

# **TOWN OF PORTLAND, CONNECTICUT**



## **ADOPTED BUDGETS**

**FISCAL YEAR  
2018-2019**

# **TOWN OF PORTLAND, CONNECTICUT**

## **ANNUAL BUDGET DOCUMENT FOR THE YEAR ENDED JUNE 30, 2019**

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# **TOWN OF PORTLAND, CONNECTICUT**

## **ANNUAL BUDGET DOCUMENT FOR THE YEAR ENDED JUNE 30, 2019**

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## Town of Portland, Connecticut

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[www.portlandct.org](http://www.portlandct.org) ▪ Fax: (860) 342-6714

Equal Opportunity Employer

### Office of the First Selectwoman

May 31, 2018

Town of Portland

Enclosed is the Adopted 2018 - 2019 Fiscal Year Budget.

#### **Grand List:**

Total Value: \$820,948,046 *(an increase of \$4,114,546 from last year's Grand List)* Note: The Grand List value is an estimate and subject to change based on pending appeals.

Value of one mill: \$820,948, *(an increase of \$4,114 over 2017-2018)*

#### **Revenues Needed:**

Taxation: 33.81 mills *(+0.83 increase over 2017-2018)*

All other revenues: \$6,394,962 *(- \$412,802 from 2017-2018)*

Allocation from Fund Balance: \$300,000 *(no change from 2017-2018)*

#### **Expenditures:**

Total Expenditures: \$34,035,764 *(+\$389,166) (1.16% increase over 2017-2018 adopted budget)*

Board of Education increase: \$0

General Government increase: +\$389,166 *The majority of this increase is due to capital and employee fringe benefits. Total capital is \$405,500, which is an increase of \$278,500 over 2017-2018 approved budget.*

#### **Accomplishments 2017-2018**

- Approved major industrial renovation and commercial projects, including but not limited to Brainerd Place, CT Pharmaceutical Solutions, Adam's Hometown Market and 185 Marlborough Street
- Completed the Phase 3 Environmental Assessment of the brownfield located on Brownstone Avenue
- Completed the Portland Air Line Trail Improvements
- Completed sidewalk improvements on Main Street, at Brownstone Intermediate School & Town Park, Waverly Avenue at The Waverly Center and Fairview Street along Town Hall/Veterans Memorial Park
- The BOE continued its work on the curriculum digital online platform *Atlas Rubicon*, as a foundational educational tool to house teacher curricular resources promoting uniformity, accessibility and collaboration across the grade levels and content areas
- Eversource installed new LED streetlights
- Completed HVAC Improvements at the Portland Library; installed a generator at Coe Avenue Pump Station; removed lead paint from the front porch at Town Hall; replaced furnaces at Company #1 and the Town Garage
- Implemented the FY 2018 Capital Improvement Plan by issuing a Capital Lease for a 6-year period
- Started accepting credit card payments in the Town Clerk's Office
- Implemented an online registration system, including the acceptance of credit card payments for the Parks and Recreation Department
- Using partial grant funding, Portland and Cromwell co-purchased a new Senior/handicapped-accessible bus
- Completed plans and put out to bid: Route 17 Park and Sidewalks

**Goals and Objectives:**

- 1) Continue careful use of all Town funds, while addressing our needs.
  - a) Continue to pursue regional efforts when appropriate.
  - b) Pass a budget on the first referendum.
  - c) Pursue needed grants.
  - d) Issue General Obligation Bonds for approved Town Projects.
- 2) Work with the Board of Education to maintain and improve our schools.
  - a) Replace windows at Brownstone Intermediate School.
  - b) Review and plan needed improvements at all schools.
- 3) Work with the Implementation Committee on the 2016 Plan of Conservation and Development.
- 4) Continue to increase economic development.
  - a) Assist in the development of Brainerd Place.
  - b) Implement the Riverfront Brownfield Clean-up Project.
- 5) Improve our Parks.
  - a) Work to complete the Route 17 Town Park.
  - b) Continue improvements at the Middlesex Avenue Park.
- 6) Continue the analysis of the water and sewer systems and town-owned roads.
  - a) Implement and complete the Phase 1 Sidewalk Improvement Project.
  - b) Complete the Spring Street Improvement Project: Replace Roads, Sidewalks, Water/Sewer Mains.
- 7) Continue work on the Town's Energy Plan to reduce costs and increase energy efficiency.
  - a) Determine how to reduce the cost of all forms of energy.
  - b) Investigate renewable energy opportunities and participate in Sustainable CT.
- 8) Promote & support our well-run fire, emergency and police departments, public works, library, health, senior and youth services.
  - a) Complete upgrades at Company #2 and Highway Garage roofs, and windows at Buck-Foreman.
  - b) Install new State-mandated Police Reporting System; continue speed enforcement initiatives.
  - c) Continue to implement the Portland Complete Streets initiatives.
  - d) Maintain our Emergency Management Program.
    - i) Continue training and recognition of the Community Emergency Response Team.
  - e) Pursue grants for increased youth services.
  - f) Continue to support library services; implement grant-funded upgrades to the Library's interior.
  - g) Assist with the needs of the senior community; implement improvements to the Center's interior.
  - h) Continue Fire Department communication and apparatus upgrades.
  - i) Work with the Long Range Capital Commission and others on the funding of future capital needs.
  - j) Work with the Chatham Health District on public health information and services.

I would like to thank Tom Robinson, Director of Finance for all his hard work on this budget.

Respectfully submitted,



Susan S. Bransfield  
First Selectwoman

**TOWN OF PORTLAND, CONNECTICUT  
ADOPTED MILL RATE CALCULATION  
FISCAL YEAR 2018-2019**

	General Government Budget	Board of Education Budget	Total Combined Town Budgets
Adopted 2018-2019 Expenditure Budgets	\$ 13,358,745	\$ 20,677,019	\$ 34,035,764
Less: Direct Revenue Estimates	<u>(2,021,550)</u>	<u>(4,373,412)</u>	<u>(6,394,962)</u>
Net Budget	11,337,195	16,303,607	27,640,802
Appropriation of Fund Balance	<u>(150,000)</u>	<u>(150,000)</u>	<u>(300,000)</u>
	11,187,195	16,153,607	27,340,802
Plus Adjustment *	<u>170,363</u>	<u>245,994</u>	<u>416,357</u>
Amount to be Raised	\$ 11,357,558	\$ 16,399,601	\$ 27,757,159
Adopted 2018-2019 Mill Rate	13.83	19.98	33.81
Adopted 2017-2018 Mill Rate	<u>13.30</u>	<u>19.68</u>	<u>32.98</u>
Mill Rate (Decrease) Increase	<u>0.53</u>	<u>0.30</u>	<u>0.83</u>
Mill Rate % (Decrease) Increase	<u>4.02%</u>	<u>1.51%</u>	<u>2.52%</u>

One Mill = \$ 820,948 Before Board of Assessment  
Appeals (BAA) Hearings

Grand List Value = \$ 820,948,046

\* Adjustment includes reserve for uncollected taxes at 1.5% \*

\*\* Board of Education budget detail found in separate budget document prepared by BOE \*\*

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**Town of Portland, Connecticut**  
**Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

<b>General Government &amp; Board of Education Revenue</b>		<b>2015-2016 Actual Revenue</b>	<b>2016-2017 Actual Revenue</b>	<b>2017-2018 Budgeted Revenue</b>	<b>2018-2019 Estimated Revenue</b>
<b>Property Taxes</b>					
00010	Prop taxes - current	\$ 25,582,207	\$ 25,850,687	\$ 26,538,834	\$ 27,340,802
00011	Prop taxes - prior years	307,433	274,872	280,000	225,000
00012	Prop taxes - interest & liens	172,602	148,105	175,000	150,000
00013	Prop taxes - supp motor vehicle	240,892	278,068	200,000	245,000
00014	Prop taxes - prior years accrual	-	-	-	-
Total Property Taxes		26,303,134	26,551,732	27,193,834	27,960,802
<b>State of CT - Education</b>					
00101	Education cost sharing grant	4,389,400	4,353,315	3,550,044	4,373,412
00102	School transportation grant	43,338	-	-	-
00103	Special education equity grant	-	-	1,136,432	-
00104	Miscellaneous education grants	-	-	-	-
Total State of CT - Education		4,432,738	4,353,315	4,686,476	4,373,412
<b>State of CT - General Government</b>					
00201	PILOT - State property	-	199	16,118	-
00202	Pequot & Mohegan	29,628	27,715	27,761	1,500
00203	PILOT - property tax relief	-	-	-	-
00204	PILOT - elderly tax relief	55,922	49,482	50,000	-
00205	Boat registration fees	-	-	-	-
00206	PILOT - totally disabled tax relief	735	740	700	600
00207	Emergency management	-	3,477	2,250	2,250
00208	PILOT - elderly freeze	-	-	-	-
00210	PILOT - veteran's exemption	6,339	5,980	5,750	5,500
00212	Municipal revenue sharing	-	192,715	277,409	-
00214	Other revenues - State of CT	26,134	157	15,000	15,000
00216	PILOT - machinery & equipment	-	-	-	-
00220	School construction grant	-	-	-	-
Total State of CT - General Government		118,758	280,465	394,988	24,850
<b>Investment Income</b>					
00401	Investment income	38,607	41,857	34,000	50,000
Total Investment Income		38,607	41,857	34,000	50,000

**Town of Portland, Connecticut**  
**Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

<b>General Government &amp; Board of Education Revenue</b>		<b>2015-2016 Actual Receipts</b>	<b>2016-2017 Actual Receipts</b>	<b>2017-2018 Budgeted Revenue</b>	<b>2018-2019 Estimated Revenue</b>
<b>Charges for Services</b>					
00301	PILOT - housing authority	\$ 45,883	\$ 22,854	\$ 32,500	\$ 27,500
00302	PILOT - telecommunications	23,399	23,642	20,500	20,500
00303	Property rental	450,273	481,944	440,000	440,000
00304	Miscellaneous Finance	16,259	52,354	18,000	18,000
00305	Pin ball permits	-	-	50	50
00306	Land use fees	-	-	50	50
00308	Chatham Health fees	-	-	-	-
00309	Vendor permits	480	360	200	200
00310	Accident reimbursements	2,142	3,806	6,000	6,000
00311	Workers compensation reimb	57,322	44,146	10,000	10,000
00312	Conveyance tax	103,617	95,865	85,000	95,000
00313	Vital statistics	13,044	12,210	12,500	13,500
00314	Recording fees	50,132	48,695	46,500	46,500
00315	Miscellaneous Town Clerk	9,511	8,781	8,750	8,000
00316	Publication sales	255	310	150	150
00317	Licenses	1,700	1,918	1,900	1,900
00319	Fire Marshal revenue	595	525	1,000	1,000
00320	Report copies	828	884	800	800
00321	Gun permits	7,140	7,000	4,250	5,000
00322	Raffle permits	130	105	250	250
00323	Miscellaneous Police	680	570	500	500
00324	Private duty	177,087	163,692	185,000	175,000
00325	Senior Center Program fees	1,390	2,520	1,500	1,500
00326	Demolition permits	-	-	-	-
00327	Miscellaneous Building Dept	1,828	1,375	2,000	2,000
00328	Structural permits	105,938	131,853	125,000	312,500
00329	Electrical permits	-	-	-	-
00330	Mechanical permits	-	-	-	-
00331	Plumbing permits	-	-	-	-

**Town of Portland, Connecticut**  
**Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

<b>General Government &amp; Board of Education Revenue</b>		<b>2015-2016 Actual Receipts</b>	<b>2016-2017 Actual Receipts</b>	<b>2017-2018 Budgeted Revenue</b>	<b>2018-2019 Estimated Revenue</b>
<b>Charges for Services (Continued)</b>					
00332	Miscellaneous Public Works	\$ 1,024	\$ 5,158	\$ 150	\$ 500
00334	Sale - construction plans	-	1,385	100	100
00335	Excavation permits	525	665	500	550
00336	Zoning permit fees	2,250	2,057	2,500	2,500
00337	P & Z hearings	5,866	10,298	7,000	7,500
00338	ZBA applications	1,976	1,064	1,900	1,900
00339	IW applications	475	292	750	750
00340	Fines	6,150	7,020	6,000	6,000
00354	Miscellaneous	45,131	27,242	16,000	121,000
00405	Sale of town property	-	-	-	-
Total Charges for Services		<u>1,133,030</u>	<u>1,160,590</u>	<u>1,037,300</u>	<u>1,326,700</u>
<b>Total GG &amp; BOE Revenue</b>		<u>\$ 32,026,267</u>	<u>\$ 32,387,959</u>	<u>\$ 33,346,598</u>	<u>\$ 33,735,764</u>

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

		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
General Government		2016-2017	2017-2018	(Decrease)	2018-2019	(Decrease)
001	Board of Selectmen	\$ 12,750	\$ 12,750	0.00%	\$ 12,750	0.00%
002	First Selectwoman	163,922	167,372	2.10%	167,372	0.00%
003	Ethics Commission	650	650	0.00%	650	0.00%
006	Probate Court	10,250	11,800	15.12%	12,000	1.69%
007	Elections	43,550	41,500	-4.71%	39,750	-4.22%
010	Finance Department	391,950	401,500	2.44%	404,000	0.62%
011	Collector of Revenue	87,250	90,500	3.72%	92,750	2.49%
012	Assessor	114,045	114,045	0.00%	129,500	13.55%
013	Board of Assessment Appeals	1,450	1,200	-17.24%	1,200	0.00%
014	Town Counsel	171,500	97,000	-43.44%	85,000	-12.37%
015	Town Clerk	161,000	162,000	0.62%	163,600	0.99%
016	Central Services	101,250	102,750	1.48%	102,750	0.00%
017	Technology Department	219,750	231,000	5.12%	233,450	1.06%
Total General Government		1,479,317	1,434,067	-3.06%	1,444,772	0.75%
		Final	Revised	%	Adopted	%
		Budget	Budget	Increase	Budget	Increase
Public Safety		2016-2017	2017-2018	(Decrease)	2018-2019	(Decrease)
020	Fire Departments	347,200	363,985	4.83%	371,110	1.96%
021	Fire Marshal	46,150	46,150	0.00%	47,000	1.84%
022	Emergency Dispatch	123,240	127,561	3.51%	130,983	2.68%
023	Police Department	1,246,700	1,335,350	7.11%	1,343,850	0.64%
024	Emergency Management	13,250	13,250	0.00%	13,250	0.00%
025	Building Department	104,950	111,400	6.15%	113,250	1.66%
Total Public Safety		1,881,490	1,997,696	6.18%	2,019,443	1.09%

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

		Final Budget 2016-2017	Revised Budget 2017-2018	% Increase (Decrease)	Adopted Budget 2018-2019	% Increase (Decrease)
<b>Public Works</b>						
031	Public Works Director	\$ 181,688	\$ 183,800	1.16%	\$ 166,900	-9.19%
032	Highway Department	850,106	914,331	7.55%	861,850	-5.74%
033	Vehicle Maintenance	288,950	280,450	-2.94%	280,650	0.07%
034	Town Engineer	98,750	38,500	-61.01%	38,500	0.00%
035	Street Lighting	127,500	132,500	3.92%	132,500	0.00%
036	Grounds Maintenance	303,910	287,150	-5.51%	289,675	0.88%
037	Town Building Maintenance	368,059	345,600	-6.10%	352,100	1.88%
038	Snow Removal	107,000	100,000	-6.54%	102,000	2.00%
	Total Public Works	2,325,963	2,282,331	-1.88%	2,224,175	-2.55%
		Final Budget 2016-2017	Revised Budget 2017-2018	% Increase (Decrease)	Adopted Budget 2018-2019	% Increase (Decrease)
<b>Planning &amp; Development</b>						
040	Planning Department	111,750	113,000	1.12%	115,450	2.17%
041	Zoning Enforcement	16,200	16,700	3.09%	17,100	2.40%
042	Planning & Zoning Commission	15,000	15,000	0.00%	15,753	5.02%
043	Zoning Board of Appeals	2,175	2,175	0.00%	2,175	0.00%
044	Inland Wetlands Commission	5,724	5,724	0.00%	5,724	0.00%
045	Conservation Commission	550	550	0.00%	550	0.00%
046	Economic Dev Commission	5,850	3,850	-34.19%	3,850	0.00%
047	Capital Expenditures Commission	500	500	0.00%	500	0.00%
	Total Planning & Development	157,749	157,499	-0.16%	161,102	2.29%
		Final Budget 2016-2017	Revised Budget 2017-2018	% Increase (Decrease)	Adopted Budget 2018-2019	% Increase (Decrease)
<b>Health &amp; Human Services</b>						
051	Health Department	97,273	101,150	3.99%	104,350	3.16%
052	Environmental Health	-	-		-	
053	Social Services	60,705	67,705	11.53%	63,705	-5.91%
054	Senior Citizen Center	119,426	117,915	-1.27%	121,125	2.72%
055	Municipal Agent for the Elderly	30,600	30,600	0.00%	28,600	-6.54%
	Total Health & Human Services	308,004	317,370	3.04%	317,780	0.13%

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

	Final Budget 2016-2017	Revised Budget 2017-2018	% Increase (Decrease)	Adopted Budget 2018-2019	% Increase (Decrease)
Portland Library					
065 Portland Library	\$ 713,700	\$ 708,250	-0.76%	\$ 711,800	0.50%
Employee Fringe Benefits					
071 Employee Fringe Benefits	2,642,737	2,744,205	3.84%	2,923,187	6.52%
Risk Management					
073 Risk Management	157,500	162,225	3.00%	162,225	0.00%
Debt Service					
085 Debt Service	1,773,264	2,102,933	18.59%	2,061,743	-1.96%
Total Debt Service	1,773,264	2,102,933	18.59%	2,061,743	-1.96%
Sundry					
093 Interfund Transfers Out	1,153,867	963,003	-16.54%	1,232,518	27.99%
095 Town Contingency	27,491	100,000	263.76%	100,000	0.00%
Total Sundry	1,181,358	1,063,003	-10.02%	1,332,518	25.35%
<b>Total General Gov't Budget</b>	<b>\$ 12,621,082</b>	<b>\$ 12,969,579</b>	<b>2.76%</b>	<b>\$ 13,358,745</b>	<b>3.00%</b>

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

		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
		2016-2017	2017-2018	(Decrease)	2018-2019	(Decrease)
<b>Salaries</b>						
11011	Certified Salaries	\$ 9,394,734	\$ 9,571,774	1.88%	\$ 9,465,422	-1.11%
11012	Non-Certified Salaries	2,540,200	2,725,039	7.28%	2,703,678	-0.78%
11014	Coaching Salaries	142,228	151,000	6.17%	155,164	2.76%
11015	Extracurricular Salaries	86,337	94,379	9.31%	102,217	8.30%
12000	Temporary Salaries	195,801	139,528	-28.74%	153,940	10.33%
12022	Substitute Salaries	205,662	143,250	-30.35%	-	-100.00%
12023	Tutor Salaries	8,208	5,000	-39.08%	10,000	100.00%
13002	Overtime Salaries	98,980	55,000	-44.43%	70,000	27.27%
Total Salaries		12,672,150	12,884,970	1.68%	12,660,421	-1.74%
		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
		2016-2017	2017-2018	(Decrease)	2018-2019	(Decrease)
<b>Benefits</b>						
21001	Medical Insurance	2,285,287	2,530,000	10.71%	\$ 2,622,853	3.67%
21002	Dental Insurance	73,323	65,000	-11.35%	65,000	0.00%
21003	Life Insurance	20,883	21,012	0.62%	20,850	-0.77%
21004	Disability	19,931	23,175	16.28%	21,380	-7.75%
21050	Tuition Reimbursement	21,243	21,500	1.21%	22,000	2.33%
22000	Social Security/Medicare	372,237	398,325	7.01%	378,618	-4.95%
23001	Pension	435,582	401,000	-7.94%	439,357	9.57%
23004	Retirements	43,542	60,000	37.80%	60,000	0.00%
26000	Workers' Compensation	160,000	169,600	6.00%	169,600	0.00%
28001	Unemployment	12,966	10,000	-22.88%	10,000	0.00%
29000	Longevity-Classified	7,600	7,000	-7.89%	6,200	-11.43%
Total Benefits		3,452,594	3,706,612	7.36%	3,815,858	2.95%

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

		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Purchased Services		2016-2017	2017-2018	(Decrease)	2018-2019	(Decrease)
30010	Legal Services	\$ 27,380	\$ 30,000	9.57%	\$ 30,000	0.00%
30012	Negotiation Services	11,351	15,000	32.15%	15,000	0.00%
30014	Audit Services	13,198	15,000	13.65%	14,000	-6.67%
30030	Purchased Services	401,112	347,971	-13.25%	595,556	71.15%
33020	Curriculum Writing	-	-		-	
33030	Professional Development	19,622	15,977	-18.58%	46,800	192.92%
Total Purchased Services		472,663	423,948	-10.31%	701,356	65.43%
		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Facility Services		2016-2017	2017-2018	(Decrease)	2018-2019	(Decrease)
44003	Repairs & Maintenance	293,918	310,416	5.61%	316,950	2.10%
Total Facility Services		293,918	310,416	5.61%	316,950	2.10%
		Actual	Adopted	%	Adopted	%
		Expended	Budget	Increase	Budget	Increase
Other Services		2016-2017	2017-2018	(Decrease)	2018-2019	(Decrease)
51010	Student Transportation	973,696	914,855	-6.04%	966,560	5.65%
52001	Property Insurance	181,152	180,000	-0.64%	192,000	6.67%
53001	Telephone	23,341	25,650	9.89%	24,350	-5.07%
54000	Advertising	120	250		250	0.00%
55050	Printing/Binding	6,543	4,985	-23.81%	3,635	-27.08%
56001	Tuition To LEAs in State	18,842	6,900	-63.38%	53,052	668.87%
56003	Tuition - Private Sources	485,826	690,000	42.03%	499,027	-27.68%
56004	Tuition to Ed Svc Agencies	-	-		42,052	
56006	Tuition to Magnet Schools	36,246	106,774	194.58%	19,239	-81.98%
58580	Travel	8,213	7,450	-9.29%	8,900	19.46%
Total Other Services		1,733,979	1,936,864	11.70%	1,809,065	-6.60%

