

TOWN OF PORTLAND, CONNECTICUT



ADOPTED BUDGETS

**FISCAL YEAR
2010-2011**

TOWN OF PORTLAND, CONNECTICUT

ANNUAL BUDGET DOCUMENT FOR THE YEAR ENDED JUNE 30, 2011

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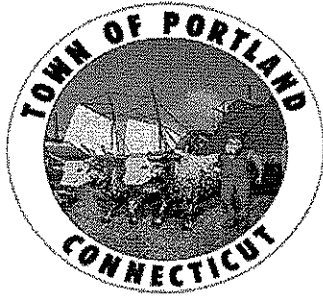
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TOWN OF PORTLAND, CONNECTICUT

**ANNUAL BUDGET DOCUMENT
FOR THE YEAR ENDED JUNE 30, 2011**

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Town of Portland, Connecticut

Equal Opportunity Employer

Office of the First Selectwoman

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June 25, 2010

Dear Fellow Residents and Taxpayers:

Enclosed is the Proposed 2010-11 General Government and Board of Education Budget of \$29,619,431, as well as the other funds' budgets. The following is a list of highlights of the budget and goals and objectives for the upcoming fiscal year:

Grand List :

- Total Value: \$852,151,602 (*1.16% increase*)
Note: The Grand List value is an estimate and subject to change based on appeals.
- Value of one mill: \$852,152 (*2009-10 Value of one mill: \$843,149; 2008-09: \$835,933; 2007-08: \$824,878*)

Revenues Needed:

- Taxation: 27.80 (*0.56 mill increase or 2.08% mill rate increase*)
- All other revenues: \$6,043,146 (*\$4,510 increase from 2009-10*)
- Allocation from Fund Balance: \$300,000 (*2009-10 budget estimated the use of \$200,000*)

Expenditures:

- Total Expenditures: \$29,619,431 (*+\$804,478*) (*2.79% increase over 2009-10 adopted budget*)
- General Government increase : + \$403,937 (*3.63% increase over 2009-10 adopted budget*)
- Board of Education increase: + \$400,541 (*2.26% increase over 2009-10 adopted budget*)

Accomplishments 2009-10:

- Obtained funding and purchased new laptops, service revolvers and night vision goggles for the Police Department (American Resource & Recovery Act (ARRA) funds).
- Obtained funding in 2010 for the energy system upgrades at the Portland Library (ARRA funds).
- Obtained \$230,000 in 2010 for road pavement preservation (chip sealing; ARRA funds).
- Completed the Small Town Economic Assistance Program (STEAP) grant-funded Brownstone Avenue I Project in 2009.
- During the spring of 2010, we installed new sidewalks on Middlesex Avenue and a parking area with a lookout over the quarries and the CT River, using STEAP funds (Brownstone Avenue II Project).
- During the Spring and Summer of 2010, we plan to start the grant-funded streetscape project along Main Street.
- During the Spring Summer of 2010, started the High Street water main replacement project, using Drinking Water State Revolving Loan Funds.
- The water tank refurbishment project went out to bid in the Spring of 2010.


Goals and Objectives 2010-11:

- 1) Continue careful use of all Town funds, while addressing our needs.
 - a) Hold public meetings to address citizen input and a clear understanding of our fiscal needs to run the town.

- 2) Work with the Board of Education to maintain and improve our schools.
 - a) The Selectmen and the Board of Education will continue to meet regularly with the Director of Finance, who manages the finances of both the General Town Government and the Board of Education.
 - b) Establish a Study Committee for the review of the School Facilities.
- 3) Continue to pursue appropriate economic development.
 - a) Assist & oversee the Portland TownPlace project. This private Mixed Use Development in the center of Town should bring jobs and additional tax revenue to Portland.
 - b) Assist with the new businesses planned for Main Street & Route 66.
- 4) Improve our Parks.
 - a) Work will be conducted on the Middlesex Avenue Fields. Nolan Field had work done last Fall, and will be completed in the Summer of 2010.
 - b) Continue plans for the Riverfront Park.
 - c) Discuss plans for the Goodrich property on Route 17.
- 5) Continue the planned improvements to the water and sewer systems.
 - a) Continue to analyze the water and sewer rates.
 - b) Complete the Level A Mapping Project.
 - c) Complete the High Street Water Main Project (Drinking Water State Revolving Loan Fund (DWSRLF)).
 - d) Complete the Water Storage Tank Project (DWSRL Funds).
 - e) Review the needs of the Sewer system.
- 6) Implement the new Energy Plan for all town and school buildings to reduce costs and increase energy efficiency.
- 7) Promote & support our well-run fire, emergency and police departments, public works, library, health, senior and youth services.
 - a) Discuss ongoing policing needs in the town.
 - b) Review and plan for the future of the Town's infrastructure and public works related priorities.
 - c) Maintain our Emergency Management Program.
 - i) Continue training and recognition of the Citizens Emergency Response Team.
 - d) Pursue grants for increased youth services – particularly in the area of substance abuse prevention.
 - e) Continue to support responsive library services, thereby providing opportunities for enrichment and education to citizens of all ages.
 - f) Assist with the needs of the Town's seniors.
 - g) Discuss ongoing needs of our Fire Department.
 - h) Work with the Long Range Capital Commission concerning the funding of capital needs.
 - i) Work with the Chatham Health District on Public Health information, vaccination programs and other health related matters.

I would like to thank Tom Robinson, Director of Finance, Dr. Sally Doyen, Superintendent of Schools, the Board of Selectmen, the Board of Education, town and Board of Education staff members and you, the voters for all the assistance and work on the 2010-2011 budget.

Respectfully submitted,


Susan S. Bransfield
First Selectwoman

**TOWN OF PORTLAND, CONNECTICUT
ADOPTED MILL RATE CALCULATION
FISCAL YEAR 2010-2011**

	General Government Budget	Board of Education Budget	Total Combined Town Budgets
Adopted 2010-2011 Expenditure Budgets	\$ 11,523,119	\$ 18,096,312	\$ 29,619,431
Less: Direct Revenue Estimates	<u>(1,657,046)</u>	<u>(4,386,100)</u>	<u>(6,043,146)</u>
Net Budget	9,866,073	13,710,212	23,576,285
Appropriation of Fund Balance	<u>(150,000)</u>	<u>(150,000)</u>	<u>(300,000)</u>
	9,716,073	13,560,212	23,276,285
Plus Adjustment *	<u>173,060</u>	<u>241,530</u>	<u>414,590</u>
Amount to be Raised	\$ 9,889,133	\$ 13,801,742	\$ 23,690,875
Adopted 2010-2011 Mill Rate	11.60	16.20	27.80
Adopted 2009-2010 Mill Rate	<u>11.31</u>	<u>15.93</u>	<u>27.24</u>
Mill Rate (Decrease) Increase	<u>0.29</u>	<u>0.27</u>	<u>0.56</u>
Mill Rate % (Decrease) Increase	<u>2.61%</u>	<u>1.67%</u>	<u>2.08%</u>
<p style="text-align: right;">One Mill = <u>\$ 852,152</u> Before Board of Assessment Appeals (BAA) Hearings</p> <p style="text-align: right;">Grand List Value = <u>\$ 852,151,602</u></p>			
<p style="text-align: center;">* Adjustment includes reserve for uncollected taxes at 1.75% *</p> <p style="text-align: center;">** Board of Education budget detail found in separate budget document prepared by BOE **</p>			

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Town of Portland, Connecticut
Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

General Government & Board of Education Revenue		2007-2008 Actual Revenue	2008-2009 Actual Revenue	2009-2010 Budgeted Revenue	2010-2011 Estimated Revenue
Property Taxes					
00010	Prop taxes - current	\$ 21,821,161	\$ 22,024,411	\$ 22,576,317	\$ 23,276,285
00011	Prop taxes - prior years	298,982	252,188	305,000	275,000
00012	Prop taxes - interest & liens	142,713	170,477	160,000	170,000
00013	Prop taxes - supp motor vehicle	175,926	184,310	185,000	185,000
00014	Prop taxes - prior years accrual	-	-	-	-
Total Property Taxes		22,438,782	22,631,386	23,226,317	23,906,285
State of CT - Education					
00101	Education cost sharing grant	4,095,534	4,233,997	4,272,257	4,272,257
00102	School transportation grant	130,834	127,580	119,746	113,843
00103	Special education equity grant	-	-	-	-
00104	Miscellaneous education grants	-	-	-	-
Total State of CT - Education		4,226,368	4,361,577	4,392,003	4,386,100
State of CT - General Government					
00201	PILOT - State property	30,750	28,973	24,036	31,248
00202	Pequot & Mohegan	65,115	67,169	35,478	33,170
00203	PILOT - property tax relief	-	-	-	-
00204	PILOT - elderly tax relief	56,853	53,389	57,500	52,000
00205	Boat registration fees	14,858	14,858	14,858	14,858
00206	PILOT - totally disabled tax relief	702	648	660	600
00207	Emergency management	2,897	2,625	3,000	3,000
00208	PILOT - elderly freeze	-	2,000	-	-
00210	PILOT - veteran's exemption	5,360	6,046	6,050	6,000
00214	Other revenues - State of CT	8,844	27,639	1,000	15,000
00216	PILOT - machinery & equipment	75,707	83,456	110,000	120,000
00220	School construction grant	258,747	240,111	192,616	127,685
Total State of CT - General Government		519,833	526,914	445,198	403,561
Investment Income					
00401	Investment income	265,892	81,187	100,000	60,000
Total Investment Income		265,892	81,187	100,000	60,000

Town of Portland, Connecticut
Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

General Government & Board of Education Revenue		2007-2008 Actual Receipts	2008-2009 Actual Receipts	2009-2010 Budgeted Revenue	2010-2011 Estimated Revenue
Charges for Services					
00301	PILOT - housing authority	\$ 22,402	\$ 19,712	\$ 21,500	\$ 19,000
00302	PILOT - telecommunications	49,555	48,662	49,000	49,000
00303	Property rental	18,037	36,997	19,000	85,000
00304	Miscellaneous Finance	3,967	20,692	4,000	5,000
00305	Pin ball permits	-	155	50	50
00306	Land use fees	-	-	50	50
00308	Chatham Health fees	5,000	8,000	-	1,000
00309	Vendor permits	30	44	50	50
00310	Accident reimbursements	630	8,806	5,000	5,000
00311	Workers compensation reimb	38,261	22,399	25,000	20,000
00312	Conveyance tax	100,384	72,285	75,000	75,000
00313	Vital statistics	5,225	5,525	5,000	6,750
00314	Recording fees	51,432	47,796	45,000	48,500
00315	Miscellaneous Town Clerk	7,154	8,290	6,000	7,750
00316	Publication sales	1,054	361	1,050	500
00317	Licenses	1,548	1,585	1,750	1,750
00319	Fire Marshal revenue	660	1,230	700	1,000
00320	Report copies	903	4	1,250	1,250
00321	Gun permits	1,190	1,540	1,000	1,250
00322	Raffle permits	60	130	185	185
00323	Miscellaneous Police	250	3,278	50	500
00324	Private duty	92,368	216,286	100,000	140,000
00325	Senior Center Program fees	1,770	1,275	2,500	1,500
00326	Demolition permits	-	-	50	50
00327	Miscellaneous Building Dept	1,550	1,053	1,000	1,000
00328	Structural permits	65,788	45,256	50,000	62,000
00329	Electrical permits	4,455	3,080	3,500	-
00330	Mechanical permits	8,679	6,919	4,500	-
00331	Plumbing permits	1,738	1,001	1,500	-

Town of Portland, Connecticut
Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

General Government & Board of Education Revenue		2007-2008 Actual Receipts	2008-2009 Actual Receipts	2009-2010 Budgeted Revenue	2010-2011 Estimated Revenue
Charges for Services (Continued)					
00332	Miscellaneous Public Works	\$ 1,499	\$ -	\$ 100	\$ 100
00334	Sale - construction plans	160	425	-	100
00335	Excavation permits	435	380	650	650
00336	Zoning permit fees	2,831	2,970	3,000	3,000
00337	P & Z hearings	21,555	13,021	10,000	12,500
00338	ZBA applications	2,612	1,950	2,500	2,500
00339	IW applications	1,100	1,000	1,000	1,000
00340	Fines	8,307	9,077	9,500	9,500
00354	Miscellaneous	-	22,976	1,000	1,000
00405	Sale of town property	-	28,714	-	-
	Total Charges for Services	<u>522,589</u>	<u>662,874</u>	<u>451,435</u>	<u>563,485</u>
	Total GG & BOE Revenue	<u><u>\$ 27,973,464</u></u>	<u><u>\$ 28,263,938</u></u>	<u><u>\$ 28,614,953</u></u>	<u><u>\$ 29,319,431</u></u>

**ADOPTED TOWN OF PORTLAND, CONNECTICUT
GENERAL GOVERNMENT EXPENDITURE BUDGET SUMMARY**

		Final Budget 2008-2009	Revised Budget 2009-2010	% Increase (Decrease)	Adopted Budget 2010-2011	% Increase (Decrease)
General Government						
001	Board of Selectmen	\$ 15,022	\$ 13,250	-11.80%	\$ 14,000	5.66%
002	First Selectwoman	178,403	143,564	-19.53%	147,764	2.93%
003	Ethics Commission	1,540	2,152	39.74%	1,652	-23.23%
006	Probate Court	3,147	3,750	19.16%	3,825	2.00%
007	Elections	33,460	33,480	0.06%	36,000	7.53%
010	Finance Department	389,057	333,140	-14.37%	343,690	3.17%
011	Collector of Revenue	92,123	78,345	-14.96%	83,030	5.98%
012	Assessor	142,855	115,145	-19.40%	121,945	5.91%
013	Board of Assessment Appeals	707	650	-8.06%	650	0.00%
014	Town Counsel	87,500	90,000	2.86%	80,000	-11.11%
015	Town Clerk	214,482	158,350	-26.17%	173,500	9.57%
016	Central Services	49,000	118,000	140.82%	118,500	0.42%
017	Technology Department	178,375	148,215	-16.91%	162,550	9.67%
Total General Government		1,385,671	1,238,041	-10.65%	1,287,106	3.96%
		Final Budget 2008-2009	Revised Budget 2009-2010	% Increase (Decrease)	Adopted Budget 2010-2011	% Increase (Decrease)
Public Safety						
020	Fire Departments	230,567	263,025	14.08%	264,675	0.63%
021	Fire Marshal	29,076	25,850	-11.10%	30,550	18.18%
022	Emergency Dispatch	87,419	90,041	3.00%	93,000	3.29%
023	Police Department	1,297,881	1,032,000	-20.49%	1,121,250	8.65%
024	Emergency Management	5,705	6,795	19.11%	10,550	55.26%
025	Building Department	122,847	91,010	-25.92%	89,510	-1.65%
Total Public Safety		1,773,495	1,508,721	-14.93%	1,609,535	6.68%

**ADOPTED TOWN OF PORTLAND, CONNECTICUT
GENERAL GOVERNMENT EXPENDITURE BUDGET SUMMARY**

		Final Budget 2008-2009	Revised Budget 2009-2010	% Increase (Decrease)	Adopted Budget 2010-2011	% Increase (Decrease)
Public Works						
031	Public Works Director	\$ 246,627	\$ 180,205	-26.93%	\$ 192,400	6.77%
032	Highway Department	918,743	740,800	-19.37%	767,050	3.54%
033	Vehicle Maintenance	284,700	258,650	-9.15%	262,800	1.60%
034	Town Engineer	37,250	32,100	-13.83%	26,000	-19.00%
035	Street Lighting	113,303	102,000	-9.98%	121,500	19.12%
036	Grounds Maintenance	280,086	217,450	-22.36%	222,800	2.46%
037	Town Building Maintenance	389,950	310,275	-20.43%	312,425	0.69%
038	Snow Removal	103,017	90,000	-12.64%	96,500	7.22%
Total Public Works		2,373,676	1,931,480	-18.63%	2,001,475	3.62%
		Final Budget 2008-2009	Revised Budget 2009-2010	% Increase (Decrease)	Adopted Budget 2010-2011	% Increase (Decrease)
Planning & Development						
040	Planning Department	113,844	96,500	-15.23%	99,500	3.11%
041	Zoning Enforcement	27,856	-	-100.00%	-	#DIV/0!
042	Planning & Zoning Commission	21,363	11,094	-48.07%	11,094	0.00%
043	Zoning Board of Appeals	1,900	1,900	0.00%	1,900	0.00%
044	Inland Wetlands Commission	3,789	3,674	-3.04%	3,674	0.00%
045	Conservation Commission	850	850	0.00%	850	0.00%
046	Economic Dev Commission	30,860	26,500	-14.13%	26,500	0.00%
047	Capital Expenditures Commission	220	300	36.36%	300	0.00%
Total Planning & Development		200,682	140,818	-29.83%	143,818	2.13%
		Final Budget 2008-2009	Revised Budget 2009-2010	% Increase (Decrease)	Adopted Budget 2010-2011	% Increase (Decrease)
Health & Human Services						
051	Health Department	76,760	76,500	-0.34%	76,500	0.00%
052	Environmental Health	3,721	3,445	-7.42%	-	-100.00%
053	Social Services	75,619	55,005	-27.26%	54,139	-1.57%
054	Senior Citizen Center	133,350	95,550	-28.35%	97,300	1.83%
055	Municipal Agent for the Elderly	25,902	15,450	-40.35%	24,500	58.58%
Total Health & Human Services		315,352	245,950	-22.01%	252,439	2.64%

**ADOPTED TOWN OF PORTLAND, CONNECTICUT
GENERAL GOVERNMENT EXPENDITURE BUDGET SUMMARY**

	Final Budget 2008-2009	Revised Budget 2009-2010	% Increase (Decrease)	Adopted Budget 2010-2011	% Increase (Decrease)
Portland Library					
065 Portland Library	\$ 792,505	\$ 597,750	-24.57%	\$ 615,600	2.99%
Employee Fringe Benefits					
071 Employee Fringe Benefits	971,537	2,321,200	138.92%	2,442,132	5.21%
Risk Management					
073 Risk Management	112,500	116,000	3.11%	120,000	3.45%
Debt Service					
085 Debt Service	2,537,264	2,378,646	-6.25%	2,109,434	-11.32%
Total Debt Service	2,537,264	2,378,646	-6.25%	2,109,434	-11.32%
Sundry					
093 Interfund Transfers Out	603,927	540,576	-10.49%	841,580	55.68%
095 Town Contingency	73,835	100,000	35.44%	100,000	0.00%
Total Sundry	677,762	640,576	-5.49%	941,580	46.99%
Total General Gov't Budget	\$ 11,140,444	\$ 11,119,182	-0.19%	\$ 11,523,119	3.63%

ADOPTED TOWN OF PORTLAND, CONNECTICUT
BOARD OF EDUCATION EXPENDITURE BUDGET SUMMARY

		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
		2008-2009	2009-2010	(Decrease)	2010-2011	(Decrease)
Salaries						
11011	Certified Salaries	\$ 7,623,650	\$ 8,101,882	6.27%	\$ 8,276,086	2.15%
11012	Non-Certified Salaries	2,393,083	2,410,144	0.71%	2,442,733	1.35%
11014	Coaching Salaries	108,103	124,084	14.78%	127,806	3.00%
11015	Extracurricular Salaries	76,347	103,528	35.60%	123,056	18.86%
12000	Temporary Salaries	165,333	123,221	-25.47%	124,175	0.77%
12022	Substitute Salaries	165,607	90,635	-45.27%	90,635	0.00%
12023	Tutor Salaries	58,710	16,974	-71.09%	36,975	117.83%
13002	Overtime Salaries	67,430	53,117	-21.23%	53,117	0.00%
Total Salaries		10,658,263	11,023,585	3.43%	11,274,583	2.28%
		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
		2008-2009	2009-2010	(Decrease)	2010-2011	(Decrease)
Benefits						
21001	Medical Insurance	2,548,136	2,753,886	8.07%	2,691,802	-2.25%
21002	Dental Insurance	83,559	110,900	32.72%	95,732	-13.68%
21003	Life Insurance	18,207	26,200	43.90%	20,900	-20.23%
21004	Disability	11,755	10,600	-9.83%	16,500	55.66%
21050	Tuition Reimbursement	16,414	20,500	24.89%	22,500	9.76%
22000	Social Security/Medicare	312,921	343,514	9.78%	358,079	4.24%
23001	Pension	203,479	176,236	-13.39%	246,450	39.84%
23004	Retirements	115,230	10,000	-91.32%	10,000	0.00%
26000	Workers' Compensation	127,469	131,293	3.00%	145,220	10.61%
28001	Unemployment	9,012	2,500	-72.26%	2,500	0.00%
29000	Longevity-Classified	13,050	13,500	3.45%	13,750	1.85%
Total Benefits		3,459,232	3,599,129	4.04%	3,623,433	0.68%

**ADOPTED TOWN OF PORTLAND, CONNECTICUT
BOARD OF EDUCATION EXPENDITURE BUDGET SUMMARY**

		Actual Expended 2008-2009	Adopted Budget 2009-2010	% Increase (Decrease)	Adopted Budget 2010-2011	% Increase (Decrease)
Purchased Services						
30010	Legal Services	\$ 53,438	\$ 30,899	-42.18%	\$ 34,426	11.41%
30012	Negotiation Services	14,166	-	-100.00%	20,000	#DIV/0!
30014	Audit Services	18,001	14,750	-18.06%	15,487	5.00%
30030	Purchased Services	359,726	213,881	-40.54%	219,963	2.84%
33020	Curriculum Writing	17,489	-	-100.00%	-	#DIV/0!
33030	Professional Development	6,951	3,164	-54.48%	7,794	146.33%
Total Purchased Services		469,771	262,694	-44.08%	297,670	13.31%
		Actual Expended 2008-2009	Adopted Budget 2009-2010	% Increase (Decrease)	Adopted Budget 2010-2011	% Increase (Decrease)
Facility Services						
44003	Repairs & Maintenance	257,412	181,582	-29.46%	184,653	1.69%
Total Facility Services		257,412	181,582	-29.46%	184,653	1.69%
		Actual Expended 2008-2009	Adopted Budget 2009-2010	% Increase (Decrease)	Adopted Budget 2010-2011	% Increase (Decrease)
Other Services						
51010	Student Transportation	579,513	607,491	4.83%	597,178	-1.70%
52001	Property Insurance	129,703	135,813	4.71%	142,605	5.00%
53001	Telephone	24,424	28,131	15.18%	29,100	3.44%
54000	Advertising	40	1,300	3150.00%	800	-38.46%
55050	Printing/Binding	11,988	15,355	28.09%	15,490	0.88%
56001	Tuition To LEAs in State	62,854	400,214	536.74%	434,650	8.60%
56003	Tuition - Private Sources	133,325	17,000	-87.25%	17,510	3.00%
56004	Tuition to Ed Svc Agencies	109,215	-		-	#DIV/0!
56006	Tuition to Magnet Schools	46,928	69,000	47.03%	79,000	14.49%
58580	Travel	13,622	16,423	20.56%	16,004	-2.55%
Total Other Services		1,111,612	1,290,727	16.11%	1,332,337	3.22%

