards pertaining to a specific Overlay area, the following performance standards apply to all Scenic Viewpoint Protection Zones:

(1) The height, mass and siting of all new buildings and structures shall be designed to avoid occupying, intruding into, or obstructing public views of the scenic resource from any designated public viewing spot or area in or immediately adjacent to the overlay district.

(2) No part of a new sign, tower, roof top equipment, elevator, other roof top appurtenance, fence, or landscaping shall be permitted to occupy, intrude into or obstruct public views of the scenic resource from any designated public viewing spot or area in or immediately adjacent to the overlay district; existing structures affecting the view of the scenic resource from the viewpoint that were legally erected are permitted to continue in

existence, and may be modified, but only so long as they do not further encroach into the public view of the scenic resource.

(3) Any permitted signage shall be simple, concise and contextual, and shall be as small in size and low in height as reasonably possible to reduce visual impact while still providing effective communication to the public.

(4) Outdoor lighting shall be designed so as to minimize light pollution that interferes with the visibility of the night sky, to minimize light intrusion into adjacent residential neighborhoods, and to not unnecessarily intrude into the public view of the scenic resource, while providing necessary lighting for safety of pedestrians and vehicular traffic.

(5) Any proposed grading of building sites shall preserve existing contours and ensure that future development is harmonious with existing topography. Except as provided in (b)(1) above, with regard to the Fore Street/Working Waterfront Overlay, or as otherwise provided for a specific Overlay area, building heights shall be measured from pre-development grade.

(6) Any proposed landscaping, including but not limited to walls, fences, hedges, grading and plantings, shall be designed so as to avoid occupying, intruding into, or obstructing public views of the scenic resource from any designated public viewing spot or area in or immediately adjacent to the overlay district, shall include an enforceable maintenance plan to keep vegetation from growing to negatively impact public views, and shall include a maintenance easement, to the satisfaction of Corporation Counsel, giving the City a right, but not an obligation, to enter onto the site to trim vegetation, remove obstructions, and otherwise keep the public view unobstructed.

14-330.21 Applicability.

Because of the significance of this Division to development activities within the defined scenic viewpoint areas and the potential for long-run harm which development inconsistent with this Division will have for all of the citizens of the City of Portland, the provisions hereof shall be applicable not only to all future applications, but also to proceedings, applications and requests for rezoning which were pending but had not yet been approved by the City Council as of May 26, 2015.

14-330.22 Amendment or Repeal.

This Division may not be amended in such a way as to lessen its protections for scenic viewpoints, nor may it be repealed, in whole or in part, without approval of a majority of the citizens of the City of Portland voting to do so in a duly held referendum. This Division may be freely amended to bring additional areas within the protection of the Scenic Viewpoints Overlay Zone, and to add dimensional and performance requirements specific to the additional scenic viewpoint(s).

B. That Section 14-48 of the Portland City Code is hereby amended to add (jj) Scenic Viewpoint Protection Overlay Zone to the list of zones, as follows:

Sec. 14-48. Establishment of zones.

In order to carry out the provisions of this article, the city is hereby divided into the following classes of zones:

...

(jj) Scenic Viewpoint Protection Overlay zone

C. That a new Article III-B is added to Chapter 2 (Administration) of the Portland City Code to create a Scenic Viewpoint Task Force, as follows:

Article III-B. SCENIC VIEWPOINT TASK FORCE

Sec. 2-45.1. Scenic Viewpoint Task Force

(a) Findings. The City Council and/or the people of the City of Portland hereby find that:

(1) Portland is a vibrant, small city located in a spectacular natural setting, with a large inventory of rehabilitated historic structures, a compelling maritime heritage, welcoming neighborhoods, strong independent local enterprises, a thriving creative economy, cultural diversity, easy access to recreational and open spaces, multiple scenic views of natural resources, and involved citizens;

(2) The residents of Portland embrace as a promising economic development strategy one that identifies the character-defining features that make Portland authentic, unique, and distinctive, and builds upon those strengths;

(3) A critical step in moving toward this smarter, greener, strengths-based economic development strategy is to identify and evaluate for protection Portland's remaining distinctive and highly distinctive scenic viewpoints.

Therefore, in order to initiate the process to protect Portland's remaining unique scenic resources, the City hereby creates a task force composed of thirteen (13) members which shall be known as the "Scenic Viewpoint Task Force", hereinafter referred to as the "Task Force".