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

	Actual Expended 2016-2017	Adopted Budget 2017-2018	% Increase (Decrease)	Adopted Budget 2018-2019	% Increase (Decrease)
<b>Books &amp; Supplies</b>					
61011 General Supplies	\$ 315,149	\$ 312,086	-0.97%	\$ 318,351	2.01%
61014 Postage	5,375	6,000	11.63%	6,400	6.67%
62001 Electricity	382,590	415,500	8.60%	401,718	-3.32%
62002 Water & Sewer	29,399	25,400	-13.60%	28,600	12.60%
62004 Heating Fuel	-	-	#DIV/0!	-	#DIV/0!
62021 Natural Gas	153,774	150,000	-2.45%	175,000	16.67%
62026 Gasoline Unleaded	12,723	20,000	57.20%	20,000	0.00%
62027 Diesel	36,273	50,000	37.84%	50,000	0.00%
64002 Resource/Media	-	726	#DIV/0!	350	-51.79%
64003 Periodicals	4,116	8,974	118.03%	7,438	-17.12%
64041 Textbooks	18,499	66,342	258.62%	28,379	-57.22%
64043 Library Books	11,904	15,700	31.89%	12,100	-22.93%
64045 Workbooks	17,020	19,070	12.04%	9,278	-51.35%
Total Books & Supplies	986,822	1,089,798	10.44%	1,057,614	-2.95%
	Actual Expended 2016-2017	Adopted Budget 2017-2018	% Increase (Decrease)	Adopted Budget 2018-2019	% Increase (Decrease)
<b>Buildings &amp; Equipment</b>					
73011 Equipment - Instructional	8,538	15,812	85.20%	20,527	29.82%
73012 Equipment - Non-Instructional	1,247	14,500	1062.79%	14,450	-0.34%
73014 Technology - Hardware	15,039	29,500	96.16%	27,832	-5.65%
73015 Technology - Software	143,846	169,709	17.98%	158,395	-6.67%
Total Buildings & Equipment	168,670	229,521	36.08%	221,204	-3.62%
	Actual Expended 2016-2017	Adopted Budget 2017-2018	% Increase (Decrease)	Adopted Budget 2018-2019	% Increase (Decrease)
<b>Dues &amp; Fees</b>					
81000 Dues & Fees	72,925	94,890	30.12%	94,551	-0.36%
<b>Total BOE Budget</b>	<b>\$ 19,853,721</b>	<b>\$ 20,677,019</b>	<b>4.14%</b>	<b>\$ 20,677,019</b>	<b>0.00%</b>

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**How Every \$100 Dollars Is Spent**  
**As of May 14, 2018**

<b>Town Functions</b>	<b>2015-2016 Actual Expended</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Revised Budget</b>	<b>2018-2019 Adopted Budget</b>
<b>General Government Operating Functions</b>				
General Government	\$ 4.24	\$ 4.36	\$ 4.26	\$ 4.24
Public Safety	5.39	5.55	5.94	5.93
Public Works (includes Buildings & Grounds)	6.93	6.96	6.78	6.53
Planning & Development	0.45	0.37	0.47	0.47
Health & Human Services	0.84	0.91	0.94	0.93
Portland Library	2.15	2.06	2.11	2.09
Employee Fringe Benefits	7.96	7.91	8.16	8.59
Risk Management	0.43	0.42	0.48	0.48
<b>Total Gen Govt Operating Functions</b>	<b>28.39</b>	<b>28.52</b>	<b>29.14</b>	<b>29.28</b>
<b>Non-Operating Functions</b>				
Debt Service	6.32	5.55	6.25	6.06
Sundry (includes interfund xfers out & contingency)	3.13	3.70	3.16	3.92
<b>Total Non-Operating Functions</b>	<b>9.45</b>	<b>9.25</b>	<b>9.41</b>	<b>9.97</b>
<b>Total General Government Functions</b>	<b>37.84</b>	<b>37.77</b>	<b>38.55</b>	<b>39.25</b>
<b>Board of Education</b>	<b>62.16</b>	<b>62.23</b>	<b>61.45</b>	<b>60.75</b>
<b>Total General Fund</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Organization Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

<b>General Government Budget</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Revised Budget</b>	<b>2018-2019 Adopted Budget</b>	<b>\$ Increase (Decrease) from Prior Year</b>
<b>Operating Expenditures</b>				
Personnel Expenditures	\$ 4,164,925	\$ 4,516,935	\$ 4,519,850	\$ 2,915
Employee Fringe Benefits	2,516,043	2,738,205	2,913,187	174,982
Contractual Services	966,924	959,706	956,293	(3,413)
Repairs	179,779	204,950	202,500	(2,450)
Utilities	316,238	411,950	407,425	(4,525)
Commodities	798,501	837,696	836,675	(1,021)
Equipment	63,450	12,350	12,350	-
Miscellaneous	94,194	121,851	116,204	(5,647)
Total Operating Expenditures	9,100,054	9,803,643	9,964,484	160,841
<b>Non-Operating Expenditures</b>				
Debt Service	1,772,262	2,102,933	2,061,743	(41,190)
Interfund Transfers Out	1,153,867	963,003	1,232,518	269,515
Contingency	25,714	100,000	100,000	-
Total Non-Operating Expenditures	2,951,843	3,165,936	3,394,261	228,325
<b>Total General Government</b>	<b>\$ 12,051,897</b>	<b>\$ 12,969,579</b>	<b>\$ 13,358,745</b>	<b>\$ 389,166</b>
Percentage increase/(decrease)		<b>7.61%</b>	<b>3.00%</b>	

	<b>2018-2019 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Operating Expenditures</b>		
Personnel Expenditures	\$ 4,519,850	33.83%
Employee Fringe Benefits	2,913,187	21.81%
Contractual Services	956,293	7.16%
Repairs	202,500	1.52%
Utilities	407,425	3.05%
Commodities	836,675	6.26%
Equipment	12,350	0.09%
Miscellaneous	116,204	0.87%
Total Operating Expenditures	9,964,484	74.59%
<b>Non-Operating Expenditures</b>		
Debt Service	2,061,743	15.43%
Interfund Transfers Out	1,232,518	9.23%
Contingency	100,000	0.75%
Total Non-Operating Expenditures	3,394,261	25.41%
<b>Total General Government</b>	<b>\$ 13,358,745</b>	<b>100.00%</b>

**Town of Portland, Connecticut**  
**Adopted Board of Education Expenditure Budget Organization Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

<b>Board of Education Budget</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Revised Budget</b>	<b>2018-2019 Adopted Budget</b>	<b>\$ Increase (Decrease) from Prior Year</b>
<b>Operating Expenditures</b>				
Personnel Expenditures	\$ 12,672,150	\$ 12,884,970	\$ 12,660,421	\$ (224,549)
Employee Fringe Benefits	3,452,594	3,706,612	3,815,858	109,246
Contractual Services	472,663	423,948	701,356	277,408
Repairs	293,918	310,416	316,950	6,534
Utilities (incl. transportation, ins, tuition)	1,733,979	1,936,864	1,809,065	(127,799)
Commodities	986,822	1,089,798	1,057,614	(32,184)
Equipment	168,670	229,521	221,204	(8,317)
Miscellaneous	72,925	94,890	94,551	(339)
Total Operating Expenditures	19,853,721	20,677,019	20,677,019	-
<b>Total Board of Education</b>	<b>\$ 19,853,721</b>	<b>\$ 20,677,019</b>	<b>\$ 20,677,019</b>	<b>\$ -</b>
Percentage increase/(decrease)		<b>4.15%</b>	<b>0.00%</b>	

	<b>2018-2019 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Operating Expenditures</b>		
Personnel Expenditures	\$ 12,660,421	61.23%
Employee Fringe Benefits	3,815,858	18.45%
Contractual Services	701,356	3.39%
Repairs	316,950	1.53%
Utilities	1,809,065	8.75%
Commodities	1,057,614	5.11%
Equipment	221,204	1.07%
Miscellaneous	94,551	0.46%
Total Operating Expenditures	20,677,019	100.00%
<b>Total Board of Education</b>	<b>\$ 20,677,019</b>	<b>100.00%</b>

**Town of Portland, Connecticut**  
**Adopted Town Expenditure Budget Organization Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

<b>Town Budget</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Revised Budget</b>	<b>2018-2019 Adopted Budget</b>	<b>\$ Increase (Decrease) from Prior Year</b>
<b>Operating Expenditures</b>				
Personnel Expenditures	\$ 16,837,075	\$ 17,401,905	\$ 17,180,271	\$ (221,634)
Employee Fringe Benefits	5,968,637	6,444,817	6,729,045	284,228
Contractual Services	1,439,587	1,383,654	1,657,649	273,995
Repairs	473,697	515,366	519,450	4,084
Utilities	2,050,217	2,348,814	2,216,490	(132,324)
Commodities	1,785,323	1,927,494	1,894,289	(33,205)
Equipment	232,120	241,871	233,554	(8,317)
Miscellaneous	167,119	216,741	210,755	(5,986)
Total Operating Expenditures	28,953,775	30,480,662	30,641,503	160,841
<b>Non-Operating Expenditures</b>				
Debt Service	1,772,262	2,102,933	2,061,743	(41,190)
Interfund Transfers Out	1,153,867	963,003	1,232,518	269,515
Contingency	25,714	100,000	100,000	-
Total Non-Operating Expenditures	2,951,843	3,165,936	3,394,261	228,325
<b>Total Town Budget</b>	<b>\$ 31,905,618</b>	<b>\$ 33,646,598</b>	<b>\$ 34,035,764</b>	<b>\$ 389,166</b>
Percentage increase/(decrease)		<b>5.46%</b>	<b>1.16%</b>	

	<b>2018-2019 Adopted Budget</b>	<b>% of Adopted Budget</b>
<b>Operating Expenditures</b>		
Personnel Expenditures	\$ 17,180,271	50.48%
Employee Fringe Benefits	6,729,045	19.77%
Contractual Services	1,657,649	4.87%
Repairs	519,450	1.53%
Utilities	2,216,490	6.51%
Commodities	1,894,289	5.57%
Equipment	233,554	0.69%
Miscellaneous	210,755	0.62%
Total Operating Expenditures	30,641,503	90.03%
<b>Non-Operating Expenditures</b>		
Debt Service	2,061,743	6.06%
Interfund Transfers Out	1,232,518	3.62%
Contingency	100,000	0.29%
Total Non-Operating Expenditures	3,394,261	9.97%
<b>Total Town Budget</b>	<b>\$ 34,035,764</b>	<b>100.00%</b>

**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. More frequent meetings are held during the budget season.

**Goals & Objectives:**

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

**Accomplishments:**

- Meetings are recorded and shown on local cable access channel and YouTube.

**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 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-001</b>	<b>Board of Selectmen</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
14001	Board clerk payroll	\$ 1,701	\$ 2,272	\$ 3,000	\$ 3,000
14002	Charter revision clerk payroll	-	-	-	-
-	School building committee clerk	-	-	-	-
14008	Selectmen stipends	6,500	5,875	6,000	6,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>8,201</u>	<u>8,147</u>	<u>9,000</u>	<u>9,000</u>
<b>Miscellaneous</b>					
88001	Program services	2,583	2,205	2,750	2,750
88004	Project graduation	1,000	1,000	1,000	1,000
88021	Charter revision commission	-	-	-	-
	Total Miscellaneous Expenditures	<u>3,583</u>	<u>3,205</u>	<u>3,750</u>	<u>3,750</u>
<b>01-001</b>	<b>Total Board of Selectmen</b>	<u>\$ 11,784</u>	<u>\$ 11,352</u>	<u>\$ 12,750</u>	<u>\$ 12,750</u>
Percentage increase/(decrease)					<u>0.00%</u>

**Department Name:** First Selectwoman

**Department #:** 01-002

**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 trainings.
8. Operate Town functions within financially sound fiscal principles.

**Accomplishments:**

- Obtained and managed several grants for town projects.
- Assisted the BOS with implementation of their stated Goals & Objectives.
- Promoted training opportunities for staff and members of the volunteer boards and commissions.

**Fiscal Notes:**

- Personnel expenditures cover two (2) full-time employees.
- Program services, account number 88001, includes the cost of assisting community groups and hosting local and regional 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 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-002</b>	<b>First Selectwoman</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 148,382	\$ 151,501	\$ 154,850	\$ 156,250
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	148,382	151,501	154,850	156,250
<b>Contractual Services</b>					
32000	Conferences, meetings, dues	282	339	600	600
	Total Contractual Services	282	339	600	600
<b>Commodities</b>					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	-	-	-	-
<b>Miscellaneous</b>					
86003	CT Conf of Municipalities	5,897	5,897	5,897	5,897
86004	CT Council of Small Towns	825	825	825	825
86005	Middlesex Chamber	600	600	700	650
88001	Program services	2,275	1,439	3,000	3,000
88010	Safety committee	-	-	-	-
88022	Town report	699	-	1,500	150
	Total Miscellaneous Expenditures	10,296	8,761	11,922	10,522
<b>01-002</b>	<b>Total First Selectwoman</b>	<b>\$ 158,960</b>	<b>\$ 160,601</b>	<b>\$ 167,372</b>	<b>\$ 167,372</b>
Percentage increase/(decrease)					<b>0.00%</b>

***Department Name:*** Ethics Commission ***Department #:*** 01-003

**Mission & Purpose:**

The 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.

**Goals & Objectives:**

1. Conduct hearings as needed to hear and decide specific cases in which a violation of the Ethics Ordinance is alleged, whether such cases arise from a complaint or are brought by the Commission's own motion.
2. Issue advisory opinions on request from public officials and employees.
3. 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. Suggest changes to the Ethics Ordinance as appropriate.
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 the Ethics Ordinance.
5. In coordination with appropriate Town personnel, arrange for an annual online training session on the Ethics Ordinance for all Town representatives hired, appointed, or elected since the last training session.

**Accomplishments:**

- Meetings have been held and rulings have been issued as needed.

**Fiscal Notes:**

- No changes recommended.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-003</b>	<b>Ethics Commission</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
14001	Board clerk payroll	\$ -	\$ -	\$ 400	\$ 400
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	400	400
<b>Miscellaneous</b>					
88016	Miscellaneous	82	86	250	250
	Total Miscellaneous	82	86	250	250
<b>01-003</b>	<b>Total Ethics Commission</b>	<b>\$ 82</b>	<b>\$ 86</b>	<b>\$ 650</b>	<b>\$ 650</b>
Percentage increase/(decrease)					<b>0.00%</b>

**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 were merged into one Probate Court, located in Marlborough.

**Goals & Objectives:**

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

**Accomplishments:**

- The merged court system is functional.

**Fiscal Notes:**

- The budget reflects the changes in the Probate Court system.
- The hours of the Probate Court are as follows:

Monday, Tuesday and Wednesday 8:30 am to 4:30pm

Thursday 8:30am to 5:00pm

Friday 8:30am to 4:00pm.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-006</b>	<b>Probate Court</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Contractual Services</b>					
31000	Service contracts	\$ 10,082	\$ 10,115	\$ 11,800	\$ 12,000
31001	Office equip repair & maint	-	-	-	-
33002	Indexing and recording	-	-	-	-
	Total Contractual Services	<u>10,082</u>	<u>10,115</u>	<u>11,800</u>	<u>12,000</u>
<b>Commodities</b>					
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-006</b>	<b>Total Probate Court</b>	<u><u>\$ 10,082</u></u>	<u><u>\$ 10,115</u></u>	<u><u>\$ 11,800</u></u>	<u><u>\$ 12,000</u></u>
Percentage increase/(decrease)					<u><u>1.69%</u></u>

**Department Name:** Elections **Department #:** 01-007

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

**Goals & Objectives:**

1. Conduct the annual canvas of registered voters.
2. Implement a record retention program in accordance with State requirements.
3. Attend Middlesex County Registrars' meetings to share ideas and information concerning legislation and issues regarding changes to voting laws, etc.
4. Obtain necessary training and certifications as required by State law.

**Accomplishments:**

- Supervised multiple elections and budget referendums.
- Significant training was completed by the Registrars.

**Fiscal Notes:**

- Budget details the costs for one (1) Gubernatorial election and one (1) referendum and (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.
- Our Registrars have passed all requirements and are CT Certified Registrars of Voters.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-007</b>	<b>Elections</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
11003	Part-time payroll	\$ 14,432	\$ 13,846	\$ 15,000	\$ 15,300
14006	Voter canvassing	444	292	1,250	1,250
14007	Election workers stipends	9,066	9,012	10,500	10,450
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>23,942</u>	<u>23,150</u>	<u>26,750</u>	<u>27,000</u>
<b>Contractual Services</b>					
31003	Voting machine maint	2,650	1,359	4,000	3,250
32000	Conferences, meetings, dues	3,605	2,315	3,250	2,500
	Total Contractual Services	<u>6,255</u>	<u>3,674</u>	<u>7,250</u>	<u>5,750</u>
<b>Commodities</b>					
61007	Voting mach supplies	-	-	-	-
69000	Election supplies	5,733	6,635	7,500	7,000
	Total Commodities	<u>5,733</u>	<u>6,635</u>	<u>7,500</u>	<u>7,000</u>
<b>Miscellaneous</b>					
-	Voter canvassing	-	-	-	-
	Total Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-007</b>	<b>Total Elections</b>	<u><u>\$ 35,930</u></u>	<u><u>\$ 33,459</u></u>	<u><u>\$ 41,500</u></u>	<u><u>\$ 39,750</u></u>

Percentage increase/(decrease) -4.22%

**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 as well.

**Goals & Objectives:**

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

**Accomplishments:**

- Issued financial statements with an unqualified opinion by the December 31, 2017 due date.
- Administered and supervised multiple Town-wide Auctions using online portal.
- Continued successful tax sale program, as coordinated with the Collector of Revenue and Tax Attorney.
- Coordinated numerous grants with program managers.
- Worked with the Town Clerk and Parks & Recreation Director to get credit cards implemented.

**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) contain the maintenance fees of the general ledger and payroll systems.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-010</b>	<b>Finance Department</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 256,889	\$ 265,995	\$ 277,000	\$ 282,000
11003	Part-time payroll	40,085	40,932	41,750	42,750
14020	Rental use of buildings	6,357	10,314	10,000	10,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>303,331</u>	<u>317,241</u>	<u>328,750</u>	<u>334,750</u>
<b>Contractual Services</b>					
31000	Service contracts	22,797	23,972	30,000	30,000
32000	Conferences, meetings, dues	990	1,470	4,000	4,000
33001	Audit fees	13,671	13,012	14,000	14,250
33005	Bank fees	781	845	1,750	1,500
34001	Data processing	6,716	7,901	8,000	5,500
	Total Contractual Services	<u>44,955</u>	<u>47,200</u>	<u>57,750</u>	<u>55,250</u>
<b>Commodities</b>					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Miscellaneous</b>					
88015	BOE admin life insurance	-	-	-	-
88016	Miscellaneous	14,706	11,241	15,000	14,000
	Total Miscellaneous Expenditures	<u>14,706</u>	<u>11,241</u>	<u>15,000</u>	<u>14,000</u>
<b>01-010</b>	<b>Total Finance Department</b>	<u><u>\$ 362,992</u></u>	<u><u>\$ 375,682</u></u>	<u><u>\$ 401,500</u></u>	<u><u>\$ 404,000</u></u>

Percentage increase/(decrease) 0.62%

**Department Name:** Collector of Revenue **Department #:** 01-011

**Mission & Purpose:**

This budget 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 a high level of revenue collection.
2. Continue with the option of collection of payments on-line using credit cards.
3. Continue with the successful tax sale resolution program.
4. Engage debt collection law firm to assist in personal property and motor vehicle tax collections.

**Accomplishments:**

- The collection rate for the fiscal year ending June 30, 2017 was 98.7%.

**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 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-011</b>	<b>Collector of Revenue</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 64,068	\$ 67,149	\$ 69,250	<b>\$ 71,500</b>
11003	Part-time payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>64,068</u>	<u>67,149</u>	<u>69,250</u>	<b>71,500</b>
<b>Contractual Services</b>					
31000	Service contracts	18,977	17,455	20,000	<b>20,000</b>
32000	Conferences, meetings, dues	339	446	1,250	<b>1,250</b>
34001	Data processing	-	-	-	-
36005	DMV delinquent charge	-	-	-	-
	Total Contractual Services	<u>19,316</u>	<u>17,901</u>	<u>21,250</u>	<b>21,250</b>
<b>Commodities</b>					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	-
<b>01-011</b>	<b>Total Collector of Revenue</b>	<u><u>\$ 83,384</u></u>	<u><u>\$ 85,050</u></u>	<u><u>\$ 90,500</u></u>	<u><u>\$ 92,750</u></u>
Percentage increase/(decrease)					<u><u>2.49%</u></u>

**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. Administer the tax relief programs for the elderly, disabled and military veterans.
2. Resolve nine (9) pending court appeals from the 2016 revaluations.

**Accomplishments:**

- Continued to accomplish improvements to the level of customer service offered by this office.
- Continue to implement and operate iasWorld CAMA software.
- October 1, 2017 Grand List filed timely by statutory deadline.
- Updated website with current forms and exemption applications.

**Fiscal Notes:**

- Personnel expenditures cover one (1) full-time assessor and 17.5 hours per week for the clerk assistant. A newly hired Assessor with extensive experience was hired in Fiscal Year 2018.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-012</b>	<b>Assessor</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 84,209	\$ 85,694	\$ 92,500	<b>\$ 110,000</b>
11003	Part-time payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>84,209</u>	<u>85,694</u>	<u>92,500</u>	<b>110,000</b>
<b>Contractual Services</b>					
31000	Service contracts	13,665	15,850	17,095	<b>17,500</b>
32000	Conferences, meetings, dues	956	144	1,950	<b>2,000</b>
33001	Audit fees	-	-	2,500	-
34001	Data processing	-	-	-	-
	Total Contractual Services	<u>14,621</u>	<u>15,994</u>	<u>21,545</u>	<b>19,500</b>
<b>Commodities</b>					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	-
<b>01-012</b>	<b>Total Assessor</b>	<u><b>\$ 98,830</b></u>	<u><b>\$ 101,688</b></u>	<u><b>\$ 114,045</b></u>	<u><b>\$ 129,500</b></u>
Percentage increase/(decrease)					<u><b>13.55%</b></u>

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

**Mission & Purpose:**

The Board of Assessment Appeals is an official municipal agency (not a Town department) 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. Members of the Board are elected officials. The Board provides taxpayers with the opportunity to be heard by their peers at no expense to themselves. The three (3) member Board of Assessment Appeals derives its legal authority from the Connecticut General Statutes, municipal charter and 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:**

- All members attended a Board of Assessment Appeals training workshop over the past two years.
- Conformance to statutory requirements to provide hearing opportunities to aggrieved taxpayers with minimum effect to Grand List totals.

**Fiscal Notes:**

- Members' stipends, account # 14011 covers the cost of stipends to members.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-013</b>	<b>Board of Assessment Appeals</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
14001	Board clerk payroll	\$ -	\$ -	\$ 200	<b>\$ 200</b>
14011	Member stipends	950	1,295	1,000	<b>1,000</b>
	Total Personnel Expenditures	950	1,295	1,200	<b>1,200</b>
<b>01-013</b>	<b>Total Board of Assessment Appeals</b>	<b>\$ 950</b>	<b>\$ 1,295</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>
Percentage increase/(decrease)					<b>0.00%</b>

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

**Mission & Purpose:**

The Town Counsel Department is an activity (not a Town Department) 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, property assessments and negotiations resolved in a timely fashion.