**ADOPTED TOWN OF PORTLAND, CONNECTICUT
BOARD OF EDUCATION EXPENDITURE BUDGET SUMMARY**

		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
		2008-2009	2009-2010	(Decrease)	2010-2011	(Decrease)
Books & Supplies						
61011	General Supplies	\$ 292,717	\$ 261,058	-10.82%	\$ 250,620	-4.00%
61014	Postage	12,639	12,921	2.23%	13,070	1.15%
62001	Electricity	392,800	427,747	8.90%	449,135	5.00%
62002	Water & Sewer	21,819	21,300	-2.38%	22,366	5.00%
62004	Heating Fuel	154,824	80,000	-48.33%	84,000	5.00%
62021	Natural Gas	146,230	269,389	84.22%	282,858	5.00%
62026	Gasoline Unleaded	18,325	26,986	47.26%	28,335	5.00%
62027	Diesel	82,145	63,600	-22.58%	66,780	5.00%
64002	Resource/Media	6,921	7,755	12.05%	7,558	-2.54%
64003	Periodicals	8,251	8,164	-1.05%	7,882	-3.45%
64041	Textbooks	45,708	21,751	-52.41%	14,556	-33.08%
64043	Library Books	16,975	16,650	-1.91%	15,982	-4.01%
64045	Workbooks	25,140	25,668	2.10%	33,246	29.52%
Total Books & Supplies		<u>1,224,494</u>	<u>1,242,989</u>	<u>1.51%</u>	<u>1,276,388</u>	<u>2.69%</u>
		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
		2008-2009	2009-2010	(Decrease)	2010-2011	(Decrease)
Buildings & Equipment						
73011	Equipment - Instructional	13,491	18,622	38.03%	17,329	-6.94%
73012	Equipment - Non-Instructional	2,791	3,035	8.74%	3,972	30.87%
73014	Technology - Hardware	194,238	10,746	-94.47%	12,104	12.64%
73015	Technology - Software	13,242	28,972	118.79%	32,358	11.69%
Total Buildings & Equipment		<u>223,762</u>	<u>61,375</u>	<u>-72.57%</u>	<u>65,763</u>	<u>7.15%</u>
		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
		2008-2009	2009-2010	(Decrease)	2010-2011	(Decrease)
Dues & Fees						
81000	Dues & Fees	<u>49,796</u>	<u>33,690</u>	<u>-32.34%</u>	<u>41,485</u>	<u>23.14%</u>
Total BOE Budget		<u>\$ 17,454,342</u>	<u>\$ 17,695,771</u>	<u>1.38%</u>	<u>\$ 18,096,312</u>	<u>2.26%</u>

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
How Every \$100 Dollars Is Spent
As of May 10, 2010

Town Functions	2007-2008 Actual Expended	2008-2009 Actual Expended	2009-2010 Revised Budget	2010-2011 Adopted Budget
General Government Operating Functions				
General Government	\$ 4.50	\$ 3.98	\$ 4.30	\$ 4.35
Public Safety	4.83	4.95	5.24	5.43
Public Works (includes Buildings & Grounds)	6.76	6.69	6.70	6.76
Planning & Development	0.64	0.68	0.49	0.49
Health & Human Services	1.03	0.87	0.85	0.85
Portland Library	2.21	2.15	2.07	2.08
Employee Fringe Benefits	6.47	6.61	8.06	8.25
Risk Management	0.36	0.37	0.40	0.41
Total Gen Govt Operating Functions	26.80	26.30	28.11	28.60
Non-Operating Functions				
Debt Service	9.80	9.29	8.25	7.12
Sundry (includes interfund xfers out & contingency)	2.92	3.11	2.22	3.18
Total Non-Operating Functions	12.72	12.40	10.48	10.30
Total General Government Functions	39.52	38.70	38.59	38.90
Board of Education	60.48	61.30	61.41	61.10
Total General Fund	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00

Note 1: The Technology Department was a separate "fund", shown in the Sundry function in years prior to 2006. In 2007 and forward, this Department is part of the General Government function.

Note 2: The Contingency line item was part of the General Government function in years prior to 2007. In 2008 and forward, this line item will be part of its own "Contingency" department, shown in Sundry function.

Note 3: The Employee Fringe Benefits function has been allocated to all individual departments as much as possible in the 2009 fiscal year. This budgetary change is shown by a reduction in the cost for that function while most other General Government operating functions have increased. For fiscal year 2010, fringe benefits have been moved back to a centralized fringe benefit department.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Organization Detail - Fiscal Year 2010-2011
As of May 10, 2010

General Government Budget	2008-2009 Actual Expended	2009-2010 Revised Budget	2010-2011 Adopted Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
Personnel Expenditures	\$ 4,658,028	\$ 3,537,972	\$ 3,727,452	\$ 189,480
Employee Fringe Benefits	969,081	2,315,200	2,434,632	119,432
Contractual Services	655,747	778,021	799,175	21,154
Repairs	161,204	191,000	183,500	(7,500)
Utilities	326,928	384,615	398,860	14,245
Commodities	753,392	768,400	805,750	37,350
Equipment	198	7,350	7,850	500
Miscellaneous	113,173	117,402	114,886	(2,516)
Total Operating Expenditures	7,637,751	8,099,960	8,472,105	372,145
Non-Operating Expenditures				
Debt Service	2,536,253	2,378,646	2,109,434	(269,212)
Interfund Transfers Out	474,223	540,576	841,580	301,004
Contingency	-	100,000	100,000	-
Total Non-Operating Expenditures	3,010,476	3,019,222	3,051,014	31,792
Total General Government	\$ 10,648,227	\$ 11,119,182	\$ 11,523,119	\$ 403,937
Percentage increase/(decrease)		4.42%	3.63%	

	2010-2011 Adopted Budget	% of Adopted Budget
Operating Expenditures		
Personnel Expenditures	\$ 3,727,452	32.35%
Employee Fringe Benefits	2,434,632	21.13%
Contractual Services	799,175	6.94%
Repairs	183,500	1.59%
Utilities	398,860	3.46%
Commodities	805,750	6.99%
Equipment	7,850	0.07%
Miscellaneous	114,886	1.00%
Total Operating Expenditures	8,472,105	73.52%
Non-Operating Expenditures		
Debt Service	2,109,434	18.31%
Interfund Transfers Out	841,580	7.30%
Contingency	100,000	0.87%
Total Non-Operating Expenditures	3,051,014	26.48%
Total General Government	\$ 11,523,119	100.00%

Town of Portland, Connecticut
Adopted Board of Education Expenditure Budget Organization Detail - Fiscal Year 2010-2011
As of May 10, 2010

Board of Education Budget	2008-2009 Actual Expended	2009-2010 Revised Budget	2010-2011 Adopted Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
Personnel Expenditures	\$ 10,658,263	\$ 11,023,585	\$ 11,274,583	\$ 250,998
Employee Fringe Benefits	3,459,232	3,599,129	3,623,433	24,304
Contractual Services	469,771	262,694	297,670	34,976
Repairs	257,412	181,582	184,653	3,071
Utilities	1,111,612	1,290,727	1,332,337	41,610
Commodities	1,224,494	1,242,989	1,276,388	33,399
Equipment	223,762	61,375	65,763	4,388
Miscellaneous	49,796	33,690	41,485	7,795
Total Operating Expenditures	17,454,342	17,695,771	18,096,312	400,541
Total Board of Education	\$ 17,454,342	\$ 17,695,771	\$ 18,096,312	\$ 400,541
Percentage increase/(decrease)		1.38%	2.26%	

	2010-2011 Adopted Budget	% of Adopted Budget
Operating Expenditures		
Personnel Expenditures	\$ 11,274,583	62.30%
Employee Fringe Benefits	3,623,433	20.02%
Contractual Services	297,670	1.64%
Repairs	184,653	1.02%
Utilities	1,332,337	7.36%
Commodities	1,276,388	7.05%
Equipment	65,763	0.36%
Miscellaneous	41,485	0.23%
Total Operating Expenditures	18,096,312	100.00%
Total Board of Education	\$ 18,096,312	100.00%

Town of Portland, Connecticut
Adopted Town Expenditure Budget Organization Detail - Fiscal Year 2010-2011
As of May 10, 2010

Town Budget	2008-2009 Actual Expended	2009-2010 Revised Budget	2010-2011 Adopted Budget	\$ Increase (Decrease) from Prior Year
Operating Expenditures				
Personnel Expenditures	\$ 15,316,291	\$ 14,561,557	\$ 15,002,035	\$ 440,478
Employee Fringe Benefits	4,428,313	5,914,329	6,058,065	143,736
Contractual Services	1,125,518	1,040,715	1,096,845	56,130
Repairs	418,616	372,582	368,153	(4,429)
Utilities	1,438,540	1,675,342	1,731,197	55,855
Commodities	1,977,886	2,011,389	2,082,138	70,749
Equipment	223,960	68,725	73,613	4,888
Miscellaneous	162,969	151,092	156,371	5,279
Total Operating Expenditures	25,092,093	25,795,731	26,568,417	772,686
Non-Operating Expenditures				
Debt Service	2,536,253	2,378,646	2,109,434	(269,212)
Interfund Transfers Out	474,223	540,576	841,580	301,004
Contingency	-	100,000	100,000	0
Total Non-Operating Expenditures	3,010,476	3,019,222	3,051,014	31,792
Total Town Budget	\$ 28,102,569	\$ 28,814,953	\$ 29,619,431	\$ 804,478
Percentage increase/(decrease)		<u>2.53%</u>	<u>2.79%</u>	

	2010-2011 Adopted Budget	% of Adopted Budget
Operating Expenditures		
Personnel Expenditures	\$ 15,002,035	50.65%
Employee Fringe Benefits	6,058,065	20.45%
Contractual Services	1,096,845	3.70%
Repairs	368,153	1.24%
Utilities	1,731,197	5.84%
Commodities	2,082,138	7.03%
Equipment	73,613	0.25%
Miscellaneous	156,371	0.53%
Total Operating Expenditures	26,568,417	89.70%
Non-Operating Expenditures		
Debt Service	2,109,434	7.12%
Interfund Transfers Out	841,580	2.84%
Contingency	100,000	0.34%
Total Non-Operating Expenditures	3,051,014	10.30%
Total Town Budget	\$ 29,619,431	100.00%

Department Name: Board of Selectmen

Department #: 01-001

Mission & Purpose:

The Board of Selectmen (BOS) Department is not a Town Department but rather an elected, seven (7) member Board, including the First Selectwoman, that serves as the legislative and policymaking body for the Town of Portland. The Portland Charter vests most of the local legislative authority in the BOS. Matters that require Town Meeting approval include leases that exceed one (1) year, sale or purchase of Town owned land whose value exceeds \$10,000 and approval of supplemental appropriations that meet the criteria as stated in the Charter. The BOS adopts ordinances and resolutions. The BOS meets twice a month, once for financial matters, and the second time for general business. During budget season, more frequent meetings are held.

Goals & Objectives:

1. Provide responsible, open government.
2. Promote the economic growth of Portland.
3. Maintain fiscally responsible government.

Accomplishments:

- Meetings are taped and shown on local cable access channel.

Fiscal Notes:

- Personnel expenditures cover the annual stipend paid to six (6) members of the BOS, as well as the cost of the Board Clerk.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-001	Board of Selectmen	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk payroll	\$ 2,584	\$ 2,004	\$ 3,750	\$ 4,000
14002	Charter revision clerk payroll	738	-	-	-
-	School building committee clerk	-	-	-	-
14008	Selectmen stipends	6,333	6,000	6,000	6,000
22000	FICA/Medicare	-	559	-	-
	Total Personnel Expenditures	<u>9,655</u>	<u>8,563</u>	<u>9,750</u>	<u>10,000</u>
Miscellaneous					
88001	Program services	2,796	3,338	2,500	3,000
88004	Project graduation	1,500	1,500	1,000	1,000
88021	Charter revision commission	6,000	-	-	-
	Total Miscellaneous Expenditures	<u>10,296</u>	<u>4,838</u>	<u>3,500</u>	<u>4,000</u>
01-001	Total Board of Selectmen	<u><u>\$ 19,951</u></u>	<u><u>\$ 13,401</u></u>	<u><u>\$ 13,250</u></u>	<u><u>\$ 14,000</u></u>

Percentage increase/(decrease) 5.66%

Mission & Purpose:

The First Selectwoman Department is comprised of the First Selectwoman and the Executive Assistant. The First Selectwoman is the Town's Chief Executive Officer (CEO) and is responsible for the day-to-day management of the Town, and preparation of the annual budget, with the assistance of the Finance Director. The First Selectwoman oversees the operations of most Town Departments, boards, and commissions, except the Board of Education.

Goals & Objectives:

1. Respond to the needs and concerns of the public and address each issue to some closure.
2. Assist with implementation of the Goals & Objectives as adopted by the Board of Selectmen (BOS).
3. Identify and secure funds from outside of the municipal tax base to achieve Goals & Objectives.
4. Give technical and clerical assistance to the Board of Selectmen (BOS) and any board or commission as necessary to continue the formulation of municipal policies.
5. Follow all Federal, State and local statutes, laws and ordinances.
6. Follow and inform Town residents of Town ordinances and State statutes upon request.
7. Promote inter-departmental communications and relations via staff meetings and training.
8. Operate Town functions within financially sound fiscal principles.

Accomplishments:

- Enhanced the community's access to grant and bonding funds for which it is eligible from State and Federal agencies.
- Assisted the BOS with implementation of their stated Goals & Objectives.

Fiscal Notes:

- Personnel expenditures cover two (2) full-time employees.
- Program services, account number 88001, includes the cost of human resources materials and costs associated with hosting meetings.
- All other line items provide for memberships and professional dues requiring a fee to join.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-002	First Selectwoman	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 128,683	\$ 132,293	\$ 131,300	\$ 136,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	26,627	-	-
22000	FICA/Medicare	-	9,781	-	-
	Total Personnel Expenditures	<u>128,683</u>	<u>168,701</u>	<u>131,300</u>	<u>136,000</u>
Contractual Services					
32000	Conferences, meetings, dues	<u>303</u>	<u>258</u>	<u>1,000</u>	<u>500</u>
	Total Contractual Services	<u>303</u>	<u>258</u>	<u>1,000</u>	<u>500</u>
Commodities					
54000	Advertising & publications	-	958	-	-
61000	Office supplies	-	178	-	-
	Total Commodities	<u>-</u>	<u>1,136</u>	<u>-</u>	<u>-</u>
Miscellaneous					
86003	CT Conf of Municipalities	5,720	5,839	5,839	5,839
86004	CT Council of Small Towns	825	825	825	825
86005	Middlesex Chamber	597	507	600	600
88001	Program services	2,351	1,136	2,500	2,500
88010	Safety committee	-	-	-	-
88022	Town report	<u>1,170</u>	<u>-</u>	<u>1,500</u>	<u>1,500</u>
	Total Miscellaneous Expenditures	<u>10,663</u>	<u>8,307</u>	<u>11,264</u>	<u>11,264</u>
01-002	Total First Selectwoman	<u>\$ 139,649</u>	<u>\$ 178,402</u>	<u>\$ 143,564</u>	<u>\$ 147,764</u>

Percentage increase/(decrease) 2.93%

Mission & Purpose:

The five (5) member Ethics Commission is charged with reviewing and enforcing the Town of Portland, CT ethics ordinance as found in the Town ordinance book at Chapter 2 – Administration; Article II – Officers and Employees; Div. I – Generally; §2-33. The Commission was created by Charter vote of the Electors on November 2, 2004.

Goals & Objectives:

1. Conduct hearings as needed to hear and decide specific cases in which a violation of this Ordinance is alleged, whether such cases arise from a complaint or are brought on the Commission's own motion.
2. The Commission issues advisory opinions on request from public officials and employees.
3. Systematically and regularly evaluate all significant aspects of the administration and implementation of the Ethics Ordinance, which shall include an annual review of the full scope of the operations and procedures of the Commission.
4. Serve as legal custodian of the Commission's records, and accept, file, maintain and administer, in accordance with all applicable laws, any information related to the purposes of this Ordinance.
5. In coordination with appropriate Town personnel, arrange for an annual training session on this Ordinance for all Town representatives hired, appointed, or elected since the last training session.

Accomplishments:

1. A Training Program on the Ethics Ordinance has been developed and is presented as needed to members of Boards and Commissions.
2. Meetings have been held and rulings have been issued.

Fiscal Notes:

- Miscellaneous (88016) has been reduced due to lack of current expenditure activity.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-003	Ethics Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk payroll	\$ -	\$ 352	\$ 1,152	\$ 1,152
22000	FICA/Medicare	-	10	-	-
	Total Personnel Expenditures	-	362	1,152	1,152
Miscellaneous					
88016	Miscellaneous	-	314	1,000	500
	Total Miscellaneous	-	314	1,000	500
01-003	Total Ethics Commission	<u>\$ -</u>	<u>\$ 676</u>	<u>\$ 2,152</u>	<u>\$ 1,652</u>
Percentage increase/(decrease)					<u><u>-23.23%</u></u>

Department Name: Probate Court

Department #: 01-006

Mission & Purpose:

The Town is required by the State of Connecticut General Statutes to provide for the expenditures of the Probate Court, as deemed necessary by the Court. The Judge of Probate is elected every four (4) years.

Effective January 2011, the Courts of Portland, East Hampton, East Haddam and Marlborough will be merged into one Probate Court, located in East Hampton.

Goals & Objectives:

1. To address the needs of all citizens involved in matters of this Court legally, equitably, conscientiously, and expeditiously.

Accomplishments:

- The Court has achieved its goals and objectives in this current fiscal year, at very little expenditure to the taxpayers.

Fiscal Notes:

- The budget reflects the changes in the Probate Court system. Portland will provide approximately 23% of the expenditures of the new regional Probate Court.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-006	Probate Court	Expended	Expended	Budget	Budget
Contractual Services					
31000	Service contracts	\$ -	\$ -	\$ -	\$ 2,300
31001	Office equip repair & maint	1,070	310	1,250	325
33002	Indexing and recording	1,161	2,068	2,500	1,200
Total Contractual Services		<u>2,231</u>	<u>2,378</u>	<u>3,750</u>	<u>3,825</u>
Commodities					
61000	Office supplies	-	768	-	-
Total Commodities		<u>-</u>	<u>768</u>	<u>-</u>	<u>-</u>
01-006	Total Probate Court	<u>\$ 2,231</u>	<u>\$ 3,146</u>	<u>\$ 3,750</u>	<u>\$ 3,825</u>
Percentage increase/(decrease)					<u>2.00%</u>

The Registrar of Voters and Town Clerk Department's maintain the Elections portion of the budget. The purpose is to plan, direct, and provide service for all elections, Federal, State, and local. The budget covers the cost associated with running all general elections and referendums in the Town of Portland.

Goals & Objectives:

1. Maintain updated and accurate voting lists.
2. Continue enlisting and training moderators and election workers.
3. Ensure compliance with all laws and regulations.
4. Reorganize the filing system to adhere to requirements set by the Secretary of the State of Connecticut.
5. Reach out to the public for assistance in making changes to their registration, i.e. address, telephones, etc.

Accomplishments:

- Created a new canvass system where ALL Town residents MUST confirm they still live in Town.

Fiscal Notes:

- Budget details the costs for one (1) election, one (1) referendum, and one (1) primary. Should more than one (1) of any of these items be needed, additional costs will be incurred and additional funding will be necessary.
- Personnel costs cover quarterly stipend paid to one (1) Democratic Registrar and one (1) Republican Registrar.
- Election workers stipend, account number 14007 is the cost of stipends paid to moderators and poll workers.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-007	Elections	Expended	Expended	Budget	Budget
Personnel Expenditures					
11003	Part-time payroll	\$ 11,050	\$ 3,856	\$ 9,230	\$ 9,500
14006	Voter canvassing	3,975	1,675	4,250	4,500
14007	Election workers stipends	8,839	15,889	11,500	14,000
22000	FICA/Medicare	-	1,129	-	-
	Total Personnel Expenditures	<u>23,864</u>	<u>22,549</u>	<u>24,980</u>	<u>28,000</u>
Contractual Services					
31003	Voting machine maint	900	-	-	-
32000	Conferences, meetings, dues	<u>356</u>	<u>358</u>	<u>500</u>	<u>500</u>
	Total Contractual Services	<u>1,256</u>	<u>358</u>	<u>500</u>	<u>500</u>
Commodities					
61007	Voting mach supplies	-	-	2,000	-
69000	Election supplies	<u>5,944</u>	<u>4,086</u>	<u>6,000</u>	<u>7,500</u>
	Total Commodities	<u>5,944</u>	<u>4,086</u>	<u>8,000</u>	<u>7,500</u>
Miscellaneous					
-	Voter canvassing	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-007	Total Elections	<u><u>\$ 31,064</u></u>	<u><u>\$ 26,993</u></u>	<u><u>\$ 33,480</u></u>	<u><u>\$ 36,000</u></u>

Percentage increase/(decrease) 7.53%

Department Name: Finance Department

Department #: 01-010

Mission & Purpose:

The Finance Department is responsible for maintaining all Town financial records in accordance with "Generally Accepted Accounting Principles" (GAAP). In addition to payroll, accounts payable, cash receipts, investments, and general ledger maintenance, the Department is responsible for the compilation of the Annual Financial Statement, Town grants financial administration and reporting, rehabilitation loan account maintenance and budget preparation. The Department processes all Board of Education (BOE) financial payments, payroll and accounts payable. The Department is also responsible for the pricing and administration of all Town insurances. General oversight is provided over the Collector of Revenue and Assessor Departments.

Goals & Objectives:

Provide financial information to the Town in an accurate and cost efficient manner.

Accomplishments:

- Issued financial statements with an unqualified opinion December 31, 2009.

Fiscal Notes:

- Personnel expenditures cover four (4) full-time employees and one (1) part-time benefits coordinator. A portion, approximately 33%, of the Director of Finance's salary is included in the BOE budget.
- Service contracts, account number 31000 contains the maintenance fees of the general ledger and payroll systems.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-010	Finance Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 212,378	\$ 219,114	\$ 215,700	\$ 226,000
11003	Part-time payroll	20,660	19,829	23,200	25,000
14020	Rental use of buildings	4,627	5,739	4,750	6,000
19002	Longevity	-	1,100	-	-
21001	Medical insurance	-	37,544	-	-
22000	FICA/Medicare	-	20,457	-	-
	Total Personnel Expenditures	<u>237,665</u>	<u>303,783</u>	<u>243,650</u>	<u>257,000</u>
Contractual Services					
31000	Service contracts	-	23,473	27,000	28,500
32000	Conferences, meetings, dues	737	521	4,250	4,250
33001	Audit fees	15,050	15,399	14,000	14,700
33005	Bank fees	-	-	12,000	7,000
34001	Data processing	15,207	2,717	7,000	7,000
	Total Contractual Services	<u>30,994</u>	<u>42,110</u>	<u>64,250</u>	<u>61,450</u>
Commodities					
54000	Advertising & publications	-	2,462	-	-
61000	Office supplies	-	1,607	-	-
	Total Commodities	<u>-</u>	<u>4,069</u>	<u>-</u>	<u>-</u>
Miscellaneous					
88015	BOE admin life insurance	9,402	9,402	5,240	5,240
88016	Miscellaneous	21,438	10,206	20,000	20,000
	Total Miscellaneous Expenditures	<u>30,840</u>	<u>19,608</u>	<u>25,240</u>	<u>25,240</u>
01-010	Total Finance Department	<u>\$ 299,499</u>	<u>\$ 369,570</u>	<u>\$ 333,140</u>	<u>\$ 343,690</u>
Percentage increase/(decrease)					<u>3.17%</u>

Department Name: Collector of Revenue

Department #: 01-011

Mission & Purpose:

The Collector of Revenue Department covers the costs of collecting municipal revenue including personnel expenditures, data processing costs, equipment, and other necessary expenditures. The Department is responsible for billing and collecting property taxes, sewer usage and assessment fees, and water user charges.