(b) Composition. The Task Force shall be appointed by the Mayor within sixty (60) days of the date of enactment, and shall consist of the following, all of whom shall be residents of the City of Portland: one (1) member of the city council; (1) member representing the Historic Preservation Board; one (1) member representing the Planning Board; one (1) member

representing Portland Development Corporation; and one (1) member representing the Land Bank Task Force; and eight (8) members representing the public-at-large, with at least one (1) member being appointed from each Council District; these eight members should have a significant history of community involvement, and experience, training or expertise in one of the following disciplines is desirable: architecture, economics, landscape architecture, planning, community organization and/or advocacy, real estate or development, biology or natural sciences.

(c) **Duties.** The duties of the Task Force shall include:

(1) The Task Force may sponsor and/or encourage community programs, from time to time, to educate residents about the scenic viewpoint inventory methodology and to seek input on Portland's scenic resources.

(2) The Task Force shall inventory, or cause to be inventoried, significant scenic areas and viewpoints throughout the City of Portland, including the islands, within eighteen (18) months of the date of enactment. Once the inventory is complete, the Task Force shall present its findings to the Planning Board for recommendation, and to the City Council for action on its proposal to designate additional distinctive and/or highly distinctive viewpoints for protection through use of the Scenic Viewpoint Protection Overlay Zone. The Task Force may make such additional recommendations as it deems appropriate.

(3) The Task Force shall make report to the city council at least annually on an interim basis, and shall issue its final report within three (3) years of the date of enactment.

D. Add a new Section to Chapter 14 (Land Use), Article III (Zoning) to detail the Zone Change Request Submission Requirements:

Sec. 14-58 ~~Reserved.~~ Zoning Map and/or Zoning Text Change Submission Requirements

When an applicant files an application for a zoning map change, a zoning text change, or a combined zoning map and text change, the applicant shall submit a complete application in a form and with content as specified by the Department of Planning and Urban Development. Such submissions shall contain, at a minimum, the following elements:

(a) An identification of the applicant and proof of the applicant's right, title or interest in the property proposed to be affected by the change (hereinafter "subject parcel");

(b) A vicinity map showing the subject parcel and abutting parcels, labeled as to ownership and/or current use;

(c) A description of the existing use of the subject property;

(d) Identification of the current zoning designation(s);

(e) Statement of the proposed use of the subject property if the requested zone change is granted, including a description of any proposed physical changes to the subject property if construction or development is anticipated;

(f) A site plan of the subject property showing existing and proposed improvements should the zone change be granted, including such features as buildings, parking, driveways, walkways, landscape and property boundaries. This original submission need not be refined to the level of a final site plan, but should be a general representation of the elements the applicant would like to see developed on the subject property, including proposed land uses and buildings, and of the scale and intensity of that development should the zone change request be granted. The site plan should be sufficiently detailed and complete so as to allow an assessment of the relationship of the proposed development to City land use objectives; the impact on surrounding street systems, site access and circulation; the impact on public infrastructure including public transportation, utilities, municipal facilities, and public safety; impact on significant natural features, scenic or natural beauty and historic resources; and impact on adjacent property and neighborhoods.

(g) At all times if the subject property is one acre or greater in size, or at the discretion of the Planning Authority if it is less than one acre, applicants may be required to submit more detailed site plans and written materials that address proposed physical development and operation of the property to ensure that the rezoning and subsequent development are consistent with the comprehensive plan, meet applicable land use regulations, and are compatible with the surrounding neighborhood.

II. These ordinances shall apply and have an effective date, notwithstanding the provisions of 1 M.R.S. § 302 and in accordance with section 9-42 hereof, as of May 26, 2015.

III. The provisions of these ordinances shall be deemed independent and severable. If any term, covenant, provision, phrase or other element contained herein of a new ordinance provision or of any amendment to an existing ordinance is held to be invalid or unenforceable for any reason whatsoever, such holdings shall not affect, alter, modify, or impair in any manner, any other ordinance provision or ordinance amendment contained herein.

**Creative Portland Board Meeting
Wednesday September 2, 2015
City Hall Rm 24**

In attendance: Dee Dee Germain, Kristen Levesque, Tim Honey, Peter Bass, Alice Kornhauser, Zeke Callanan, Randy Ferrell, Mark Rubin, Greg Mitchell, Arthur Fink, Sondra Bogdonoff, Penny Harris, Patrick Costin, Genie O'Brien

Staff: Jennifer Hutchins, Jess Lauren Lipton

Meeting called to order at 3:35pm

Welcome and Comments:

Ms. Kornhauser announced that Vitalius Real Estate has renewed its sponsorship of the 2 Degrees Portland program.