**Fiscal Notes:**

- Total reduction of \$12,000 from the previous year's budget was made by the Board of Selectmen.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		2015-2016	2016-2017	2017-2018	2018-2019
		Actual	Actual	Revised	Adopted
01-014	Town Counsel	Expended	Expended	Budget	Budget
<b>Contractual Services</b>					
-	Charter revision	\$ -	\$ -	\$ -	\$ -
-	Lawsuits	-	-	-	-
-	Pensions	-	-	-	-
-	Planning & Zoning matters	-	-	-	-
-	Public Works matters	-	-	-	-
-	Social Services matters	-	-	-	-
-	Tax foreclosure	-	-	-	-
-	Zoning Board of Appeals	-	-	-	-
-	Zoning enforcement	-	-	-	-
37002	Labor & pension matters	28,408	41,026	35,000	33,000
37006	Freedom of information	188	3,507	2,000	2,000
37012	Suits & settlements	-	-	-	-
37013	General Town Counsel	35,613	49,975	25,000	22,500
37019	Planning & development matters	64,116	66,528	30,000	22,500
37025	Tax matters	9,279	6,523	5,000	5,000
37029	Miscellaneous matters	-	-	-	-
Total Contractual Services		137,604	167,559	97,000	85,000
<b>01-014 Total Town Counsel</b>		<b>\$ 137,604</b>	<b>\$ 167,559</b>	<b>\$ 97,000</b>	<b>\$ 85,000</b>

Percentage increase/(decrease) -12.37%

**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 and law suit notices.

**Goals & Objectives:**

1. Continue to serve the public in an efficient and effective manner.
2. Continue scanning and digitizing land records from previous years.
3. Setup dog license renewals to be able to be processed online.

**Accomplishments:**

- Continue to digitize images linking to land records index and load onto 20-20 system.
- Land records are accessible on line as far back as April 2002.
- Began accepting credit cards as a form of payment.
- Added a second public search terminal for improved convenience.
- The Assistant Town Clerk passed the CT Certified Town Clerk examination.

**Fiscal Notes:**

- Personnel expenditures cover one (1) elected full-time Town Clerk and one (1) full-time Assistant Town Clerk.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-015</b>	<b>Town Clerk</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 127,163	\$ 127,714	\$ 130,000	\$ 132,100
13002	Overtime	231	95	1,000	750
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>127,394</u>	<u>127,809</u>	<u>131,000</u>	<u>132,850</u>
<b>Contractual Services</b>					
31000	Service contracts	628	775	1,000	1,000
32000	Conferences, meetings, dues	914	1,240	1,500	1,500
33002	Indexing & recording	16,954	23,432	27,500	27,500
-	Ordinance preparation	-	-	-	-
34001	Data processing	-	-	-	-
35000	Vital statistics	200	-	1,000	750
	Total Contractual Services	<u>18,696</u>	<u>25,447</u>	<u>31,000</u>	<u>30,750</u>
<b>Commodities</b>					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-015</b>	<b>Total Town Clerk</b>	<u><u>\$ 146,090</u></u>	<u><u>\$ 153,256</u></u>	<u><u>\$ 162,000</u></u>	<u><u>\$ 163,600</u></u>

Percentage increase/(decrease) 0.99%

**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, and 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:**

- Centralized purchasing of office and printing supplies has allowed for cost savings.

**Fiscal Notes:**

- No changes are made from the previous year's budget.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		2015-2016	2016-2017	2017-2018	2018-2019
		Actual	Actual	Revised	Adopted
01-016	Central Services	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11003	Part-time payroll	\$ -	\$ -	\$ -	\$ -
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	-	-
<b>Contractual Services</b>					
31000	Service contracts	27,914	28,724	35,000	35,000
31001	Office equip repair & maint	596	3,804	2,000	2,000
34001	Data processing supplies	1,546	2,428	2,500	2,500
-	Publication costs	-	-	-	-
	Total Contractual Services	30,056	34,956	39,500	39,500
<b>Repairs</b>					
-	Equipment repairs	-	-	-	-
	Total Repairs	-	-	-	-
<b>Utilities</b>					
53000	Postage	16,838	15,907	18,000	18,000
54000	Advertising, printing & publications	16,591	18,670	20,000	20,000
-	Printing	-	-	-	-
58580	Travel and mileage expense	2,525	2,845	3,750	3,750
	Total Utilities	35,954	37,422	41,750	41,750
<b>Commodities</b>					
61000	Office supplies	12,571	13,748	15,500	15,500
61005	Copier/printing supplies	6,350	6,895	6,000	6,000
-	Subscriptions & publications	-	-	-	-
	Total Commodities	18,921	20,643	21,500	21,500
<b>Equipment</b>					
-	Equipment	-	-	-	-
	Total Equipment	-	-	-	-
<b>01-016 Total Central Services</b>		<b>\$ 84,931</b>	<b>\$ 93,021</b>	<b>\$ 102,750</b>	<b>\$ 102,750</b>
Percentage increase/(decrease)					<b>0.00%</b>

**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. The Department also maintains the Town's phone systems, alarm systems and two way radio infrastructure and licensing. In addition, the Town's Geographic Information System (GIS) program is updated and maintained. This ensures the proper retention of electronic data and records to facilitate qualitative and quantitative analysis of municipal information. The Department is also fostering a collaborative working relationship with the Board of Education with the interconnection of all school buildings which will facilitate connections to the Connecticut Education Network (CEN) as well as connecting the entire phone network on a single Virtual Private Network (VPN) platform. The town website is also maintained and updated daily in conjunction with the Town Tech Educational Partnership Program.

**Goals & Objectives:**

1. Continue the upgrade process of hardware and software in Town Departments.
2. Purchase new servers as necessary, and continue consolidation to a virtual environment.
3. Upgrade existing spam and firewall equipment and improve intrusion protection.
4. Upgrade the outdated T-1 connections from copper to Fiber.
5. Develop fiber conductivity to the Water Pollution Control Facility and the Animal Shelter.
6. Continue to update the Assessor's parcel layer and infrastructure GIS maps as needed.
7. Continue collaboration with RiverCOG in developing regional GIS maps, updating flyover data.
8. Continue to assist the Finance Department with the auctions of surplus Town equipment and vehicles while adjusting fixed asset inventory accordingly.
9. Work with the Fire Marshal's office in assessing needs for monitoring town buildings for fire and burglar protection.

**Accomplishments:**

- All BOS meetings are recorded and broadcast on Comcast public access and posted on *YouTube*.
- Continue to upgrade and maintain the Town's website.
- Installed web server to better manage contact management software.
- Upgraded content management software to new Evoq platform.
- Completed interconnection to High School for the Town's Polling location and connection to the Secretary of State's database.
- Completed migration of Town Assessor's software to a cloud based solution.
- Parks and Recreation can now accept online registrations and payments for Recreation Programs.
- Assisted with the implementation of a new Radio Dispatching System with the City of Middletown.

**Fiscal Notes:**

- Personnel expenditures cover one (1) administrator, one (1) assistant clerk and the cost of the Town Tech Educational Partnership Program, which performs a variety of tasks benefiting the Town.
- Computer network maintenance, (account number 36050) allows the Town to investigate and resolve levels 2 and 3 computer problems/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 2018-2019**  
**As of May 14, 2018**

		2015-2016	2016-2017	2017-2018	2018-2019
		Actual	Actual	Revised	Adopted
01-017	Technology Department	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 117,805	\$ 123,932	\$ 133,750	\$ 135,850
11003	Part-time payroll	12,518	13,871	9,000	9,000
13002	Overtime	17,511	11,149	10,000	10,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	147,834	148,952	152,750	154,850
<b>Contractual Services</b>					
31000	Service contracts	480	480	1,000	1,000
31001	Office equip repair & maint	969	1,775	1,500	1,500
31008	Licensing software	22,143	16,188	22,500	22,500
32000	Conferences, meetings, dues	205	665	1,000	1,000
34001	Data processing supplies	1,809	5,598	6,750	6,750
36004	Telecommunications	4,917	3,424	7,100	7,100
36050	Computer network maintenance	29,940	9,092	34,500	35,000
	Total Contractual Services	60,463	37,222	74,350	74,850
<b>Repairs</b>					
44003	Equipment repair/rental	-	-	-	-
	Total Repairs	-	-	-	-
<b>Utilities</b>					
51001	Gas & diesel fuel	1,035	762	1,400	1,250
	Total Utilities	1,035	762	1,400	1,250
<b>Commodities</b>					
61000	Office supplies	-	-	-	-
61001	Uniforms	408	500	500	500
-	Equipment supplies	-	-	-	-
	Total Commodities	408	500	500	500
<b>Equipment</b>					
73000	Equipment purchases	1,241	9,005	2,000	2,000
	Total Equipment	1,241	9,005	2,000	2,000
<b>Miscellaneous</b>					
88016	Miscellaneous	-	-	-	-
	Total Miscellaneous Expenditures	-	-	-	-
<b>01-017 Total Technology Department</b>		<b>\$ 210,981</b>	<b>\$ 196,441</b>	<b>\$ 231,000</b>	<b>\$ 233,450</b>

Percentage increase/(decrease) 1.06%

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

**Mission & Purpose:**

The Fire Department Budget supports three Volunteer Fire companies. It provides the required equipment, testing, training and repairs to provide fire suppression, motor vehicle accident services including extrication, emergency medical services, and fire police services, haz-mat response and a rapid response dive team for the Town of Portland as well as Mutual Aid agreements with surrounding towns including the response to all water emergencies along the Connecticut River.

**Goals & Objectives:**

1. Recruitment and Retention of Volunteers.
2. Continue to provide entry level training in areas of fire suppression, rescue operations, medical certification and hazardous materials mitigation.
3. Continue to aggressively pursue all types of grant funding available to offset increased cost in providing a safe community for our residents.

**Accomplishments:**

- Received a Department of Energy and Environmental Protection (DEEP) Grant for the installation of a dry hydrant at Great Hill Lake.
- Received an IFCA Grant award for recruitment and retention of firefighters. This included reimbursement of medical examinations and training. We also received this grant for 2018.
- Received the award of a HeartSafe community in January 2018 due to the number of firefighters and citizens we have trained in CPR and AED.
- Installed a new AED at the Town Hall using donations received in memory of William Coleman and Michael Estabrook.
- Started the process of updating our aging communication system with a more reliable system with back up ability and interoperability.
- Replaced two (2) aging response service vehicles including updated communication equipment for Mutual Aid.

**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.
- Stipends are added to this budget in accordance with the Town's Pay Plan.
- There is a \$1,500 stipend per member.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

<b>01-020</b>	<b>Fire Departments</b>	<b>2015-2016 Actual Expended</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Revised Budget</b>	<b>2018-2019 Adopted Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 6,153	\$ 6,284	\$ 6,410	\$ 6,750
11002	Clerical payroll	1,642	1,193	2,250	2,500
11003	Part-time payroll	27,000	84,500	97,000	98,600
-	Watchmen	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	<b>Total Personnel Expenditures</b>	<b>34,795</b>	<b>91,977</b>	<b>105,660</b>	<b>107,850</b>
<b>Contractual Services</b>					
30000	Training	21,207	12,306	21,000	18,000
31000	Service contracts	10,445	9,183	10,500	13,360
31008	Licensing software	5,759	4,173	6,000	7,500
32000	Conferences, meetings, dues	4,152	4,197	4,500	4,500
34000	Equipment testing	14,123	16,209	17,000	17,000
34001	Data processing supplies	188	687	1,000	1,000
35001	Medical exams & supplies	18,926	22,346	24,000	24,000
36004	Telecommunications	3,881	4,431	2,500	5,100
	<b>Total Contractual Services</b>	<b>78,681</b>	<b>73,532</b>	<b>86,500</b>	<b>90,460</b>
<b>Repairs</b>					
44003	Equipment repair/rental	19,155	14,873	16,000	18,000
	<b>Total Repairs</b>	<b>19,155</b>	<b>14,873</b>	<b>16,000</b>	<b>18,000</b>
<b>Utilities</b>					
51001	Gas & diesel fuel	8,929	4,586	9,825	7,000
54000	Advertising & publications	-	-	-	-
57000	Firefighters banquet	6,378	7,637	7,000	7,500
	<b>Total Utilities</b>	<b>15,307</b>	<b>12,223</b>	<b>16,825</b>	<b>14,500</b>
<b>Commodities</b>					
61000	Office supplies	-	-	-	-
61001	Uniforms	5,173	5,095	5,000	5,000
61003	Equipment supplies	76,590	76,781	80,000	80,000
62001	Electricity	27,875	29,208	31,500	32,000
62002	Water & sewer	2,320	3,650	3,000	4,000
62004	Heating fuel	14,198	15,567	18,000	17,300
63001	Emergency food fund	1,483	668	1,500	2,000
67000	Small tools	-	-	-	-
	<b>Total Commodities</b>	<b>127,639</b>	<b>130,969</b>	<b>139,000</b>	<b>140,300</b>
<b>Miscellaneous</b>					
88002	Tax abatement program	-	-	-	-
88013	Protective operations	-	-	-	-
	<b>Total Miscellaneous Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>01-020</b>	<b>Total Fire Departments</b>	<b>\$ 275,577</b>	<b>\$ 323,574</b>	<b>\$ 363,985</b>	<b>\$ 371,110</b>

Percentage increase/(decrease) **1.96%**

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

**Mission & Purpose:**

The Fire Marshal Department has the responsibility of inspecting commercial and multi-family occupancies and the investigation of fires to determine origin and cause.

**Goals & Objectives:**

1. Inspect commercial & multi-family dwellings for compliance with the CT Fire Safety Code.
2. Add State forms and content to website that will assist property owners.

**Accomplishments:**

- Increased inspections of multi-family properties.
- Increased fire prevention activities, such as elementary school demonstrations, day care and pre-school demonstrations and the Annual Family Day Celebration.

**Fiscal Notes:**

- Personnel expenditures cover part-time positions of Fire Marshal and Deputy Fire Marshals.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-021</b>	<b>Fire Marshal</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
11003	Part-time payroll	\$ 35,544	\$ 36,634	\$ 41,750	\$ 42,600
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	35,544	36,634	41,750	42,600
<b>Contractual Services</b>					
32000	Conferences, meetings, dues	265	1,280	1,600	1,500
	Total Contractual Services	265	1,280	1,600	1,500
<b>Utilities</b>					
51001	Gas & diesel fuel	259	272	500	450
55000	Fire prevention week	692	737	600	750
	Total Utilities	951	1,009	1,100	1,200
<b>Commodities</b>					
61000	Office supplies	-	-	-	-
61001	Uniforms	844	380	600	600
61003	Equipment supplies	1,047	1,511	1,100	1,100
	Total Commodities	1,891	1,891	1,700	1,700
<b>01-021</b>	<b>Total Fire Marshal</b>	<b>\$ 38,651</b>	<b>\$ 40,814</b>	<b>\$ 46,150</b>	<b>\$ 47,000</b>
Percentage increase/(decrease)					<b>1.84%</b>

**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.
2. Implement the updated radio dispatch system designed and installed by the City of Middletown. The City is investing in a new \$12 million Dispatching System. It should be completed and up and running by Labor Day. The Town of Portland has purchased new radio equipment for the Police, and will need to purchase updated equipment for the Fire Department. The Communications Tower on High Street is being re-engineered and retrofitted to accommodate the new system. The Tower will host new equipment to be installed by the City of Middletown's vendor. The Town of Portland is paying for the work on the tower; the City of Middletown is paying for the new communications equipment on the Tower and in the adjacent radio room. This is a major upgrade. There will be an agreement between the City and the Town before the upgraded Tower equipment goes live.

**Accomplishments:**

- Provided quality dispatching services to the Town of Portland.

**Fiscal Notes:**

- Budget includes the contractual obligation and an allocation for fire alarm monitoring.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-022</b>	<b>Emergency Dispatch</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Contractual Services</b>					
31000	Service contract	\$ 115,007	\$ 122,705	\$ 127,561	\$ 130,983
	Total Contractual Services	<u>115,007</u>	<u>122,705</u>	<u>127,561</u>	<u>130,983</u>
<b>01-022</b>	<b>Total Emergency Dispatch</b>	<u>\$ 115,007</u>	<u>\$ 122,705</u>	<u>\$ 127,561</u>	<u>\$ 130,983</u>
Percentage increase/(decrease)					<u>2.68%</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. The 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.
3. Improve the public perception of traffic enforcement in Town by publishing Police enforcement efforts on a monthly basis.
4. Continue regular radar enforcement on Route 66, Main Street and other areas in Town.
5. Reduce motor vehicle accidents by enforcing speed limits.
6. Work with the Complete Streets Group to encourage safe driving speeds, no-texting, stop sign/traffic signal enforcement and safe pedestrian/bicycling in our Town.
7. Reduce illegal drug activity.
8. Educate the general public on computer and internet safety.
9. Offer home security education to residents of Portland.
10. Establish neighborhood watch programs as requested.
11. Continue random check-ins and routine property checks of local businesses.
12. Continue to have police officers assigned to the schools. Maintain school security during student drop off and pick up times.
13. Work toward increasing the number of digital radar speed monitors throughout the Town.

**Accomplishments:**

- Responded to 4,886 calls during calendar year 2017. This does not include walk-ins. These figures reflect criminal and non-criminal incidents, motor vehicle accidents, and other miscellaneous calls for service. Throughout the State of Connecticut, including Portland, we are seeing increases in larcenies, larcenies of motor vehicles, drug offences, fraud, and identity theft. With the expansion of the use of technology, the manner in which police investigations are conducted has changed dramatically. This is stretching our resources and the overtime budget. Officers must spend hours off the road to solve these types of crimes.

**Fiscal Notes:**

- Currently there are 12 full-time officers, including one (1) Captain, two (2) Sergeants, nine (9) Police Officers and 90% of the full time salary of a Secretary, shared with the Fire Department.
- Private Police duty, (account number 14014) is the cost of having officers working on special projects that require an officer's presence, such as construction activities or traffic control. This cost is offset by a revenue amount found on page six (6), Private duty (account number 00324).

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		2015-2016	2016-2017	2017-2018	2018-2019
		Actual	Actual	Revised	Adopted
01-023	Police Department	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 755,195	\$ 763,468	\$ 857,500	\$ 883,000
11002	Clerical payroll	55,375	56,550	57,600	58,750
11003	Part-time payroll	160	1,230	1,250	1,250
13002	Overtime	123,509	119,280	125,000	125,000
14014	Private Police duty	119,553	112,577	145,000	130,000
-	Holiday payroll	-	-	-	-
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
Total Personnel Expenditures		<u>1,053,792</u>	<u>1,053,105</u>	<u>1,186,350</u>	<u>1,198,000</u>
<b>Contractual Services</b>					
31000	Service contracts	7,096	9,218	14,000	14,000
31008	Licensing software	3,408	5,308	8,300	8,300
32000	Conferences, meetings, dues	4,025	5,435	6,000	6,000
34002	Cruiser computer support	10,000	10,000	13,000	13,000
36004	Telecommunications	-	-	-	-
36012	Examination services	4,375	3,050	3,000	3,000
Total Contractual Services		<u>28,904</u>	<u>33,011</u>	<u>44,300</u>	<u>44,300</u>
<b>Repairs</b>					
44003	Equipment repair/rental	1,853	2,052	3,000	3,000
Total Repairs		<u>1,853</u>	<u>2,052</u>	<u>3,000</u>	<u>3,000</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	23,975	23,894	44,000	40,000
59002	Canine program	-	-	1,500	1,500
Total Utilities		<u>23,975</u>	<u>23,894</u>	<u>45,500</u>	<u>41,500</u>
<b>Commodities</b>					
61000	Office supplies	-	-	-	-
61001	Uniforms	26,311	29,040	28,000	28,000
61003	Equipment supplies	9,903	13,324	7,000	8,000
62001	Electricity	14,177	14,657	16,500	16,500
62002	Water & sewer	905	934	1,300	1,300
62004	Heating fuel	1,219	1,502	2,400	2,250
Total Commodities		<u>52,515</u>	<u>59,457</u>	<u>55,200</u>	<u>56,050</u>
<b>Equipment</b>					
73000	Equipment purchases	8,577	-	-	-
Total Equipment		<u>8,577</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Miscellaneous</b>					
88016	Miscellaneous	234	575	1,000	1,000
Total Miscellaneous Expenditures		<u>234</u>	<u>575</u>	<u>1,000</u>	<u>1,000</u>
<b>01-023 Total Police Department</b>		<u>\$ 1,169,850</u>	<u>\$ 1,172,094</u>	<u>\$ 1,335,350</u>	<u>\$ 1,343,850</u>

Percentage increase/(decrease) 0.64%

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

***Mission & Purpose:***

The Emergency Management Department supports all public safety agencies within the Town, oversees sheltering operations and coordinates the Community Emergency Response Team (CERT).

***Goals & Objectives:***

1. Continue to recruit and train new volunteers.
2. Pursue grant funds available to offset increased cost in providing a safe community for our residents.

***Accomplishments:***

- We recruited four (4) new members during 2017-18.
- Developed a new Local EMS Plan.
- Revised the Town's Emergency Operations Plan.
- Established new Shelter Procedures.

***Fiscal Notes:***

- Personnel expenditures cover the annual stipend cost of our Emergency Management Director.
- A portion of costs associated with this budget are offset by a grant from the State of CT.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

<b>01-024</b>	<b>Emergency Management</b>	<b>2015-2016 Actual Expended</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Revised Budget</b>	<b>2018-2019 Adopted Budget</b>
<b>Personnel Expenditures</b>					
14005	Emergency man stipend	\$ 4,260	\$ 4,375	\$ 6,000	\$ 6,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	4,260	4,375	6,000	6,000
<b>Contractual Services</b>					
30000	Training	210	-	500	500
32000	Conferences, meetings, dues	-	-	250	250
34001	Data processing	-	-	-	-
	Total Contractual Services	210	-	750	750
<b>Repairs</b>					
44003	Equipment repair/rental	-	-	2,100	-
	Total Repairs	-	-	2,100	-
<b>Utilities</b>					
53001	Telephone	-	-	-	-
53003	Cell phones	1,580	1,615	1,700	2,250
57001	Emergency drill	-	-	500	500
	Total Utilities	1,580	1,615	2,200	2,750
<b>Commodities</b>					
61001	Uniforms	-	-	-	-
61003	Equipment supplies	-	584	1,200	2,750
63001	Emergency food fund	-	51	1,000	1,000
	Total Commodities	-	635	2,200	3,750
<b>01-024</b>	<b>Total Emergency Management</b>	<b>\$ 6,050</b>	<b>\$ 6,625</b>	<b>\$ 13,250</b>	<b>\$ 13,250</b>
Percentage increase/(decrease)					<b>0.00%</b>

**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. This department is also responsible for administering the Town's blight ordinance.