Goals & Objectives:

1. Maintain level of revenue collection during these budgetary difficulties.
2. Explore the collection of payments on-line as well as credit card payments at windows.

Accomplishments:

- Fiscal year end June 30, 2008 had a 98.35% collection rate; June 30, 2009 the collection rate was 97.70.
- Added a link on the Town's website to a database that includes taxes owed and paid by each entity.

Fiscal Notes:

- Personnel expenditures cover one (1) full-time employee.
- Water and sewer collection clerk is paid out of the water and sewer budgets; not included in this budget.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-011	Collector of Revenue	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 59,206	\$ 61,296	\$ 60,845	\$ 63,000
11003	Part-time payroll	-	-	-	-
19002	Longevity	-	550	-	-
21001	Medical insurance	-	8,204	-	-
22000	FICA/Medicare	-	5,342	-	-
	Total Personnel Expenditures	<u>59,206</u>	<u>75,392</u>	<u>60,845</u>	<u>63,000</u>
Contractual Services					
31000	Service contracts	-	12,027	15,000	17,400
32000	Conferences, meetings, dues	379	523	700	830
34001	Data processing	7,240	-	-	-
36005	DMV delinquent charge	<u>1,684</u>	<u>1,753</u>	<u>1,800</u>	<u>1,800</u>
	Total Contractual Services	<u>9,303</u>	<u>14,303</u>	<u>17,500</u>	<u>20,030</u>
Commodities					
54000	Advertising & publications	-	313	-	-
61000	Office supplies	<u>-</u>	<u>675</u>	<u>-</u>	<u>-</u>
	Total Commodities	<u>-</u>	<u>988</u>	<u>-</u>	<u>-</u>
01-011	Total Collector of Revenue	<u><u>\$ 68,509</u></u>	<u><u>\$ 90,683</u></u>	<u><u>\$ 78,345</u></u>	<u><u>\$ 83,030</u></u>

Percentage increase/(decrease) 5.98%

Department Name: _____ **Assessor** _____

Department #: 01-012

Mission & Purpose:

The purpose of the Assessor's Department is to discover, list and value all real estate, business personal property, and motor vehicles in a uniform, equitable manner, conforming to State and Federal standards and mandates. Assessment information and technical assistance are provided to property owners, attorneys, developers, realtors, other departments, and the Board of Assessment Appeals on a frequent and regular basis.

Goals & Objectives:

1. Continue to administer the tax relief programs for the elderly, disabled, and military veterans.

Accomplishments:

- Office hours increased to forty (40) per week; open late on Tuesday for better public access.

Fiscal Notes:

- Personnel expenditures cover one (1) full-time employee.
- Additional support services are provided by the part time clerical floater position.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-012	Assessor	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 68,414	\$ 98,302	\$ 99,300	\$ 103,500
11003	Part-time payroll	-	3,224	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	16,709	-	-
22000	FICA/Medicare	-	7,488	-	-
	Total Personnel Expenditures	<u>68,414</u>	<u>125,723</u>	<u>99,300</u>	103,500
Contractual Services					
31000	Service contracts	5,655	12,213	14,295	14,295
32000	Conferences, meetings, dues	560	776	1,550	1,650
33001	Audit fees	-	-	-	2,500
34001	Data processing	6,025	-	-	-
	Total Contractual Services	<u>12,240</u>	<u>12,989</u>	<u>15,845</u>	18,445
Commodities					
54000	Advertising & publications	-	425	-	-
61000	Office supplies	-	639	-	-
	Total Commodities	<u>-</u>	<u>1,064</u>	<u>-</u>	-
01-012	Total Assessor	<u><u>\$ 80,654</u></u>	<u><u>\$ 139,776</u></u>	<u><u>\$ 115,145</u></u>	<u><u>\$ 121,945</u></u>
Percentage increase/(decrease)					<u><u>5.91%</u></u>

Department Name: Board of Assessment Appeals **Department #:** 01-013

Mission & Purpose:

The Board of Assessment Appeals is not a Town Department but rather an official municipal agency created as the first level in the appeal process for a property owner to appeal values assessed on the property by the Assessor. The Board functions at an intermediary level between the Assessor and the courts. Since members of the Board are generally laymen, the Board provides taxpayers with the opportunity to be heard by their peers at no expenditure to themselves. The three (3) member Board of Assessment Appeals derives its legal authority from the Connecticut General Statutes, municipal charter or from special acts of the General Assembly.

Goals & Objectives:

1. Conduct organizational meetings.
2. Review mandated statute and procedural changes.
3. Schedule appointments for applicants appealing assessments.

Accomplishments:

- Conformance to statutory requirements to provide hearing opportunities to aggrieved taxpayers with minimum effect to Grand List totals.

Fiscal Notes:

- Member stipends, account number 14011, cover the cost of stipends to members.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-013	Board of Assessment Appeals	Expended	Expended	Budget	Budget
Personnel Expenditures					
14011	Member stipends	\$ 650	\$ 706	\$ 650	\$ 650
	Total Personnel Expenditures	650	706	650	650
01-013	Total Board of Assessment Appeals	<u>\$ 650</u>	<u>\$ 706</u>	<u>\$ 650</u>	<u>\$ 650</u>
Percentage increase/(decrease)					<u>0.00%</u>

Department Name: Town Counsel **Department #:** 01-014

Mission & Purpose:

The Town Counsel Department is not a Town Department but rather an activity or portion of the budget used to show the costs associated with ensuring that the legal interests of the Town are protected and maintained in a variety of areas. The funds are used to represent the Town in legal, judicial and administrative matters that include the interpretation of Local, State and Federal laws, labor matters, civil suits, planning, building, zoning, foreclosures and land use legal matters.

Goals & Objectives:

1. Continue to operate in the same manner as prior years while holding the costs to a minimum.

Accomplishments:

- Ongoing labor, building, foreclosures, land use, and negotiations resolved in a timely fashion.

Fiscal Notes:

- Costs are difficult to budget since they depend on the number and complexity of legal issues, lawsuits, and problems affecting the Town. The budget has been reduced by \$10,000.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-014	Town Counsel	Expended	Expended	Budget	Budget
Contractual Services					
-	Charter revision	\$ 2,940	\$ -	\$ -	\$ -
-	Lawsuits	2,400	-	-	-
-	Pensions	237	-	-	-
-	Planning & Zoning matters	3,104	-	-	-
-	Public Works matters	510	-	-	-
-	Social Services matters	3,075	-	-	-
-	Tax foreclosure	440	-	-	-
-	Zoning Board of Appeals	135	-	-	-
-	Zoning enforcement	120	-	-	-
37002	Labor & pension matters	15,312	26,038	29,000	24,000
37006	Freedom of information	33	575	2,000	2,000
37012	Suits & settlements	-	-	-	-
37013	General Town Counsel	-	20,448	28,000	25,500
37019	Planning & development matters	11,241	31,410	28,000	25,500
37025	Tax matters	2,107	1,783	3,000	3,000
37029	Miscellaneous matters	14,906	-	-	-
	Total Contractual Services	56,560	80,254	90,000	80,000
01-014	Total Town Counsel	\$ 56,560	\$ 80,254	\$ 90,000	\$ 80,000

Percentage increase/(decrease) **-11.11%**

Department Name: Town Clerk **Department #:** 01-015

Mission & Purpose:

The Town Clerk Department serves as the official records manager for the Town while maintaining and distributing all land records, liquor permits, dog licenses, sportsmen licenses, trade names, servicemen discharges, minutes of various Boards and commissions, election and voter records, notary public records, insurance claim notices, parking permits, and passports.

Goals & Objectives:

1. Continue to serve the public in an efficient and effective manner.
2. Computerize and update the office for better records administration.

Accomplishments:

- Reorganized vault area for easier access to Town records.

Fiscal Notes:

- Personnel expenditures cover one (1) elected full-time Town Clerk and one (1) full-time Assistant Town Clerk.
- Indexing and recording expenditures are increased due to new procedures required by State Law.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-015	Town Clerk	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 121,275	\$ 142,670	\$ 129,550	\$ 135,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	31,947	-	-
22000	FICA/Medicare	-	9,182	-	-
	Total Personnel Expenditures	<u>121,275</u>	<u>183,799</u>	<u>129,550</u>	135,000
Contractual Services					
31000	Service contracts	347	164	750	750
32000	Conferences, meetings, dues	1,048	1,227	1,250	1,250
33002	Indexing & recording	24,262	25,364	25,000	35,500
-	Ordinance preparation	-	-	-	-
34001	Data processing	-	-	500	-
35000	Vital statistics	246	548	1,300	1,000
	Total Contractual Services	<u>25,903</u>	<u>27,303</u>	<u>28,800</u>	38,500
Commodities					
54000	Advertising & publications	-	1,489	-	-
61000	Office supplies	196	1,891	-	-
	Total Commodities	<u>196</u>	<u>3,380</u>	<u>-</u>	-
01-015	Total Town Clerk	<u>\$ 147,374</u>	<u>\$ 214,482</u>	<u>\$ 158,350</u>	<u>\$ 173,500</u>
Percentage increase/(decrease)					<u>9.57%</u>

Department Name: Central Services **Department #:** 01-016

Mission & Purpose:

The Central Services Department is not a Town Department but rather an activity or portion of the budget used to detail costs that cannot be or are difficult to departmentalize such as the rental cost of the postage machine equipment, Town-wide equipment related service contracts, the cost of postage, advertising/publications and office supplies.

Goals & Objectives:

1. Continue to operate in a cost-efficient manner in order to provide optimum services to Town residents.

Accomplishments:

Fiscal Notes:

- No significant changes.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-016	Central Services	Expended	Expended	Budget	Budget
Personnel Expenditures					
11003	Part-time payroll	\$ 24,240	\$ -	\$ -	\$ -
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>24,240</u>	<u>-</u>	<u>-</u>	<u>-</u>
Contractual Services					
31000	Service contracts	20,473	20,596	30,000	31,000
31001	Office equip repair & maint	-	126	2,000	1,500
34001	Data processing supplies	1,392	-	2,500	2,500
-	Publication costs	850	-	-	-
	Total Contractual Services	<u>22,715</u>	<u>20,722</u>	<u>34,500</u>	35,000
Repairs					
-	Equipment repairs	163	-	-	-
	Total Repairs	<u>163</u>	<u>-</u>	<u>-</u>	<u>-</u>
Utilities					
53000	Postage	21,158	20,912	23,500	24,500
54000	Advertising, printing & publications	27,508	-	35,000	35,000
-	Printing	8,628	-	-	-
58580	Travel and mileage expense	2,478	-	3,500	3,500
	Total Utilities	<u>59,772</u>	<u>20,912</u>	<u>62,000</u>	63,000
Commodities					
61000	Office supplies	12,097	-	16,000	15,000
61005	Copier/printing supplies	1,107	919	5,500	5,500
-	Subscriptions & publications	550	-	-	-
	Total Commodities	<u>13,754</u>	<u>919</u>	<u>21,500</u>	20,500
Equipment					
-	Equipment	-	-	-	-
	Total Equipment	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-016 Total Central Services		<u><u>\$ 120,644</u></u>	<u><u>\$ 42,553</u></u>	<u><u>\$ 118,000</u></u>	<u><u>\$ 118,500</u></u>

Percentage increase/(decrease) 0.42%

Department Name: Technology Department **Department #:** 01-017

Mission & Purpose:

The Technology Department is responsible for maintaining and enhancing Town-wide (excluding the Board of Education) computer systems and providing technical support to Departments with their software/hardware problems. In addition, it ensures the proper retention of electronic data and records to facilitate qualitative and quantitative analysis of municipal information.

Goals & Objectives:

1. Continue the upgrade process of hardware and software in Town Departments.
2. Purchase new servers as necessary.
3. Upgrade existing backup equipment and procedures.

Accomplishments:

- All BOS meetings are taped and broadcast on Comcast Cable public access.
- Updated most departments to Windows XP Professional Operating System.
- Upgraded and enhanced the Town's website.

Fiscal Notes:

- Personnel expenditures cover one (1) full-time employee. Overtime expenditures are increased to reflect usage.
- Computer network maintenance, account number 36050 allows the Town to investigate and resolve computer problems and issues as well as review and implement computer related security and back-up procedures.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-017	Technology Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 68,069	\$ 70,342	\$ 69,805	\$ 72,500
11003	Part-time payroll	8,315	7,500	7,500	8,000
13002	Overtime	7,504	7,075	1,000	6,500
19002	Longevity	-	550	-	-
21001	Medical insurance	-	17,174	-	-
22000	FICA/Medicare	-	6,427	-	-
	Total Personnel Expenditures	<u>83,888</u>	<u>109,068</u>	<u>78,305</u>	<u>87,000</u>
Contractual Services					
31000	Service contracts	-	-	1,000	1,000
31001	Office equip repair & maint	-	105	1,500	1,500
31008	Licensing software	5,212	11,432	20,000	21,000
32000	Conferences, meetings, dues	-	293	500	500
34001	Data processing supplies	3,020	728	6,000	6,000
36004	Telecommunications	3,233	1,904	2,000	2,000
36050	Computer network maintenance	35,684	33,303	35,360	40,000
	Total Contractual Services	<u>47,149</u>	<u>47,765</u>	<u>66,360</u>	<u>72,000</u>
Repairs					
44003	Equipment repair/rental	56	-	-	-
	Total Repairs	<u>56</u>	<u>-</u>	<u>-</u>	<u>-</u>
Utilities					
51001	Gas & diesel fuel	1,048	191	1,100	1,100
	Total Utilities	<u>1,048</u>	<u>191</u>	<u>1,100</u>	<u>1,100</u>
Commodities					
61000	Office supplies	-	200	-	-
61001	Uniforms	400	448	450	450
-	Equipment supplies	-	905	-	-
	Total Commodities	<u>400</u>	<u>1,553</u>	<u>450</u>	<u>450</u>
Equipment					
73000	Equipment purchases	2,095	-	2,000	2,000
	Total Equipment	<u>2,095</u>	<u>-</u>	<u>2,000</u>	<u>2,000</u>
Miscellaneous					
88016	Miscellaneous	-	-	-	-
	Total Miscellaneous Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-017 Total Technology Department		<u><u>\$ 134,636</u></u>	<u><u>\$ 158,577</u></u>	<u><u>\$ 148,215</u></u>	<u><u>\$ 162,550</u></u>

Percentage increase/(decrease) 9.67%

Department Name: Fire Department **Department #:** 01-020

Mission & Purpose:

The Fire Departments budget supports the three (3) volunteer Fire Companies, emergency medical services, including annual medical testing and inoculations for all required members, fire-police services, haz-mat response and a rapid response dive team. In addition, the Department serves as mutual aid responders with surrounding Towns, including the response to all water emergencies along the Connecticut River, protecting the most shoreline in the State.

Goals & Objectives:

1. Recruit, retain, and retire all members in an on-going membership drive.
2. Actively pursue every grant possibility to offset increased costs in providing a safe community for our residents.
3. Continue to train our firefighters on the latest in Occupational Safety and Health Administration (OSHA) and National Fire Protection Association (NFPA) standards.

Accomplishments:

- Purchased new protective gear for a portion of the members.
- Responded to 972 calls during calendar year 2009.

Fiscal Notes:

- Personnel expenditures include 10% of the full-time salary of a secretary shared with the Police Department #01-023 and stipends paid to the Fire Chief's office including department clerks.
- Personnel costs relate to the Fire Chief's office. Approximately 15-20 hours per week are spent on administrative, fire operation, and training duties, among other things.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-020	Fire Departments	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 5,102	\$ 5,400	\$ 5,400	\$ 5,600
11002	Clerical payroll	2,158	1,813	1,750	1,900
11003	Part-time payroll	7,500	8,700	9,500	10,000
-	Watchmen	-	-	-	-
21001	Medical insurance	-	1,778	-	-
22000	FICA/Medicare	-	327	-	-
Total Personnel Expenditures		<u>14,760</u>	<u>18,018</u>	<u>16,650</u>	<u>17,500</u>
Contractual Services					
30000	Training	15,820	12,386	15,000	15,000
31000	Service contracts	9,452	9,008	10,000	10,000
32000	Conferences, meetings, dues	1,244	1,866	1,500	1,500
34000	Equipment testing	17,984	11,732	13,000	13,000
34001	Data processing supplies	2,197	1,531	2,500	2,500
35001	Medical exams & supplies	14,961	20,944	20,000	20,000
36004	Telecommunications	-	-	-	2,500
Total Contractual Services		<u>61,658</u>	<u>57,467</u>	<u>62,000</u>	<u>64,500</u>
Repairs					
44003	Equipment repair/rental	<u>7,179</u>	<u>11,568</u>	<u>10,000</u>	<u>8,500</u>
Total Repairs		<u>7,179</u>	<u>11,568</u>	<u>10,000</u>	<u>8,500</u>
Utilities					
51001	Gas & diesel fuel	6,701	10,365	8,250	10,500
54000	Advertising & publications	409	-	1,000	1,000
57000	Firefighters banquet	<u>7,000</u>	<u>7,000</u>	<u>5,000</u>	<u>6,500</u>
Total Utilities		<u>14,110</u>	<u>17,365</u>	<u>14,250</u>	<u>18,000</u>
Commodities					
61000	Office supplies	-	346	-	-
61001	Uniforms	109	3,471	3,000	1,600
61003	Equipment supplies	48,337	46,231	80,000	80,000
62001	Electricity	27,084	23,339	32,550	27,000
62002	Water & sewer	1,370	2,704	3,200	3,200
62004	Heating fuel	31,911	45,942	37,000	40,000
63001	Emergency food fund	684	1,714	1,500	1,500
67000	Small tools	<u>382</u>	<u>525</u>	<u>1,000</u>	<u>1,000</u>
Total Commodities		<u>109,877</u>	<u>124,272</u>	<u>158,250</u>	<u>154,300</u>
Miscellaneous					
88002	Tax abatement program	42,451	-	-	-
88013	Protective operations	<u>1,775</u>	<u>1,877</u>	<u>1,875</u>	<u>1,875</u>
Total Miscellaneous Expenditures		<u>44,226</u>	<u>1,877</u>	<u>1,875</u>	<u>1,875</u>
01-020 Total Fire Departments		<u>\$ 251,810</u>	<u>\$ 230,567</u>	<u>\$ 263,025</u>	<u>\$ 264,675</u>

Percentage increase/(decrease) 0.63%

Department Name: Fire Marshal **Department #:** 01-021

Mission & Purpose:

The Fire Marshal's Department has the responsibility of investigating fire of suspicious origin to determine probable cause. The Department also has the responsibility for reviewing construction plans and specifications for certain development projects, including Town and BOE projects.

Other responsibilities include the inspection of underground oil tanks, yearly inspection of oil delivery trucks, storage permits, blasting permits, open burning permits and overseeing the fireworks displays.

Goals & Objectives:

1. Continue training to meet State Fire Code mandates.
2. Work with the Fire, Police and Building Departments to ensure accurate records and maps are kept.

Accomplishments:

- Increased training/certification hours to stay up to date with State Fire Code mandates.
- Over the past year communications and response time to citizens' needs has greatly improved.

Fiscal Notes:

- Personnel expenditures cover three (3) part-time positions of Fire Marshal, Deputy Fire Marshal, and Assistant Fire Marshal.
- Additional hours are budgeted for FY2010-2011.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-021	Fire Marshal	Expended	Expended	Budget	Budget
Personnel Expenditures					
11003	Part-time payroll	\$ 22,000	\$ 24,415	\$ 23,400	\$ 28,000
22000	FICA/Medicare	-	2,170	-	-
	Total Personnel Expenditures	<u>22,000</u>	<u>26,585</u>	<u>23,400</u>	<u>28,000</u>
Contractual Services					
32000	Conferences, meetings, dues	580	695	500	600
	Total Contractual Services	<u>580</u>	<u>695</u>	<u>500</u>	<u>600</u>
Utilities					
51001	Gas & diesel fuel	161	199	250	250
55000	Fire prevention week	390	491	600	600
	Total Utilities	<u>551</u>	<u>690</u>	<u>850</u>	<u>850</u>
Commodities					
61000	Office supplies	-	192	-	-
61001	Uniforms	100	524	500	500
61003	Equipment supplies	538	389	600	600
	Total Commodities	<u>638</u>	<u>1,105</u>	<u>1,100</u>	<u>1,100</u>
01-021	Total Fire Marshal	<u>\$ 23,769</u>	<u>\$ 29,075</u>	<u>\$ 25,850</u>	<u>\$ 30,550</u>
Percentage increase/(decrease)					<u><u>18.18%</u></u>

Department Name: Emergency Dispatch **Department #:** 01-022

Mission & Purpose:

The Emergency Dispatch Department is not a Town Department but rather an activity or portion of the budget used to detail the contractual obligation with the City of Middletown to provide emergency dispatch services.

Goals & Objectives:

1. To ensure emergency dispatch services are provided in the most cost effective manner.

Accomplishments:

- Improvements made to the Town's alarm system housed at the Middletown Dispatch Center.

Fiscal Notes:

- Budget includes the contractual obligation.

Town of Portland, Connecticut
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As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-022	Emergency Dispatch	Expended	Expended	Budget	Budget
Contractual Services					
31000	Service contract	\$ 86,145	\$ 86,145	\$ 90,041	\$ 93,000
	Total Contractual Services	<u>86,145</u>	<u>86,145</u>	<u>90,041</u>	<u>93,000</u>
01-022	Total Emergency Dispatch	<u>\$ 86,145</u>	<u>\$ 86,145</u>	<u>\$ 90,041</u>	<u>\$ 93,000</u>
Percentage increase/(decrease)					<u><u>3.29%</u></u>

Department Name: Police Department **Department #:** 01-023

Mission & Purpose:

The Police Department's purpose is to ensure the protection and safety of our Town residents. Our eleven (11) member department is charged with allowing the residents of Portland to have the highest quality of life and peace of mind with regard to public safety.

Goals & Objectives:

1. Continue to protect our residents in a cost effective manner.
2. Continue to maintain all records internally as we have since 1997.
3. Make improvements to traffic enforcements as the budget allows.
4. Reduce the number of motor vehicle accidents with a more proactive approach including radar speed checks, sobriety checkpoints, and cell phone use violations.
5. Reduce the drug activity in the town.
6. Work to secure more grant funds.
7. Educate general public on computer and Internet safety.

Accomplishments:

- Responded to 4931 calls during calendar year 2009, not including walk-in assistance.
- Received approximately \$30,000 in Justice Assistance Grant (JAG) - American Resource & Recovery Act (ARRA) monies this year for 11 new police computers, 11 newservice weapons & holsters and one set of night vision goggles.