Ms. Hutchins has been invited and will be attending a Maine Center for Creativity event in Bar Harbor at the end of the month.

Consent Agenda:

Mr. Callanan asked what was included in the financials. Ms. Hutchins responded with current year to date, profit and loss, and balance sheet.

Mr. Mitchell noted a correction in the June minutes: The City Council did not vote on the Arts District TIF in August.

Motion to approve the consent agenda with corrected minutes by Mr. Mitchell. 2nd by Mr. Honey. Passed unanimously.

Budget:

Mr. Bass introduced the budget. This year's budget balances and may have a surplus. Highlights from the income side include annual board donations, a planned special event, and strategy to build up business partnerships and corporate sponsors. The City Council voted for the Arts District TIF to merge into a larger TIF district, so we hope to reopen the discussion about the \$100k cap on the City's contribution to CP. On the expenses side, there was an increase in pay and hours for the program assistant. Ms. Hutchins salary remains the same. Most expenses are operating expenses.

Ms. Kornhauser noted the special event to bring in 3K.

Mr. Callanan asked about \$360 for email services. Ms. Hutchins noted that this covered Constant Contact fees.

Mr. Honey asked about drawing down the fund balance. Ms. Hutchins noted that a deficit of \$12k in FY15 was agreed upon by the Board due to our cash reserves. The actual \$16k deficit is the result of unexpected expenses in FY15 for activity on a grant that will bring in an equal amount of revenue in FY16. Current total assets are 33K, with 11K temporarily restricted.

Ms. Kornhauser noted the 10K figure for accounting. Ms. Hutchins noted that CP retains a bookkeeper at 20-25 hours per month and pays 3K for an annual review.

Ms. O'Brien asked about cost of photo and video documentation (so far at \$0). Ms. Hutchins said there are no planned expenditures but will find money if they are needed. She also noted that there are plans to update the LiveWorkPortland.org website with an emphasis on video.

Motion to approve the FY16 budget by Ms. Levesque. 2nd by Arthur Fink. Passed unanimously.

2 Degrees Portland

Ms. Hutchins mentioned to the board that CP had an graduate student intern for the summer who evaluated 2DP by the numbers. The online survey netted about 10% response rate with half connector/connectees. Over half of respondents found 2DP through the LWP site. Approximately 40% of respondents have moved since the start of the program. The top reason to move was quality of life (64%). The challenges were topped by lack of jobs and housing costs.

The 2DP program has been pulled in house to evaluate the program (Program Assistant house increased to manage the program).

Very few of the respondents said that 2DP was their reason for moving. 2DP facilitates engagement in the community, the last piece that could convince people to move. Engaging people once they get here may be the role of CP – and less attraction strategy.

Ms. Kornhauser wanted to hear from the committee members.

Mr. Callanan stated that the purpose is engagement then CP is the attractor and 2DP is the engager.

Mr. Ferrell said that 2DP is the 21st century welcome wagon, event connect people to the community.

Mr. Honey asked about data on people who have moved here and correlation for putting profiles site.

Ms. Hutchins noted that many connectees become connectors.

Ms. Levesque suggested an annual event that showcases the arts in Portland to the 2DP connectors in a 'meet the arts community' theme. Ms. Kornhauser suggested developing that event.

Ms. O'Brien noted that many people do not come to 2DP because they are working.

Mr. Fink asked how many people received critical information from their connectors. How many people connect to the

coordinator, how much comes from the connectors, and if the events act as boosters to feel more connected to each other. Ms. Hutchins noted that no one is assigned with specific information, rather personable relationship. But the question is if that's enough. She noted it's difficult to measure actual impact.

Ms. Bogdonoff asked about the time cost estimate.

Ms. Hutchins noted about 15K per year.

Ms. Bogdonoff noted that somewhere between LWP and 2DP might be room for something more.

Ms. Hutchins mentioned being cautious about allocating CPs few resources.

Mr. Ferrell also said that information for a report might be hard to come by. Mr. Fink wanted to know what information was helpful and the impact of the venue.