**Goals & Objectives:**

1. Place forms online to expedite the application process.
2. Continue to ensure the health, safety, and welfare of the public as it relates to building occupants.
3. Implement a digital tracking system for permits (Access).
4. Oversee and monitor the progress of the new Brainerd Place development, along with other new building initiatives.

**Accomplishments:**

- The Building Official is accessible during Town Hall office hours, as well as on an emergency 24-hour basis.
- Permit forms are updated on the Town website along with information on various topics pertinent to seasonal changes.
- Continue to work with and resolve several blight ordinance matters.

**Fiscal Notes:**

- The budget consists of one Building Official and one full time administrative assistant, shared with the Planning Department.
- The Building Official also serves as the Blight Ordinance Administrator.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

<b>01-025 Building Department</b>	<b>2015-2016 Actual Expended</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Revised Budget</b>	<b>2018-2019 Adopted Budget</b>
<b>Personnel Expenditures</b>				
11001 Regular payroll	\$ 97,752	\$ 102,048	\$ 107,950	<b>\$ 109,800</b>
11003 Part-time payroll	660	-	-	-
19002 Longevity	-	-	-	-
21001 Medical insurance	-	-	-	-
22000 FICA/Medicare	-	-	-	-
Total Personnel Expenditures	<u>98,412</u>	<u>102,048</u>	<u>107,950</u>	<b>109,800</b>
<b>Contractual Services</b>				
32000 Conferences, meetings, dues	<u>767</u>	<u>477</u>	<u>1,750</u>	<b>1,750</b>
Total Contractual Services	<u>767</u>	<u>477</u>	<u>1,750</u>	<b>1,750</b>
<b>Utilities</b>				
51001 Gas & diesel fuel	<u>921</u>	<u>967</u>	<u>1,200</u>	<b>1,200</b>
Total Utilities	<u>921</u>	<u>967</u>	<u>1,200</u>	<b>1,200</b>
<b>Commodities</b>				
54000 Advertising & publications	-	-	-	-
61000 Office supplies	-	-	-	-
61003 Equipment supplies	<u>488</u>	<u>1,358</u>	<u>500</u>	<b>500</b>
Total Commodities	<u>488</u>	<u>1,358</u>	<u>500</u>	<b>500</b>
<b>Miscellaneous</b>				
88016 State training fee	<u>-</u>	<u>-</u>	<u>-</u>	-
Total Miscellaneous Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	-
<b>01-025 Total Building Department</b>	<u><u>\$ 100,588</u></u>	<u><u>\$ 104,850</u></u>	<u><u>\$ 111,400</u></u>	<u><u><b>\$ 113,250</b></u></u>

Percentage increase/(decrease) **1.66%**

***Department Name:*** Public Works Director ***Department #:*** 01-031

**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 Departments. This office works directly with the Town Engineer.

**Goals & Objectives:**

1. Provide general oversight and management of the Public Works Department and Water and Sewer Divisions.
2. Implement the Spring Street Reconstruction Project and the Sidewalk Project.
3. Continue to review and monitor water and sewer operations.

**Accomplishments:**

- Prepared the contract documents for the Spring Street Reconstruction Project (includes water and sewer infrastructure improvements).
- Prepared the contract documents for the \$1 million Sidewalk Project.
- Prepared and issued bids for the Spring Street Reconstruction Project and the Sidewalk Project.
- Replaced sidewalks adjacent to Brownstone Intermediate School, Senior Center, Town Hall and Library.
- Made Portland Reservoir repairs.
- Replaced Transfer Station scale.
- Replaced generators at Coe Avenue Pump Station and Department of Public Works Garage.
- Performed safety and code improvements at the water and sewer facilities.

**Fiscal Notes:**

- Personnel expenditures include two (2) full-time employees; the Director and the Secretary to the Director.
- The long time Public Works Director is expected to retire in FY 2018. Many thanks to Mr. Richard Kelsey for his many years of dedicated service to the Town of Portland.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-031</b>	<b>Public Works Director</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 202,331	\$ 167,423	\$ 171,600	<b>\$ 154,000</b>
13002	Overtime	244	-	500	<b>300</b>
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>202,575</u>	<u>167,423</u>	<u>172,100</u>	<b>154,300</b>
<b>Contractual Services</b>					
31000	Service contracts	-	-	-	-
32000	Conferences, meetings, dues	50	50	500	<b>500</b>
36013	Hazardous waste	4,840	10,988	9,000	<b>10,000</b>
	Total Contractual Services	<u>4,890</u>	<u>11,038</u>	<u>9,500</u>	<b>10,500</b>
<b>Utilities</b>					
51001	Gas & diesel fuel	1,424	1,303	1,850	<b>1,750</b>
	Total Utilities	<u>1,424</u>	<u>1,303</u>	<u>1,850</u>	<b>1,750</b>
<b>Commodities</b>					
61000	Office supplies	-	-	-	-
61001	Uniforms	250	-	-	-
	Total Commodities	<u>250</u>	<u>-</u>	<u>-</u>	-
<b>Capital Expenditures</b>					
73000	Equipment purchases	-	-	350	<b>350</b>
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>350</u>	<b>350</b>
<b>01-031</b>	<b>Total Public Works Director</b>	<u><u>\$ 209,139</u></u>	<u><u>\$ 179,764</u></u>	<u><u>\$ 183,800</u></u>	<u><u>\$ 166,900</u></u>
Percentage increase/(decrease)					<u><u>-9.19%</u></u>

**Department Name:** Highway Department **Department #:** 01-032

**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. Work toward ensuring that all Town roads are safe to travel.
2. Continue crack sealing roads as weather permits.
3. Adjust sewer manholes to the correct pavement grades.
4. Continue to install new, up to date signage and guiderail system.
5. Continue with roadside shoulder improvements.
6. Continue town-owned tree trimming/removal and stump grinding. Work with the Grounds Division to plant new trees as recommended by the Town Arborist/Consultant.
7. Complete new sand/salt shed building.
8. Continue to install new up to date signage and guiderail system.

**Accomplishments:**

- Repaired culvert on Cox Road.
- Completed the annual chip-seal program.
- Screened chip stone.
- Cleaned and re-graded the sandpit.
- Made curb repairs.
- Completed curbing and drainage improvements on Thompson Hill Road.
- Continued roadside mowing, tree trimming and cutting throughout the Town.
- Replaced guiderails at various locations.
- Completed paving and drainage improvements on Great Hill Pond Road.
- Cleaned and installed storm drains as needed.
- Cleared and re-graded area at the end of Middlesex Avenue.
- Revised the drain inlet and installed new sidewalks at the Freestone Ave./High St. intersection.

**Fiscal Notes:**

- Personnel expenditures allow for nine (9) full-time employees.
- Reduction in Street Signs was made by the Board of Selectmen.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		2015-2016	2016-2017	2017-2018	2018-2019
		Actual	Actual	Revised	Adopted
01-032	Highway Department	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 518,679	\$ 521,191	\$ 607,000	\$ 556,000
13002	Overtime	8,010	18,344	9,250	9,250
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	526,689	539,535	616,250	565,250
<b>Contractual Services</b>					
31000	Service contracts	5,675	5,727	6,000	6,000
32000	Conferences, meetings, dues	450	1,010	600	600
36001	Traffic signals	6,777	4,959	5,000	5,000
36003	Tree removal/replacement	18,310	13,830	20,000	20,000
36004	Telecommunications	743	1,268	1,000	2,000
36006	Line painting contract	6,971	8,042	8,000	8,000
36007	Storm water monitoring	370	2,436	4,000	4,000
36008	Waste services	122	408	500	500
	Total Contractual Services	39,418	37,680	45,100	46,100
<b>Repairs</b>					
44003	Equipment repair/rental	6,763	1,999	11,000	11,000
44005	Storm drain cleaning	28,219	25,633	29,600	30,000
	Total Repairs	34,982	27,632	40,600	41,000
<b>Utilities</b>					
51001	Gas & diesel fuel	40,324	34,090	51,000	50,000
53001	Telephone	803	850	1,000	1,000
	Total Utilities	41,127	34,940	52,000	51,000
<b>Commodities</b>					
61001	Uniforms	3,801	4,198	4,500	4,500
61003	Equipment supplies	16,143	18,967	13,000	15,000
62001	Electricity	8,726	11,189	10,481	12,000
62002	Water & sewer	3,558	2,151	5,400	4,500
62004	Heating fuel	18,764	21,057	29,500	27,500
65001	Road materials	107,355	104,822	80,000	80,000
67000	Small tools	1,567	1,418	1,500	1,500
69001	Street signs	16,899	11,798	10,000	7,500
	Total Commodities	176,813	175,600	154,381	152,500
<b>Capital Expenditures</b>					
73000	Equipment purchases	2,345	7,906	3,000	3,000
	Total Capital Expenditures	2,345	7,906	3,000	3,000
<b>Miscellaneous</b>					
88016	Miscellaneous fees	75	408	3,000	3,000
	Total Miscellaneous Expenditures	75	408	3,000	3,000
<b>01-032 Total Highway Department</b>		<b>\$ 821,449</b>	<b>\$ 823,701</b>	<b>\$ 914,331</b>	<b>\$ 861,850</b>

Percentage increase/(decrease) -5.74%

**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 repairs are performed in the Highway Garage.

**Goals & Objectives:**

1. Maintain all Town owned vehicles and equipment to ensure longer life and increased safety.
2. Auction old/obsolete equipment.
3. Replace equipment as funding and needs are presented.

**Accomplishments:**

- Ongoing maintenance of vehicles has been accomplished.
- Assisted with auction of obsolete vehicles and equipment.
- Major repairs were made to the sand spreader and snow plows.

**Fiscal Notes:**

- Personnel expenditures are comprised of the full-time salaries of one (1) mechanic and one (1) assistant mechanic.
- An aging equipment fleet and some harsh weather conditions have caused a strain on the equipment repair/rental line items.
- During Fiscal Year 2016-2017 the Town purchased two (2) new police SUV's, a new Ford Expedition for the Fire Department, a new Fire Marshal truck and new ICE equipment (with Cromwell).
- During Fiscal Year 2017-2018, the Town (with Cromwell) purchased a new handicapped bus.
- During Fiscal Year 2018 – 2019, the Town purchased \$1.6 million worth of equipment, including the following: Fire – Chevy Tahoe and Ford F-250; Grounds - F550 Dump Truck and Midsize Utility Tractor; Police - 4 SUV's, a Fingerprint machine and \$175,000 worth of new radio equipment; Public Works – Town Garage Generator, an Elgin Street Sweeper, Aerial Lift Truck, Large Dump Truck with plows, John Deere Backhoe Tractor, Paver, Wood Chipper, and the Platform Scale for the Resource Recovery Center. (We also purchased a large printer/scanner for Town wide use.)

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-033</b>	<b>Vehicle Maintenance</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 130,045	\$ 111,361	\$ 125,850	\$ 127,750
13002	Overtime	1,694	2,243	3,500	4,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	131,739	113,604	129,350	131,750
<b>Contractual Services</b>					
32000	Conferences, meetings, dues	470	30	300	300
	Total Contractual Services	470	30	300	300
<b>Repairs</b>					
44003	Equipment repair/rental	116,166	123,153	127,500	125,000
	Total Repairs	116,166	123,153	127,500	125,000
<b>Utilities</b>					
51001	Gas & diesel fuel	-	494	500	1,000
51003	Fuel additives	1,322	-	500	1,300
51004	Motor vehicle oil	5,735	2,953	7,500	7,500
	Total Utilities	7,057	3,447	8,500	9,800
<b>Commodities</b>					
61001	Uniforms	1,000	1,409	1,000	1,000
61003	Equipment supplies	9,383	3,683	10,000	9,000
67000	Small tools	2,084	1,900	2,000	2,000
	Total Commodities	12,467	6,992	13,000	12,000
<b>Capital Expenditures</b>					
73000	Equipment purchases	975	986	1,000	1,000
	Total Capital Expenditures	975	986	1,000	1,000
<b>Miscellaneous</b>					
88016	Miscellaneous	-	40	800	800
	Total Miscellaneous Expenditures	-	40	800	800
<b>01-033</b>	<b>Total Vehicle Maintenance</b>	<b>\$ 268,874</b>	<b>\$ 248,252</b>	<b>\$ 280,450</b>	<b>\$ 280,650</b>

Percentage increase/(decrease) **0.07%**

**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. Provide excellent service at a minimal cost to residents.
2. Continue to meet regularly with the Public Works Director & the Land Use Department personnel.
3. Provide engineering services to the Town in its development projects and grant projects.
4. Provide oversight and implementation of the Spring Street and Sidewalk Projects.

**Accomplishments:**

- Provided on-going assistance with general town development and special grant projects.
- Provided assistance with the Spring Street and Sidewalks plans, as part of the implementation of the 2016 Bond Authorization.
- Provided oversight for the construction of the Air Line Trail Grant Project. The expected completion date is Spring 2018.
- Provided the review of the Site Plan for the Brainerd Place Project. In addition subcontractor LADA of Simsbury assisted with the review in terms of a Town Planner perspective. The Site Plan was approved February 1, 2018.

**Fiscal Notes:**

- The Town staff engages the engineering services as required.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-034 Town Engineer</b>		<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Contractual Services</b>					
38001	Residential plan review/inspect	\$ 304	\$ 3,945	\$ 1,000	<b>\$ 1,000</b>
38002	Subdivision inspection/review	7,120	3,357	3,500	<b>3,500</b>
38003	Public Works engineering	6,370	22,648	5,500	<b>5,500</b>
38004	Site plan review	11,264	12,132	13,000	<b>13,000</b>
38005	Road drainage	-	-	2,000	<b>2,000</b>
38006	Mapping services	-	-	500	<b>500</b>
38007	General services	1,255	807	1,000	<b>1,000</b>
38008	Plan & Zoning/Inland Wetlands	16,035	14,875	8,000	<b>8,000</b>
38009	Erosion/sedimentation review	33	-	500	<b>500</b>
38010	Miscellaneous	-	2,614	2,000	<b>2,000</b>
38011	Public safety engineering	-	29,251	1,500	<b>1,500</b>
	Total Contractual Services	<u>42,381</u>	<u>89,629</u>	<u>38,500</u>	<b><u>38,500</u></b>
<b>01-034 Total Town Engineer</b>		<u><b>\$ 42,381</b></u>	<u><b>\$ 89,629</b></u>	<u><b>\$ 38,500</b></u>	<b><u>\$ 38,500</u></b>
Percentage increase/(decrease)					<u><b>0.00%</b></u>

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

**Mission & Purpose:**

The Public Works Department monitors lighting for all Town streets and works with the electric utility company to maintain and install new streetlights as needed with the approval of the Board of Selectmen.

**Goals & Objectives:**

1. To ensure all streetlights are in working condition.
2. To reduce energy usage/cost.

**Accomplishments:**

- As authorized by the Town, Eversource installed all new LED energy efficient streetlights throughout Portland

**Fiscal Notes:**

- Budget remains unchanged.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-035</b>	<b>Street Lighting</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Commodities</b>					
62001	Electricity	\$ 125,063	\$ 122,533	\$ 132,500	\$ 132,500
	Total Commodities	125,063	122,533	132,500	132,500
<b>01-035</b>	<b>Total Street Lighting</b>	<u>\$ 125,063</u>	<u>\$ 122,533</u>	<u>\$ 132,500</u>	<u>\$ 132,500</u>
Percentage increase/(decrease)					<u>0.00%</u>

**Mission & Purpose:**

The Grounds Maintenance Department, in a cooperative partnership with the Board of Education (BOE), maintains Town owned parks and grounds associated with all school and municipal buildings. Duties include landscaping, mowing of approximately ninety (90) acres of lawn and athletic fields, as well as preparation of sports fields for more than 380 sporting events per year.

**Goals & Objectives:**

1. Maintain all Town and BOE properties.
2. Keep all sports fields in playing condition.
3. Continue with the organic lawn care program at all facilities.
4. Assist with the construction of the Route 17 Recreational Complex.
5. Continue improvements to the Middlesex Avenue Fields.
6. Install new signs at the William E. Nolan Field and The Field Family Preserve.

**Accomplishments:**

- Successfully maintained Town and BOE properties – landscaping approximately 90 acres of lawns and athletic fields.
- Purchased a new F550 Dump Truck and a new Midsize Utility Tractor (Total Cost: \$110,000)
- Assisted with the construction plans of the Route 17 Recreational Park Complex.
- Completed several improvements to the Middlesex Avenue Fields.

**Fiscal Notes:**

- Personnel expenditures include the full-time salaries of three (3) employees, one (1) seasonal part-time worker plus approximately 10% of the full-time Grounds Maintenance Supervisor's salary, shared with the BOE.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-036</b>	<b>Grounds Maintenance</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 178,819	\$ 183,464	\$ 187,750	\$ 190,275
11003	Part-time payroll	11,198	10,083	12,200	12,200
13002	Overtime	8,902	15,007	12,000	12,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>198,919</u>	<u>208,554</u>	<u>211,950</u>	<u>214,475</u>
<b>Contractual Services</b>					
36002	General contract work	8,784	21,830	10,100	10,100
36008	Waste services	100	22	600	600
	Total Contractual Services	<u>8,884</u>	<u>21,852</u>	<u>10,700</u>	<u>10,700</u>
<b>Repairs</b>					
44003	Equipment repair/rental	5,978	1,541	6,000	6,000
	Total Repairs	<u>5,978</u>	<u>1,541</u>	<u>6,000</u>	<u>6,000</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	10,505	11,742	15,000	15,000
	Total Utilities	<u>10,505</u>	<u>11,742</u>	<u>15,000</u>	<u>15,000</u>
<b>Commodities</b>					
61001	Uniforms	1,444	1,436	1,500	1,500
61003	Equipment supplies	5,897	2,948	5,000	5,000
61004	Ground supplies	29,159	33,147	31,000	31,000
67000	Small tools	210	23	2,500	2,500
	Total Commodities	<u>36,710</u>	<u>37,554</u>	<u>40,000</u>	<u>40,000</u>
<b>Capital Expenditures</b>					
73000	Equipment purchases	67,010	19,767	3,000	3,000
	Total Capital Expenditures	<u>67,010</u>	<u>19,767</u>	<u>3,000</u>	<u>3,000</u>
<b>Miscellaneous</b>					
88016	Miscellaneous	-	-	500	500
	Total Miscellaneous Expenditures	<u>-</u>	<u>-</u>	<u>500</u>	<u>500</u>
<b>01-036</b>	<b>Total Grounds Maintenance</b>	<u><u>\$ 328,006</u></u>	<u><u>\$ 301,010</u></u>	<u><u>\$ 287,150</u></u>	<u><u>\$ 289,675</u></u>

Percentage increase/(decrease) 0.88%

***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. Maintain all Town owned buildings in peak condition to provide a safe working environment for Town staff and residents who can take pride in our buildings.
2. Install hookups for the portable generator at various town buildings.
3. Address needed roof improvements at Fire Company #2.
4. Make improvements to the overhead doors in all buildings.
5. Investigate replacement of windows and masonry repairs at the Buck/Foreman Building.
6. Review and make recommendations for needed energy improvements at all town buildings.

**Accomplishments:**

- Continued the replacement of windows at Town Hall as needed.
- Painted interior and exterior of various Town buildings.
- Condensers replaced at the Portland Library.
- Generator installed at the Town Garage.
- Completed lead paint removal project at the Town Hall entrance; re-painted the porch.
- Replaced furnaces at the Highway Garage and Company #1.

**Fiscal Notes:**

- Personnel expenditures include the full-time salaries of three (3) employees.
- Telephone (53001) contains phone, long distance and internet for Town Buildings. Based on the architecture of our technology system, the T-1 Line needs to be improved to allow for increased capacity.
- Building Supplies (61006) – more supplies are needed as buildings and equipment items age.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		2015-2016	2016-2017	2017-2018	2018-2019
		Actual	Actual	Revised	Adopted
01-037	Town Buildings Maintenance	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 155,433	\$ 153,239	\$ 167,250	\$ 170,000
11003	Part-time payroll	-	-	-	-
13002	Overtime	2,968	7,254	8,000	8,000
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	158,401	160,493	175,250	178,000
<b>Contractual Services</b>					
31000	Service contracts	22,504	35,352	32,000	32,500
36008	Waste services	50	-	250	250
	Total Contractual Services	22,554	35,352	32,250	32,750
<b>Repairs</b>					
44003	Equipment repair/rental	27,334	10,308	8,250	8,250
	Total Repairs	27,334	10,308	8,250	8,250
<b>Utilities</b>					
51001	Gas & diesel fuel	2,585	3,614	4,000	4,000
53001	Telephone	35,800	38,426	39,000	41,000
53002	Pagers	-	-	-	-
53003	Cell phones	6,398	6,380	8,000	8,000
	Total Utilities	44,783	48,420	51,000	53,000
<b>Commodities</b>					
61001	Uniforms	1,352	1,083	1,350	1,350
61003	Equipment supplies	3,394	1,572	2,500	2,500
61004	Ground supplies	-	-	-	-
61006	Building supplies	11,509	15,828	11,500	13,000
62001	Electricity	32,086	32,881	37,500	37,500
62002	Water & sewer	2,354	2,770	2,750	2,750
62004	Heating fuel	4,398	3,848	5,000	4,750
67000	Small tools	931	444	750	750
68000	Custodial supplies	12,224	10,007	14,500	14,500
	Total Commodities	68,248	68,433	75,850	77,100
<b>Capital Expenditures</b>					
73000	Equipment purchases	2,189	25,786	3,000	3,000
	Total Capital Expenditures	2,189	25,786	3,000	3,000
<b>01-037</b>	<b>Total Town Buildings Maintenance</b>	<b>\$ 323,509</b>	<b>\$ 348,792</b>	<b>\$ 345,600</b>	<b>\$ 352,100</b>

Percentage increase/(decrease) 1.88%

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

**Mission & Purpose:**

The Highway and Grounds Departments ensure the public's 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. Maintain all town-owned roadways in a safe condition during winter weather conditions.

**Accomplishments:**

- All departments made a major effort in recent winters to keep roads and facilities safe.