Fiscal Notes:

- Personnel expenditures covers eleven (11) full-time officers, including one (1) Lieutenant, two (2) Sergeants, eight (8) Police Officers, and 90% of the full-time salary of a secretary shared with the Fire Department #01-020.
- Private Police duty, account #14014 is the cost of having officers working on special projects that require an officers' presence, such as construction activities or traffic control. This cost is offset by a revenue amount at account #00324.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-023	Police Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 586,274	\$ 675,174	\$ 701,500	\$ 731,000
11002	Clerical payroll	45,922	48,014	48,250	50,500
11003	Part-time payroll	70	133	1,000	1,000
13002	Overtime	72,778	75,457	80,000	80,000
14014	Private Police duty	71,097	163,854	75,000	130,000
-	Holiday payroll	37,180	-	-	-
19002	Longevity	-	3,300	-	-
21001	Medical insurance	-	148,310	-	-
22000	FICA/Medicare	-	70,494	-	-
	Total Personnel Expenditures	<u>813,321</u>	<u>1,184,736</u>	<u>905,750</u>	<u>992,500</u>
Contractual Services					
31000	Service contracts	9,440	5,494	12,000	14,000
32000	Conferences, meetings, dues	1,215	2,003	3,550	3,550
34002	Cruiser computer support	10,555	11,543	13,000	13,000
36004	Telecommunications	-	-	-	-
36012	Examination services	-	955	1,000	1,000
	Total Contractual Services	<u>21,210</u>	<u>19,995</u>	<u>29,550</u>	<u>31,550</u>
Repairs					
44003	Equipment repair/rental	2,569	1,886	3,000	3,000
	Total Repairs	<u>2,569</u>	<u>1,886</u>	<u>3,000</u>	<u>3,000</u>
Utilities					
51001	Gas & diesel fuel	37,621	44,229	44,000	44,000
59002	Canine program	743	325	800	800
	Total Utilities	<u>38,364</u>	<u>44,554</u>	<u>44,800</u>	<u>44,800</u>
Commodities					
61000	Office supplies	-	2,369	-	-
61001	Uniforms	15,835	17,459	18,500	18,500
61003	Equipment supplies	6,113	5,366	6,000	6,000
62001	Electricity	14,097	15,732	16,750	16,750
62002	Water & sewer	646	818	1,000	1,000
62004	Heating fuel	3,679	4,755	5,500	6,000
	Total Commodities	<u>40,370</u>	<u>46,499</u>	<u>47,750</u>	<u>48,250</u>
Equipment					
73000	Equipment purchases	-	-	-	-
	Total Equipment	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous					
88016	Miscellaneous	-	210	1,150	1,150
	Total Miscellaneous Expenditures	<u>-</u>	<u>210</u>	<u>1,150</u>	<u>1,150</u>
01-023 Total Police Department		<u>\$ 915,834</u>	<u>\$ 1,297,880</u>	<u>\$ 1,032,000</u>	<u>\$ 1,121,250</u>

Percentage increase/(decrease) 8.65%

Department Name: Emergency Management **Department #:** 01-024

Mission & Purpose:

The Emergency Management Department ensures the public's well being and safety during civil emergencies, such as storms, hurricanes, floods, natural disasters, or acts of terrorism.

Goals & Objectives:

1. To review and update the planning documents, an on-going process.
2. To develop new plans or annexes to existing plans to respond to the threat of bio-terrorism and weapons of mass destruction through an all-hazards approach.
3. To ensure there is sufficient personal protective equipment (PPE) for all local first responders.
4. To ensure the emergency shelter at Portland High School is ready at all times.
5. To provide appropriate training, drills and emergency responses with the Citizens Emergency Response Team (CERT).

Accomplishments:

- Assisted Chatham Health District with several H1N1 flu clinics held in Portland and throughout the Health District
- Provided assistance to Middletown during the Kleen Energy explosion.

Fiscal Notes:

- Personnel expenditures cover the annual stipend cost of our Emergency Management Director and Clinic Coordinator.
- A portion of costs associated with this budget are offset by a grant from the State of CT and additional funds allocated from the Chatham Health District.

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As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-024	Emergency Management	Expended	Expended	Budget	Budget
Personnel Expenditures					
14005	Emergency man stipend	\$ 3,895	\$ 5,050	\$ 3,995	\$ 5,500
22000	FICA/Medicare	-	320	-	-
	Total Personnel Expenditures	<u>3,895</u>	<u>5,370</u>	<u>3,995</u>	<u>5,500</u>
Contractual Services					
32000	Conferences, meetings, dues	262	-	250	250
34001	Data processing	-	-	-	500
	Total Contractual Services	<u>262</u>	<u>-</u>	<u>250</u>	<u>750</u>
Repairs					
44003	Equipment repair/rental	97	-	500	1,000
	Total Repairs	<u>97</u>	<u>-</u>	<u>500</u>	<u>1,000</u>
Utilities					
53001	Telephone	-	-	1,200	-
53003	Cell phones	-	-	-	1,300
57001	Emergency drill	-	-	350	1,000
	Total Utilities	<u>-</u>	<u>-</u>	<u>1,550</u>	<u>2,300</u>
Commodities					
61001	Uniforms	-	-	-	-
61003	Equipment supplies	237	9	500	1,000
63001	Emergency food fund	-	-	-	-
	Total Commodities	<u>237</u>	<u>9</u>	<u>500</u>	<u>1,000</u>
01-024	Total Emergency Management	<u>\$ 4,491</u>	<u>\$ 5,379</u>	<u>\$ 6,795</u>	<u>\$ 10,550</u>

Percentage increase/(decrease) 55.26%

Department Name: Building Department **Department #:** 01-025

Mission & Purpose:

The Building Department is responsible for the administration and enforcement of the Connecticut State Building Code as adopted by the State Legislature. The responsibilities range from providing services to the general public relative to the mode, manner of construction or materials to be used in the construction or alteration of buildings or structures, receiving applications, issuing permits, conducting inspections, enforcing compliance, issuing certificates of use and occupancy and examining unsafe structures.

Goals & Objectives:

1. To make most forms and applications available on-line to smooth and expedite the application process.
2. Continue to ensure the health, safety, and welfare of the public as it relates to building occupants.

Accomplishments:

- The Building Official is accessible to the building industry and tax paying public during Town Hall office hours, as well as on an emergency 24-hour basis.
- Permit forms are on the Town website along with information on various topics pertinent to seasonal changes.
- ADA compliance improvements were made to Town facilities.

Fiscal Notes:

- Personnel expenditures cover one (1) full-time Building Official/Inland Wetlands Agent and 50% of the full-time salary of the Department secretary shared with the Planning Department #01-040.
- The Building Official serves as the Inland Wetland Enforcement Agent and assists with Zoning Enforcement.

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As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-025	Building Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 84,781	\$ 87,999	\$ 87,000	\$ 85,500
11003	Part-time payroll	180	-	-	-
19002	Longevity	-	194	-	-
21001	Medical insurance	-	23,113	-	-
22000	FICA/Medicare	-	6,611	-	-
	Total Personnel Expenditures	<u>84,961</u>	<u>117,917</u>	<u>87,000</u>	<u>85,500</u>
Contractual Services					
32000	Conferences, meetings, dues	<u>1,261</u>	<u>1,399</u>	<u>1,750</u>	<u>1,750</u>
	Total Contractual Services	<u>1,261</u>	<u>1,399</u>	<u>1,750</u>	<u>1,750</u>
Utilities					
51001	Gas & diesel fuel	<u>1,261</u>	<u>1,109</u>	<u>1,260</u>	<u>1,260</u>
	Total Utilities	<u>1,261</u>	<u>1,109</u>	<u>1,260</u>	<u>1,260</u>
Commodities					
54000	Advertising & publications	-	1,052	-	-
61000	Office supplies	-	428	-	-
61003	Equipment supplies	<u>24</u>	<u>941</u>	<u>1,000</u>	<u>1,000</u>
	Total Commodities	<u>24</u>	<u>2,421</u>	<u>1,000</u>	<u>1,000</u>
Miscellaneous					
88016	State training fee	-	-	-	-
	Total Miscellaneous Expenditures	-	-	-	-
01-025	Total Building Department	<u><u>\$ 87,507</u></u>	<u><u>\$ 122,846</u></u>	<u><u>\$ 91,010</u></u>	<u><u>\$ 89,510</u></u>
Percentage increase/(decrease)					<u><u>-1.65%</u></u>

Mission & Purpose:

The Director's Office oversees the Public Works Department including the Highway Department, Vehicle Maintenance, Grounds Maintenance, Town Building Maintenance, and Snow Removal. The Director also oversees the Sewer, Water, Town Aid Road and Resource Recovery Funds. The Director also works directly with the Town Engineer.

Goals & Objectives:

1. Complete the Main Street Streetscape Improvements grants project.
2. Complete Level A mapping for Glastonbury Turnpike well.
3. Implement the *Drinking Water State Revolving Loan Fund* water projects – High Street Water Main and Water Storage Tanks.
4. Complete the Brownstone Avenue Extension Project - Phase II.
5. Assist as needed with the Portland TownPlace development project.
6. Oversee the ARRA/CL&P funded Energy Efficiency Project at the Portland Library.
7. Assist with the establishment of the procedures associated with the Low Pressure Sewer System.

Accomplishments:

- Completed Phase III of the Sewer System Mapping, TV Inspection, and Cleaning Program.
- Completed the Brownstone Avenue Phase I Project.
- Completed guardrail improvements throughout the town.
- Completed improvements to town owned buildings, including the following:
 1. trim painting at Town Hall,
 2. security improvements to the Collector of Revenue's Counter at Town Hall,
 3. FD Company 1 lights,
 4. replacement of the entry doors at the Senior Center,
 5. gas pump replacement at the Highway Garage,
 6. oil tank replacement at the Sewer Plant,
 7. Police Department ramp addition,
 8. carpet replacement at the Buck-Foreman building, and
 9. replacement of the furnace at the Animal Control Shelter.

Fiscal Notes:

- Personnel expenditures cover two (2) full-time employees; the Director and the Secretary to the Director, and 50% of the full-time salary of the Supervisor of Operations shared with the Resource Recovery Department #09-120.
- Overtime is added to the budget for expected additional administrative work associated with the numerous projects that Public Works is overseeing.

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As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-031	Public Works Director	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 177,905	\$ 173,552	\$ 170,900	\$ 178,000
13002	Overtime	-	-	-	5,000
19002	Longevity	-	150	-	-
21001	Medical insurance	-	36,336	-	-
22000	FICA/Medicare	-	12,631	-	-
	Total Personnel Expenditures	<u>177,905</u>	<u>222,669</u>	<u>170,900</u>	<u>183,000</u>
Contractual Services					
31000	Service contracts	-	1,203	-	-
32000	Conferences, meetings, dues	424	60	350	250
36013	Hazardous waste	<u>4,801</u>	<u>5,017</u>	<u>5,350</u>	<u>6,000</u>
	Total Contractual Services	<u>5,225</u>	<u>6,280</u>	<u>5,700</u>	<u>6,250</u>
Utilities					
51001	Gas & diesel fuel	<u>2,591</u>	<u>2,074</u>	<u>3,255</u>	<u>2,600</u>
	Total Utilities	<u>2,591</u>	<u>2,074</u>	<u>3,255</u>	<u>2,600</u>
Commodities					
61000	Office supplies	-	1,357	-	-
61001	Uniforms	-	-	-	200
	Total Commodities	<u>-</u>	<u>1,357</u>	<u>-</u>	<u>200</u>
Capital Expenditures					
73000	Equipment purchases	-	173	350	350
	Total Capital Expenditures	<u>-</u>	<u>173</u>	<u>350</u>	<u>350</u>
01-031	Total Public Works Director	<u><u>\$ 185,721</u></u>	<u><u>\$ 232,553</u></u>	<u><u>\$ 180,205</u></u>	<u><u>\$ 192,400</u></u>

Percentage increase/(decrease) 6.77%

Mission & Purpose:

The Highway Department is responsible for maintaining approximately sixty-three (63) miles of road. Normal maintenance items include snow and ice removal (Department #01-038), pavement and curb repair, mowing, catch basin cleaning, crack and chip sealing, paving, tree trimming and removal, traffic sign placement, traffic signal repairs, Christmas tree pickup, leaf collection, brush pickup, street sweeping, line painting, and flag/banner changing. In addition, the Department performs general roadway construction projects including storm drain installations, guardrail improvements, and road reconstruction.

Goals & Objectives:

1. To ensure all Town roads are safe to travel.
2. Conduct the Traffic Sign Inspection/Removal and/or Replacement Program.
3. Continue crack sealing roads as weather permits.
4. Continue with Riverfront Park improvements.
5. Adjust sewer manholes to the correct pavement grades.
6. Replace guardrails that are in poor condition.
7. Continue with roadside shoulder improvements.
8. Assist with the ARRA Pavement Preservation Project.

Accomplishments:

- The Department had another successful year of the chip sealing program.
- Maintained roads throughout the town.

Fiscal Notes:

- Personnel expenditures allow for nine (9) full-time employees.
- Tree removal/replacement, Account #36003, has been increased by \$5,000 due to the high number of insurance claims involving falling trees. Continual funding will be needed to improve our tree program.
- Road materials remain constant due to the ARRA funded Pavement Preservation Project.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-032	Highway Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 528,174	\$ 479,002	\$ 478,200	\$ 496,000
13002	Overtime	5,918	4,990	9,500	9,500
19002	Longevity	-	4,550	-	-
21001	Medical insurance	-	149,448	-	-
22000	FICA/Medicare	-	35,259	-	-
	Total Personnel Expenditures	534,092	673,249	487,700	505,500
Contractual Services					
31000	Service contracts	2,079	3,442	2,500	4,000
32000	Conferences, meetings, dues	685	418	500	750
36001	Traffic signals	3,940	4,573	5,000	5,000
36003	Tree removal/replacement	5,800	6,570	10,000	15,000
36006	Line painting contract	4,068	5,528	6,200	6,500
36007	Storm water monitoring	1,585	288	1,750	2,000
36008	Waste services	73	-	1,000	500
	Total Contractual Services	18,230	20,819	26,950	33,750
Repairs					
44003	Equipment repair/rental	5,371	6,562	7,000	7,000
44005	Storm drain cleaning	25,117	24,633	27,000	26,000
	Total Repairs	30,488	31,195	34,000	33,000
Utilities					
51001	Gas & diesel fuel	43,012	63,695	51,000	54,000
53001	Telephone	629	621	800	800
	Total Utilities	43,641	64,316	51,800	54,800
Commodities					
61001	Uniforms	4,161	4,151	4,550	4,050
61003	Equipment supplies	4,263	4,792	6,000	6,500
62001	Electricity	9,963	10,778	14,000	12,000
62002	Water & sewer	2,330	3,548	3,750	4,000
62004	Heating fuel	22,061	29,178	25,000	27,500
65001	Road materials	54,658	72,724	75,000	75,000
67000	Small tools	67	421	1,200	1,200
69001	Street signs	3,763	2,045	4,250	3,250
	Total Commodities	101,266	127,637	133,750	133,500
Capital Expenditures					
73000	Equipment purchases	4,807	-	2,500	2,500
	Total Capital Expenditures	4,807	-	2,500	2,500
Miscellaneous					
88016	Miscellaneous fees	4,703	1,526	4,100	4,000
	Total Miscellaneous Expenditures	4,703	1,526	4,100	4,000
01-032 Total Highway Department		\$ 737,227	\$ 918,742	\$ 740,800	\$ 767,050

Percentage increase/(decrease) 3.54%

Department Name: Vehicle Maintenance **Department #:** 01-033

Mission & Purpose:

The Vehicle Maintenance Department maintains and repairs approximately ninety (90) pieces of Town owned vehicles and equipment including cars, vans, pickup trucks, dump trucks, fire trucks, excavators, backhoes, bulldozers, and tractors. In addition, non-motorized equipment such as plows and sanders, in all totaling more than thirty (30) pieces, are maintained and repaired. This DOES NOT include small-motorized equipment such as pumps, compressors, compactors, chainsaws, and mowers. The majority of any repairs are performed in the Highway Garage.

Goals & Objectives:

1. Maintain all Town owned vehicles and equipment ensuring longer life and increased safety.

Accomplishments:

Ongoing maintenance of vehicles has been accomplished.

Fiscal Notes:

- Personnel expenditures are comprised of the full-time salaries of one (1) mechanic and one (1) assistant mechanic.
- No significant changes proposed for this department.

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Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	
01-033	Vehicle Maintenance	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 103,244	\$ 108,149	\$ 108,050	\$ 113,000
13002	Overtime	1,334	1,241	5,500	4,000
19002	Longevity	-	350	-	-
21001	Medical insurance	-	30,000	-	-
22000	FICA/Medicare	-	11,047	-	-
	Total Personnel Expenditures	<u>104,578</u>	<u>150,787</u>	<u>113,550</u>	<u>117,000</u>
Contractual Services					
32000	Conferences, meetings, dues	-	-	300	300
	Total Contractual Services	<u>-</u>	<u>-</u>	<u>300</u>	<u>300</u>
Repairs					
44003	Equipment repair/rental	<u>121,977</u>	<u>105,919</u>	<u>125,000</u>	<u>125,000</u>
	Total Repairs	<u>121,977</u>	<u>105,919</u>	<u>125,000</u>	<u>125,000</u>
Utilities					
51001	Gas & diesel fuel	2,127	1,601	2,300	2,000
51003	Fuel additives	-	1,627	500	1,500
51004	Motor vehicle oil	<u>3,571</u>	<u>4,461</u>	<u>4,500</u>	<u>4,500</u>
	Total Utilities	<u>5,698</u>	<u>7,689</u>	<u>7,300</u>	<u>8,000</u>
Commodities					
61001	Uniforms	829	450	900	900
61003	Equipment supplies	5,327	4,318	8,000	8,000
67000	Small tools	<u>340</u>	<u>937</u>	<u>2,000</u>	<u>2,000</u>
	Total Commodities	<u>6,496</u>	<u>5,705</u>	<u>10,900</u>	<u>10,900</u>
Capital Expenditures					
73000	Equipment purchases	<u>1,947</u>	-	<u>1,000</u>	<u>1,000</u>
	Total Capital Expenditures	<u>1,947</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>
Miscellaneous					
88016	Miscellaneous	<u>50</u>	<u>32</u>	<u>600</u>	<u>600</u>
	Total Miscellaneous Expenditures	<u>50</u>	<u>32</u>	<u>600</u>	<u>600</u>
01-033	Total Vehicle Maintenance	<u>\$ 240,746</u>	<u>\$ 270,132</u>	<u>\$ 258,650</u>	<u>\$ 262,800</u>

Percentage increase/(decrease) 1.60%

Department Name: Town Engineer **Department #:** 01-034

Mission & Purpose:

The Town Engineer Department is the cost of contracting with a firm of professional engineers, as the Town does not have a full-time, on-site Engineer. The firm provides the Town with civil engineering services, subdivision and site plan inspections and review, development bonds, and erosion and sedimentation review. Work also includes preparing specifications and plans for road drainage work and parks and recreation engineering.

Goals & Objectives:

1. To provide excellent service at a minimal cost to residents.
2. Continue to meet once a week with the Public Works Director and Town Planner for on-going dialogue.

Accomplishments:

- Have provided on-going assistance with general town development and special grant projects.

Fiscal Notes:

- No significant changes proposed for this department.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-034	Town Engineer	Expended	Expended	Budget	Budget
Contractual Services					
38001	Residential plan review/inspect	\$ 490	\$ 579	\$ 1,000	\$ 1,000
38002	Subdivision inspection/review	8,059	5,210	8,000	6,000
38003	Public Works engineering	1,604	5,326	2,000	2,500
38004	Site plan review	15,587	14,094	10,000	9,000
38005	Road drainage	-	-	5,000	2,500
38006	Mapping services	-	-	500	500
38007	General services	2,210	3,278	2,000	2,000
38008	Plan & Zoning/Inland Wetlands	581	953	1,000	500
38009	Erosion/sedimentation review	2,179	1,168	1,800	1,000
38010	Miscellaneous	335	1,410	500	500
38011	Public safety engineering	-	829	300	500
Total Contractual Services		<u>31,045</u>	<u>32,847</u>	<u>32,100</u>	<u>26,000</u>
01-034	Total Town Engineer	<u><u>\$ 31,045</u></u>	<u><u>\$ 32,847</u></u>	<u><u>\$ 32,100</u></u>	<u><u>\$ 26,000</u></u>

Percentage increase/(decrease) -19.00%

Department Name: Street Lighting **Department #:** 01-035

Mission & Purpose:

The Street Lighting Department maintains lighting for all Town streets and installs new streetlights as needed with the approval of the Board of Selectmen.

Goals & Objectives:

1. To ensure all streetlights are in working condition.

Accomplishments:

Fiscal Notes:

- Town has entered into a fixed rate contract for supplier charges however, delivery charges continue to escalate.
- Streetlights have not been eliminated, thus the budget has proposed increases.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
		Expended	Expended	Budget	Budget
01-035	Street Lighting				
Commodities					
62001	Electricity	\$ 111,667	\$ 113,303	\$ 102,000	\$ 121,500
	Total Commodities	<u>111,667</u>	<u>113,303</u>	<u>102,000</u>	<u>121,500</u>
01-035	Total Street Lighting	<u>\$ 111,667</u>	<u>\$ 113,303</u>	<u>\$ 102,000</u>	<u>\$ 121,500</u>
Percentage increase/(decrease)					<u><u>19.12%</u></u>

Department Name: Grounds Maintenance **Department #:** 01-036

Mission & Purpose:

The Grounds Maintenance Department, in a cooperative partnership with the Board of Education (BOE), maintains Town owned parks and play areas. Duties include landscaping, mowing of approximately ninety (90) acres of lawn and athletic fields, as well as daily field preparation for over 380 sport events.

Goals & Objectives:

1. To maintain all Town owned property and keep fields in playing condition.
2. Continue with the organic lawn care program at all facilities to assure a pesticide free environment.

Accomplishments:

- Major improvements at Brownstone Park.

Fiscal Notes:

- Personnel expenditures include the full-time salaries of three (3) employees plus approximately 10% of the full-time Grounds Maintenance Supervisor salary shared with the BOE.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-036	Grounds Maintenance	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 117,085	\$ 148,129	\$ 148,000	\$ 153,350
11003	Part-time payroll	23,445	5,714	-	-
13002	Overtime	8,408	7,196	10,000	9,000
19002	Longevity	-	700	-	-
21001	Medical insurance	-	43,135	-	-
22000	FICA/Medicare	-	12,089	-	-
	Total Personnel Expenditures	<u>148,938</u>	<u>216,963</u>	<u>158,000</u>	<u>162,350</u>
Contractual Services					
36002	General contract work	2,074	7,011	7,800	7,000
36008	Waste services	14	-	500	600
	Total Contractual Services	<u>2,088</u>	<u>7,011</u>	<u>8,300</u>	<u>7,600</u>
Repairs					
44003	Equipment repair/rental	858	3,535	6,000	6,000
	Total Repairs	<u>858</u>	<u>3,535</u>	<u>6,000</u>	<u>6,000</u>
Utilities					
51001	Gas & diesel fuel	11,215	13,225	15,500	15,000
	Total Utilities	<u>11,215</u>	<u>13,225</u>	<u>15,500</u>	<u>15,000</u>
Commodities					
61001	Uniforms	1,044	1,301	1,350	1,350
61003	Equipment supplies	793	2,181	4,000	4,000
61004	Ground supplies	16,829	12,568	20,500	22,000
67000	Small tools	62	1,332	2,000	2,000
	Total Commodities	<u>18,728</u>	<u>17,382</u>	<u>27,850</u>	<u>29,350</u>
Capital Expenditures					
73000	Equipment purchases	-	25	1,500	2,000
	Total Capital Expenditures	<u>-</u>	<u>25</u>	<u>1,500</u>	<u>2,000</u>
Miscellaneous					
88016	Miscellaneous	-	-	300	500
	Total Miscellaneous Expenditures	<u>-</u>	<u>-</u>	<u>300</u>	<u>500</u>
01-036	Total Grounds Maintenance	<u><u>\$ 181,827</u></u>	<u><u>\$ 258,141</u></u>	<u><u>\$ 217,450</u></u>	<u><u>\$ 222,800</u></u>

Percentage increase/(decrease) 2.46%

Department Name: Town Buildings Maintenance ***Department #:*** 01-037

Mission & Purpose:

The Town Buildings Maintenance Department is responsible for cleaning, repairing, and maintaining all Town Buildings, excluding the BOE. In addition to cleaning, duties include the transfer of materials to the recycling center.