Mr. Bass noted the information is hard to quantify and needs long term exposure.

Mr. Callanan suggested creating a host marketing packet while trying to turn connectors into stronger 2DP ambassadors.

Mr. Honey suggested as focus group format with multiple smaller groups to identify highest leverage programs.

Ms. Kornhauser noted hearing enthusiasm for the program to keep going and maybe professionalize it.

Mr. Fink suggested showcasing in media to use as a model for building creative economies in other cities.

Mr. Bass said CP was working on a free community forum as USM titled The Challenge of Change. It will be a high level discussion about what's happening around growth and development in Portland. The keynote speaker will be the mayor of Asheville, NC with a panel of local experts. This is being produced in partnership with the Portland Society for Architecture and GrowSmart Maine.

Meeting adjourned at 5pm.

Minutes submitted by Jess Lauren

Creative Portland
Profit & Loss Budget vs. Actual FY15
July through September 2015

	<u>Jul - Sep 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
4100 · Operations (unrestricted)			
4110 · Annual Fund	-	9,000.00	(9,000.00)
4114 · Special Event	-	7,000.00	(7,000.00)
4115 · Arts District TIF Funding	50,000.00	100,000.00	(50,000.00)
4120 · Business Partnerships	2,000.00	15,000.00	(13,000.00)
4140 · Corporate Sponsorships	1,750.00	22,500.00	(20,750.00)
Total 4100 · Operations (unrestricted)	<u>53,750.00</u>	<u>153,500.00</u>	<u>(99,750.00)</u>
4200 · Programs (restricted)			
4250 · PEDPIP Committee Match	670.00		
4270 · Grants & Foundations	20,000.00	12,500.00	7,500.00
Total 4200 · Programs (restricted)	<u>20,670.00</u>	<u>12,500.00</u>	<u>8,170.00</u>
5100 · Fiscal Sponsorship Income			
5170 · Mural Project	8,005.15		
Total 5100 · Fiscal Sponsorship Income	<u>8,005.15</u>		
Total Income	<u>82,425.15</u>	<u>166,000.00</u>	<u>(83,574.85)</u>
Expense			
7100 · Personnel			
7101 · Executive Director	12,230.76	60,000.00	(47,769.24)
7102 · Program Assistant	4,605.00	26,880.00	(22,275.00)
7103 · Employee Benefits	6,449.73	18,000.00	(11,550.27)
7104 · Payroll Fee	268.00	1,300.00	(1,032.00)
7105 · Payroll Taxes	1,186.45	5,500.00	(4,313.55)
Total 7100 · Personnel	<u>24,739.94</u>	<u>111,680.00</u>	<u>(86,940.06)</u>
7500 · Professional Services			
7510 · Consulting	900.00		
7520 · Graphic Design	800.00	11,000.00	(10,200.00)
7530 · Legal Fees	-	250.00	(250.00)
7560 · Accounting	862.50	10,000.00	(9,137.50)
7565 · Fundraising	-	500.00	(500.00)
7570 · Technical Support	-	1,000.00	(1,000.00)
7575 · Website Editing and Bloggin	395.00	5,000.00	(4,605.00)
7580 · Other	-	5,000.00	(5,000.00)
Total 7500 · Professional Services	<u>2,957.50</u>	<u>32,750.00</u>	<u>(29,792.50)</u>
8110 · Rent			
8111 · Office Rent	1,800.00	5,000.00	(3,200.00)
8112 · Electricity	91.54	300.00	(208.46)
Total 8110 · Rent	<u>1,891.54</u>	<u>5,300.00</u>	<u>(3,408.46)</u>
8120 · Telecommunications			
8122 · Cell Phone Reimbursements	-	480.00	(480.00)
8123 · Landline	135.16	300.00	(164.84)
8124 · Software	59.99	200.00	(140.01)
8125 · Email	105.00	350.00	(245.00)
8126 · Internet	93.96	375.00	(281.04)
8127 · Website	-	500.00	(500.00)

Creative Portland
Profit & Loss Budget vs. Actual FY15
July through September 2015