**Fiscal Notes:**

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

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-038</b>	<b>Snow Removal</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
13002	Overtime	\$ 46,939	\$ 79,531	\$ 46,500	\$ 48,500
	Total Personnel Expenditures	46,939	79,531	46,500	48,500
<b>Commodities</b>					
65001	Road materials	28,849	26,954	53,500	53,500
	Total Commodities	28,849	26,954	53,500	53,500
<b>01-038</b>	<b>Total Snow Removal</b>	<u>\$ 75,788</u>	<u>\$ 106,485</u>	<u>\$ 100,000</u>	<u>\$ 102,000</u>
Percentage increase/(decrease)					<u>2.00%</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, Inland-Wetlands Commission, the First Selectwoman, Superintendent of Schools, Air Line Trail Steering Committee, other Town departments and community groups such as the Brownstone Quorum and Complete Streets Group.

**Goals & Objectives:**

1. Assist BRT/DiMarco, LLC and other developers with moving approved projects through the process of planning, construction and completion while continuing to encourage new economic and community development projects.
2. Encourage the demolition and/or rehabilitation of blighted buildings in commercial zones to promote redevelopment and economic opportunities.
3. Assist with the re-development of the Brownstone Avenue Brownfield Clean-up Project.
4. Assist with the building of the Route 17 Recreational Park Complex.
5. Continue to review available grant opportunities for funding to support community objectives related to healthy living, recreation, brownfield remediation, redevelopment and other needs.
6. Continue the formal implementation process of the objectives detailed in the 2016 Plan of Conservation and Development among all Boards, Commissions and Committees that operate within the Land Use Department.

**Accomplishments:**

- Processed the application of BRT/DiMarco, LLC for the Brainerd Place Development. The \$40 million Development includes 240-unit residential units, 94,000 square feet of commercial development, and the restoration of three National Historic Registered buildings on the site.
- Participated as an integral part of the Team assigned to design and engineer the \$6 million Route 17 Recreational Park Complex.
- Completed reviews and permitting of major industrial and commercial renovation and expansion projects including CT Pharmaceutical Solutions and Adams Hometown Market.
- Assisted the Lower Connecticut River Valley Council of Governments with the facilitation and review of Town Center Village District (TCVD) Tier 1 proposals.
- Facilitated several Development Team Meetings, held with staff and prospective businesses to discuss development proposals.
- Assisted with grassroots community organizations such as the Air Line Trail Committee, Complete Streets Group and Brownstone Quorum.
- Partnered with the Economic Development Commission to support Main Street businesses to continue to create a more vibrant, walkable and economically successful Village District.
- Land use staff attended local and regional conferences, informational meetings, classes and training courses related to current zoning and planning trends, historic preservation, legal issues, affordable housing, economic development, historic preservation and grant funding.
- The Land Use Administrator completed the Fall CT Association of Zoning Enforcement Officers (CAZEO) course and passed the CAZEO Exam.

**Fiscal Notes:**

- The budget consists of a full time Land Use Administrator, part-time Land Use/EDC Coordinator and one full time administrative assistant shared with the Building Department.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-040</b>	<b>Planning Department</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 98,866	\$ 88,668	\$ 76,750	<b>\$ 78,600</b>
11003	Part-time payroll	660	-	26,000	<b>26,600</b>
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>99,526</u>	<u>88,668</u>	<u>102,750</u>	<b>105,200</b>
<b>Contractual Services</b>					
31002	Plan consultant	4,859	-	8,500	<b>8,500</b>
32000	Conferences, meetings, dues	1,242	680	1,750	<b>1,750</b>
	Total Contractual Services	<u>6,101</u>	<u>680</u>	<u>10,250</u>	<b>10,250</b>
<b>Commodities</b>					
54000	Advertising & publications	-	-	-	-
61000	Office supplies	-	-	-	-
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	-
<b>01-040</b>	<b>Total Planning Department</b>	<u><u>\$ 105,627</u></u>	<u><u>\$ 89,348</u></u>	<u><u>\$ 113,000</u></u>	<u><u>\$ 115,450</u></u>
Percentage increase/(decrease)					<u><u>2.17%</u></u>

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

**Mission & Purpose:**

The Zoning Enforcement Officer (ZEO) receives, investigates and resolves complaints relative to violations of the Town of Portland Zoning Regulations that are adopted by the Planning and Zoning Commission (PZC). The ZEO also monitors compliance relative to PZC and the Zoning Board of Appeals (ZBA) approvals and provides staff assistance to the ZBA. The ZEO assists the Building Official on an as-needed basis with the enforcement of the Blight Ordinance.

**Goals and Objectives:**

1. Investigate zoning complaints and initiate enforcement procedures in accordance with established procedures.
2. Attend ZBA meetings and provide assistance with zoning variance requests and motor vehicle dealer/repairer licensing applications.
3. Provide information to the public relative to zoning permit requirements and issue zoning permits.
4. Achieve the designation of Certified Zoning Enforcement Officer (CZEO) by completing the required Case Study as part of the CAZEO Program.

**Accomplishments:**

- Assisted with the review of development applications, including that of BRT/DiMarco, LLC for the Brainerd Place Development. The \$40 million Development includes 240-unit residential units, 94,000 square feet of commercial development, and the restoration of three National Historic Registered buildings on the site.
- The current ZEO passed all CT Association of Certified Zoning Officials (CAZEO) examinations, and is now a Certified Zoning Enforcement Technician (CZET).
- Collaborated with multiple Town Departments and the Chatham Health District to address issues relative to zoning violations.

**Fiscal Notes:**

- Slight increase to payroll.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-041</b>	<b>Zoning Enforce Department</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 3,906	\$ 8,349	\$ 15,500	\$ 15,900
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>3,906</u>	<u>8,349</u>	<u>15,500</u>	<u>15,900</u>
<b>Contractual Services</b>					
32000	Conferences, meetings, dues	<u>848</u>	<u>740</u>	<u>1,000</u>	<u>1,000</u>
	Total Contractual Services	<u>848</u>	<u>740</u>	<u>1,000</u>	<u>1,000</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	<u>-</u>	<u>-</u>	<u>200</u>	<u>200</u>
	Total Utilities	<u>-</u>	<u>-</u>	<u>200</u>	<u>200</u>
<b>Commodities</b>					
61003	Equipment supplies	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Commodities	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-041</b>	<b>Total Zoning Enforce Department</b>	<u><u>\$ 4,754</u></u>	<u><u>\$ 9,089</u></u>	<u><u>\$ 16,700</u></u>	<u><u>\$ 17,100</u></u>

Percentage increase/(decrease) 2.40%

***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 as needed. The Commission also serves as the Town's Aquifer Protection Agency. The Planning and Land Use Administrator, Zoning Enforcement Officer and the Town Engineer provide assistance to the Commission. The Commission meets twice a month.

**Goals & Objectives:**

1. Review and revise the zoning regulations and zoning map as needed to meet the changing needs of the community.
2. Review and act upon development applications in a timely manner.
3. Work cooperatively with the Economic Development Commission.
4. Promote the "Implementation Element" of the 2016-2026 Plan of Conservation and Development.

**Accomplishments:**

- Reviewed and approved numerous applications, including that of BRT/DiMarco, LLC for the Brainerd Place Development. The \$40 million Development includes 240-unit residential units, 94,000 square feet of commercial development, and the restoration of three National Historic Registered buildings on the site.

**Fiscal Notes:**

- Required contribution to the RiverCOG increased causing the Department to show a 5.02% increase.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-042</b>	<b>Plan &amp; Zoning Commission</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
14001	Board clerk	\$ 1,843	\$ 2,074	\$ 3,000	\$ 3,000
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>1,843</u>	<u>2,074</u>	<u>3,000</u>	<u>3,000</u>
<b>Contractual Services</b>					
31002	Plan consultant	-	-	-	-
31004	Court transcriptions	-	-	1,000	1,000
32000	Conferences, meetings, dues	280	-	300	300
-	Outside services	-	-	-	-
	Total Contractual Services	<u>280</u>	<u>-</u>	<u>1,300</u>	<u>1,300</u>
<b>Miscellaneous</b>					
86015	Midstate Reg, Plan Agency/LCOG	7,990	10,208	10,700	11,453
86016	CT River Assembly	-	-	-	-
	Total Miscellaneous	<u>7,990</u>	<u>10,208</u>	<u>10,700</u>	<u>11,453</u>
<b>01-042</b>	<b>Total Plan &amp; Zoning Commission</b>	<u><u>\$ 10,113</u></u>	<u><u>\$ 12,282</u></u>	<u><u>\$ 15,000</u></u>	<u><u>\$ 15,753</u></u>
Percentage increase/(decrease)					<u><u>5.02%</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 auto repair/sales dealerships. The five member board is scheduled to meet monthly. The Planning Department provides assistance to the Board.

***Goals & Objectives:***

1. To perform the duties required by the Connecticut General Statutes in a timely and professional manner.

***Accomplishments:***

- Reviewed and decided upon applications and appeals in accordance with the statutory duties of the ZBA.

***Fiscal Notes:***

- No significant changes requested for Fiscal Year 2018-2019.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-043</b>	<b>Zoning Board of Appeals</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
14001	Board clerk	\$ 759	\$ 579	\$ 875	\$ 875
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>759</u>	<u>579</u>	<u>875</u>	<u>875</u>
<b>Contractual Services</b>					
31004	Court transcriptions	-	-	1,000	1,000
32000	Conferences, meetings, dues	230	220	300	300
-	Outside services	-	-	-	-
	Total Contractual Services	<u>230</u>	<u>220</u>	<u>1,300</u>	<u>1,300</u>
<b>01-043</b>	<b>Total Zoning Board of Appeals</b>	<u><u>\$ 989</u></u>	<u><u>\$ 799</u></u>	<u><u>\$ 2,175</u></u>	<u><u>\$ 2,175</u></u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

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

**Mission & Purpose:**

The Inland Wetlands Commission (IWC) is charged with protecting the Town's inland wetlands and watercourses. The Commission is comprised of five (5) members and two (2) alternates. 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 decide upon subdivision proposals and other developments where land disturbance activities are proposed within the regulated area of a wetland or watercourse.
2. Review and update the IWC regulations for consistency with State of CT DEEP regulations.
3. Address violations of the IWC regulations to ensure the protection of the natural resources.

**Accomplishments:**

- Reviewed and decided upon land use applications to mitigate adverse impacts to wetlands or watercourses.

**Fiscal Notes:**

- There are no significant changes requested for Fiscal Year 2018-2019.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-044</b>	<b>Inland Wetlands Commission</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
14001	Board clerk	\$ 45	\$ 181	\$ 750	\$ 750
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	45	181	750	750
<b>Contractual Services</b>					
31011	Enforcement officer	3,443	1,185	2,800	2,800
32000	Conferences, meetings, dues	295	140	350	350
	Total Contractual Services	3,738	1,325	3,150	3,150
<b>Miscellaneous</b>					
86001	CT Coastal Conservation Dist	1,824	1,824	1,824	1,824
	Total Miscellaneous	1,824	1,824	1,824	1,824
<b>01-044</b>	<b>Total Inland Wetlands Commission</b>	<b>\$ 5,607</b>	<b>\$ 3,330</b>	<b>\$ 5,724</b>	<b>\$ 5,724</b>
Percentage increase/(decrease)					<b>0.00%</b>

**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. The Commission develops and maintains an inventory of open space property and educates the public on various conservation and environmental issues. The Planning and Land Use Administrator provides assistance to the five member Commission.

**Goals & Objectives:**

1. Review and comment on land use applications relative to conservation easements and open space requirements.
2. Focus on action items listed in Chapter 3 of the Plan of Conservation and Development related to protecting community resources.

**Accomplishments:**

- Reviewed and commented on land use development applications where conservation easements were established.

**Fiscal Notes:**

- No significant changes to this department budget.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		2015-2016	2016-2017	2017-2018	2018-2019
		Actual	Actual	Revised	Adopted
01-045	Conservation Commission	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
14001	Board clerk	\$ 81	\$ 297	\$ 300	\$ 300
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	81	297	300	300
<b>Contractual Services</b>					
32000	Conferences, meetings, dues	-	75	250	250
	Total Contractual Services	-	75	250	250
<b>Miscellaneous</b>					
86002	Reservoir Trail Project	-	-	-	-
	Total Miscellaneous	-	-	-	-
<b>01-045</b>	<b>Total Conservation Commission</b>	<b>\$ 81</b>	<b>\$ 372</b>	<b>\$ 550</b>	<b>\$ 550</b>
Percentage increase/(decrease)					<b>0.00%</b>

**Mission & Purpose:**

The Economic Development Commission (EDC), consisting of five members, meets monthly to study conditions affecting Portland businesses and to discuss commercial proposals that may be heard by the Planning and Zoning Commission. The Commission's activities include promoting new businesses and creating a positive economic environment. The Commission has implemented a recognition program that supports this goal. The EDC's part time Planning/Economic Development Coordinator works closely with the Planning and Land Use Administrator to determine appropriate and permissible locations for new economic ventures and assists owners of commercial/industrial space to attract tenants that will provide them with long-term benefits.

**Goals and Objectives:**

1. Support existing commercial and industrial businesses, continue business recruitment of target providers of goods and services currently unavailable in the community, and continue to collaboratively market vacant commercial and industrial properties.
2. Review and comment on commercial and industrial proposals and zoning amendments that may affect local business and commerce.
3. Assist local businesses in securing funding for upgrades and expansion through the Department of Economic and Community Development's Small Business Express Loan Program and partnerships with local commercial banks.
4. Assist property owners and developers in moving toward completion of proposed and approved commercial and industrial construction projects.
5. Continue to focus on redeveloping vacant and stagnant spaces within the Village District and along Marlborough Street/Route 66 corridor.
6. Work with Anchor Engineering, the Village District design consultants, to review and revise the current Village District Guidelines to create a more business friendly set of regulations.
7. Review the current menu of Economic Development Programs and Services to ensure the needs of the business community are being met and expand services where necessary.

**Accomplishments:**

- Updated Town provided signage for businesses located within the Brownstone Industrial Park.
- Created a framework for town wide implementation of the 2016 Plan of Conservation and Development.
- Continued the implementation of the 2016 Plan of Conservation and Development.
- Updated the comprehensive business data base.
- Instituted the Business Excellence Awards to recognize and promote local businesses.
- Completed a Connecticut Connectivity Grant Application to provide new sidewalks to portions of the Village District and adjacent neighbors.
- Examples of significant industrial and commercial investment that occurred during the past year included major renovations at Connecticut Pharmaceuticals Solutions at 47 Main Street, Adam's Hometown Market at 316 Marlborough Street and an application from BRT DiMarco, LLC for the construction of a Mixed Use Development on the former Elmcrest Site consisting of 240 residential units and 94,000 square feet of commercial space.

**Fiscal Notes:**

- No significant changes to this department budget.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-046</b>	<b>Economic Dev Commission</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
14001	Board clerk	\$ 462	\$ 631	\$ 500	\$ 500
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	462	631	500	500
<b>Contractual Services</b>					
31005	Grants consultant contract	12,000	-	-	-
32000	Conferences, meetings, dues	75	-	350	350
	Total Contractual Services	12,075	-	350	350
<b>Utilities</b>					
59001	Marketing program	2,301	888	3,000	3,000
	Total Utilities	2,301	888	3,000	3,000
<b>01-046</b>	<b>Total Economic Dev Commission</b>	<b>\$ 14,838</b>	<b>\$ 1,519</b>	<b>\$ 3,850</b>	<b>\$ 3,850</b>
Percentage increase/(decrease)					<b>0.00%</b>

***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 that the Town's capital infrastructure is maintained and in good working order.

**Accomplishments:**

**Fiscal Notes:**

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

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-047</b>	<b>Capital Expend Commission</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
14001	Board clerk	\$ -	\$ -	\$ 500	\$ 500
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	500	500
<b>01-047</b>	<b>Total Capital Expend Commission</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 500</b>
Percentage increase/(decrease)					<b>0.00%</b>

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

**Mission & Purpose:**

Effective July 1, 2016, the Chatham Health District will include the towns of Colchester, East Haddam, East Hampton, Hebron, Marlborough and Portland. Haddam voted to leave the District effective July 1, 2016.

**Goals & Objectives:**

1. Issue permits for onsite subsurface sewage disposal systems, permits for public or private water supply wells, compliance inspections of food service establishments, rental housing, daycare facilities, and schools' sanitation.
2. Provide a recreational bathing water quality monitoring program.
3. Provide community nursing services by contractual arrangement with Middlesex Hospital Homecare. Services include maternal and infant care upon referral, physical exam and immunization for children up to age five through the well child clinic.
4. Provide screenings for hypertension and elevated blood lead level, annual flu clinics, in-home nurse visitations, and other skilled nursing services by referral.
5. Provide follow-up for communicable disease reports. Investigations of food-borne illness are undertaken to identify potential sources of contamination at food service establishments.
6. Monitor community health status.
7. Provide a variety of Health Education/Wellness Programs.
8. Offer Qualified Food Service Operator training courses.
9. Provide nutrition education courses for weight management.

**Accomplishments:**

- Permits 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.
- A variety of health promotion programs were offered to all residents.

**Fiscal Notes:**

- This budget is based on a per capita rate.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-051</b>	<b>Health Department</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Contractual Services</b>					
-	CT Visiting Nurses Assoc	\$ -	\$ -	\$ -	\$ -
36009	Chatham Health District	<u>88,863</u>	<u>97,273</u>	<u>101,150</u>	<b>104,350</b>
	Total Contractual Services	<u>88,863</u>	<u>97,273</u>	<u>101,150</u>	<b>104,350</b>
<b>01-051</b>	<b>Total Health Department</b>	<u>\$ 88,863</u>	<u>\$ 97,273</u>	<u>\$ 101,150</u>	<b>\$ 104,350</b>
Percentage increase/(decrease)					<u><b>3.16%</b></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:**

N/A

**Accomplishments:**

N/A

**Fiscal Notes:**

- The Department is not funded in Fiscal Year 2019.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		2015-2016	2016-2017	2017-2018	2018-2019
		Actual	Actual	Revised	Adopted
01-052	Environmental Health	Expended	Expended	Budget	Budget
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ -	\$ -	\$ -	\$ -
19002	Longevity	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	-	-	-	-
<b>01-052</b>	<b>Total Environmental Health</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Percentage increase/(decrease)					<u><b>0.00%</b></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:***

- Program Services (\$3,000) (Account #88001) is eliminated as expected need for assistance did not exist.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-053</b>	<b>Social Services</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Miscellaneous</b>					
86007	MCSAAC	\$ 500	\$ 500	\$ 500	\$ -
86008	Community Health Center	1,000	1,000	1,000	1,000
86009	Community Renewal Team	500	500	500	500
86010	Regional Mental Health Board	505	505	505	505
86011	Rushford Center	500	500	500	500
86013	Red Cross Dial-a-Ride	27,717	27,717	29,500	29,500
86014	Rural Transit Program	10,677	10,677	11,000	11,000
86017	Sexual Assault Crisis Center	500	500	500	500
86019	Fam Access/Middlesex Behavioral	500	-	500	-
86029	Brownstone Quorum	500	500	500	500
87004	Emergency Shelter	352	-	3,000	3,000
87005	Clinical social worker	-	-	-	-
87006	Connection Emergency Shelter	2,200	2,200	2,200	2,200
88001	Program services	-	-	3,000	-
88005	Memorial Day parade	4,793	4,803	5,000	5,000
88007	Veteran's activities	2,973	3,442	4,000	4,000
88008	Quarry project	-	-	-	-
88009	Brownstone Quorum Arch Fund	-	-	-	-
88042	Portland Fireworks	500	500	2,500	2,500
88019	Portland Historical Society	500	500	500	500
88020	Portland Fair	500	500	2,500	2,500
Total Miscellaneous		<u>54,717</u>	<u>54,344</u>	<u>67,705</u>	<u>63,705</u>
<b>01-053</b>	<b>Total Social Services</b>	<u>\$ 54,717</u>	<u>\$ 54,344</u>	<u>\$ 67,705</u>	<u>\$ 63,705</u>

Percentage increase/(decrease) -5.91%

**Department Name:** Senior Center/Waverly Center **Department #:** 01-054

**Mission & Purpose:**

The Waverly Center provides broad-based opportunities for support, resources, information and referrals for our maturing population.

**Goals & Objectives:**

1. Continue to expand programming and introduce new initiatives based on needs and wants of the participants.
2. Strengthen ongoing community partnerships with The Community Foundation of Middlesex County (CFMC), Portland Care & Rehabilitation Center, Chatham Health District, RSVP/CRT, Cobalt Health Care & Rehabilitation and Rite-Aid Pharmacy among others.
3. Create new community partnerships.
4. Maintain the accreditation by the National Council on Aging and National Institute of Senior Centers.
5. Continue fundraising program to fund projects and enhancements to the senior center.

**Accomplishments:**

- Took delivery from the Federal Government and the CT Department of Transportation of a new senior handicapped-accessible bus to meet our growing transportation needs. Through a cooperative agreement the bus is shared with the Cromwell, CT Senior Center.
- Received a grant from CFMC for the fourth time to offer intergenerational enrichment programming at Chatham Court.
- Partnered with Rite-Aid Pharmacy for our third Summer Kickoff, an evening on the Town Green to celebrate the arrival of summer.
- Continued the award-winning ARTVan Program.
- In March 2018, we will celebrate the 10<sup>th</sup> Ralph Paley Spirit of Portland Award Program.
- Accredited by the National Council on Aging and National Institute of Senior Centers.
- Received a grant from the Community Foundation of Middlesex County for a summer inter-generational adventure program at Chatham Court.
- In conjunction with the Community Renewal Team's Retired Senior Volunteer Program (CRT's RSVP) and Gildersleeve School, The Waverly Center participates in the READS Program with third and fourth grade students. The goal of the Program is to enhance the students' reading and comprehension skills.
- Continued our award-winning successful fundraising program, The Waverly Salon, with monthly speakers or entertainers.