Goals & Objectives:

1. To maintain all Town owned buildings in peak working order to provide a safe working environment for Town staff and residents who can take pride in our buildings.

Accomplishments:

1. Replaced windows at Fire Company #1.
2. Replaced defective windows in Town Hall.
3. Refinished wood floors at Town Hall.
4. Installed a more secure counter in the Office of the Collector of Revenue.
5. Replaced doors at Senior Center west entrance.

Fiscal Notes:

- Personnel expenditures include the full-time salaries of three (3) employees. A part time position was eliminated in FY2010.
- Custodial supplies has a proposed increase due to escalation of product costs.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-037	Town Buildings Maintenance	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 133,598	\$ 147,119	\$ 146,750	\$ 152,500
11003	Part-time payroll	21,133	4,441	-	-
13002	Overtime	2,423	4,759	4,000	5,000
19002	Longevity	-	800	-	-
21001	Medical insurance	-	54,314	-	-
22000	FICA/Medicare	-	10,950	-	-
	Total Personnel Expenditures	<u>157,154</u>	<u>222,383</u>	<u>150,750</u>	<u>157,500</u>
Contractual Services					
31000	Service contracts	21,432	23,733	22,000	24,000
36008	Waste services	103	-	175	175
	Total Contractual Services	<u>21,535</u>	<u>23,733</u>	<u>22,175</u>	<u>24,175</u>
Repairs					
44003	Equipment repair/rental	16,545	6,569	10,000	6,000
	Total Repairs	<u>16,545</u>	<u>6,569</u>	<u>10,000</u>	<u>6,000</u>
Utilities					
51001	Gas & diesel fuel	1,100	2,237	2,500	2,500
53001	Telephone	46,060	37,031	44,100	45,000
53002	Pagers	2,686	2,577	-	-
53003	Cell phones	6,068	5,290	7,750	8,000
	Total Utilities	<u>55,914</u>	<u>47,135</u>	<u>54,350</u>	<u>55,500</u>
Commodities					
61001	Uniforms	2,000	1,098	1,350	1,350
61003	Equipment supplies	599	545	1,000	1,000
61004	Ground supplies	128	-	-	-
61006	Building supplies	4,041	5,504	5,000	3,000
62001	Electricity	38,407	38,721	42,500	41,000
62002	Water & sewer	1,341	1,310	1,500	1,750
62004	Heating fuel	3,058	3,680	10,000	6,500
67000	Small tools	540	612	650	650
68000	Custodial supplies	9,982	9,238	11,000	14,000
	Total Commodities	<u>60,096</u>	<u>60,708</u>	<u>73,000</u>	<u>69,250</u>
Capital Expenditures					
-	Capital/ADA compliance	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-037	Total Town Buildings Maintenance	<u>\$ 311,244</u>	<u>\$ 360,528</u>	<u>\$ 310,275</u>	<u>\$ 312,425</u>

Percentage increase/(decrease) 0.69%

Department Name: Snow Removal **Department #:** 01-038

Mission & Purpose:

The Snow Removal Department ensures public safety by plowing, sanding, and salting approximately sixty-three (63) miles of Town roads, clearing sidewalks and all Town owned parking lots.

Goals & Objectives:

1. Continue training on snowplow safety.

Accomplishments:

- Department was created for budgeting purposes only in 2008 as a way to better track expenditures.

Fiscal Notes:

- Climate plays a major role as to whether or not this budget is spent.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
		Expended	Expended	Budget	Budget
01-038	Snow Removal				
Personnel Expenditures					
13002	Overtime	\$ 30,420	\$ 40,296	\$ 44,250	\$ 46,500
	Total Personnel Expenditures	<u>30,420</u>	<u>40,296</u>	<u>44,250</u>	<u>46,500</u>
Commodities					
65001	Road materials	29,367	62,721	45,750	50,000
	Total Commodities	<u>29,367</u>	<u>62,721</u>	<u>45,750</u>	<u>50,000</u>
01-038	Total Snow Removal	<u>\$ 59,787</u>	<u>\$ 103,017</u>	<u>\$ 90,000</u>	<u>\$ 96,500</u>
Percentage increase/(decrease)					<u>7.22%</u>

Department Name: Planning Department **Department #:** 01-040

Mission & Purpose:

The Planning and Land Use Administrator provides assistance to the Planning and Zoning Commission, Zoning Board of Appeals, Economic Development Commission, Conservation Commission, Brownstone Quorum, the First Selectwoman, Superintendent of Schools and other Town departments.

Goals & Objectives:

1. Complete the State of CT grant-funded study of the Incentive Housing Overlay Zones.
2. Begin the process of creating new assessor maps.

Accomplishments:

- Assisted the Planning and Zoning Commission with applications for the Portland TownPlace, among other development projects.

Fiscal Notes:

- Personnel expenditures include the full-time salary of the Town Planning and Land Use Administrator and 50% of the full-time salary of the Department secretary shared with the Building Department #01-025.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-040	Planning Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 84,613	\$ 86,092	\$ 89,000	\$ 92,000
19002	Longevity	-	194	-	-
21001	Medical insurance	-	4,102	-	-
22000	FICA/Medicare	-	6,569	-	-
	Total Personnel Expenditures	<u>84,613</u>	<u>96,957</u>	<u>89,000</u>	<u>92,000</u>
Contractual Services					
31002	Plan consultant	5,400	-	6,500	6,000
32000	Conferences, meetings, dues	<u>1,364</u>	<u>1,142</u>	<u>1,000</u>	<u>1,500</u>
	Total Contractual Services	<u>6,764</u>	<u>1,142</u>	<u>7,500</u>	<u>7,500</u>
Commodities					
54000	Advertising & publications	-	5,989	-	-
61000	Office supplies	-	464	-	-
	Total Commodities	<u>-</u>	<u>6,453</u>	<u>-</u>	<u>-</u>
01-040	Total Planning Department	<u><u>\$ 91,377</u></u>	<u><u>\$ 104,552</u></u>	<u><u>\$ 96,500</u></u>	<u><u>\$ 99,500</u></u>
Percentage increase/(decrease)					<u><u>3.11%</u></u>

Department Name: ***Zoning Enforcement Department*** ***Department #:*** ***01-041***

Mission & Purpose:

The Zoning Enforcement Department pursues zoning violations and provides staff assistance to the Zoning Board of Appeals and Planning and Zoning Commission. This position also investigates and tracks properties in violation of the Abandoned and Inoperable Vehicles Ordinance.

Goals & Objectives:

Accomplishments:

Fiscal Notes:

- This Department is not funded in this year's budget.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-041	Zoning Enforce Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 21,489	\$ 22,680	\$ -	\$ -
19002	Longevity	-	31	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	1,860	-	-
	Total Personnel Expenditures	<u>21,489</u>	<u>24,571</u>	<u>-</u>	<u>-</u>
Contractual Services					
32000	Conferences, meetings, dues	<u>1,310</u>	<u>120</u>	<u>-</u>	<u>-</u>
	Total Contractual Services	<u>1,310</u>	<u>120</u>	<u>-</u>	<u>-</u>
Utilities					
51001	Gas & diesel fuel	<u>680</u>	<u>108</u>	<u>-</u>	<u>-</u>
	Total Utilities	<u>680</u>	<u>108</u>	<u>-</u>	<u>-</u>
Commodities					
61003	Equipment supplies	<u>250</u>	<u>117</u>	<u>-</u>	<u>-</u>
	Total Commodities	<u>250</u>	<u>117</u>	<u>-</u>	<u>-</u>
01-041	Total Zoning Enforce Department	<u><u>\$ 23,729</u></u>	<u><u>\$ 24,916</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

Percentage increase/(decrease) 0.00%

Department Name: Planning & Zoning Commission ***Department #:*** 01-042

Mission & Purpose:

The Planning & Zoning Commission (P&Z) is responsible for ensuring compliance with zoning and subdivision regulations. The Commission also has the responsibility for land use planning and for development and adoption of the Plan of Conservation and Development. The Commission prepares revisions to the subdivision and zoning regulations when necessary. The Commission members are also appointed as the Town's Aquifer Protection Agency. The Planning and Land Use Administrator and Town Engineer provide staff assistance to the Commission. The five person and three alternate board meets at least twice a month.

Goals & Objectives:

1. Revise the subdivision regulations.
2. Revise text in zoning regulations as needed.
3. Consider the development of the Incentive Housing Zones.
4. Work with the Economic Development Commission to encourage the highest and best use of properties located in commercial and industrial areas.
5. Consider issues relative to regionalization.

Accomplishments:

Fiscal Notes:

- No change is proposed to this year's budget.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-042	Plan & Zoning Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 2,898	\$ 2,285	\$ 3,000	\$ 3,000
22000	FICA/Medicare	-	158	-	-
	Total Personnel Expenditures	<u>2,898</u>	<u>2,443</u>	<u>3,000</u>	<u>3,000</u>
Contractual Services					
31002	Plan consultant	11,230	96	-	-
31004	Court transcriptions	-	150	1,000	1,000
32000	Conferences, meetings, dues	220	243	300	300
-	Outside services	292	-	-	-
	Total Contractual Services	<u>11,742</u>	<u>489</u>	<u>1,300</u>	<u>1,300</u>
Miscellaneous					
86015	Midstate Regional Plan Agency	6,298	6,333	6,294	6,294
86016	CT River Assembly	1,500	500	500	500
	Total Miscellaneous	<u>7,798</u>	<u>6,833</u>	<u>6,794</u>	<u>6,794</u>
01-042	Total Plan & Zoning Commission	<u>\$ 22,438</u>	<u>\$ 9,765</u>	<u>\$ 11,094</u>	<u>\$ 11,094</u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

Department Name: Zoning Board of Appeals **Department #:** 01-043

Mission & Purpose:

The Zoning Board of Appeals (ZBA) is charged with decision making relative to requests for variances from the requirements of the Zoning Regulations and appeals of Zoning Enforcement Officer orders. The Board is also responsible for approving the location of gas stations and auto repair/sales dealerships. The five member board is scheduled to meet monthly. The Planning Department will provide assistance to the Board.

Goals & Objectives:

Accomplishments:

Fiscal Notes:

- No change is proposed to this year's budget.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-043	Zoning Board of Appeals	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 676	\$ 349	\$ 600	\$ 600
22000	FICA/Medicare	-	12	-	-
	Total Personnel Expenditures	<u>676</u>	<u>361</u>	<u>600</u>	<u>600</u>
Contractual Services					
31004	Court transcriptions	-	-	1,000	1,000
32000	Conferences, meetings, dues	256	-	300	300
-	Outside services	-	-	-	-
	Total Contractual Services	<u>256</u>	<u>-</u>	<u>1,300</u>	<u>1,300</u>
01-043	Total Zoning Board of Appeals	<u><u>\$ 932</u></u>	<u><u>\$ 361</u></u>	<u><u>\$ 1,900</u></u>	<u><u>\$ 1,900</u></u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

Department Name: ***Inland Wetlands Commission*** ***Department #:*** ***01-044***

Mission & Purpose:

The five (5) member and two (2) alternate Inland Wetlands Commission (IWC) is charged with protecting the Towns inland wetlands and watercourses. The IWC meets monthly and is appointed by the BOS. The IWC has the power to review subdivisions and other development projects that may affect wetlands.

Goals & Objectives:

1. Review and revise the IWC fee schedule.

Accomplishments:

- Revised the Inland-Wetland Regulations to conform with the updated Connecticut model regulations.
- Sponsored several public awareness seminars.

Fiscal Notes:

- No change is proposed to this year's budget.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-044	Inland Wetlands Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 1,093	\$ 337	\$ 1,500	\$ 1,500
-	Enforcement officer	-	-	-	-
22000	FICA/Medicare	-	4	-	-
Total Personnel Expenditures		<u>1,093</u>	<u>341</u>	<u>1,500</u>	<u>1,500</u>
Contractual Services					
32000	Conferences, meetings, dues	<u>140</u>	<u>150</u>	<u>350</u>	<u>350</u>
Total Contractual Services		<u>140</u>	<u>150</u>	<u>350</u>	<u>350</u>
Miscellaneous					
86001	CT Coastal Conservation Dist	<u>1,742</u>	<u>1,824</u>	<u>1,824</u>	<u>1,824</u>
Total Miscellaneous		<u>1,742</u>	<u>1,824</u>	<u>1,824</u>	<u>1,824</u>
01-044	Total Inland Wetlands Commission	<u><u>\$ 2,975</u></u>	<u><u>\$ 2,315</u></u>	<u><u>\$ 3,674</u></u>	<u><u>\$ 3,674</u></u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

Department Name: Conservation Commission **Department #:** 01-045

Mission & Purpose:

The Conservation Commission duties include reviewing and commenting on subdivision and earth removal applications that may be pending before the Planning & Zoning Commission and/or Inland Wetlands Commission. They develop and maintain an inventory of open space property and educate the public on various conservation and environmental issues. The Planning and Land Use Administrator provides assistance to the five member Commission.

Goals & Objectives:

1. Obtain State approval to construct a walking trail along the rim of the Portland Reservoir.

Accomplishments:

Fiscal Notes:

- No change is proposed to this year's budget.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-045	Conservation Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 777	\$ 368	\$ 600	\$ 600
22000	FICA/Medicare	-	28	-	-
	Total Personnel Expenditures	<u>777</u>	<u>396</u>	<u>600</u>	<u>600</u>
Contractual Services					
32000	Conferences, meetings, dues	160	-	250	250
	Total Contractual Services	<u>160</u>	<u>-</u>	<u>250</u>	<u>250</u>
Miscellaneous					
86002	Reservoir Trail Project	-	-	-	-
	Total Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-045	Total Conservation Commission	<u>\$ 937</u>	<u>\$ 396</u>	<u>\$ 850</u>	<u>\$ 850</u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

Department Name: Economic Development Comm ***Department #:*** 01-046

Mission & Purpose:

The Economic Development Commission, consisting of five (5) members, meets monthly to study conditions affecting Portland businesses. Commission activities include promoting new businesses and a positive business climate. The Commission has implemented a business recognition program to support this goal. The Planning and Land Use Administrator and the EDC Consultant provide assistance to the Commission.

Goals & Objectives:

1. Continue to promote the Town of Portland and bring new businesses to Town.

Accomplishments:

- Implemented a business recognition program.

Fiscal Notes:

- No change is proposed to this year's budget.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-046	Economic Dev Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 718	\$ 277	\$ 750	\$ 750
22000	FICA/Medicare	-	36	-	-
	Total Personnel Expenditures	<u>718</u>	<u>313</u>	<u>750</u>	<u>750</u>
Contractual Services					
31005	Grants consultant contract	22,518	18,000	22,000	22,000
32000	Conferences, meetings, dues	234	325	150	150
	Total Contractual Services	<u>22,752</u>	<u>18,325</u>	<u>22,150</u>	<u>22,150</u>
Utilities					
59001	Marketing program	1,301	1,739	3,600	3,600
	Total Utilities	<u>1,301</u>	<u>1,739</u>	<u>3,600</u>	<u>3,600</u>
01-046	Total Economic Dev Commission	<u><u>\$ 24,771</u></u>	<u><u>\$ 20,377</u></u>	<u><u>\$ 26,500</u></u>	<u><u>\$ 26,500</u></u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

Department Name: Capital Expenditure Comm **Department #:** 01-047

Mission & Purpose:

The five (5) member Capital Expenditure Commission has the responsibility for preparing the five-year capital improvement plan detailed in Department #08-141. The Commission is appointed by the BOS and reviews departmental requests for submission to the First Selectwoman. The full BOS then approves a one-year funding program.

Goals & Objectives:

1. To ensure the Towns capital infrastructure is maintained and in good working order.

Accomplishments:

- Instrumental in getting two new police cruisers, sand spreader, making facility improvements at the transfer station, improvements to technology and numerous Local Capital Improvement Projects (LOCIP).

Fiscal Notes:

- No change is proposed to this year's budget.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-047	Capital Expend Commission	Expended	Expended	Budget	Budget
Personnel Expenditures					
14001	Board clerk	\$ 209	\$ 63	\$ 300	\$ 300
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	209	63	300	300
01-047	Total Capital Expend Commission	\$ 209	\$ 63	\$ 300	\$ 300
Percentage increase/(decrease)					0.00%

Department Name: Health Department **Department #:** 01-051

Mission & Purpose:

The Health Department prevents and suppresses disease; protects, preserves, and enhances the health of the community. The Town contracts with the Chatham Health District to provide these services.

Goals & Objectives:

1. To continue providing the Town of Portland residents health services in the most cost effective manner.

Accomplishments:

- Permits are issued for septic systems, water supply wells, soil testing, B-100a and Engineering Plan Reviews and Food Service Establishments.
- Inspections are completed for day care centers, campgrounds, housing code enforcement, lead paint, public health complaints, food service establishments and temporary food service events.

Fiscal Notes:

- This budget is based on a per capita rate.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
		Expended	Expended	Budget	Budget
01-051	Health Department				
	Contractual Services				
-	CT Visiting Nurses Assoc	\$ -	\$ -	\$ -	\$ -
36009	Chatham Health District	74,435	76,760	76,500	76,500
	Total Contractual Services	74,435	76,760	76,500	76,500
01-051	Total Health Department	<u>\$ 74,435</u>	<u>\$ 76,760</u>	<u>\$ 76,500</u>	<u>\$ 76,500</u>
Percentage increase/(decrease)					<u>0.00%</u>

Department Name: Environmental Health ***Department #:*** 01-052

Mission & Purpose:

The Environmental Health Department shows the Town administrative cost of the duties of the Sanitarian. The Sanitarian duties were absorbed by the Chatham Health District when the Town joined the District. The Town's Director became an employee of the District but continues to provide services in the areas of sewage system site testing, including deep site testing, deep test pits, and perc test for subdivisions and building lots.

Goals & Objectives:

Accomplishments:

Fiscal Notes:

- This department is not funded in this year's budget.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-052	Environmental Health	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 3,324	\$ 3,497	\$ 3,445	\$ -
19002	Longevity	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>3,324</u>	<u>3,497</u>	<u>3,445</u>	<u>-</u>
01-052	Total Environmental Health	<u>\$ 3,324</u>	<u>\$ 3,497</u>	<u>\$ 3,445</u>	<u>\$ -</u>
Percentage increase/(decrease)					<u>-100.00%</u>

Department Name: Social Services **Department #:** 01-053

Mission & Purpose:

The Social Services Department is not a Town Department but rather an activity or portion of the budget used to detail which agencies receive Town of Portland funding contributions. These agencies provide services that the Town of Portland government does not.

Goals & Objectives:

1. To provide Town residents from all areas of Portland and other local area Towns with the opportunity to have services provided as needed.

Accomplishments:

- Provided funds to various organizations to assist the citizens of the Town of Portland.

Fiscal Notes:

- A contribution of \$500 is proposed for Rushford Center, which specializes in drug and alcohol rehabilitation services.
- An additional amount of \$1,500 is proposed for Veterans' Activities, including the annual engraving of names on the Veterans' Memorial and flags.
- The contribution to the Memorial Day parade has been reduced by \$3,700.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-053	Social Services	Expended	Expended	Budget	Budget
Miscellaneous					
86007	MCSAAC	\$ 500	\$ -	\$ 500	\$ 500
86008	Community Health Center	2,000	2,000	500	500
86009	Community Renewal Team	2,000	2,000	500	500
86010	Regional Mental Health Board	505	505	505	505
86011	Rushford Center	2,000	-	-	500
86013	Red Cross Dial-a-Ride	27,717	27,717	27,800	28,634
86014	Rural Transit Program	10,677	10,677	11,000	11,000
86017	Sexual Assault Crisis Center	-	-	-	-
86019	Family Access	-	1,200	500	500
86029	Brownstone Quorum	2,000	2,000	500	500
87004	Emergency Shelter	1,502	523	3,000	3,000
87005	Clinical social worker	2,620	-	-	-
87006	Connection Emergency Shelter	-	3,500	2,000	2,000
88001	Program services	100	-	-	-
88005	Memorial Day parade	6,186	6,698	4,700	1,000
88007	Veteran's activities	6,540	4,114	3,500	5,000
88008	Quarry project	1,207	-	-	-
88009	Brownstone Quorum Arch Fund	7,925	-	-	-
-	Quarryside Downtown	-	-	-	-
88020	Portland Fair	3,500	4,000	-	-
	Total Miscellaneous	76,979	64,934	55,005	54,139
01-053	Total Social Services	\$ 76,979	\$ 64,934	\$ 55,005	\$ 54,139

Percentage increase/(decrease) **-1.57%**

Mission & Purpose:

The Senior Citizens Center provides programming to adults, fifty (50) years or older, that encompass education, opportunities for the arts, health, social, and recreational services.

Goals & Objectives:

1. Continue work on the accreditation process.
2. Continue outreach to other groups in town (library, youth services, housing, schools, clubs and organizations) to work cooperatively.
3. Establish more evening and weekend programs to attract younger, working seniors.
4. Develop a volunteer-run "Friendly Visitor" program to provide contact with homebound seniors for socialization and safety checks.
5. Draft plans for the following:
 - Replacement of the floor in the large Mary Lou Rice Room and kitchen. The recent health inspection raised particular concerns with the kitchen floor tile conditions.
 - Replacement of the dishwasher, also as noted by the health inspection of the kitchen.
 - Refurbishment of the wooden sign on Waverly Avenue.
 - Installation of ceiling fans for better circulation, particularly in the Rice Room.

Accomplishments:

- Publish frequent Senior News items on The Courant's ITowns website.
- Provide frequent e-mail and Facebook updates to seniors.
- Publish the Senior Newsletter each month via e-mail and hard copy.
- Held monthly birthday celebrations, men's breakfasts, and dining excursions.
- Provided day trips at low cost options.
- Conducted outreach and volunteer activities at Chatham Court, Quarry Heights and Greystone Retirement Home.
- Home visits, frequent phone contact and referrals are made by the staff on an on-going basis.
- Average daytime attendance is 45 people.
- Total evening and weekend attendance was +2,500 for the 2009 calendar year.
- The Community Renewal Team lunch is available 5 days per week.
- Award -winning ArtVan Program has had monthly outings to cultural venues.