	Jul - Sep 15	Budget	\$ Over Budget
Total 8120 · Telecommunications	394.11	2,205.00	(1,810.89)
8130 · Printing and Reproduction	-	1,000.00	(1,000.00)
8140 · Food and Venue			
8142 · Food	-	5,500.00	(5,500.00)
Total 8140 · Food and Venue	-	5,500.00	(5,500.00)
8170 · Supplies & Equipment			
8171 · Major Equipment & Furniture	-	500.00	(500.00)
8172 · Office Supplies	5.26	500.00	(494.74)
Total 8170 · Supplies & Equipment	5.26	1,000.00	(994.74)
8180 · Postage and Delivery	9.80	200.00	(190.20)
8200 · Professional Development			
8205 · Conferences Attended	107.37		
8210 · Staff Development	91.98	250.00	(158.02)
8215 · Travel	2.00		
Total 8200 · Professional Development	201.35	250.00	(48.65)
8230 · Dues & Memberships	200.00	1,000.00	(800.00)
8235 · Board Expense	-	50.00	(50.00)
8240 · Insurance			
8241 · Workmen's Compensation	147.75	600.00	(452.25)
8242 · D & O	-	1,100.00	(1,100.00)
8243 · General Liability Insurance	-	2,000.00	(2,000.00)
Total 8240 · Insurance	147.75	3,700.00	(3,552.25)
8260 · Marketing			
8261 · Advertising	348.48		
Total 8260 · Marketing	348.48		
8270 · Depreciation Expense	132.57	500.00	(367.43)
8400 · Miscellaneous	-	500.00	(500.00)
9000 · Fiscal Sponsorship Disbursement			
9900 · Mural Project	7,600.00		
9910 · NEA Grant	19,000.00		
Total 9000 · Fiscal Sponsorship Disbursement	26,600.00		
9500 · Temporary Distribution	449.65		
Total Expense	58,077.95	165,635.00	(107,557.05)
Net Ordinary Income	24,347.20	365.00	23,982.20
Net Income	24,347.20	365.00	23,982.20

Creative Portland Balance Sheet

As of September 30, 2015

	Sep 30, 15	Aug 31, 15	Sep 30, 14	\$ Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Creative Portland Checking	49,343.28	9,432.70	72,673.20	(23,329.92)
1015 · Petty Cash	287.43	287.43	287.43	-
1030 · Investment Account	8.04	8.04	516.06	(508.02)
Total Checking/Savings	<u>49,638.75</u>	<u>9,728.17</u>	<u>73,476.69</u>	<u>(23,837.94)</u>
Accounts Receivable				
1100 · Accounts Receivable	2,295.00	2,295.00	5,000.00	(2,705.00)
Total Accounts Receivable	<u>2,295.00</u>	<u>2,295.00</u>	<u>5,000.00</u>	<u>(2,705.00)</u>
Other Current Assets				
1300 · Security Deposit	600.00	600.00	600.00	-
Total Other Current Assets	<u>600.00</u>	<u>600.00</u>	<u>600.00</u>	<u>-</u>
Total Current Assets	<u>52,533.75</u>	<u>12,623.17</u>	<u>79,076.69</u>	<u>(26,542.94)</u>
Fixed Assets				
1400 · Fixed Assets	44.24	88.43	574.52	(530.28)
Total Fixed Assets	<u>44.24</u>	<u>88.43</u>	<u>574.52</u>	<u>(530.28)</u>
TOTAL ASSETS	<u><u>52,577.99</u></u>	<u><u>12,711.60</u></u>	<u><u>79,651.21</u></u>	<u><u>(27,073.22)</u></u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	2,115.87	-	-	2,115.87
Total Accounts Payable	<u>2,115.87</u>	<u>-</u>	<u>-</u>	<u>2,115.87</u>
Other Current Liabilities				
2106-01 · Accrued Earned Time	4,123.35	4,123.35	2,000.12	2,123.23
Total Other Current Liabilities	<u>4,123.35</u>	<u>4,123.35</u>	<u>2,000.12</u>	<u>2,123.23</u>
Total Current Liabilities	<u>6,239.22</u>	<u>4,123.35</u>	<u>2,000.12</u>	<u>4,239.10</u>
Total Liabilities	<u>6,239.22</u>	<u>4,123.35</u>	<u>2,000.12</u>	<u>4,239.10</u>
Equity				
31000 · Unrest'd Net Assets	11,369.53	11,369.53	30,555.59	(19,186.06)
32000 · Temporarily Rest'd Net Assets	10,622.04	10,622.04	8,500.00	2,122.04
Net Income	<u>24,347.20</u>	<u>(13,403.32)</u>	<u>38,595.50</u>	<u>(14,248.30)</u>
Total Equity	<u>46,338.77</u>	<u>8,588.25</u>	<u>77,651.09</u>	<u>(31,312.32)</u>
TOTAL LIABILITIES & EQUITY	<u><u>52,577.99</u></u>	<u><u>12,711.60</u></u>	<u><u>79,651.21</u></u>	<u><u>(27,073.22)</u></u>

Executive Director's Report: October 2015

ADMINISTRATION/FUNDRAISING: The fundraising committee, including Alice, Sondra and Dee Dee, continues to meet the third Monday of every month. Mark and I are meeting every other week to stay up to date on grant funding opportunities.