**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, and ten (10) hours per week of clerical assistance.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-054 Senior Citizen Center</b>		<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 50,736	\$ 52,192	\$ 53,250	\$ 54,100
11003	Part-time payroll	24,636	27,251	33,750	34,300
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>75,372</u>	<u>79,443</u>	<u>87,000</u>	<u>88,400</u>
<b>Contractual Services</b>					
31000	Service contracts	4,382	12,268	6,500	6,750
31006	Instructor fees	1,935	4,460	3,000	3,000
32000	Conferences, meetings, dues	1,331	493	900	900
36004	Telecommunications	-	-	600	-
	Total Contractual Services	<u>7,648</u>	<u>17,221</u>	<u>11,000</u>	<u>10,650</u>
<b>Commodities</b>					
61000	Office supplies	-	-	-	-
62001	Electricity	9,896	12,259	11,000	13,000
62002	Water & sewer	907	975	965	1,075
62004	Heating fuel	2,852	3,273	3,950	4,000
	Total Commodities	<u>13,655</u>	<u>16,507</u>	<u>15,915</u>	<u>18,075</u>
<b>Capital Expenditures</b>					
73000	Capital purchases	-	-	-	-
	Total Capital Expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Miscellaneous</b>					
88001	Program services	2,051	2,406	4,000	4,000
	Total Miscellaneous	<u>2,051</u>	<u>2,406</u>	<u>4,000</u>	<u>4,000</u>
<b>01-054 Total Senior Citizen Center</b>		<u><u>\$ 98,726</u></u>	<u><u>\$ 115,577</u></u>	<u><u>\$ 117,915</u></u>	<u><u>\$ 121,125</u></u>
Percentage increase/(decrease)					<u><u>2.72%</u></u>

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

***Mission & Purpose:***

The Municipal Agent for the Elderly is also the Senior Center Director. The Municipal Agent is charged by the State of CT with assisting residents, ages 60+ by providing information and referrals to local, state and federal services/benefits programs. The Municipal Agent is familiar with programs and benefits such as Medicare, Medicaid, SNAP (Food Stamps), Social Security, protective services, legal services, adult day care, housing, transportation, and local senior/community groups. The Municipal Agent also helps seniors to fill out application forms for benefits and oversees the Renters' Rebate Program.

***Goals & Objectives:***

1. Continue to increase outreach to residents of Quarry Heights and other seniors to be sure they have access to all the programs available to them.
2. Continue to work on ways to make transportation options work more efficiently (ride sharing, etc.), and be sure that seniors are aware of all transportation options available to them.
3. Provide informational programming so that residents are aware of services available to them.

***Accomplishments:***

- In partnership with the Portland Food Bank, the New England Mobile Food Pantry has continued monthly visits providing fresh produce and dairy to residents of all ages. This has been supplemented by The Knights of Columbus who provide hot soup for people waiting outside in the cold.
- Entered into a shared equipment agreement with Cromwell to share the new Senior Bus. The new bus is operational.

***Fiscal Notes:***

- Personnel expenditures cover multiple van drivers with varying costs 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 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-055</b>	<b>Municipal Agent for Elderly</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
14010	Van drivers stipends	\$ 20,983	\$ 19,847	\$ 25,000	\$ 23,000
	Total Personnel Expenditures	<u>20,983</u>	<u>19,847</u>	<u>25,000</u>	<u>23,000</u>
<b>Contractual Services</b>					
31007	Tax incentive program	-	-	-	-
	Total Contractual Services	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Utilities</b>					
51001	Gas & diesel fuel	3,156	3,098	5,600	5,600
	Total Utilities	<u>3,156</u>	<u>3,098</u>	<u>5,600</u>	<u>5,600</u>
<b>Miscellaneous</b>					
88011	Veteran's relief	-	-	-	-
	Total Miscellaneous	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>01-055</b>	<b>Total Munic Agent for the Elderly</b>	<u><u>\$ 24,139</u></u>	<u><u>\$ 22,945</u></u>	<u><u>\$ 30,600</u></u>	<u><u>\$ 28,600</u></u>
Percentage increase/(decrease)					<u><u>-6.54%</u></u>

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

**Mission & Purpose:**

The Portland Library strives to be a library that is accessible, adaptable and responsive to the personal and professional needs of patrons, as well as enhancing lifelong learning for all segments of the community.

**Goals & Objectives:**

1. Enhance and expand the visibility of the library's role in meeting the diverse needs of the community.
2. Continue to improve the print and electronic collections in the library.
3. Provide for complete accessibility and a safe/welcoming environment for all patrons.
4. Provide necessary current and emerging technologies to meet the needs of users.
5. Promote literacy and offer resources for self-improvement to the members of the community.

**Accomplishments:**

- The number of Portland residents holding library cards is 4,360.
- The library provides space for civic and community group meetings and tutoring. During fiscal year 2017, the meeting and study rooms were used 1,052 times.
- The library provides free access to the internet and *Office* software products. The number of computer sign-ups during FY 2017 exceeded 10,000.
- Provide a variety of programs for all age groups. The library offered 225 programs with an attendance of 6,982 during FY 2017.
- Reference transactions, i.e. responding to information and/or assistance, totaled 6,233.

**Fiscal Notes:**

- Minimal increases are in this budget.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

<b>01-065</b>	<b>Portland Library</b>	<b>2015-2016 Actual Expended</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Revised Budget</b>	<b>2018-2019 Adopted Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 352,868	\$ 361,753	\$ 397,500	\$ 406,000
11003	Part-time payroll	149,491	114,459	117,000	120,500
14001	Board clerk	597	427	700	600
19002	Longevity	-	-	-	-
21001	Medical insurance	-	-	-	-
22000	FICA/Medicare	-	-	-	-
	Total Personnel Expenditures	<u>502,956</u>	<u>476,639</u>	<u>515,200</u>	<u>527,100</u>
<b>Contractual Services</b>					
31000	Service contracts	14,626	10,394	16,000	15,000
32000	Conferences, meetings, dues	1,629	1,778	2,600	1,800
36010	Contract - data bases	9,028	9,315	10,000	9,350
36011	Data processing - Library Connection	34,763	34,360	34,500	34,500
	Total Contractual Services	<u>60,046</u>	<u>55,847</u>	<u>63,100</u>	<u>60,650</u>
<b>Repairs</b>					
44003	Equipment repair/rental	1,049	220	1,500	1,250
	Total Repairs	<u>1,049</u>	<u>220</u>	<u>1,500</u>	<u>1,250</u>
<b>Utilities</b>					
53000	Postage	825	602	2,000	1,500
59000	Cataloging	-	-	600	200
	Total Utilities	<u>825</u>	<u>602</u>	<u>2,600</u>	<u>1,700</u>
<b>Commodities</b>					
61000	Office supplies	6,564	16,514	7,200	7,200
62001	Electricity	44,650	36,252	47,500	42,700
62002	Water & sewer	1,501	1,622	1,750	1,800
62004	Heating fuel	6,699	7,122	8,500	8,500
64001	Books	43,337	45,521	45,000	45,000
64002	Discs & videos	6,717	8,999	8,000	8,000
64003	Periodicals	6,875	5,810	6,500	6,500
	Total Commodities	<u>116,343</u>	<u>121,840</u>	<u>124,450</u>	<u>119,700</u>
<b>Miscellaneous</b>					
88001	Program services	933	1,096	1,400	1,400
	Total Miscellaneous Expenditures	<u>933</u>	<u>1,096</u>	<u>1,400</u>	<u>1,400</u>
<b>01-065</b>	<b>Total Portland Library</b>	<u>\$ 682,152</u>	<u>\$ 656,244</u>	<u>\$ 708,250</u>	<u>\$ 711,800</u>

Percentage increase/(decrease) **0.50%**

**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 the personnel manual.

**Goals & Objectives:**

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

**Accomplishments:**

- Provided for health and welfare of eligible non-BOE Town employees and their dependents.
- Made actuarially-determined recommended pension contributions.

**Fiscal Notes:**

- Actuarial valuation for post employment benefits is required in Fiscal Year 2019.
- The Contributions required from employees within the Defined Contribution Plan is 6% of salary. The employer match is 6% of salary.
- All other pension employer plan contributions are actuarially valued.
- Medical premiums are expected to increase significantly because claims history activity has been negative and trend is high.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-071</b>	<b>Employee Fringe Benefits</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
19001	Vacation pay	\$ 60,305	\$ 90,321	\$ 67,500	\$ 67,500
19002	Longevity	17,375	14,600	15,000	16,500
19003	Sick pay	117,189	102,278	115,000	108,500
19004	Termination benefits pay	113,385	75,477	60,000	60,000
21001	Medical insurance	923,419	956,882	1,103,600	1,219,417
21002	Dental insurance	14,645	16,617	18,000	18,000
21003	Life insurance	13,623	14,355	15,640	16,750
21004	Long-term disability insurance	11,665	11,311	13,560	13,560
22000	FICA/Medicare	308,119	319,875	355,000	360,000
23001	Town pension contributions	441,012	446,552	504,005	523,660
23002	Police pension contribution	235,000	200,000	203,500	240,600
23003	Volunteer Fire pension contribution	84,000	90,250	88,000	89,300
26000	Workers' compensation	172,300	176,400	176,400	176,400
28001	Unemployment compensation	190	1,125	3,000	3,000
	Total Personnel Expenditures	<u>2,512,227</u>	<u>2,516,043</u>	<u>2,738,205</u>	<u>2,913,187</u>
<b>Contractual Services</b>					
37029	Collective bargaining	<u>6,670</u>	<u>6,550</u>	<u>6,000</u>	<u>10,000</u>
	Total Contractual Services	<u>6,670</u>	<u>6,550</u>	<u>6,000</u>	<u>10,000</u>
<b>01-071</b>	<b>Total Employee Fringe Benefits</b>	<u><u>\$ 2,518,897</u></u>	<u><u>\$ 2,522,593</u></u>	<u><u>\$ 2,744,205</u></u>	<u><u>\$ 2,923,187</u></u>
Percentage increase/(decrease)					<u><u>6.52%</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 the employee safety and health committee.

**Accomplishments:**

**Fiscal Notes:**

- CT Interlocal Management Agency (CIRMA) is estimating a 0% increase in the cost of our coverage.
- The Air Line Trail agreement with Eversource requires the Town to purchase additional environmental insurance. The annual cost of this insurance is approximately \$7,000.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		2015-2016	2016-2017	2017-2018	2018-2019
		Actual	Actual	Revised	Adopted
01-073	Risk Management	Expended	Expended	Budget	Budget
<b>Utilities</b>					
-	General liability	\$ -	\$ -	\$ -	\$ -
-	Public officials liability	-	-	-	-
-	Automobile insurance	-	-	-	-
-	Contractors equipment	-	-	-	-
-	Fire/extended coverage	-	-	-	-
-	Machinery & equipment	-	-	-	-
-	Surety bonds	-	-	-	-
-	Crime & theft	-	-	-	-
-	Umbrella	-	-	-	-
-	Volunteer Firemen	-	-	-	-
-	Law enforcement liability	-	-	-	-
-	Self-insured accidents	-	-	-	-
-	Probate Court liability	-	-	-	-
52001	Municipal insurance	135,618	133,906	162,225	162,225
	Total Utilities	135,618	133,906	162,225	162,225
<b>01-073</b>	<b>Total Risk Management</b>	<b>\$ 135,618</b>	<b>\$ 133,906</b>	<b>\$ 162,225</b>	<b>\$ 162,225</b>
Percentage increase/(decrease)					<b>0.00%</b>

**Department Name:** Debt Service **Department #:** 01-085

**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:**

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:

	Bonds Principal #83001	Bonds Interest #83002	Cap Lease Principal #83003	Cap Lease Interest #83004
	\$	\$	\$	\$
❖ 2012 Refunding BOE \$9.510M H/MS	1,000,000	139,625	-	-
❖ 1999 GENOB Town & BOE \$7.105M	190,000	9,215	-	-
❖ 2018 GENOB Town			-	-
❖ Fire Department ladder truck (12 <sup>th</sup> of 12 annual payments)	-	-	54,753	2,726
❖ Multi-equipment FY2015 lease (5 <sup>th</sup> of 5 annual payments)			272,210	3,877
❖ Multi-equipment FY2018 lease (2 <sup>nd</sup> of 6 annual payments)			257,114	26,223
	\$ <u>1,190,000</u>	\$ <u>148,840</u>	\$ <u>548,077</u>	\$ <u>32,826</u>
				Misc. Issue costs #83005
				\$ <u>106,000</u>

**Town of Portland, Connecticut**  
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**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-085</b>	<b>Debt Service</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Debt Service</b>					
83001	Bonds - principal	\$ 1,230,000	\$ 1,225,000	\$ 1,210,000	<b>\$ 1,190,000</b>
83002	Bonds - interest	253,838	213,698	273,786	<b>148,840</b>
83003	Capital leases - principal	486,706	314,303	582,505	<b>584,077</b>
83004	Capital leases - interest	29,792	19,261	35,642	<b>32,826</b>
83005	Miscellaneous	-	-	1,000	<b>106,000</b>
	Total Debt Service	<u>2,000,336</u>	<u>1,772,262</u>	<u>2,102,933</u>	<b>2,061,743</b>
<b>01-085</b>	<b>Total Debt Service</b>	<u><u>\$ 2,000,336</u></u>	<u><u>\$ 1,772,262</u></u>	<u><u>\$ 2,102,933</u></u>	<b><u>\$ 2,061,743</u></b>

Percentage increase/(decrease) -1.96%

**Department Name:** Interfund Transfers Out **Department #:** 01-093

**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:**

- Transfer to Other (90006) includes \$125,000 to lower the deficit in the School Construction Fund and \$50,000 for water department for fire hydrants upkeep.
- Details of Capital Non-recurring Town & BOE, Account Numbers 90012 and 90013 are as follows:

**Line 90013**

Brownstone School – Replace Windows & Frames	<u>230,000</u>
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Transfer out – Capital Non-recurring BOE	\$ <u>230,000</u>
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**Line 90012**

Town-wide - Computers, Printers, etc.	21,000
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Town-wide - Revaluation	10,000
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Police – Reporting System	99,500
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Highway Division – Replace Dump Body	<u>45,000</u>
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Transfer out – Capital Non-recurring Town	\$ <u>175,500</u>
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**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-093</b>	<b>Interfund Transfers Out</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Transfers Out</b>					
90001	Transfer out - Animal Control	\$ 64,545	\$ 68,702	\$ 71,703	\$ 71,428
90002	Transfer out - Youth Services	85,825	89,042	90,485	90,485
90003	Transfer out - Bldg Maintenance	77,500	80,000	82,000	82,000
90004	Transfer out - Town Aid Road	-	-	-	-
90005	Transfer out - Resource Recov	207,970	173,528	164,835	171,375
90006	Transfer out - Other	135,000	185,000	185,000	175,000
90007	Transfer out - Park & Rec	188,949	199,495	186,980	186,730
90008	Transfer out - Open Space	55,956	50,000	50,000	50,000
90012	Transfer out - Cap Non rec Town	112,000	191,100	77,000	175,500
90013	Transfer out - Cap Non rec BOE	50,000	112,000	50,000	230,000
90014	Transfer out - Renewable Energy	5,000	5,000	5,000	-
	Total Transfers Out	<u>982,745</u>	<u>1,153,867</u>	<u>963,003</u>	<u>1,232,518</u>
<b>01-093</b>	<b>Total Interfund Transfers Out</b>	<u><u>\$ 982,745</u></u>	<u><u>\$ 1,153,867</u></u>	<u><u>\$ 963,003</u></u>	<u><u>\$ 1,232,518</u></u>
Percentage increase/(decrease)					<u><u>27.99%</u></u>

**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:**

Provide for extraordinary occurrences and unanticipated obligations during this budget year.

**Accomplishments:**

**Fiscal Notes:**

- No changes made to this budget.
- 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 2018-2019**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>01-095</b>	<b>Town Contingency</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Miscellaneous</b>					
84001	Contingency	\$ 8,813	\$ 25,714	\$ 100,000	\$ 100,000
	Total Miscellaneous	8,813	25,714	100,000	100,000
<b>01-095</b>	<b>Total Town Contingency</b>	<u>\$ 8,813</u>	<u>\$ 25,714</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>
Percentage increase/(decrease)					<u><u>0.00%</u></u>

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# **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**

**2018-2019**

## ***Other Special Revenue Funds***

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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 1<sup>st</sup> 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 1,570 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 two (2) 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, or 2,330 customers. Over the past several years, the Department has seen a reduction in revenues due to the Town losing major users. The majority of the 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 and Middletown use the Facility to impound animals. The estimated budget for FY 2018-2019 shows a General Fund contribution of \$71,703, or approximately 61% 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 be \$239,478 for Fiscal Year 2018-2019. In addition, we have been notified that the Town-Aid-Road Grant may NOT be funded - additional potential reduction of \$239,478. This potential elimination of funding would be extremely devastating to our annual town road maintenance program.

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***Other Special Revenue Funds (Continued)***

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

Personnel expenditures for the Youth Services Bureau (YSB) include the full-time salary of one (1) Director, 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 2018-2019 shows a State of CT grants for \$34,100 with the rest of the budget funded by user charges of \$79,990 or 39% of the total budget and a contribution from the General Fund of \$90,485, or approximately 44% 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. 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 \$172,125 or 50% 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 2018-2019 shows a contribution from the General Fund of \$82,000, 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 the recreational basketball program, holiday tree lighting, Easter-egg hunt, road race and other town-wide activities. The General Fund contribution budgeted in Fiscal Year 2019 is \$186,980, or 51% of the total budget.

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2018-2019 - Sewer Department**  
**As of May 14, 2018**

<b>Sewer Department</b>		<b>2015-2016 Actual Revenue</b>	<b>2016-2017 Actual Revenue</b>	<b>2017-2018 Budgeted Revenue</b>	<b>2018-2019 Estimated Revenue</b>
<b>Charges for Services</b>					
00350	User charges	\$ 903,373	\$ 997,933	\$ 1,068,594	\$ 1,111,930
00351	User charges - interest & lien fees	24,945	30,684	29,000	29,000
00352	Sale of nitrogen credits	4,710	389	1,500	-
00353	Process material	2,295	(1,020)	5,000	-
00354	Other revenue sources	150	31,031	100	100
00355	PILOT payment	-	-	-	-
00406	Demand Response	-	-	-	-
Total Charges for Services		<u>935,473</u>	<u>1,059,017</u>	<u>1,104,194</u>	<u>1,141,030</u>
<b>Investment Income</b>					
00401	Investment income	<u>246</u>	<u>297</u>	<u>75</u>	<u>75</u>
Total Investment Income		<u>246</u>	<u>297</u>	<u>75</u>	<u>75</u>
<b>Interfund Transfers In</b>					
00502	Transfer in - Other funds	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Interfund Transfers In		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Sewer Department Revenue</b>		<u>\$ 935,719</u>	<u>\$ 1,059,314</u>	<u>\$ 1,104,269</u>	<u>\$ 1,141,105</u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2018-2019 - Sewer Department**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>02-139</b>	<b>Sewer Department</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 217,915	\$ 228,559	\$ 236,500	\$ 240,750
13002	Overtime	13,189	17,187	14,500	15,500
14001	Board clerk	91	111	175	175
19001	Unused vacation pay	-	7,206	9,000	8,250
19002	Longevity	1,100	900	1,000	1,000
19003	Sick pay	8,083	9,405	9,500	10,000
21001	Medical insurance	60,304	63,047	68,500	66,000
21002	Dental insurance	945	1,013	1,500	1,500
21003	Life insurance	567	568	650	675
21004	Long-term disability insurance	737	580	850	775
22000	FICA/Medicare	18,722	17,799	20,400	20,700
23001	Town pension contribution	14,267	18,598	14,550	14,900
	Total Personnel Expenditures	335,920	364,973	377,125	380,225
<b>Contractual Services</b>					
31000	Service contracts	50,801	94,260	56,000	86,000
32000	Conferences, meetings, dues	422	236	1,200	1,200
33001	Audit services	6,249	5,948	6,300	6,400
34001	Data processing	114	81	1,500	1,500
36008	Waste services	377	187	600	600
37013	Legal fees	-	1,194	2,000	2,000
	Total Contractual Services	57,963	101,906	67,600	97,700
<b>Repairs</b>					
44003	Equipment repair/rental	51,220	51,928	45,000	45,000
	Total Repairs	51,220	51,928	45,000	45,000
<b>Utilities</b>					
51001	Gas & diesel fuel	2,041	2,037	3,800	3,250
52001	Municipal insurance	21,959	22,916	23,175	24,450
53000	Postage	3,700	4,500	4,500	4,500
53001	Telephone	4,364	4,387	5,500	5,500
	Total Utilities	32,064	33,840	36,975	37,700

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2018-2019 - Sewer Department**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>02-139</b>	<b>Sewer Department</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Commodities</b>					
61000	Office supplies	\$ 188	\$ 917	\$ 500	\$ 500
61001	Uniforms	1,289	1,496	1,500	1,500
62001	Electricity	119,959	123,992	126,000	130,000
62002	Water & sewer	18,770	15,148	19,500	19,500
62004	Heating fuel	10,586	12,405	11,500	13,250
65002	Sewer supplies	14,820	12,713	16,000	16,000
68000	Custodial supplies	86	15	500	150
69002	Chemicals	640	190	6,500	4,000
	Total Commodities	<u>166,338</u>	<u>166,876</u>	<u>182,000</u>	<u>184,900</u>
<b>Equipment</b>					
73000	Equipment purchases	-	44,956	10,000	10,000
	Total Equipment	<u>-</u>	<u>44,956</u>	<u>10,000</u>	<u>10,000</u>
<b>Miscellaneous</b>					
83006	CWF notes - principal	218,869	223,287	227,794	232,400
83007	CWF notes - interest	23,599	19,182	14,675	10,080
88016	Miscellaneous	4,269	7,086	7,000	7,000
	Total Miscellaneous	<u>246,737</u>	<u>249,555</u>	<u>249,469</u>	<u>249,480</u>
<b>Transfers Out</b>					
90015	Transfer out - Cap Non rec Town	115,000	115,000	125,000	125,000
90016	Transfer out - Workers' comp	11,000	11,100	11,100	11,100
	Total Transfers Out	<u>126,000</u>	<u>126,100</u>	<u>136,100</u>	<u>136,100</u>
<b>02-139</b>	<b>Total Sewer Department</b>	<u><u>\$ 1,016,242</u></u>	<u><u>\$1,140,134</u></u>	<u><u>\$ 1,104,269</u></u>	<u><u>\$ 1,141,105</u></u>

Percentage increase/(decrease) 3.34%

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2018-2019 - Water Department**  
**As of May 14, 2018**