Fiscal Notes:

- Personnel expenditures cover one (1) full-time Director and 50% of the full-time salary of the Assistant, shared with the Parks & Recreation Department #12-130.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-054	Senior Citizen Center	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 40,497	\$ 44,870	\$ 44,100	\$ 46,000
11003	Part-time payroll	22,244	24,272	17,250	17,750
19002	Longevity	-	350	-	-
21001	Medical insurance	-	19,245	-	-
22000	FICA/Medicare	-	6,822	-	-
	Total Personnel Expenditures	<u>62,741</u>	<u>95,559</u>	<u>61,350</u>	<u>63,750</u>
Contractual Services					
31000	Service contracts	4,974	5,095	5,500	6,000
31006	Instructor fees	3,850	3,896	4,750	4,000
32000	Conferences, meetings, dues	192	320	300	350
	Total Contractual Services	<u>9,016</u>	<u>9,311</u>	<u>10,550</u>	<u>10,350</u>
Commodities					
61000	Office supplies	-	490	-	-
62001	Electricity	10,500	10,503	13,000	12,500
62002	Water & sewer	666	586	700	700
62004	Heating fuel	6,581	8,331	7,200	8,000
	Total Commodities	<u>17,747</u>	<u>19,910</u>	<u>20,900</u>	<u>21,200</u>
Capital Expenditures					
73000	Capital purchases	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous					
88001	Program services	2,150	1,553	2,750	2,000
	Total Miscellaneous	<u>2,150</u>	<u>1,553</u>	<u>2,750</u>	<u>2,000</u>
01-054	Total Senior Citizen Center	<u>\$ 91,654</u>	<u>\$ 126,333</u>	<u>\$ 95,550</u>	<u>\$ 97,300</u>

Percentage increase/(decrease) 1.83%

Department Name: ***Municipal Agent for the Elderly*** ***Department #:*** ***01-055***

Mission & Purpose:

The Municipal Agent for the Elderly is the Senior Citizen Center Director. This Department funds the costs associated with transportation of the residents, who have no other means of transportation, to and from various locations and attractions in the area. The van program is designed to enhance the quality of life of senior citizens by allowing them to get out of their home for shopping, church, appointments, and to participate in community events.

Goals & Objectives:

1. To provide transportation to needed residents as a quality of life issue.

Accomplishments:

- More than 300 contacts were made by the Municipal Agent (Director of Senior Services) in the 2009 calendar year.
- A total of 1,396 rides were provided to seniors during calendar year 2009.

Fiscal Notes:

- Personnel expenditures cover multiple van drivers with costs varying depending on use of the van service.
- A regional grant provides additional funding for the van driver costs.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-055	Municipal Agent for Elderly	Expended	Expended	Budget	Budget
Personnel Expenditures					
14010	Van drivers stipends	\$ 10,269	\$ 18,662	\$ 12,000	\$ 20,000
	Total Personnel Expenditures	<u>10,269</u>	<u>18,662</u>	<u>12,000</u>	<u>20,000</u>
Contractual Services					
31007	Tax incentive program	<u>1,811</u>	<u>3,282</u>	<u>-</u>	<u>-</u>
	Total Contractual Services	<u>1,811</u>	<u>3,282</u>	<u>-</u>	<u>-</u>
Utilities					
51001	Gas & diesel fuel	<u>2,806</u>	<u>3,957</u>	<u>3,450</u>	<u>4,500</u>
	Total Utilities	<u>2,806</u>	<u>3,957</u>	<u>3,450</u>	<u>4,500</u>
Miscellaneous					
88011	Veteran's relief	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
01-055	Total Munic Agent for the Elderly	<u>\$ 14,886</u>	<u>\$ 25,901</u>	<u>\$ 15,450</u>	<u>\$ 24,500</u>
Percentage increase/(decrease)					<u><u>58.58%</u></u>

Department Name: Portland Library **Department #:** 01-065

Mission & Purpose:

The Portland Library serves as a community center and an outstanding facility utilizing both technology and a personal touch to offer services to members of the community.

Goals & Objectives:

1. Improve accessibility to library services for disabled individuals.
2. Continue efforts toward school readiness and early literacy.
3. Continue our collaboration with the BOE and all Town Departments.

Accomplishments:

- Library is rated in the 91st percentile in a national rating of public libraries.

Fiscal Notes:

- Funding is provided for a Children's Librarian for one half year.
- Monies for Books and Disc & Videos have been reinstituted in the budget proposal.
- Electricity (62001) has been reduced due to expected savings from an energy efficiency project, funded by the American Resource and Recovery Act (ARRA).

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-065	Portland Library	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 282,539	\$ 282,425	\$ 300,250	\$ 289,000
11003	Part-time payroll	116,742	123,815	123,000	133,000
14001	Board clerk	270	811	750	800
19002	Longevity	-	150	-	-
21001	Medical insurance	-	100,577	-	-
22000	FICA/Medicare	-	29,468	-	-
	Total Personnel Expenditures	<u>399,551</u>	<u>537,246</u>	<u>424,000</u>	<u>422,800</u>
Contractual Services					
31000	Service contracts	12,375	9,163	13,500	15,000
32000	Conferences, meetings, dues	1,956	1,635	2,000	2,000
36010	Contract - data bases	3,197	3,577	3,500	4,500
36011	Data processing - Library Connection	27,527	26,962	31,000	30,000
	Total Contractual Services	<u>45,055</u>	<u>41,337</u>	<u>50,000</u>	<u>51,500</u>
Repairs					
44003	Equipment repair/rental	-	532	2,500	1,000
	Total Repairs	<u>-</u>	<u>532</u>	<u>2,500</u>	<u>1,000</u>
Utilities					
53000	Postage	2,082	1,390	2,750	2,750
59000	Cataloging	239	477	800	800
	Total Utilities	<u>2,321</u>	<u>1,867</u>	<u>3,550</u>	<u>3,550</u>
Commodities					
61000	Office supplies	6,758	7,254	6,000	6,000
62001	Electricity	49,922	49,123	51,500	48,500
62002	Water & sewer	1,020	1,424	1,200	1,750
62004	Heating fuel	29,792	44,783	33,000	37,500
64001	Books	46,198	31,916	16,000	32,000
64002	Discs & videos	4,455	3,502	-	3,000
64003	Periodicals	6,959	7,828	8,000	7,000
	Total Commodities	<u>145,104</u>	<u>145,830</u>	<u>115,700</u>	<u>135,750</u>
Miscellaneous					
88001	Program services	1,628	1,317	2,000	1,000
	Total Miscellaneous Expenditures	<u>1,628</u>	<u>1,317</u>	<u>2,000</u>	<u>1,000</u>
01-065	Total Portland Library	<u>\$ 593,659</u>	<u>\$ 728,129</u>	<u>\$ 597,750</u>	<u>\$ 615,600</u>

Percentage increase/(decrease) 2.99%

Department Name: Employee Fringe Benefits **Department #:** 01-071

Mission & Purpose:

The Fringe Benefits Department is not a Town Department but rather an activity or portion of the budget used to detail the cost of all non-BOE Town employees' fringe benefits, not specifically allocated to an individual Department, as provided by union contracts and/or personnel manual.

Goals & Objectives:

1. To provide fringe benefits as required by union contract and/or personnel manual for all non-BOE Town employees.

Accomplishments:

- Provided for health and welfare of all non-BOE Town employees and their dependents.

Fiscal Notes:

- Medical insurance is expected to increase 6.4%. An allowance for insurance waivers is included in this year's number.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-071	Employee Fringe Benefits	Expended	Expended	Budget	Budget
Personnel Expenditures					
19001	Vacation pay	\$ 18,710	\$ 26,208	\$ 22,000	\$ 28,000
19002	Longevity	13,500	-	14,000	15,000
19003	Sick pay	88,253	82,680	96,000	93,000
19004	Termination benefits pay	55,384	59,221	75,000	72,000
21001	Medical insurance	742,540	77,191	828,000	926,000
21002	Dental insurance	16,710	16,180	20,000	21,500
21003	Life insurance	7,254	7,864	10,500	11,000
21004	Long-term disability insurance	5,225	10,718	12,000	12,500
22000	FICA/Medicare	249,473	694	272,000	302,000
23001	Town pension contributions	236,921	273,220	376,000	424,343
23002	Police pension contribution	212,241	235,000	303,200	285,467
23003	Volunteer Fire pension contribution	38,500	38,500	50,000	60,222
26000	Workers' compensation	139,000	140,660	201,500	178,600
28001	Unemployment compensation	1,900	945	35,000	5,000
	Total Personnel Expenditures	<u>1,825,611</u>	<u>969,081</u>	<u>2,315,200</u>	<u>2,434,632</u>
Contractual Services					
37029	Collective bargaining	<u>2,500</u>	<u>-</u>	<u>6,000</u>	<u>7,500</u>
	Total Contractual Services	<u>2,500</u>	<u>-</u>	<u>6,000</u>	<u>7,500</u>
01-071	Total Employee Fringe Benefits	<u><u>\$ 1,828,111</u></u>	<u><u>\$ 969,081</u></u>	<u><u>\$ 2,321,200</u></u>	<u><u>\$ 2,442,132</u></u>
Percentage increase/(decrease)					<u><u>5.21%</u></u>

Department Name: Risk Management **Department #:** 01-073

Mission & Purpose:

The Risk Management Department provides for various types of insurance including general liability, automobile, express umbrella, law enforcement, professional, public employees' blanket, bond, property, and boilers/machinery.

Goals & Objectives:

1. Continue to seek out possible savings in areas of duplicate and excessive insurance coverage.
2. Continue to act on recommendations of employee safety and health committee.

Accomplishments:

- Entered into fixed rate contracts for most insurance policies.

Fiscal Notes:

- Minimal increase in liability and property premiums due to good claim history.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-073	Risk Management	Expended	Expended	Budget	Budget
Utilities					
-	General liability	\$ 6,237	\$ -	\$ -	\$ -
-	Public officials liability	12,937	-	-	-
-	Automobile insurance	35,549	-	-	-
-	Contractors equipment	-	-	-	-
-	Fire/extended coverage	14,344	-	-	-
-	Machinery & equipment	2,358	-	-	-
-	Surety bonds	-	-	-	-
-	Crime & theft	2,941	-	-	-
-	Umbrella	2,870	-	-	-
-	Volunteer Firemen	11,967	-	-	-
-	Law enforcement liability	10,067	-	-	-
-	Self-insured accidents	2,138	-	-	-
-	Probate Court liability	-	-	-	-
52001	Municipal insurance	-	99,997	116,000	120,000
	Total Utilities	101,408	99,997	116,000	120,000
01-073	Total Risk Management	\$ 101,408	\$ 99,997	\$ 116,000	\$ 120,000

Percentage increase/(decrease) 3.45%

Mission & Purpose:

The Debt Service Department is not a Town Department but rather an activity or portion of the budget used to detail the cost of all General Fund debt principal and interest payments payable during the fiscal year as well as miscellaneous bank charges associated with these issues. Debt issuances include general obligation bonds (GENOB) and capital leases.

Goals & Objectives:

1. To fund required capital projects paid through bond offerings while maintaining level funding from the general budget.

Accomplishments:

- Made all bond payments in a timely fashion.

Fiscal Notes:

- Detail of all General Fund debt payments by offering is as follows. BOE related debt is reimbursed by the State of CT to a varying percentage with the "budgeted amount" shown on the revenue detail budget account number 00220 School Construction Grant.

	Bonds Principal #83001	Bonds Interest #83002	Cap Lease Principal #83003	Cap Lease Interest #83004
❖	\$	\$	\$	\$
❖ 2003 GENOB BOE \$9.475M H/MS	525,000	214,331	-	-
❖ 1999 GENOB Town & BOE \$7.105M	420,000	90,718	-	-
❖ 2004 GENOB BOE \$9.47M H/MS	485,000	286,943	-	-
❖ Fire Department ladder truck (4 th of 10 annual payments)	-	-	37,123	20,356
❖ Fire Department rescue boat (3 rd of 5 annual payments)	-	-	25,446	3,509
❖ Rounding	-	8	-	-
	\$ <u>1,430,000</u>	\$ <u>592,000</u>	\$ <u>62,569</u>	\$ <u>23,865</u>
				Misc #83005
❖ Miscellaneous (estimated bank fees)				\$ <u>1,000</u>

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-085	Debt Service	Expended	Expended	Budget	Budget
Debt Service					
83001	Bonds - principal	\$ 1,750,000	\$ 1,725,000	\$ 1,615,000	\$ 1,430,000
83002	Bonds - interest	797,766	719,799	648,711	592,000
83003	Capital leases - principal	20,000	68,456	89,033	62,569
83004	Capital leases - interest	-	22,998	24,902	23,865
83005	Miscellaneous	-	-	1,000	1,000
Total Debt Service		<u>2,567,766</u>	<u>2,536,253</u>	<u>2,378,646</u>	2,109,434
01-085	Total Debt Service	<u><u>\$ 2,567,766</u></u>	<u><u>\$ 2,536,253</u></u>	<u><u>\$ 2,378,646</u></u>	<u><u>\$ 2,109,434</u></u>
Percentage increase/(decrease)					<u><u>-11.32%</u></u>

Mission & Purpose:

The Interfund Transfers Out Department is not a Town Department but rather an activity or portion of the budget used to detail the cost of interfund transfers out of the Town General Fund to other non-budgetary funds of the Town that require Town funding.

Goals & Objectives:

1. To provide a non-operating revenue source for the Animal Control Fund.
2. To provide a non-operating revenue source for the Youth Services Fund.
3. To provide a non-operating revenue source for the Maintenance Fund.
4. To provide a non-operating revenue source for the Resource Recovery Fund.
5. To provide a non-operating revenue source for the Parks & Recreation Fund.
6. To provide a non-operating revenue source for the Land Purchase Fund.
7. To provide a non-operating revenue source for the Renewable Energy Fund.
8. To provide a revenue stream to fund future capital improvement leases/purchases for the Capital Non-Recurring Fund (CIP).

Accomplishments:

- Activity shows the transfers out to the above listed funds to comply with Generally Accepted Accounting Principles (GAAP).

Fiscal Notes:

- Several transfers have increased as the anticipated revenues have been below expectations.
- Transfer out – Renewable Energy Account Number 90014 shows level funding to reinforce the Town's commitment to renewable energy.
- Detail of Capital Non-recurring Town, Account Number 90012 is as follows:

❖ One (1) fully equipped cruiser – Police Department	\$ 22,500
❖ Grounds Maintenance F-350 Pick-up	42,000
❖ Revaluation	150,000
❖ Computers – Town-wide	16,000
❖ Total Transfer In – General Fund Town	<u>230,500</u>
- Detail of Capital Non-recurring Town, Account Number 90013 is as follows:

Gildersleeve Bus Loop	\$15,000
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- Transfer out – Other - \$30,898 are transfers to help close out funds that no longer are operational and in a deficit position.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
01-093	Interfund Transfers Out	Expended	Expended	Budget	Budget
Transfers Out					
90001	Transfer out - Animal Control	\$ 50,971	\$ 53,025	\$ 73,215	\$ 74,415
90002	Transfer out - Youth Services	100,028	107,242	55,105	105,686
90003	Transfer out - Bldg Maintenance	101,000	49,000	64,000	60,000
90004	Transfer out - Town Aid Road	25,910	75,000	-	-
90005	Transfer out - Resource Recov	109,416	-	110,300	169,125
90006	Transfer out - Other	-	-	-	30,898
90007	Transfer out - Park & Rec	111,865	-	73,000	95,000
90008	Transfer out - Open Space	55,956	55,956	55,956	55,956
90012	Transfer out - Cap Non rec Town	226,600	109,000	104,000	230,500
90013	Transfer out - Cap Non rec BOE	42,500	20,000	-	15,000
90014	Transfer out - Renewable Energy	-	5,000	5,000	5,000
	Total Transfers Out	<u>824,246</u>	<u>474,223</u>	<u>540,576</u>	<u>841,580</u>
01-093	Total Interfund Transfers Out	<u>\$ 824,246</u>	<u>\$ 474,223</u>	<u>\$ 540,576</u>	<u>\$ 841,580</u>

Percentage increase/(decrease) 55.68%

Department Name: Town Contingency

Department #: 01-095

Mission & Purpose:

The Town Contingency Department is not a Town Department but rather an activity or portion of the budget used to detail the cost of unanticipated expenditures not budgeted for that could occur during the fiscal year regarding the Town of Portland General Government budget.

Goals & Objectives:

1. To provide a “cushion” for extraordinary occurrences and unanticipated obligations during this budget year.

Accomplishments:

Fiscal Notes:

- The increase in the account is due to the volatility of the current economy.
- Any amounts not used or transferred to other Town General Government accounts at year-end return to the Town Fund Balance, which will be used for future needs.

Town of Portland, Connecticut
Adopted General Government Expenditure Budget Detail - Fiscal Year 2010-2011
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
		Expended	Expended	Budget	Budget
01-095	Town Contingency				
	Miscellaneous				
84001	Contingency	\$ 35,257	\$ -	\$ 100,000	\$ 100,000
	Total Miscellaneous	<u>35,257</u>	<u>-</u>	<u>100,000</u>	<u>100,000</u>
01-095	Total Town Contingency	<u>\$ 35,257</u>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>
Percentage increase/(decrease)					<u>0.00%</u>

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Other Special Revenue Funds

The Other Special Revenue Funds budgets, consisting of the Sewer Department, Water Department, Animal Control Department, Town Aid Road Fund, Youth Services Department, Resource Recovery Department, Building Maintenance Fund, and the Parks & Recreation Department, are prepared in the same manner as the General Fund operating budgets. However, these budgets are ***NOT*** subject to referendum but ***ARE*** approved by the Board of Selectmen after the General Fund Operating budgets are approved by taxpayers, except for the Sewer and Water budgets, which must be approved no later than May 1st by Town Charter. Brief descriptions of each of the budgets/funds are shown below.

Department Name: ***Sewer Department*** **Department #:** ***02-139***

Personnel expenditures for the Sewer Department include the full-time salaries of three (3) employees, and 50% of the full-time salary of the billing/collection agent shared with the Water Department #03-135. The Sewer facility was upgraded in 2001. Wastewater is collected from 1,450 users through a collection system consisting of approximately twenty-two (22) miles of sewer mains and three (3) pumping stations. The entire budget is funded through user charges.

Department Name: ***Water Department*** **Department #:** ***03-135***

Personnel expenditures for the Water Department include the full-time salaries of three (3) employees plus 50% of the full-time salary of the billing/collection agent shared with the Sewer Department #02-139. The Department maintains approximately 40 miles of water mains serving approximately 25% of our total Town population. Over the past several years, the Department has seen a reduction in revenues due to the Town losing major users. The entire budget is funded through user charges.

Department Name: ***Animal Control Department*** **Department #:** ***04-140***

Personnel expenditures for the Animal Control Department include the full-time salary of one (1) Animal Control Officer plus the part-time salary of our weekend/call-in employee. The Towns of Portland, Cromwell, and Middletown use the Facility to impound animals. The estimated budget for FY 2010-2011 shows a General Fund contribution of \$74,415, or approximately 67% of the total budget.

Department Name: ***Town Aid Road Fund*** **Department #:** ***06-030***

This budget provides for road maintenance, repair, purchases of salt for the winter months, and purchases of materials for road maintenance projects. This fund is funded by a State of CT grant. The grant is expected to decrease to \$121,415 for Fiscal Year 2010-2011.

TOWN OF PORTLAND, CONNECTICUT

OTHER SPECIAL REVENUE FUNDS

SEWER DEPARTMENT

WATER DEPARTMENT

ANIMAL CONTROL DEPARTMENT

TOWN AID ROAD FUND

YOUTH SERVICES DEPARTMENT

RESOURCE RECOVERY DEPARTMENT

BUILDING MAINTENANCE FUND

PARKS & RECREATION DEPARTMENT

ADOPTED BUDGETS

FISCAL YEAR

2010 - 2011

Other Special Revenue Funds (Continued)

Department Name: ***Youth Services Department*** ***Department #:*** ***07-110***

Personnel expenditures for the Youth Services Department (YSB) include the full-time salary of one (1) Director, the part-time salary of an administrative assistant, plus numerous temporary/part-time staff. The YSB is continuing to build understanding of the Search Institutes "40 Developmental Asset" model. This is the model used to develop all programs for the Town. The school based programs focus on social skill building, defining healthy relationships and developing decision-making strategies. The estimated budget for FY 2010-2011 shows a State of CT grant for \$22,500 with the rest of the budget funded by user charges of \$138,220, or 52% of the total budget, and a contribution from the General Fund of \$105,686, or approximately 40% of the total budget.

Department Name: ***Resource Recovery Dept.*** ***Department #:*** ***09-120***

Personnel expenditures for the Resource Recovery Department include two full-time salaried employees, plus 50% of the full-time salary of the Supervisor of Operations shared with the Public Works Director Department #01-031. The Resource Recovery Department allows residents to bring municipal solid waste (MSW) and recyclables for disposal. The Department assists residents with recycling, bag sales for MSW, bulky waste disposal, brush burning, leaf composting, and transfer of MSW to disposal centers utilizing the roll-off container vehicle. The General Fund contribution is \$169,125, or 46% of the total budget.

Department Name: ***Building Maintenance Fund*** ***Department #:*** ***11-037***

This budget provides for maintenance and repair projects in Town buildings and schools that do not meet the criteria of the five (5) year capital improvement plan. The estimated budget for FY 2010-2011 shows a contribution from the General Fund of \$60,000, or approximately 100% of the total budget.

Department Name: ***Parks & Rec Department*** ***Department #:*** ***12-130***

Personnel expenditures for the Parks & Recreation Department include the full-time salary of one (1) Director, 50% of the full-time salary of an administrative assistant shared with the Senior Citizen Center Department #01-054, plus numerous temporary/seasonal employees. The Department is responsible for offering many recreational and community programs such as holiday tree lighting, Easter-egg hunt, road race and other town-wide activities. The General Fund contribution budgeted in Fiscal Year 2011 is \$95,000, or 24% of the total budget.