In September, the Executive Committee agreed to conduct 20-25 informational interviews with key stakeholders in the community regarding Creative Portland's accomplishments, value and future purpose. The goal is to complete these interviews in the next 4-6 weeks with an eye toward shaping our Annual Report to Portland City Council in December and setting a course for the organization.

GOVERNANCE: Please note that we will be electing a new slate of officers for Creative Portland at the December meeting. In general, board members terms are slated to end in November, so new terms and officer roles begin each December.

FINANCIALS: Please note that we are renting a suite in the State Theater building, which recently changed ownership. We should be renegotiating a lease in November.

"CHALLENGE OF CHANGE" EVENT: Overall, the event held on October 3 at Hannaford Hall was a success. There were 247 pre-registrations and 25 walk-ins. Clearly, there is demand for more community engagement around city issues. We will be sending out evaluations to the participants, which will help us decide how to proceed. Thanks to CTN, we will also be making a video recording of the morning portion of the event available on our site.

TWO DEGREES PORTLAND: The last event was held Sept 25 at Kingspoke, a marketing company on Congress Street. The next event will be held on November 18 at the Mechanics Hall.

LIVESTOCK PORTLAND_WEBSITE: We have contracted w a company to conduct a review of our site and make recommendations for improvements to site navigation and SEO.

CITY BRANDING: I pulled together the EDs of our original branding group—the Chamber, the CVB, PDD—with Greg from City Eco Dev Department to continue discussing how to collaborate on the City's brand. David Puella attended and talked about the relocation guide's next steps. At the same time, PDD announced that they have a new name, "Portland Downtown," and a new logo.

UNESCO APPLICATION: The application was submitted in July. We are expecting to hear in early December. In the meantime, we are continuing to pursue funds to complete the asset-mapping portion of the program with outside consultant Sue Sturtevant.

PARTNERSHIPS:

- **ME/New Brunswick Cultural Exchange Task Force:** Maine Arts Commission director Julie Richard asked me to sit on this task force, which has regular phone meetings, and

will be coming to Portland on October 15 for the semi-annual meeting in person. I will attend this meeting and provide a tour of the Arts District to the guests from NB.

- **UNE Center for Global Humanities:** We are still partners with the Center on their annual lecture series which started on September 28. Please let me know if you'd like more information—most of which can be found on their site: <http://www.une.edu/cgh>

SPEAKING ENGAGEMENTS:

- On September 25, I went to the **Maine Development Foundation's** Annual Meeting in Bangor, then to Bar Harbor and **Jackson Labs** to speak at a session organized by the **Maine Center for Creativity**. I spoke about our work to attract people to the region who would invest in the aspects of our community that we value. Representatives from Senator King's office asked to meet to talk about how to extend 2 Degrees statewide.
- On September 29, I was the emcee for the **Portland Regional Chamber's** annual awards night. It was a good opportunity to talk briefly about Creative Portland's work in the context of regional economic development.
- On October 13, I will speak at the "State of the Bay" conference organized by the **Casco Bay Estuary Partnership**. They are asking people who are working in various aspects of Portland economic development to talk about how the health of Casco Bay impact our work.

MEDIA:

- I was interviewed by a **Radio Canada** reporter from Montreal who did a video piece on Portland and how it is being "saved" by artists. While most of the report is in French, it's fun to see how much the Canadians love Portland and certainly a good message to send: <http://ici.radio-canada.ca/nouvelles/International/2015/10/02/006-portland-maine-ville-artistes-renaissance-industrie-hipsters.shtml>
- The Challenge of Change event also garnered some media in the **Portland Press Herald** and I was interviewed on **WGME13**.
- I have an interview with Leif Erikson Public Affairs Director of **FRANK FM** "The Wolf" on October 21.