<b>Water Department</b>		<b>2015-2016 Actual Revenue</b>	<b>2016-2017 Actual Revenue</b>	<b>2017-2018 Budgeted Revenue</b>	<b>2018-2019 Estimated Revenue</b>
<b>Intergovernmental</b>					
00207	Emergency Management	\$ -	\$ -	\$ -	\$ -
	Total Intergovernmental	-	-	-	-
<b>Charges for Services</b>					
00351	User charges - interest & lien fees	\$ 21,744	\$ 28,090	\$ 28,000	\$ 28,000
00354	Miscellaneous	6,306	6,041	3,000	3,000
00356	Meter charges	273,632	275,013	275,000	276,000
00357	Unmetered sales	29,693	34,159	24,500	32,500
00358	Metered sales	838,719	916,371	1,011,280	1,017,800
00359	Private fire protection	12,400	12,480	12,400	12,400
00360	Service connections	8,375	5,700	3,600	5,000
00361	Sales to public authorities	72,331	82,845	74,160	82,000
00362	Cross connection fees	5,930	9,095	6,000	7,500
	Total Charges for Services	1,269,130	1,369,794	1,437,940	1,464,200
<b>Investment Income</b>					
00401	Investment income	202	252	50	50
	Total Investment Income	202	252	50	50
<b>Interfund Transfers In</b>					
00501	Transfer in - General Fund	50,000	50,000	50,000	50,000
00502	Transfer in - Other funds	-	-	-	-
	Total Interfund Transfers In	50,000	50,000	50,000	50,000
<b>Total Water Department Revenue</b>		<b>\$ 1,319,332</b>	<b>\$ 1,420,046</b>	<b>\$ 1,487,990</b>	<b>\$ 1,514,250</b>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2018-2019 - Water Department**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>03-135</b>	<b>Water Department</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 161,059	\$ 165,576	\$ 170,250	\$ 174,000
13002	Overtime	20,100	23,402	23,500	24,500
14001	Board clerk	91	111	200	200
19001	Unused vacation pay	-	7,373	5,000	7,500
19002	Longevity	900	900	1,000	1,000
19003	Sick pay	7,662	9,446	8,000	10,500
21001	Medical insurance	41,672	43,569	47,500	50,000
21002	Dental insurance	630	679	800	800
21003	Life insurance	403	415	475	525
21004	Long-term disability insurance	523	539	590	650
22000	FICA/Medicare	14,333	13,983	16,000	16,175
23001	Town pension contribution	10,491	11,311	11,400	11,750
	Total Personnel Expenditures	257,864	277,304	284,715	297,600
<b>Contractual Services</b>					
31000	Service contracts	22,023	20,262	30,000	30,000
32000	Conferences, meetings, dues	895	1,383	1,500	1,500
33001	Audit services	7,713	7,342	7,800	7,800
34001	Data processing	180	150	1,500	1,500
37013	Legal fees	-	-	2,500	2,500
38010	Miscellaneous engineering	1,878	3,283	4,000	4,000
38012	MDC water contract	466,990	608,979	615,000	620,000
	Total Contractual Services	499,679	641,399	662,300	667,300
<b>Repairs</b>					
44003	Equipment repair/rental	6,253	6,116	12,000	12,000
	Total Repairs	6,253	6,116	12,000	12,000
<b>Utilities</b>					
51001	Gas & diesel fuel	3,255	3,492	6,000	4,500
52001	Municipal insurance	9,972	11,366	10,750	11,150
53000	Postage	5,017	6,031	6,000	6,000
53001	Telephone	2,069	2,021	2,750	2,750
	Total Utilities	20,313	22,910	25,500	24,400

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2018-2019 - Water Department**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>03-135</b>	<b>Water Department</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Commodities</b>					
61000	Office supplies	\$ 426	\$ 190	\$ 850	\$ 850
61001	Uniforms	975	968	1,000	1,000
62001	Electricity	35,675	32,436	40,000	41,000
62004	Heating fuel	1,776	2,360	4,000	4,000
65003	Water supplies	16,655	28,399	42,000	42,000
69002	Chemicals	2,772	2,294	5,000	5,000
	Total Commodities	<u>58,279</u>	<u>66,647</u>	<u>92,850</u>	<u>93,850</u>
<b>Equipment</b>					
73000	Equipment purchases	1,333	3,685	6,500	6,750
	Total Equipment	<u>1,333</u>	<u>3,685</u>	<u>6,500</u>	<u>6,750</u>
<b>Miscellaneous</b>					
83001	Bonds - principal	-	-	-	-
83002	Bonds - interest	-	-	-	-
83006	CWF notes - principal	221,070	226,256	231,565	237,100
83007	CWF notes - interest	44,353	39,167	33,760	28,450
88016	Miscellaneous	2,320	2,009	6,000	14,000
	Total Miscellaneous	<u>267,743</u>	<u>267,432</u>	<u>271,325</u>	<u>279,550</u>
<b>Transfers Out</b>					
90006	Transfer out - Other	-	-	-	-
90015	Transfer out - Cap Non rec Town	115,000	115,000	125,000	125,000
90016	Transfer out - Workers' comp	7,700	7,800	7,800	7,800
	Total Transfers Out	<u>122,700</u>	<u>122,800</u>	<u>132,800</u>	<u>132,800</u>
<b>03-135</b>	<b>Total Water Department</b>	<u><u>\$ 1,234,164</u></u>	<u><u>\$ 1,408,293</u></u>	<u><u>\$ 1,487,990</u></u>	<u><u>\$ 1,514,250</u></u>

Percentage increase/(decrease) 1.76%

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2018-2019 - Animal Control Department**  
**As of May 14, 2018**

<b>Animal Control Department</b>		<b>2015-2016 Actual Revenue</b>	<b>2016-2017 Actual Revenue</b>	<b>2017-2018 Budgeted Revenue</b>	<b>2018-2019 Estimated Revenue</b>
<b>Charges for Services</b>					
00303	Property rental	\$ 34,303	\$ 35,332	\$ 36,392	\$ 37,484
00317	Sale of dog licenses	5,058	5,305	5,200	5,300
00354	Miscellaneous	293	1,213	500	500
00363	Dog surcharge	1,592	1,716	1,600	1,700
Total Charges for Services		41,246	43,566	43,692	44,984
<b>Investment Income</b>					
00401	Investment income	-	-	-	-
Total Investment Income		-	-	-	-
Subtotal Operating Income		41,246	43,566	43,692	44,984
<b>Interfund Transfers In</b>					
00501	Transfer in - General Fund	64,545	68,702	71,703	71,428
Total Interfund Transfers In		64,545	68,702	71,703	71,428
<b>Total Animal Control Dept Revenue</b>		<b>\$ 105,791</b>	<b>\$ 112,268</b>	<b>\$ 115,395</b>	<b>\$ 116,412</b>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2018-2019 - Animal Control Department**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>04-140</b>	<b>Animal Control Department</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 46,473	\$ 48,874	\$ 50,750	\$ 51,500
11003	Part-time payroll	8,045	11,744	9,000	9,000
13002	Overtime	6,463	2,668	3,250	3,250
19002	Longevity	-	-	-	-
19003	Sick pay	-	-	-	-
21001	Medical insurance	9,065	9,480	10,500	11,600
21002	Dental insurance	210	226	315	315
21003	Life insurance	117	123	170	170
21004	Long-term disability insurance	152	160	200	200
22000	FICA/Medicare	4,589	4,488	5,010	5,500
23001	Town pension contribution	2,485	2,921	3,000	3,250
	Total Personnel Expenditures	77,599	80,684	82,195	84,785
<b>Contractual Services</b>					
31000	Service contracts	1,425	1,179	3,000	3,000
32000	Conferences, meetings, dues	330	305	1,250	1,250
33001	Audit services	-	-	-	-
33004	Veterinarian fees	941	1,648	2,250	2,250
-	Data processing	-	-	-	-
	Total Contractual Services	2,696	3,132	6,500	6,500
<b>Repairs</b>					
44003	Equipment repair/rental	856	531	3,000	3,000
	Total Repairs	856	531	3,000	3,000
<b>Utilities</b>					
51001	Gas & diesel fuel	246	280	1,000	325
52001	Municipal insurance	1,081	1,129	1,200	1,250
53000	Postage	500	650	650	650
53001	Telephone	747	1,089	1,200	1,600
54000	Advertising & publications	146	448	1,000	910
	Total Utilities	2,720	3,596	5,050	4,735

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2018-2019 - Animal Control Department**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>04-140</b>	<b>Animal Control Department</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Commodities</b>					
61000	Office supplies	\$ 342	\$ 46	\$ 500	\$ 350
61001	Uniforms	380	260	750	750
61003	Equipment supplies	1,159	1,246	1,750	1,750
62001	Electricity	2,491	2,568	2,800	2,992
62002	Water & sewer	431	459	1,000	800
62004	Heating fuel	663	865	1,250	1,100
63002	Dog food	1,062	1,673	2,000	2,000
68000	Custodial supplies	48	154	1,250	500
	Total Commodities	6,576	7,271	11,300	10,242
<b>Miscellaneous</b>					
88052	Fee share to State	3,745	3,978	4,250	4,250
-	Miscellaneous	-	-	-	-
	Total Miscellaneous	3,745	3,978	4,250	4,250
<b>Transfers Out</b>					
90016	Transfer out - Workers' comp	2,700	2,800	3,100	2,900
	Total Transfers Out	2,700	2,800	3,100	2,900
<b>04-140</b>	<b>Total Animal Control Department</b>	<b>\$ 96,892</b>	<b>\$ 101,992</b>	<b>\$ 115,395</b>	<b>\$ 116,412</b>
Percentage increase/(decrease)					<b>0.88%</b>

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2018-2019 - Town Aid Road Fund**  
**As of May 14, 2018**

<b>Town Aid Road Fund</b>		<b>2015-2016 Actual Revenue</b>	<b>2016-2017 Actual Revenue</b>	<b>2017-2018 Budgeted Revenue</b>	<b>2018-2019 Estimated Revenue</b>
<b>Charges for Services</b>					
00354	Miscellaneous	40,476	37,457	-	-
	Total Charges for Services	40,476	37,457	-	-
<b>Intergovernmental</b>					
00221	State of CT - TAR	\$ 136,626	\$ 85,195	\$ 239,766	\$ 239,478
	Total Intergovernmental	136,626	85,195	239,766	239,478
<b>Investment Income</b>					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	177,102	122,652	239,766	239,478
<b>Interfund Transfers In</b>					
00501	Transfer in - General Fund	-	-	-	-
	Total Interfund Transfers In	-	-	-	-
<b>Total Town Aid Road Fund Revenue</b>		<b>\$ 177,102</b>	<b>\$ 122,652</b>	<b>\$ 239,766</b>	<b>\$ 239,478</b>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2018-2019 - Town Aid Road Fund**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>06-030</b>	<b>Town Aid Road Fund</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Commodities</b>					
65001	Road materials	\$ 177,102	\$ 122,652	\$ 239,766	\$ 239,478
	Total Commodities	<u>177,102</u>	<u>122,652</u>	<u>239,766</u>	<u>239,478</u>
<b>06-030</b>	<b>Total Town Aid Road Fund</b>	<u><u>\$ 177,102</u></u>	<u><u>\$ 122,652</u></u>	<u><u>\$ 239,766</u></u>	<u><u>\$ 239,478</u></u>
Percentage increase/(decrease)					<u><u>-0.12%</u></u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2018-2019 - Youth Services Department**  
**As of May 14, 2018**

<b>Youth Services Department</b>		<b>2015-2016 Actual Revenue</b>	<b>2016-2017 Actual Revenue</b>	<b>2017-2018 Budgeted Revenue</b>	<b>2018-2019 Estimated Revenue</b>
<b>Intergovernmental</b>					
00214	State of CT - Misc	\$ 13,839	\$ 11,826	\$ 12,500	\$ 12,500
00222	State of CT - YSB	18,653	19,000	18,600	18,600
00223	State of CT - DSS	3,404	1,971	3,000	3,000
Total Intergovernmental		<u>35,896</u>	<u>32,797</u>	<u>34,100</u>	<u>34,100</u>
<b>Charges for Services</b>					
00354	Miscellaneous	-	-	-	-
00364	Program fees - school year	74,746	80,553	72,500	76,490
00365	Resource center fees	775	-	2,500	2,500
00366	Contributions/donations	97	5	1,000	1,000
Total Charges for Services		<u>75,618</u>	<u>80,558</u>	<u>76,000</u>	<u>79,990</u>
<b>Investment Income</b>					
00401	Investment income	-	-	-	-
Total Investment Income		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Subtotal Operating Income		<u>111,514</u>	<u>113,355</u>	<u>110,100</u>	<u>114,090</u>
<b>Interfund Transfers In</b>					
00501	Transfer in - General Fund	85,825	89,042	90,485	90,485
Total Interfund Transfers In		<u>85,825</u>	<u>89,042</u>	<u>90,485</u>	<u>90,485</u>
<b>Total Youth Services Dept Revenue</b>		<u>\$ 197,339</u>	<u>\$ 202,397</u>	<u>\$ 200,585</u>	<u>\$ 204,575</u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2018-2019 - Youth Services Department**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>07-110</b>	<b>Youth Services Department</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 54,170	\$ 54,894	\$ 56,250	<b>\$ 57,250</b>
11002	Clerical payroll	-	-	-	-
12000	Temporary payroll	55,265	59,232	61,500	<b>61,500</b>
19002	Longevity	450	450	450	<b>450</b>
19003	Sick pay	2,668	3,050	3,000	<b>3,500</b>
21001	Medical insurance	18,418	19,253	21,250	<b>23,500</b>
21002	Dental insurance	210	226	300	<b>300</b>
21003	Life insurance	136	138	160	<b>175</b>
21004	Long-term disability insurance	176	180	200	<b>220</b>
22000	FICA/Medicare	6,585	7,192	7,250	<b>8,050</b>
23001	Town pension contribution	4,578	4,582	5,250	<b>5,355</b>
	Total Personnel Expenditures	<u>142,656</u>	<u>149,197</u>	<u>155,610</u>	<b>160,300</b>
<b>Contractual Services</b>					
32000	Conferences, meetings, & dues	854	674	700	<b>700</b>
	Total Contractual Services	<u>854</u>	<u>674</u>	<u>700</u>	<b>700</b>
<b>Repairs</b>					
44003	Equipment repair/rental	-	-	-	-
	Total Repairs	<u>-</u>	<u>-</u>	<u>-</u>	-
<b>Utilities</b>					
52001	Municipal insurance	2,358	2,462	2,575	<b>2,625</b>
53000	Postage	150	175	175	<b>175</b>
53001	Telephone	-	-	-	-
	Total Utilities	<u>2,508</u>	<u>2,637</u>	<u>2,750</u>	<b>2,800</b>
<b>Commodities</b>					
61000	Office supplies	336	1,499	750	<b>750</b>
61006	Building supplies	-	-	750	<b>750</b>
62001	Electricity	4,108	4,246	4,800	<b>4,800</b>
62002	Water & sewer	244	271	400	<b>400</b>
62004	Heating fuel	353	435	725	<b>725</b>
	Total Commodities	<u>5,041</u>	<u>6,451</u>	<u>7,425</u>	<b>7,425</b>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2018-2019 - Youth Services Department**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>07-110</b>	<b>Youth Services Department</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Programs/Activities</b>					
88038	Miscellaneous programs	\$ 175	\$ -	\$ -	\$ -
88039	CRC/ECC consulting	7,530	14,178	21,500	<b>21,000</b>
88040	Activity funds	4,031	6,384	7,000	<b>6,750</b>
88041	Activity supplies	323	619	1,000	<b>1,000</b>
	Total Programs/Activities	<u>12,059</u>	<u>21,181</u>	<u>29,500</u>	<b>28,750</b>
<b>Transfers Out</b>					
90016	Transfer out - Workers' comp	<u>4,500</u>	<u>4,600</u>	<u>4,600</u>	<b>4,600</b>
	Total Transfers Out	<u>4,500</u>	<u>4,600</u>	<u>4,600</u>	<b>4,600</b>
<b>07-110</b>	<b>Total Youth Services Department</b>	<u><u>\$ 167,618</u></u>	<u><u>\$ 184,740</u></u>	<u><u>\$ 200,585</u></u>	<u><u>\$ 204,575</u></u>
Percentage increase/(decrease)					<u><u>1.99%</u></u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2018-2019 - Resource Recovery Department**  
**As of May 14, 2018**

Resource Recovery Department		2015-2016 Actual Revenue	2016-2017 Actual Revenue	2017-2018 Budgeted Revenue	2018-2019 Estimated Revenue
<b>Charges for Services</b>					
00354	Miscellaneous	\$ 1,760	\$ 2,706	\$ 2,400	\$ 2,400
00367	Tire fees	710	875	700	900
00368	Sale of newsprint	-	-	-	-
00369	Battery recycling	135	168	50	100
00370	Sale of metal	4,490	26,928	18,000	15,000
00371	Facility use permits	25,935	26,246	27,000	34,000
00372	Freon appliance permits	2,430	1,950	3,150	2,500
00373	15 gallon bags to residents	4,975	4,838	5,000	5,250
00374	30 gallon bags to residents	10,372	8,913	11,000	11,000
00375	45 gallon bags to residents	27,560	26,093	30,000	29,000
00376	15 gallon bags to distributors	1,750	1,500	1,250	1,750
00377	30 gallon bags to distributors	2,700	2,700	3,700	3,700
00378	45 gallon bags to distributors	9,000	8,000	9,500	9,000
00379	Bulky waste	48,096	44,816	52,500	52,500
00380	Anti-freeze disposal	17	14	50	50
00381	Mixed paper	-	-	-	-
00382	Cardboard sales	-	-	-	-
00383	Town demolition	898	1,060	1,000	1,000
00384	Propane tank disposal	380	275	450	450
00399	Single stream recyclables	5,577	16,796	13,500	-
Total Charges for Services		146,785	173,878	179,250	168,600
<b>Investment Income</b>					
00401	Investment income	-	-	-	-
Total Investment Income		-	-	-	-
Subtotal Operating Income		146,785	173,878	179,250	168,600
<b>Interfund Transfers In</b>					
00501	Transfer in - General Fund	207,970	173,528	164,835	171,375
Total Interfund Transfers In		207,970	173,528	164,835	171,375
<b>Total Resource Recovery Dept Rev</b>		<u>\$ 354,755</u>	<u>\$ 347,406</u>	<u>\$ 344,085</u>	<u>\$ 339,975</u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2018-2019 - Resource Recovery Dept**  
**As of May 14, 2018**

<b>09-120</b>	<b>Resource Recovery Dept</b>	<b>2015-2016 Actual Expended</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Revised Budget</b>	<b>2018-2019 Adopted Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 164,602	\$ 116,837	\$ 123,000	\$ 126,225
12000	Temporary payroll	-	-	-	-
13002	Overtime	10,966	13,850	14,000	14,500
19002	Longevity	825	1,275	550	550
19003	Sick pay	7,230	5,043	9,000	7,500
21001	Medical insurance	32,607	28,132	33,000	37,000
21002	Dental insurance	305	461	1,900	1,500
21003	Life insurance	425	283	500	400
21004	Long-term disability insurance	549	383	625	500
22000	FICA/Medicare	14,658	8,971	12,000	11,400
23001	Town pension contribution	10,761	7,833	8,400	8,750
	Total Personnel Expenditures	242,928	183,068	202,975	208,325
<b>Contractual Services</b>					
31000	Service contracts	11,844	5,755	12,500	12,500
34001	Data processing	1,242	1,243	2,000	2,000
36004	Telecommunications	1,055	1,363	1,500	1,750
	Total Contractual Services	14,141	8,361	16,000	16,250
<b>Repairs</b>					
44003	Equipment repair/rental	3,919	7,238	10,000	6,500
	Total Repairs	3,919	7,238	10,000	6,500
<b>Utilities</b>					
51001	Gas & diesel fuel	2,479	3,647	5,750	5,000
52001	Municipal insurance	2,755	2,873	3,010	3,050
53001	Telephone	-	-	300	300
	Total Utilities	5,234	6,520	9,060	8,350
<b>Commodities</b>					
61001	Uniforms	1,250	1,171	1,250	1,000
61003	Equipment supplies	1,956	479	2,500	2,000
61006	Building supplies	898	479	1,500	1,200
62001	Electricity	2,048	2,117	2,650	2,650
62002	Water & sewer	659	862	900	1,100
62004	Heating fuel	753	578	1,250	1,250
69003	Bags and stickers	10,398	6,915	11,000	11,000
	Total Commodities	17,962	12,601	21,050	20,200

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2018-2019 - Resource Recovery Dept**  
**As of May 14, 2018**

		<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
		<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Adopted</b>
<b>09-120</b>	<b>Resource Recovery Dept</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Budget</b>
<b>Equipment</b>					
73000	Equipment purchases	\$ 14,200	\$ -	\$ -	\$ -
	Total Equipment	<u>14,200</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Miscellaneous</b>					
88001	Program services	135	106	500	<b>500</b>
88003	Permits - State of CT	250	250	2,000	<b>2,000</b>
88012	MSW disposal fees	21,365	20,355	29,000	<b>26,350</b>
88014	BW disposal fees	39,418	41,407	42,500	<b>42,500</b>
88017	Hauling expense	-	-	1,000	<b>1,000</b>
88018	Recycling	1,670	1,994	5,000	<b>3,000</b>
	Total Miscellaneous	<u>62,838</u>	<u>64,112</u>	<u>80,000</u>	<u><b>75,350</b></u>
<b>Transfers Out</b>					
90015	Transfer out - Cap Non rec Town	-	-	-	-
90016	Transfer out - Workers' comp	6,700	5,000	5,000	<b>5,000</b>
	Total Transfers Out	<u>6,700</u>	<u>5,000</u>	<u>5,000</u>	<u><b>5,000</b></u>
<b>09-120</b>	<b>Total Resource Recovery Dept</b>	<u><u>\$ 367,922</u></u>	<u><u>\$ 286,900</u></u>	<u><u>\$ 344,085</u></u>	<u><u><b>\$ 339,975</b></u></u>
Percentage increase/(decrease)					<u><u><b>-1.19%</b></u></u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2018-2019 - Building Maintenance Fund**  
**As of May 14, 2018**

<b>Building Maintenance Fund</b>		<b>2015-2016 Actual Revenue</b>	<b>2016-2017 Actual Revenue</b>	<b>2017-2018 Budgeted Revenue</b>	<b>2018-2019 Estimated Revenue</b>
<b>Intergovernmental</b>					
00207	Emergency Management	\$ -	\$ -	\$ -	\$ -
	Total Intergovernmental	-	-	-	-
<b>Miscellaneous</b>					
00354	Miscellaneous	\$ 95,822	\$ 23,900	\$ -	\$ -
00366	Contributions/donations	-	-	-	-
	Total Miscellaneous	95,822	23,900	-	-
<b>Investment Income</b>					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	95,822	23,900	-	-
<b>Interfund Transfers In</b>					
00501	Transfer in - General Fund	177,500	155,000	82,000	82,000
	Total Interfund Transfers In	177,500	155,000	82,000	82,000
<b>Total Building Maint Fund Revenue</b>		<u>\$ 273,322</u>	<u>\$ 178,900</u>	<u>\$ 82,000</u>	<u>\$ 82,000</u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2018-2019 - Building Maintenance Fund**  
**As of May 14, 2018**