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2010 - 2011 - Sewer Department
As of May 10, 2010

Sewer Department		2007-2008 Actual Revenue	2008-2009 Actual Revenue	2009-2010 Budgeted Revenue	2010-2011 Estimated Revenue
Charges for Services					
00350	User charges	\$ 781,599	\$ 744,636	\$ 891,158	\$ 937,066
00351	User charges - interest & lien fees	21,778	29,309	25,000	30,000
00352	Sale of nitrogen credits	4,138	1,643	1,600	1,000
00353	Process material	5,041	4,080	5,500	4,500
00354	Other revenue sources	276	1,388	300	1,000
00355	PILOT payment	-	-	-	-
00406	Demand Response	3,091	5,676	4,000	3,500
Total Charges for Services		<u>815,923</u>	<u>786,732</u>	<u>927,558</u>	<u>977,066</u>
Investment Income					
00401	Investment income	14,000	4,837	5,000	4,000
Total Investment Income		<u>14,000</u>	<u>4,837</u>	<u>5,000</u>	<u>4,000</u>
Total Sewer Department Revenue		<u>\$ 829,923</u>	<u>\$ 791,569</u>	<u>\$ 932,558</u>	<u>\$ 981,066</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2010 - 2011 - Sewer Department
As of May 10, 2010

02-139 Sewer Department		2007-2008 Actual Expended	2008-2009 Actual Expended	2009-2010 Revised Budget	2010-2011 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 191,202	\$ 202,628	\$ 215,000	\$ 210,000
13002	Overtime	9,937	7,281	11,000	11,000
14001	Board clerk	131	48	150	150
-	Unused vacation pay	-	-	-	-
19002	Longevity	1,450	1,450	1,450	1,450
19003	Sick pay	15,131	10,338	15,000	12,500
21001	Medical insurance	50,023	72,715	77,000	78,600
21002	Dental insurance	985	1,096	1,200	1,500
21003	Life insurance	442	506	510	600
21004	Long-term disability insurance	269	543	510	675
22000	FICA/Medicare	10,418	15,227	18,960	18,250
23001	Town pension contribution	21,500	26,021	23,075	21,100
Total Personnel Expenditures		301,488	337,853	363,855	355,825
Contractual Services					
31000	Service contracts	38,374	36,639	46,000	46,000
32000	Conferences, meetings, dues	463	949	1,200	1,200
33001	Audit services	6,400	6,999	6,000	6,300
34001	Data processing	-	412	750	1,000
37013	Legal fees	-	2,906	2,500	3,000
Total Contractual Services		45,237	47,905	56,450	57,500
Repairs					
44003	Equipment repair/rental	30,578	14,406	30,000	30,000
Total Repairs		30,578	14,406	30,000	30,000
Utilities					
51001	Gas & diesel fuel	1,888	2,327	2,000	2,400
52001	Municipal insurance	16,476	16,572	17,500	18,375
53000	Postage	3,600	4,060	4,250	4,500
53001	Telephone	4,675	5,051	4,850	5,500
Total Utilities		26,639	28,010	28,600	30,775

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2010 - 2011 - Sewer Department
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
02-139	Sewer Department	Expended	Expended	Budget	Budget
Commodities					
61000	Office supplies	\$ 578	\$ 579	\$ 1,000	\$ 1,000
61001	Uniforms	1,191	1,348	1,350	1,300
62001	Electricity	114,423	121,836	127,000	127,500
62002	Water & sewer	13,172	10,692	15,500	13,500
62004	Heating fuel	12,300	15,395	14,500	15,000
65002	Sewer supplies	5,743	6,387	8,500	8,500
68000	Custodial supplies	-	-	250	250
69002	Chemicals	5,552	2,301	6,000	4,000
	Total Commodities	<u>152,959</u>	<u>158,538</u>	<u>174,100</u>	<u>171,050</u>
Equipment					
73000	Equipment purchases	<u>3,720</u>	<u>2,572</u>	<u>5,000</u>	<u>5,000</u>
	Total Equipment	<u>3,720</u>	<u>2,572</u>	<u>5,000</u>	<u>5,000</u>
Miscellaneous					
83006	CWF notes - principal	198,406	202,170	206,039	209,958
83007	CWF notes - interest	57,326	53,192	49,114	44,958
88016	Miscellaneous	<u>4,485</u>	<u>2,322</u>	<u>6,500</u>	<u>6,500</u>
	Total Miscellaneous	<u>260,217</u>	<u>257,684</u>	<u>261,653</u>	<u>261,416</u>
Transfers Out					
90015	Transfer out - Cap Non rec Town	40,000	40,000	-	58,000
90016	Transfer out - Workers' comp	<u>7,800</u>	<u>9,000</u>	<u>12,900</u>	<u>11,500</u>
	Total Transfers Out	<u>47,800</u>	<u>49,000</u>	<u>12,900</u>	<u>69,500</u>
02-139	Total Sewer Department	<u><u>\$ 868,638</u></u>	<u><u>\$ 895,968</u></u>	<u><u>\$ 932,558</u></u>	<u><u>\$ 981,066</u></u>

Percentage increase/(decrease) 5.20%

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2010 - 2011 - Water Department
As of May 10, 2010

Water Department		2007-2008 Actual Revenue	2008-2009 Actual Revenue	2009-2010 Budgeted Revenue	2010-2011 Estimated Revenue
Charges for Services					
00351	User charges - interest & lien fees	\$ 40,744	\$ 34,404	\$ 45,454	\$ 37,500
00354	Miscellaneous	3,140	5,833	4,000	4,000
00356	Meter charges	140,231	139,733	144,000	144,000
00357	Unmetered sales	13,694	13,576	16,000	16,000
00358	Metered sales	832,252	739,075	856,750	998,434
00359	Private fire protection	7,902	13,782	8,500	14,000
00360	Service connections	-	450	1,000	1,000
00361	Sales to public authorities	28,473	50,663	32,500	51,000
00362	Cross connection fees	6,075	5,500	6,250	6,250
	Total Charges for Services	<u>1,072,511</u>	<u>1,003,016</u>	<u>1,114,454</u>	<u>1,272,184</u>
Investment Income					
00401	Investment income	5,226	1,429	4,250	1,000
	Total Investment Income	<u>5,226</u>	<u>1,429</u>	<u>4,250</u>	<u>1,000</u>
Total Water Department Revenue		<u>\$ 1,077,737</u>	<u>\$ 1,004,445</u>	<u>\$ 1,118,704</u>	<u>\$ 1,273,184</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2010 - 2011 - Water Department
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
03-135	Water Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 184,523	\$ 130,585	\$ 192,000	\$ 197,800
13002	Overtime	11,010	17,556	25,000	22,500
14001	Board clerk	93	143	100	175
-	Unused vacation pay	-	-	-	-
19002	Longevity	550	550	550	550
19003	Sick pay	16,269	5,951	17,250	7,500
21001	Medical insurance	56,301	41,409	62,750	67,100
21002	Dental insurance	766	877	1,150	1,250
21003	Life insurance	315	313	675	700
21004	Long-term disability insurance	207	367	675	700
22000	FICA/Medicare	14,184	10,766	19,000	18,500
23001	Town pension contribution	28,554	31,171	12,830	12,400
	Total Personnel Expenditures	312,772	239,688	331,980	329,175
Contractual Services					
31000	Service contracts	23,583	17,297	25,000	20,000
32000	Conferences, meetings, dues	570	955	850	850
33001	Audit services	7,900	8,601	8,000	8,400
34001	Data processing	1,255	742	1,500	1,500
37013	Legal fees	-	5,235	2,500	5,000
38010	Miscellaneous engineering	6,668	9,961	5,000	5,000
38012	MDC water contract	425,371	446,046	450,000	487,000
	Total Contractual Services	465,347	488,837	492,850	527,750
Repairs					
44003	Equipment repair/rental	4,244	6,224	6,000	6,000
	Total Repairs	4,244	6,224	6,000	6,000
Utilities					
51001	Gas & diesel fuel	5,331	11,637	6,615	10,000
52001	Municipal insurance	7,482	7,527	7,900	8,250
53000	Postage	4,800	5,055	5,250	5,750
53001	Telephone	5,867	5,213	6,300	6,500
	Total Utilities	23,480	29,432	26,065	30,500

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2010 - 2011 - Water Department
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
		Expended	Expended	Budget	Budget
03-135	Water Department				
Commodities					
61000	Office supplies	\$ 489	\$ 1,234	\$ 2,000	\$ 2,000
61001	Uniforms	1,121	893	1,400	1,300
62001	Electricity	36,662	32,262	40,000	41,500
65003	Water supplies	13,379	7,340	34,000	40,000
69002	Chemicals	2,062	2,672	2,750	3,000
	Total Commodities	<u>53,713</u>	<u>44,401</u>	<u>80,150</u>	<u>87,800</u>
Equipment					
73000	Equipment purchases	<u>8,053</u>	<u>10,955</u>	<u>6,500</u>	<u>6,500</u>
	Total Equipment	<u>8,053</u>	<u>10,955</u>	<u>6,500</u>	<u>6,500</u>
Miscellaneous					
83001	Bonds - principal	125,000	125,000	-	-
83002	Bonds - interest	13,594	4,531	-	-
83006	CWF notes - principal	106,537	119,038	122,049	125,135
83007	CWF notes - interest	37,524	38,120	35,110	32,024
88016	Miscellaneous	<u>3,056</u>	<u>3,005</u>	<u>7,000</u>	<u>7,000</u>
	Total Miscellaneous	<u>285,711</u>	<u>289,694</u>	<u>164,159</u>	<u>164,159</u>
Transfers Out					
90015	Transfer out - Cap Non rec Town	-	-	-	111,500
90016	Transfer out - Workers' comp	<u>11,900</u>	<u>13,700</u>	<u>11,000</u>	<u>9,800</u>
	Total Transfers Out	<u>11,900</u>	<u>13,700</u>	<u>11,000</u>	<u>121,300</u>
03-135	Total Water Department	<u>\$ 1,165,220</u>	<u>\$ 1,122,931</u>	<u>\$ 1,118,704</u>	<u>\$ 1,273,184</u>
Percentage increase/(decrease)					<u>13.81%</u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2010 - 2011 - Animal Control Department
As of May 10, 2010

Animal Control Department		2007-2008 Actual Revenue	2008-2009 Actual Revenue	2009-2010 Budgeted Revenue	2010-2011 Estimated Revenue
Charges for Services					
00303	Property rental	\$ 27,202	\$ 27,430	\$ 28,000	\$ 28,850
00317	Sale of dog licenses	5,165	4,174	5,250	5,250
00354	Miscellaneous	475	731	500	500
00363	Dog surcharge	1,672	1,344	1,750	1,750
Total Charges for Services		<u>34,514</u>	<u>33,679</u>	<u>35,500</u>	<u>36,350</u>
Investment Income					
00401	Investment income	1,200	-	-	-
Total Investment Income		<u>1,200</u>	<u>-</u>	<u>-</u>	<u>-</u>
Subtotal Operating Income		<u>35,714</u>	<u>33,679</u>	<u>35,500</u>	<u>36,350</u>
Interfund Transfers In					
00501	Transfer in - General Fund	50,971	53,025	73,215	74,415
Total Interfund Transfers In		<u>50,971</u>	<u>53,025</u>	<u>73,215</u>	<u>74,415</u>
Total Animal Control Dept Revenue		<u>\$ 86,685</u>	<u>\$ 86,704</u>	<u>\$ 108,715</u>	<u>\$ 110,765</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2010 - 2011 - Animal Control Department
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
04-140	Animal Control Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 40,825	\$ 42,418	\$ 42,150	\$ 43,500
11003	Part-time payroll	11,486	8,659	11,500	12,000
13002	Overtime	3,578	3,083	2,500	3,250
19002	Longevity	150	250	150	350
19003	Sick pay	1,272	1,943	1,500	2,500
21001	Medical insurance	7,110	8,204	8,900	9,025
21002	Dental insurance	219	219	300	300
21003	Life insurance	95	108	145	150
21004	Long-term disability insurance	72	122	210	210
22000	FICA/Medicare	3,688	4,082	4,600	4,500
23001	Town pension contribution	3,800	4,100	4,800	4,400
	Total Personnel Expenditures	<u>72,295</u>	<u>73,188</u>	<u>76,755</u>	<u>80,185</u>
Contractual Services					
31000	Service contracts	-	1,598	1,750	1,750
32000	Conferences, meetings, dues	-	-	-	-
33001	Audit services	-	-	-	-
33004	Veterinarian fees	957	2,940	2,000	2,000
-	Data processing	-	-	-	-
	Total Contractual Services	<u>957</u>	<u>4,538</u>	<u>3,750</u>	<u>3,750</u>
Repairs					
44003	Equipment repair/rental	<u>1,572</u>	<u>896</u>	<u>1,750</u>	<u>1,750</u>
	Total Repairs	<u>1,572</u>	<u>896</u>	<u>1,750</u>	<u>1,750</u>
Utilities					
51001	Gas & diesel fuel	2,436	2,499	2,600	2,600
52001	Municipal insurance	811	816	860	860
53000	Postage	500	650	650	650
53001	Telephone	-	-	250	720
54000	Advertising & publications	-	150	150	150
	Total Utilities	<u>3,747</u>	<u>4,115</u>	<u>4,510</u>	<u>4,980</u>

Town of Portland, Connecticut

Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2010 - 2011 - Animal Control Department
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
04-140	Animal Control Department	Expended	Expended	Budget	Budget
Commodities					
61000	Office supplies	\$ 202	\$ 109	\$ 400	\$ 250
61001	Uniforms	599	574	1,000	750
61003	Equipment supplies	702	1,150	2,000	1,500
62001	Electricity	3,021	2,910	3,500	3,500
62002	Water & sewer	2,399	971	2,750	2,250
62004	Heating fuel	1,202	2,017	2,000	2,250
63002	Dog food	966	988	1,200	1,200
68000	Custodial supplies	1,383	109	1,400	900
	Total Commodities	<u>10,474</u>	<u>8,828</u>	<u>14,250</u>	<u>12,600</u>
Miscellaneous					
-	Fee share to State	7,454	4,250	4,500	4,600
-	Miscellaneous	-	-	-	-
	Total Miscellaneous	<u>7,454</u>	<u>4,250</u>	<u>4,500</u>	<u>4,600</u>
Transfers Out					
90016	Transfer out - Workers' comp	2,000	2,300	3,200	2,900
	Total Transfers Out	<u>2,000</u>	<u>2,300</u>	<u>3,200</u>	<u>2,900</u>
04-140	Total Animal Control Department	<u>\$ 98,499</u>	<u>\$ 98,115</u>	<u>\$ 108,715</u>	<u>\$ 110,765</u>
Percentage increase/(decrease)					<u>1.89%</u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2010 - 2011 - Town Aid Road Fund
As of May 10, 2010

Town Aid Road Fund		2007-2008 Actual Revenue	2008-2009 Actual Revenue	2009-2010 Budgeted Revenue	2010-2011 Estimated Revenue
Intergovernmental					
00221	State of CT - TAR	\$ 49,831	\$ 180,889	\$ 89,567	\$ 121,415
	Total Intergovernmental	<u>49,831</u>	<u>180,889</u>	<u>89,567</u>	<u>121,415</u>
Investment Income					
00401	Investment income	<u>1,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Investment Income	<u>1,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Subtotal Operating Income	<u>50,831</u>	<u>180,889</u>	<u>89,567</u>	<u>121,415</u>
Interfund Transfers In					
00501	Transfer in - General Fund	<u>25,910</u>	<u>75,000</u>	<u>-</u>	<u>-</u>
	Total Interfund Transfers In	<u>25,910</u>	<u>75,000</u>	<u>-</u>	<u>-</u>
Total Town Aid Road Fund Revenue		<u>\$ 76,741</u>	<u>\$ 255,889</u>	<u>\$ 89,567</u>	<u>\$ 121,415</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2010 - 2011 - Town Aid Road Fund

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
06-030	Town Aid Road Fund	Expended	Expended	Budget	Budget
Commodities					
65001	Road materials	\$ 49,831	\$ 242,673	\$ 89,567	\$ 121,415
	Total Commodities	<u>49,831</u>	<u>242,673</u>	<u>89,567</u>	<u>121,415</u>
06-030	Total Town Aid Road Fund	<u>\$ 49,831</u>	<u>\$ 242,673</u>	<u>\$ 89,567</u>	<u>\$ 121,415</u>
Percentage increase/(decrease)					<u>35.56%</u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2010 - 2011 - Youth Services Department
As of May 10, 2010

Youth Services Department		2007-2008 Actual Revenue	2008-2009 Actual Revenue	2009-2010 Budgeted Revenue	2010-2011 Estimated Revenue
Intergovernmental					
00222	State of CT - YSB	\$ 19,000	\$ 19,000	\$ 14,000	\$ 14,000
00223	State of CT - DSS	-	6,411	4,000	8,500
	Total Intergovernmental	19,000	25,411	18,000	22,500
Charges for Services					
00354	Miscellaneous	-	1,907	500	500
00364	Program fees - school year	25,319	23,380	83,000	127,720
00365	Resource center fees	2,390	2,895	8,000	8,000
00366	Contributions/donations	2,000	1,144	3,000	2,000
	Total Charges for Services	29,709	29,326	94,500	138,220
Investment Income					
00401	Investment income	2,500	-	-	-
	Total Investment Income	2,500	-	-	-
	Subtotal Operating Income	51,209	54,737	112,500	160,720
Interfund Transfers In					
00501	Transfer in - General Fund	100,028	107,242	55,105	105,686
	Total Interfund Transfers In	100,028	107,242	55,105	105,686
Total Youth Services Dept Revenue		\$ 151,237	\$ 161,979	\$ 167,605	\$ 266,406

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2010 - 2011 - Youth Services Department
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
07-110	Youth Services Department	Expended	Expended	Budget	Budget
Personnel Expenditures					
11001	Regular payroll	\$ 45,745	\$ 47,059	\$ 47,000	\$ 48,300
11002	Clerical payroll	6,091	6,573	7,000	7,250
12000	Temporary payroll	27,793	34,650	30,000	115,100
19002	Longevity	150	-	150	250
19003	Sick pay	2,016	2,694	2,250	2,750
21001	Medical insurance	15,028	16,709	17,800	18,500
21002	Dental insurance	219	219	350	300
21003	Life insurance	106	118	135	150
21004	Long-term disability insurance	81	135	150	175
22000	FICA/Medicare	3,902	6,774	7,200	13,400
23001	Town pension contribution	3,300	4,000	5,400	4,900
	Total Personnel Expenditures	104,431	118,931	117,435	211,075
Contractual Services					
32000	Conferences, meetings, & dues	535	560	650	700
	Total Contractual Services	535	560	650	700
Repairs					
44003	Equipment repair/rental	-	-	875	-
	Total Repairs	-	-	875	-
Utilities					
52001	Municipal insurance	1,770	1,781	1,850	1,906
53000	Postage	105	155	155	175
53001	Telephone	-	-	850	-
	Total Utilities	1,875	1,936	2,855	2,081
Commodities					
61000	Office supplies	544	985	750	750
61006	Building supplies	-	-	500	500
62001	Electricity	3,955	4,558	4,250	4,800
62002	Water & sewer	-	208	85	250
62004	Heating fuel	1,065	682	1,655	1,300
	Total Commodities	5,564	6,433	7,240	7,600

Town of Portland, Connecticut

**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2010 - 2011 - Youth Services Department
As of May 10, 2010**

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
07-110	Youth Services Department	Expended	Expended	Budget	Budget
Programs/Activities					
88038	Miscellaneous programs	\$ -	\$ -	\$ -	\$ -
88039	CRC consulting	26,000	27,830	25,000	25,000
88040	Activity funds	4,900	5,766	7,000	14,000
88041	Activity supplies	1,060	881	1,250	1,250
	Total Programs/Activities	<u>31,960</u>	<u>34,477</u>	<u>33,250</u>	40,250
Transfers Out					
90016	Transfer out - Workers' comp	1,985	2,300	5,300	4,700
	Total Transfers Out	<u>1,985</u>	<u>2,300</u>	<u>5,300</u>	4,700
07-110	Total Youth Services Department	<u><u>\$ 146,350</u></u>	<u><u>\$ 164,637</u></u>	<u><u>\$ 167,605</u></u>	<u><u>\$ 266,406</u></u>
Percentage increase/(decrease)					<u><u>58.95%</u></u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2010 - 2011 - Resource Recovery Department
As of May 10, 2010

Resource Recovery Department		2007-2008 Actual Revenue	2008-2009 Actual Revenue	2009-2010 Budgeted Revenue	2010-2011 Estimated Revenue
Charges for Services					
00354	Miscellaneous	\$ 149,918	\$ 2,934	\$ -	\$ 500
00367	Tire fees	684	1,065	1,000	1,100
00368	Sale of newsprint	2,024	186	2,345	-
00369	Battery recycling	101	73	125	125
00370	Sale of metal	44,341	21,107	32,500	10,000
00371	Facility use permits	15,302	20,414	31,875	25,000
00372	Freon appliance permits	2,485	4,896	2,500	4,000
00373	15 gallon bags to residents	1,944	3,236	2,450	3,500
00374	30 gallon bags to residents	21,947	20,835	27,500	24,000
00375	45 gallon bags to residents	42,028	40,168	52,500	44,000
00376	15 gallon bags to distributors	313	313	400	400
00377	30 gallon bags to distributors	3,000	3,480	3,750	4,250
00378	45 gallon bags to distributors	6,480	6,376	8,250	7,500
00379	Bulky waste	55,521	53,628	70,000	60,000
00380	Anti-freeze disposal	12	85	50	50
00381	Mixed paper	8,352	1,730	7,000	-
00382	Cardboard sales	2,634	24	2,750	-
00383	Town demolition	2,221	373	2,500	1,000
00384	Propane tank disposal	17	272	250	275
00399	Single stream recyclables	-	-	-	12,500
	Total Charges for Services	<u>359,324</u>	<u>181,195</u>	<u>247,745</u>	<u>198,200</u>
Investment Income					
00401	Investment income	<u>2,000</u>	<u>1,521</u>	<u>-</u>	<u>-</u>
	Total Investment Income	<u>2,000</u>	<u>1,521</u>	<u>-</u>	<u>-</u>
	Subtotal Operating Income	<u>361,324</u>	<u>182,716</u>	<u>247,745</u>	<u>198,200</u>
Interfund Transfers In					
00501	Transfer in - General Fund	<u>109,416</u>	<u>-</u>	<u>110,300</u>	<u>169,125</u>
	Total Interfund Transfers In	<u>109,416</u>	<u>-</u>	<u>110,300</u>	<u>169,125</u>
Total Resource Recovery Dept Rev		<u>\$ 470,740</u>	<u>\$ 182,716</u>	<u>\$ 358,045</u>	<u>\$ 367,325</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2010 - 2011 - Resource Recovery Dept
As of May 10, 2010

09-120	Resource Recovery Dept	2007-2008 Actual Expended	2008-2009 Actual Expended	2009-2010 Revised Budget	2010-2011 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 112,629	\$ 137,428	\$ 129,000	\$ 143,500
12000	Temporary payroll	948	-	-	-
13002	Overtime	14,539	9,566	12,500	12,500
19002	Longevity	450	450	1,275	825
19003	Sick pay	5,186	5,196	7,000	6,000
21001	Medical insurance	25,386	34,294	44,300	46,500
21002	Dental insurance	318	647	850	775
21003	Life insurance	158	210	340	475
21004	Long-term disability insurance	184	166	530	475
22000	FICA/Medicare	5,593	10,966	12,000	12,000
23001	Town pension contribution	15,000	15,001	12,000	11,000
	Total Personnel Expenditures	180,391	213,924	219,795	234,050
Contractual Services					
31000	Service contracts	-	-	5,000	3,750
34001	Data processing	-	607	1,400	1,000
36004	Telecommunications	-	-	-	1,000
	Total Contractual Services	-	607	6,400	5,750
Repairs					
44003	Equipment repair/rental	598	2,316	5,500	5,500
	Total Repairs	598	2,316	5,500	5,500
Utilities					
51001	Gas & diesel fuel	6,025	7,235	8,500	7,300
52001	Municipal insurance	2,067	2,080	2,200	2,225
53001	Telephone	-	-	300	300
	Total Utilities	8,092	9,315	11,000	9,825
Commodities					
61001	Uniforms	1,253	1,125	1,200	1,100
61003	Equipment supplies	277	1,855	1,500	1,500
61006	Building supplies	121	2,890	500	500
62001	Electricity	1,877	1,485	3,000	3,000
62002	Water & sewer	236	267	300	350
62004	Heating fuel	925	1,082	1,500	1,250
69003	Bags and stickers	7,533	9,977	9,000	9,000
	Total Commodities	12,222	18,681	17,000	16,700

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2010 - 2011 - Resource Recovery Dept
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
09-120	Resource Recovery Dept	Expended	Expended	Budget	Budget
Equipment					
73000	Equipment purchases	\$ 10,530	\$ -	\$ -	\$ -
	Total Equipment	<u>10,530</u>	<u>-</u>	<u>-</u>	<u>-</u>
Miscellaneous					
88001	Program services	599	107	1,000	1,000
88003	Permits - State of CT	725	1,858	1,500	1,500
88012	MSW disposal fees	31,750	33,711	36,000	36,000
88014	BW disposal fees	41,823	35,680	45,000	42,500
88017	Hauling expense	500	2,195	1,200	1,500
88018	Recycling	3,525	4,445	5,850	6,000
	Total Miscellaneous	<u>78,922</u>	<u>77,996</u>	<u>90,550</u>	88,500
Transfers Out					
90015	Transfer out - Cap Non rec Town	-	10,000	-	-
90016	Transfer out - Workers' comp	7,600	8,740	7,800	7,000
	Total Transfers Out	<u>7,600</u>	<u>18,740</u>	<u>7,800</u>	7,000
09-120	Total Resource Recovery Dept	<u><u>\$ 298,355</u></u>	<u><u>\$ 341,579</u></u>	<u><u>\$ 358,045</u></u>	<u><u>\$ 367,325</u></u>
Percentage increase/(decrease)					<u><u>2.59%</u></u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2010 - 2011 - Building Maintenance Fund
As of May 10, 2010

Building Maintenance Fund		2007-2008 Actual Revenue	2008-2009 Actual Revenue	2009-2010 Budgeted Revenue	2010-2011 Estimated Revenue
Miscellaneous					
00354	Miscellaneous	\$ -	\$ 8,939	\$ -	\$ -
00366	Contributions/donations	7,301	-	-	-
	Total Miscellaneous	7,301	8,939	-	-
Investment Income					
00401	Investment income	1,000	-	-	-
	Total Investment Income	1,000	-	-	-
	Subtotal Operating Income	8,301	8,939	-	-
Interfund Transfers In					
00501	Transfer in - General Fund	101,000	49,500	64,000	60,000
	Total Interfund Transfers In	101,000	49,500	64,000	60,000
Total Building Maint Fund Revenue		<u>\$ 109,301</u>	<u>\$ 58,439</u>	<u>\$ 64,000</u>	<u>\$ 60,000</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2010 - 2011 - Building Maintenance Fund
As of May 10, 2010

		2007-2008	2008-2009	2009-2010	2010-2011
		Actual	Actual	Revised	Adopted
11-037	Building Maintenance Fund	Expended	Expended	Budget	Budget
Repairs					
44006	Town maintenance	\$ 3,510	\$ 17,011	\$ 36,000	\$ 30,000
44007	BOE maintenance	69,045	56,566	28,000	30,000
	Total Repairs	<u>72,555</u>	<u>73,577</u>	<u>64,000</u>	<u>60,000</u>
Transfers Out					
90015	Transfer out - Cap Non rec Town	26,013	-	-	-
	Total Transfers Out	<u>26,013</u>	<u>-</u>	<u>-</u>	<u>-</u>
11-037	Total Building Maintenance Fund	<u>\$ 98,568</u>	<u>\$ 73,577</u>	<u>\$ 64,000</u>	<u>\$ 60,000</u>
Percentage increase/(decrease)					<u>-6.25%</u>

Town of Portland, Connecticut
Adopted Other Funds Revenue Budget Detail - Fiscal Year 2010 - 2011 - Parks & Recreation Department
As of May 10, 2010

Parks & Recreation Department		2007-2008 Actual Revenue	2008-2009 Actual Revenue	2009-2010 Budgeted Revenue	2010-2011 Estimated Revenue
Charges for Services					
00354	Miscellaneous	\$ 1,464	\$ 620	\$ 350	\$ 3,500
00385	Program fees - adult	9,049	6,491	12,000	12,000
00386	Program fees - youth	199,656	139,616	183,000	74,000
00387	Tee ball fees	2,658	4,961	2,800	4,000
00388	Adult softball fees	13,117	7,010	7,000	8,500
00389	Summer playground fees	188,259	93,734	87,000	125,725
00390	Program fees - vacation	12,303	7,818	12,365	3,500
00391	Summer sports camp	-	37,138	40,000	42,500
00392	CT Track club	11,534	4,470	5,000	5,000
00393	Skateboard park	111	43	-	-
00394	5k race fees	4,589	1,975	2,000	2,500
00395	Trips	29,732	10,215	30,000	12,500
Total Charges for Services		472,472	314,091	381,515	293,725
Investment Income					
00401	Investment income	8,000	3,994	-	-
Total Investment Income		8,000	3,994	-	-
Subtotal Operating Income		480,472	318,085	381,515	293,725
Interfund Transfers In					
00501	Transfer in - General Fund	111,865	-	73,000	95,000
Total Interfund Transfers In		111,865	-	73,000	95,000
Total Parks & Rec Dept Revenue		<u>\$ 592,337</u>	<u>\$ 318,085</u>	<u>\$ 454,515</u>	<u>\$ 388,725</u>

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2010 - 2011 - Parks & Rec Department
As of May 10, 2010

12-130	Parks & Recreation Dept	2007-2008 Actual Expended	2008-2009 Actual Expended	2009-2010 Revised Budget	2010-2011 Adopted Budget
Personnel Expenditures					
11001	Regular payroll	\$ 53,422	\$ 43,420	\$ 54,750	\$ 56,500
11002	Clerical payroll	9,533	13,865	17,500	17,750
12001	Teen recreation payroll	142,201	157,706	135,000	97,500
13002	Overtime	4,125	-	6,000	5,000
14001	Board clerk	259	404	600	600
19002	Longevity	250	500	175	175
19003	Sick pay	3,069	985	3,000	1,400
21001	Medical insurance	-	11,799	13,500	11,750
21002	Dental insurance		169	750	200
21003	Life insurance	125	107	225	225
21004	Long-term disability insurance	95	104	250	250
22000	FICA/Medicare	12,320	15,392	16,500	14,900
23001	Town pension contribution	5,600	6,591	4,760	3,100
	Total Personnel Expenditures	230,999	251,042	253,010	209,350
Contractual Services					
32000	Conferences, meetings, & dues	2,557	220	650	650
	Total Contractual Services	2,557	220	650	650
Repairs					
44003	Equipment repair/rentals	6,451	4,690	9,000	7,000
	Total Repairs	6,451	4,690	9,000	7,000
Utilities					
51001	Gas & diesel fuel	710	352	975	975
52001	Municipal insurance	1,853	1,864	3,000	3,000
53000	Postage	100	155	200	200
53001	Telephone	-	-	700	700
	Total Utilities	2,663	2,371	4,875	4,875
Commodities					
61000	Office supplies	1,253	816	1,500	1,500
61003	Equipment supplies	309	560	2,000	2,000
62001	Electricity	11,748	19,784	15,000	21,000
62002	Water & sewer	2,314	1,348	2,080	2,000
62004	Heating fuel	1,065	682	1,500	1,400
	Total Commodities	16,689	23,190	22,080	27,900

Town of Portland, Connecticut
Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2010 - 2011 - Parks & Rec Department
As of May 10, 2010

12-130	Parks & Recreation Dept	2007-2008 Actual Expended	2008-2009 Actual Expended	2009-2010 Revised Budget	2010-2011 Adopted Budget
Equipment					
73000	Equipment purchases	\$ 50,576	\$ 13,215	\$ 35,000	\$ 17,500
	Total Equipment	<u>50,576</u>	<u>13,215</u>	<u>35,000</u>	<u>17,500</u>
Miscellaneous					
88001	Program services	658	130	700	-
	Total Miscellaneous	<u>658</u>	<u>130</u>	<u>700</u>	<u>-</u>
Programs/Activities					
88023	Youth tee ball	1,277	1,332	1,500	1,500
88024	Youth basketball	4,002	4,212	3,500	4,500
88025	Youth fitness	6,611	384	3,000	-
88026	Summer playground	19,335	25,933	19,000	26,000
88027	Youth programs	17,847	15,859	15,000	20,000
88028	Vacation programs	3,289	139	3,500	1,500
88029	Other recreation programs	2,649	2,656	3,500	1,000
88030	Adult softball	7,841	8,102	7,000	8,500
88031	Adult fitness	6,701	3,529	2,800	4,000
88032	Holiday tree lighting	359	722	1,000	750
88033	Town concerts	-	-	500	-
88034	Trips	27,284	15,773	25,000	10,000
88035	Summer sports camp	-	23,300	35,000	35,000
88036	CT Track club	7,294	5,307	3,000	3,000
88037	Community events	548	761	500	500
88038	Miscellaneous programs	-	70	100	100
88051	5K Road Race	855	1,307	1,000	1,250
	Total Programs/Activities	<u>105,892</u>	<u>109,386</u>	<u>124,900</u>	<u>117,600</u>
Transfers Out					
90016	Transfer out - Workers' comp	4,600	5,300	4,300	3,850
	Total Transfers Out	<u>4,600</u>	<u>5,300</u>	<u>4,300</u>	<u>3,850</u>
12-130	Total Parks & Rec Department	<u>\$ 421,085</u>	<u>\$ 409,544</u>	<u>\$ 454,515</u>	<u>\$ 388,725</u>
Percentage increase/(decrease)					<u>-14.47%</u>

Capital Improvement Plan

The Capital Improvement Plan (CIP) is a five (5) year plan identifying items that require major repair or replacement with regard to the Town's infrastructure. Items can include but are not limited to buildings, parks, roads, sidewalks, water and sewer systems, vehicles, trucks, etc. Of the five years, only the first year is approved by the Board of Selectmen with the remaining years more of a "wish list" which will be looked at and reviewed annually prior to actual budget adoption. The Capital Improvement Commission is charged with pulling this document together with the input of all Town and Board of Education departments.

The revenue sources are not known for the majority of these items with a great deal of certainty other than the first year; this is the main reason for reviewing the document annually. Taxation or transfers in from the General Fund are a last resort to funding the cost of these items. All other revenue sources are looked at before defaulting to taxation and are subject to change at any time.

The amount identified in the CIP for FY's 2011 through 2015 is **\$8,958,508** with **\$435,203** specifically approved for FY 2010-2011. Of the \$435,203, **\$245,500** is estimated to be funded through taxation. The following list of projects detail this amount:

❖ One (1) fully equipped cruiser – Police Department	\$ 22,500
❖ Bus Loop Improvement – Gildersleeve School	15,000
❖ Ford F-350 pickup – Grounds	42,000
❖ Computer equipment – Town-wide	16,000
❖ Revaluation	150,000
❖ Total Transfer In – General Fund Town	<u>\$ 245,500</u>

If approved, the State-funded Local Capital Improvement Program (LOCIP) will include:

❖ Park and Field Improvements	\$ 10,000
❖ Repair Library Entrance	10,000
❖ Municipal Parking Lot Improvements	30,000
❖ Replace Guardrails	17,703
❖ Total LOCIP-funded projects	<u>\$ 67,703</u>

TOWN OF PORTLAND, CONNECTICUT

CAPITAL IMPROVEMENT PLAN

Town of Portland, Connecticut
 Adopted Capital Improvement Plan - Fiscal Years 2011 Through 2015
 As of May 10, 2010

Capital Improvement Plan		Fiscal Years					Total
		2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	
Estimated Revenue Sources							
00114	Federal grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
00214	State of CT grants	67,703	67,703	65,000	65,000	65,000	330,406
00354	Other	-	-	-	-	-	-
00501	Transfer in - General Fund Town	245,500	650,000	650,000	650,000	650,000	2,845,500
00502	Transfer in - Parks & Rec Dept	-	50,000	50,000	50,000	50,000	200,000
00502	Transfer in - Res Rec Dept	-	-	-	-	-	-
00502	Transfer in - Sewer Department	58,000	191,000	145,000	65,000	65,000	524,000
00502	Transfer in - Water Department	111,500	110,500	96,000	62,500	63,000	443,500
00503	General obligation bonds	-	1,525,594	1,063,408	1,459,900	573,700	4,622,602
Total Estimated Revenue Sources		\$ 482,703	\$ 2,594,797	\$ 2,069,408	\$ 2,352,400	\$ 1,466,700	\$ 8,966,008

Town of Portland, Connecticut
Adopted Capital Improvement Plan - Fiscal Years 2011 Through 2015
As of May 10, 2010

08-141	Capital Improvement Plan	Fiscal Years					Total
		2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	
Departmental Expenditure Summary							
89010	Board of Education	\$ 15,000	\$ 150,500	\$ 220,000	\$ 386,000	\$ 241,500	\$ 1,013,000
89020	Building/Planning Depts	-	90,000	90,000	45,000	45,000	270,000
89030	Emergency Management	-	16,500	14,500	14,000	4,500	49,500
89040	Fire Department	-	176,000	110,000	130,000	142,000	558,000
89050	Grounds Maintenance	42,000	92,300	62,900	52,400	72,300	321,900
89060	Library	-	38,700	30,500	40,500	6,000	115,700
89070	Parks & Recreation	10,000	507,000	598,308	961,000	397,000	2,473,308
89080	Police Department	22,500	122,000	65,000	83,000	102,500	395,000
89090	Public Works	57,703	809,797	507,200	415,000	203,400	1,993,100
89100	Resource Recovery	-	40,000	32,000	2,000	34,000	108,000
89110	Sewer Department	58,000	191,000	145,000	65,000	65,000	524,000
89120	Town-Wide Improvements	166,000	250,500	98,000	96,000	90,500	701,000
89130	Water Department	111,500	110,500	96,000	62,500	63,000	443,500
Total Departmental Summary		\$ 482,703	\$ 2,594,797	\$ 2,069,408	\$ 2,352,400	\$ 1,466,700	\$ 8,966,008

Departmental Expenditure Detail

89010	Board of Education						
Brownstone School							
	Replace boys lavatory (1931-32)	\$ -	\$ 62,500	\$ 62,500	\$ 62,500	\$ 62,500	\$ 250,000
	Replacement of basement flooring	-	-	-	-	17,500	17,500
	Paving					25,000	25,000
	Removal/replacement asbestos tile		20,000		-	-	20,000
	Replace windows & frames				100,000	100,000	200,000
	Roof repairs/replacement	-	-	107,500	108,000	-	215,500
	Total Brownstone School	-	82,500	170,000	270,500	205,000	728,000
Gildersleeve School							
	Removal/replacement asbestos tile	-	10,000	10,000	20,000	-	40,000
	Bus loop improvement	15,000	-	-	-	-	15,000
	Paving	-	25,000	-	-	-	25,000
	Total Gildersleeve School	15,000	35,000	10,000	20,000	-	80,000
High/Middle School							
	Rubber track improvements	-	10,000	-	-	-	10,000
	Total High/Middle School	-	10,000	-	-	-	10,000
System Wide BOE							
	Van replacement - wheelchair	-	-	-	39,000	-	39,000
	Van replacement - maintenance	-	-	15,000	-	-	15,000
	Van replacement - student	-	-	-	24,000	24,000	48,000
	Total System Wide	-	-	15,000	63,000	24,000	102,000

L Project anticipated to be funded by LOCIP for FY 2010-2011

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08-141	Capital Improvement Plan	Fiscal Years					Total
		2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	
Departmental Expenditure Detail (Continued)							
Valley View School							
Removal/replacement asbestos tile	\$	-	\$ 23,000	\$ -	\$ -	\$ -	\$ 23,000
Modular improvements		-	-	-	25,000	-	25,000
Field Guard Rail		-	-	-	7,500	7,500	15,000
Paving		-	-	25,000	-	5,000	30,000
Total Valley View School		-	23,000	25,000	32,500	12,500	93,000
Total Board of Education		15,000	150,500	220,000	386,000	241,500	1,013,000
89020	Building/Planning Depts						
Grant match/leverage funds		-	50,000	50,000	25,000	25,000	150,000
Land acquisition		-	40,000	40,000	20,000	20,000	120,000
Total Building/Planning Depts		-	90,000	90,000	45,000	45,000	270,000
89030	Emergency Management						
EOC equipment		-	2,500	1,500	2,000	2,000	\$ 8,000
Communication - radios		-	3,000	2,000	2,000	2,500	9,500
Emergency equipment		-	11,000	11,000	10,000	-	32,000
Total Emergency Management		-	16,500	14,500	14,000	4,500	49,500
89040	Fire/Fire Marshal Department						
Refurbish/replace apparatus		-	125,000	75,000	100,000	100,000	400,000
Equipment replacement		-	34,500	15,000	-	-	49,500
Replace Co #3 Zodiac boat		-	6,500	-	-	-	6,500
Replace Chief's 4X4 vehicle		-	-	-	-	30,000	30,000
SCBA bottle replacement		-	-	-	10,000	12,000	22,000
Thermal imaging cameras		-	10,000	10,000	10,000	-	30,000
Used pick up truck w/ cap-fire marsha		-	-	10,000	10,000	-	20,000
Total Fire/Fire Marshal Department		-	176,000	110,000	130,000	142,000	558,000
89050	Grounds Maintenance						
Ride on mower replacement		-	11,200	5,700	5,800	-	22,700
Paint sprayer replacement		-	2,100	2,000	3,600	3,600	11,300
Walk behind mower replacement		-	3,500	3,700	-	3,700	10,900
Miscellaneous grounds equipment		-	10,000	3,500	5,000	5,000	23,500
Infield groomer replacement		-	17,500	-	-	-	17,500
1997 Ford F-350 pickup replace	42,000	-	-	-	-	-	42,000
Replace 1995 box van		-	10,000	10,000	-	-	20,000
Replace 2004 F550 truck		-	-	-	-	60,000	60,000
1976 JD 301 utility tractor replace		-	15,000	15,000	15,000	-	45,000
Toro 580 16' mower replacement		-	23,000	23,000	23,000	-	69,000
Total Ground Maintenance		42,000	92,300	62,900	52,400	72,300	321,900

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08-141	Capital Improvement Plan	Fiscal Years					Total
		2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	
Departmental Expenditure Detail (Continued)							
89060	Library						
	Computers and printers	\$ -	\$ 13,000	\$ 13,000	\$ 15,000	\$ 6,000	\$ 47,000
	Server replacement	-	6,200	-	6,500	-	12,700
	Furnishings	-	13,000	5,000	5,000	-	23,000
	Security cameras	-	-	12,500	-	-	12,500
	Installation of cable/internet	-	2,500	-	-	-	2,500
	Security system replacement	-	4,000	-	14,000	-	18,000
	Total Library	-	38,700	30,500	40,500	6,000	115,700
89070	Parks & Recreation						
	Landscape architect	-	7,000	7,000	-	-	14,000
	Gildersleeve School field renov	-	20,000	236,000	236,000	236,000	728,000
	Tennis & Bball courts - Main St.	-	20,000	-	544,000	-	564,000
	Valley View field renovation	-	-	279,308	140,000	140,000	559,308
	Riverfront Park	-	150,000	50,000	-	-	200,000
	Goodrich property improvements	-	-	5,000	20,000	-	25,000
	Park and field improvements	10,000	L 310,000	21,000	21,000	21,000	383,000
	Total Parks & Recreation	10,000	507,000	598,308	961,000	397,000	2,473,308
89080	Police Department						
	Equipped cruiser replacement	22,500	\$ 116,000	\$ 59,000	\$ 82,000	\$ 96,500	\$ 376,000
	Radio replacement program	-	6,000	6,000	-	6,000	18,000
	Office equipment	-	-	-	1,000	-	1,000
	Total Police Department	22,500	122,000	65,000	83,000	102,500	395,000
89090	Public Works						
	Office of the Director						
	Replace supervisor vehicle	-	16,000	-	-	-	16,000
	Replacement of Director's vehicle	-	-	-	25,000	-	25,000
	Total Office of the Director	-	16,000	-	25,000	-	41,000
	Building Maintenance						
	Carpeting in planning development	-	5,000	-	-	-	5,000
	Repair Library Entrance	10,000	L -	-	-	-	10,000
	Library roof (start)	-	80,000	60,000	70,000	-	210,000
	Library carpet replacement	-	28,000	25,000	55,000	-	108,000
	Construct storage addition-salt shed	-	25,000	-	-	-	25,000
	Replace windows/paint Co. #3	-	15,000	-	-	-	15,000
	Municipal parking lot improvements	30,000	L 30,000	30,000	30,000	30,000	150,000
	Masonry Repairs Town-wide	-	15,000	15,000	-	-	30,000
	Rehab garage - Buck Foreman(BF)	-	-	20,000	-	-	20,000
	Total Building Maintenance	40,000	198,000	150,000	155,000	30,000	573,000

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		2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	
Departmental Expenditure Detail (Continued)							
Highway Division							
Replace mechanics truck	\$	-	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Replace excavator		-	60,000	30,000	30,000	30,000	150,000
Plow replacements		-	8,000	8,200	-	8,400	24,600
Large dump trucks replacement		-	300,000	150,000	75,000	75,000	600,000
Large roller replacement		-	20,000	20,000	20,000	-	60,000
Tractor for low bed replacement		-	20,000	20,000	-	-	40,000
Tractor replacement		-	20,000	20,000	20,000	-	60,000
Sidewalk repair/construction		-	50,000	25,000	25,000	25,000	125,000
Replace street signs		-	20,000	20,000	20,000	10,000	70,000
Small dump truck replacement		-	20,000	20,000	-	-	40,000
Purchase used forklift		-	12,500	-	-	-	12,500
Purchase sand spreader		-	18,000	19,000	20,000	-	57,000
Repair/replace guardrails		17,703	32,297	25,000	25,000	25,000	125,000
Total Highway Division		17,703	595,797	357,200	235,000	173,400	1,379,100
Total Public Works		57,703	809,797	507,200	415,000	203,400	1,993,100
89100	Resource Recovery						
Purchase compactor/containers		-	28,000	30,000	-	32,000	90,000
Facility improvements		-	12,000	2,000	2,000	2,000	18,000
Total Resource Recovery		-	40,000	32,000	2,000	34,000	108,000
89110	Sewer Department						
Sludge hauling tank replacement		30,000	-	-	-	-	30,000
Plant and system improvements		15,000	50,000	30,000	30,000	30,000	155,000
Purchase billing software		13,000	-	-	-	-	13,000
Install screenings washer/press		-	80,000	80,000	-	-	160,000
Replace sewer cleaning truck		-	35,000	35,000	35,000	35,000	140,000
Replace pickup truck		-	26,000	-	-	-	26,000
Total Sewer Department		58,000	191,000	145,000	65,000	65,000	524,000
89120	Town-Wide Improvements						
Computers incl periferals/printers		16,000	24,000	27,000	26,000	24,000	117,000
Upgrade computers - Fire		-	2,500	2,500	3,000	4,000	12,000
Upgrade computers - Police		-	-	10,000	-	2,500	12,500
Upgrade computers - Sen Center		-	1,500	1,000	1,000	-	3,500
GIS Reimplementation		-	22,500	2,500	2,500	5,000	32,500
Revaluation		150,000	125,000	50,000	50,000	50,000	425,000
Phone system replacement		-	40,000	5,000	5,000	5,000	55,000
Wiring - old water pipe High St		-	35,000	-	-	-	35,000
Cameras on Veterans' monument		-	-	-	8,500	-	8,500
Total Town-Wide Improvements		166,000	250,500	98,000	96,000	90,500	701,000

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		2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	
89130	Water Department						
	Pump station & facility upgrades	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000
	Water main replacement	-	-	15,000	15,000	15,000	45,000
	Purchase billing software	13,000	-	-	-	-	13,000
	Hydraulic hammer attachment	-	4,000	4,000	-	-	8,000
	Replace meter reading equipment	11,500	-	-	-	-	11,500
	Replace gas chlorinators	8,500	-	-	-	-	8,500
	Replace large water meters	-	-	10,000	-	-	10,000
	Replace mainline valves	15,000	30,000	10,000	10,000	10,000	75,000
	Remote read meters	11,000	11,500	12,000	12,500	13,000	60,000
	Replace utility truck	-	40,000	20,000	20,000	20,000	100,000
	Emergency generator	-	20,000	20,000	-	-	40,000
	Conversion - Tel-com to Radio-com	47,500	-	-	-	-	47,500
	Total Water Department	111,500	110,500	96,000	62,500	63,000	443,500
08-141	Total Capital Improvement Plan	\$ 482,703	\$ 2,594,797	\$ 2,069,408	\$ 2,352,400	\$ 1,466,700	\$ 8,966,008