		2015-2016	2016-2017	2017-2018	2018-2019
		Actual	Actual	Revised	Adopted
11-037	Building Maintenance Fund	Expended	Expended	Budget	Budget
<b>Repairs</b>					
44006	Town maintenance	\$ 42,361	\$ 12,899	\$ 41,000	\$ 41,000
44007	BOE maintenance	217,592	204,880	41,000	41,000
	Total Repairs	259,953	217,779	82,000	82,000
<b>Transfers Out</b>					
90015	Transfer out - Cap Non rec Town	-	-	-	-
	Total Transfers Out	-	-	-	-
<b>11-037</b>	<b>Total Building Maintenance Fund</b>	<u>\$ 259,953</u>	<u>\$ 217,779</u>	<u>\$ 82,000</u>	<u>\$ 82,000</u>
Percentage increase/(decrease)					<u>0.00%</u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2018-2019 - Parks & Recreation Department**  
**As of May 14, 2018**

<b>Parks &amp; Recreation Department</b>		<b>2015-2016 Actual Revenue</b>	<b>2016-2017 Actual Revenue</b>	<b>2017-2018 Budgeted Revenue</b>	<b>2018-2019 Estimated Revenue</b>
<b>Charges for Services</b>					
00303	Property rental fees	\$ -	\$ 1,910	\$ 3,500	\$ 4,500
00354	Miscellaneous	5,801	4,407	5,000	4,500
00385	Program fees - adult	7,730	8,300	8,000	8,300
00386	Program fees - youth	26,053	22,545	30,000	28,000
00387	Tee ball fees	1,160	-	250	-
00388	Adult softball fees	5,370	5,175	8,100	6,500
00389	Summer playground fees	112,408	107,331	100,000	106,480
00390	Program fees - vacation	630	450	1,200	750
00391	Summer sports camp	30,938	10,938	30,000	15,000
00392	CT Track club	-	-	-	-
00393	Unified sports	2,842	1,022	3,200	-
00394	5k race fees	3,195	3,134	3,000	3,000
00395	Trips	1,120	-	-	-
	Total Charges for Services	197,247	165,212	192,250	177,030
<b>Investment Income</b>					
00401	Investment income	-	-	-	-
	Total Investment Income	-	-	-	-
	Subtotal Operating Income	197,247	165,212	192,250	177,030
<b>Interfund Transfers In</b>					
00501	Transfer in - General Fund	188,949	199,495	186,980	186,730
	Total Interfund Transfers In	188,949	199,495	186,980	186,730
<b>Total Parks &amp; Rec Dept Revenue</b>		<u>\$ 386,196</u>	<u>\$ 364,707</u>	<u>\$ 379,230</u>	<u>\$ 363,760</u>

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2018-2019 - Parks & Rec Department**  
**As of May 14, 2018**

<b>12-130</b>	<b>Parks &amp; Recreation Dept</b>	<b>2015-2016 Actual Expended</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Revised Budget</b>	<b>2018-2019 Adopted Budget</b>
<b>Personnel Expenditures</b>					
11001	Regular payroll	\$ 62,788	\$ 64,108	\$ 65,500	\$ 66,850
11002	Clerical payroll	20,427	22,778	24,000	24,250
12001	Teen recreation payroll	100,906	111,403	87,500	87,500
12002	Unified sports payroll	682	-	-	-
13002	Overtime	11,981	12,244	12,000	13,000
14001	Board clerk	45	-	100	100
19002	Longevity	-	275	275	275
19003	Sick pay	4,794	4,970	5,750	5,750
21001	Medical insurance	11,565	12,089	14,800	14,800
21002	Dental insurance	101	109	150	150
21003	Life insurance	210	218	260	265
21004	Long-term disability insurance	273	284	315	340
22000	FICA/Medicare	13,664	14,286	15,000	15,150
23001	Town pension contribution	3,355	3,832	3,950	4,150
	Total Personnel Expenditures	230,791	246,596	229,600	232,580
<b>Contractual Services</b>					
31000	Service contracts	-	-	4,000	3,750
32000	Conferences, meetings, & dues	1,078	1,008	-	800
	Total Contractual Services	1,078	1,008	4,000	4,550
<b>Repairs</b>					
44003	Equipment repair/rentals	5,263	5,668	7,000	7,000
	Total Repairs	5,263	5,668	7,000	7,000
<b>Utilities</b>					
51001	Gas & diesel fuel	95	90	400	150
52001	Municipal insurance	2,470	2,578	2,800	2,800
53000	Postage	150	200	200	200
53001	Telephone	-	-	500	500
	Total Utilities	2,715	2,868	3,900	3,650
<b>Commodities</b>					
61000	Office supplies	635	855	1,500	1,500
61003	Equipment supplies	971	1,148	2,000	2,000
62001	Electricity	21,682	19,818	24,150	24,150
62002	Water & sewer	6,938	9,635	8,500	8,500
62004	Heating fuel	353	435	600	600
	Total Commodities	30,579	31,891	36,750	36,750

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2018-2019 - Parks & Rec Department**  
**As of May 14, 2018**

<b>12-130</b>	<b>Parks &amp; Recreation Dept</b>	<b>2015-2016 Actual Expended</b>	<b>2016-2017 Actual Expended</b>	<b>2017-2018 Revised Budget</b>	<b>2018-2019 Adopted Budget</b>
<b>Equipment</b>					
73000	Equipment purchases	\$ 4,028	\$ 10,854	\$ 12,000	\$ 12,000
	Total Equipment	4,028	10,854	12,000	12,000
<b>Miscellaneous</b>					
88001	Program services	63	63	100	100
	Total Miscellaneous	63	63	100	100
<b>Programs/Activities</b>					
88023	Youth tee ball	1,030	-	100	-
88024	Youth basketball	6,964	5,469	6,180	-
88025	Unified sports	7,970	1,316	3,200	-
88026	Summer playground	17,569	20,543	19,000	19,000
88027	Youth programs	8,283	8,652	12,500	19,180
88028	Vacation programs	1,580	300	1,000	-
88029	Other recreation programs	-	-	1,000	1,000
88030	Adult softball	6,147	6,150	8,100	6,150
88031	Adult fitness/programs	6,840	7,098	7,500	7,500
88032	Holiday tree lighting	-	-	500	500
88033	Town concerts	-	1,250	1,000	1,000
88034	Trips	96	-	-	-
88035	Summer sports camp	24,713	13,982	20,000	7,000
88036	CT Track club	-	-	-	-
88037	Community events	672	200	500	500
88038	Miscellaneous programs	150	47	100	100
88051	5K Road Race	1,211	1,471	1,500	1,500
	Total Programs/Activities	83,225	66,478	82,180	63,430
<b>Transfers Out</b>					
90016	Transfer out - Workers' comp	3,700	3,700	3,700	3,700
	Total Transfers Out	3,700	3,700	3,700	3,700
<b>12-130</b>	<b>Total Parks &amp; Rec Department</b>	<b>\$ 361,442</b>	<b>\$ 369,126</b>	<b>\$ 379,230</b>	<b>\$ 363,760</b>

Percentage increase/(decrease) **-4.08%**

# **TOWN OF PORTLAND, CONNECTICUT**

## **CAPITAL IMPROVEMENT PLAN**

## *Capital Improvement Plan*

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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 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 2019 through 2023 is **\$30,582,016** with **\$729,824** specifically approved for FY 2018-2019. Of the \$729,824, **\$405,500** is estimated to be funded through taxation; **\$250,000** is estimated to be funded through water and sewer usage fees; and **\$74,324** is estimated to be funded through state grants. The following list of projects details this amount:

❖ Revaluation – Town-wide	10,000
❖ Computers – Town-wide	21,000
❖ Highway Div. – Replace Dump Body	45,000
❖ Police – Reporting System	99,500
❖ Brownstone School – Replace Windows & Frames	230,000
❖ <b>Total Transfer In – General Fund Town and BOE</b>	<b>\$ <u>405,500</u></b>

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

❖ Park and Field Improvements	\$ 25,000
❖ Municipal Parking Lot Improvements	<u>49,324</u>
❖ <b>Total LOCIP-funded projects</b>	<b>\$ <u>74,324</u></b>

**Town of Portland, Connecticut**  
**Adopted Capital Improvement Plan - Fiscal Years 2019 Through 2023**  
**As of May 14, 2018**

Capital Improvement Plan		Fiscal Years					Total
		2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	
Estimated Revenue Sources							
00114	Federal grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
00214	State of CT grants	74,324	65,000	65,000	65,000	65,000	334,324
00354	Other	-	-	-	-	-	-
00501	Transfer in - General Fund Town	405,500	650,000	650,000	650,000	650,000	3,005,500
00502	Transfer in - Parks & Rec Dept		-	-	-	-	-
00502	Transfer in - Res Rec Dept	-	-	-	-	-	-
00502	Transfer in - Sewer Department	125,000	1,875,000	1,000,000	1,000,000	1,000,000	5,000,000
00502	Transfer in - Water Department	125,000	1,975,000	1,100,000	1,000,000	1,000,000	5,200,000
00503	General obligation bonds	-	5,666,492	2,634,700	3,739,500	5,001,500	17,042,192
00504	Capital lease proceeds	-		-		-	-
00505	Prior approved allocations		-	-	-	-	-
Total Estimated Revenue Sources		\$ 729,824	\$ 10,231,492	\$ 5,449,700	\$ 6,454,500	\$ 7,716,500	\$ 30,582,016

**Town of Portland, Connecticut**  
**Adopted Capital Improvement Plan - Fiscal Years 2019 Through 2023**  
**As of May 14, 2018**

08-141	Capital Improvement Plan	Fiscal Years					Total
		2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	
Departmental Expenditure Summary							
89010	Board of Education	\$ 230,000	\$ 2,726,000	\$ 901,000	\$ 325,000	\$ 235,000	\$ 4,417,000
89020	Building/Planning Depts	-	290,000	250,000	125,000	157,500	822,500
89030	Emergency Management	-	-	6,000	6,000	7,000	19,000
89040	Fire Department	-	920,000	170,000	2,050,000	1,520,000	4,660,000
89050	Grounds Maintenance	-	50,200	78,700	5,000	5,000	138,900
89060	Library	-	25,200	20,000	20,000	40,000	105,200
89070	Parks & Recreation	25,000	126,416	175,000	255,000	860,000	1,441,416
89080	Police Department	99,500	77,000	77,000	79,000	79,000	411,500
89090	Public Works	94,324	1,943,176	1,521,000	1,375,000	2,510,000	7,443,500
89100	Resource Recovery	-	26,500	13,000	13,500	14,000	67,000
89110	Sewer Department	125,000	1,875,000	1,000,000	1,000,000	1,000,000	5,000,000
89120	Town-Wide Improvements	31,000	197,000	138,000	201,000	289,000	856,000
89130	Water Department	125,000	1,975,000	1,100,000	1,000,000	1,000,000	5,200,000
Total Departmental Summary		\$ 729,824	\$ 10,231,492	\$ 5,449,700	\$ 6,454,500	\$ 7,716,500	\$ 30,582,016

**Departmental Expenditure Detail**

<b>89010</b>	<b>Board of Education</b>						
<b>Brownstone School</b>							
	Replace music room carpet	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
	Second floor flooring asbestos		112,000	-	-	-	112,000
	Replace windows & frames	230,000	-	-	-	-	230,000
	Oil tank replacement	-	-	-	15,000	-	15,000
	Roof improvements	-	15,000	-	-	-	15,000
	<b>Total Brownstone School</b>	<b>230,000</b>	<b>127,000</b>	<b>10,000</b>	<b>15,000</b>	<b>-</b>	<b>382,000</b>
<b>Gildersleeve School</b>							
	Design and construct foyer space	-	70,000	-	-	-	70,000
	Restore & paint entrance	-	37,000	-	-	-	37,000
	Chimney improvements	-	-	75,000	-	-	75,000
	Oil tank removal	-	-	-	15,000	-	15,000
	Replace exterior doors and window	-	-	200,000	-	-	200,000
	Paving(including redesign)	-	1,448,000	-	-	-	1,448,000
	<b>Total Gildersleeve School</b>	<b>-</b>	<b>1,555,000</b>	<b>275,000</b>	<b>15,000</b>	<b>-</b>	<b>1,845,000</b>
<b>High/Middle School</b>							
	Gym flooring	-	48,000	-	-	-	48,000
	HVAC upgrades		150,000	-	-	-	150,000
	Rubber track improvements/replace		-	375,000	-	-	375,000
	Food Service equipment	-	21,000	21,000	-	-	42,000
	Paving parking lot	-	-	-	75,000	-	75,000
	<b>Total High/Middle School</b>	<b>-</b>	<b>219,000</b>	<b>396,000</b>	<b>75,000</b>	<b>-</b>	<b>690,000</b>

**L Project anticipated to be funded by LOCIP for FY 2018-2019**

**Town of Portland, Connecticut**  
**Adopted Capital Improvement Plan - Fiscal Years 2019 Through 2023**  
**As of May 14, 2018**

08-141	Capital Improvement Plan	Fiscal Years					Total
		2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	
Departmental Expenditure Detail (Continued)							
System Wide BOE							
	Painting	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
	Furniture	-	40,000	20,000	20,000	20,000	100,000
	Vehicle purchase	-	30,000	-	-	-	30,000
	HVAC upgrades(not MS/HS)	-	100,000	50,000	50,000	50,000	250,000
	Technology Upgrades	-	50,000	50,000	50,000	50,000	200,000
	Total System Wide	-	320,000	220,000	220,000	220,000	980,000
Valley View School							
	Removal/replacement asbestos tile	-	200,000	-	-	-	200,000
	Bathrooms	-	20,000	-	-	-	20,000
	Replace library carpet	-	25,000	-	-	-	25,000
	Oil tank removal	-	-	-	-	15,000	15,000
	Chimney improvements	-	20,000	-	-	-	20,000
	Paving	-	240,000	-	-	-	240,000
	Total Valley View School	-	505,000	-	-	15,000	520,000
	Total Board of Education	230,000	2,726,000	901,000	325,000	235,000	4,417,000
89020 Building/Planning Depts							
	Grant match/leverage funds	-	100,000	100,000	50,000	82,500	332,500
	Permitting software	-	40,000	-	-	-	40,000
	Land acquisition	-	150,000	150,000	75,000	75,000	450,000
	Total Building/Planning Depts	-	290,000	250,000	125,000	157,500	822,500
89030 Emergency Management							
	EOC equipment	-	-	6,000	6,000	7,000	19,000
	Total Emergency Management	-	-	6,000	6,000	7,000	19,000
89040 Fire/Fire Marshal Department							
	Refurbish/replace apparatus	-	650,000	-	550,000	-	1,200,000
	NIFER software -fm/fire	-	15,000	-	-	-	15,000
	Plan, design & construct CO 3	-	15,000	-	1,500,000	1,500,000	3,015,000
	SCBA compressor	-	70,000	-	-	-	70,000
	Communication equipment	-	150,000	150,000	-	-	300,000
	SCBA bottle replacement	-	20,000	-	-	20,000	40,000
	Thermal imaging cameras	-	-	20,000	-	-	20,000
	Total Fire/Fire Marshal Departme	-	920,000	170,000	2,050,000	1,520,000	4,660,000

**Town of Portland, Connecticut**  
**Adopted Capital Improvement Plan - Fiscal Years 2019 Through 2023**  
**As of May 14, 2018**

08-141	Capital Improvement Plan	Fiscal Years					Total
		2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	
Departmental Expenditure Detail (Continued)							
89050	Grounds Maintenance						
	Ride on mower replacement	\$ -	\$ 7,000	\$ 10,000		\$ -	\$ 17,000
	Paint sprayer replacement	-	-	15,000	-		15,000
	16' enclosed utility trailer	-	3,200	3,200		-	6,400
	Miscellaneous grounds equipment	-	11,000	5,000	5,000	5,000	26,000
	Purchase storage addition at Garage	-	7,000	7,000	-	-	14,000
	Walk behind mower		-	10,000		-	10,000
	Purchase F-350 4X4 Pickup	-	22,000	22,000	-	-	44,000
	Replace 18' trailer	-	-	6,500	-	-	6,500
	Total Ground Maintenance	-	50,200	78,700	5,000	5,000	138,900
89060	Library						
	Computers, printers, laptops, tablet	\$ -	\$ 15,200	\$ 15,000	\$ 15,000	\$ 30,000	\$ 75,200
	Server replacement	-	-	-	-	5,000	5,000
	Furnishings and lighting	-	10,000	-	-	-	10,000
	Security cameras	-		5,000	5,000	5,000	15,000
	Total Library	-	25,200	20,000	20,000	40,000	105,200
89070	Parks & Recreation						
	Riverfront park	-		65,000	-	-	65,000
	Gildersleeve School field renov	-	-	30,000			30,000
	Airline Trail Improvements	-	10,000	10,000	10,000	10,000	40,000
	Bransfield Park Renovation	-	-		220,000	-	220,000
	Dog Park	-	10,000	-	-	-	10,000
	Portland Reservoir	-	-	15,000	-	-	15,000
	Kayak and Canoe Launch	-	-	20,000	-	-	20,000
	Veteran's Park	-	-	-	-	60,000	60,000
	Main Street play area	-	-	-	-	75,000	75,000
	Brownstone Park	-	-	-	-	215,000	215,000
	Middlesex Avenue Renovations	-	81,416	10,000		475,000	566,416
	Park and field improvements	25,000	L 25,000	25,000	25,000	25,000	125,000
	Total Parks & Recreation	25,000	126,416	175,000	255,000	860,000	1,441,416
89080	Police Department						
	Equipped cruiser replacement	-	\$ 77,000	\$ 77,000	\$ 79,000	\$ 79,000	\$ 312,000
	Reporting system	99,500	-	-	-	-	99,500
	Total Police Department	99,500	77,000	77,000	79,000	79,000	411,500
89090	Public Works						
	Office of the Director						
	Replace director vehicle	-	-	-	-	45,000	45,000
	Total Office of the Director	-	-	-	-	45,000	45,000

**Town of Portland, Connecticut**  
**Adopted Capital Improvement Plan - Fiscal Years 2019 Through 2023**  
**As of May 14, 2018**

08-141	Capital Improvement Plan	Fiscal Years					Total
		2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	
Departmental Expenditure Detail (Continued)							
Building Maintenance							
	Carpeting in planning development	\$ -	\$ 7,000	\$ 7,000	\$ -	\$ -	\$ 14,000
	Install Transfer Switch Emerg Gen	-	25,000	-	-	-	25,000
	Commercial Stove - Senior Center	-	15,000	-	-	-	15,000
	Replace Underground Propane Tan	-	25,000	-	-	-	25,000
	Energy efficiency improvements	-	20,000	10,000	10,000	10,000	50,000
	Overhead doors various buildings	-	20,000	10,000	10,000	10,000	50,000
	Municipal parking lot improvement	49,324	L 55,676	-	-	-	105,000
	Masonry Repairs Town-wide	-	70,000	10,000	10,000	10,000	100,000
	Replace furnaces - various building	-	-	30,000	30,000	-	60,000
	Rehab garage - Buck Foreman(BF)	-	5,000	5,000	5,000	5,000	20,000
	Total Building Maintenance	49,324	242,676	72,000	65,000	35,000	464,000
Highway Division/Vehicle Maintenance							
	Steam cleaner/pressure washer	-	\$ 6,000	-	-	-	6,000
	Replace miniexcavator	-	40,000	40,000	-	-	80,000
	Large roll plow replacements	-	8,000	-	-	-	8,000
	Replace dump bodies	45,000	-	-	-	-	45,000
	Lg dump trucks replace w/plows	-	225,000	120,000	130,000	140,000	615,000
	Large roller replacement	-	25,000	25,000	-	-	50,000
	Sidewalk reconstruction - non grant	-	100,000	100,000	100,000	200,000	500,000
	Sidewalk repair/construction - gran	-	10,000	10,000	10,000	20,000	50,000
	Snowpusher attachment	-	8,000	8,000	-	-	16,000
	Triaxle Dump Body Truck(cab/cha	-	70,000	70,000	-	-	140,000
	Snowblower attachment for loader	-	50,000	25,000	25,000	25,000	125,000
	Pick up truck pusher snow plows	-	6,000	6,000	-	-	12,000
	Asphalt road saw	-	7,500	-	-	-	7,500
	Brownstone Ave Road Reconstruct	-	1,000,000	1,000,000	1,000,000	2,000,000	5,000,000
	Canvas shelter for sand/salt	-	55,000	-	-	-	55,000
	Storm drainage improvements	-	40,000	20,000	20,000	20,000	100,000
	Repair/replace guardrails	-	50,000	25,000	25,000	25,000	125,000
	Total Highway Division	45,000	1,700,500	1,449,000	1,310,000	2,430,000	6,934,500
	Total Public Works	94,324	1,943,176	1,521,000	1,375,000	2,510,000	7,443,500
89100	Resource Recovery						
	Purchase compactor/containers	-	16,500	8,000	8,500	9,000	42,000
	Facility improvements	-	10,000	5,000	5,000	5,000	25,000
	Total Resource Recovery	-	26,500	13,000	13,500	14,000	67,000

**Town of Portland, Connecticut**  
**Adopted Capital Improvement Plan - Fiscal Years 2019 Through 2023**  
**As of May 14, 2018**

08-141	Capital Improvement Plan	Fiscal Years					Total
		2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	
<b>89110</b>	<b>Sewer Department</b>						
	Plant and system improvements	\$ 125,000	\$ 1,875,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 5,000,000
		-	-	-	-	-	-
	<b>Total Sewer Department</b>	<b>125,000</b>	<b>1,875,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>5,000,000</b>
<b>89120</b>	<b>Town-Wide Improvements</b>						
	Computers incl peripherals/printers	21,000	29,000	28,000	29,000	29,000	136,000
	Replace Blade Server	-	45,000	-	-	-	45,000
	Financial software replacement	-	-	-	-	200,000	200,000
	Upgrade computers - Police	-	-	-	27,000	-	27,000
	Cameras and fiber - water tanks	-	5,000	5,000	-	-	10,000
	GIS Reimplementation	-	20,000	5,000	5,000	5,000	35,000
	Revaluation	10,000	40,000	40,000	70,000	40,000	200,000
	Phone system replacement	-	-	25,000	35,000	-	60,000
	Camera and fire alarm system	-	20,000	20,000	20,000	-	60,000
	Wiring - SCADA System, Water	-	13,000	15,000	15,000	15,000	58,000
	Water & Sewer fixed network antei	-	25,000	-	-	-	25,000
	<b>Total Town-Wide Improvements</b>	<b>31,000</b>	<b>197,000</b>	<b>138,000</b>	<b>201,000</b>	<b>289,000</b>	<b>856,000</b>
<b>89130</b>	<b>Water Department</b>						
	Facility & system upgrades	125,000	1,875,000	1,000,000	1,000,000	1,000,000	5,000,000
	Replace utility truck	-	100,000	100,000	-	-	200,000
	<b>Total Water Department</b>	<b>125,000</b>	<b>1,975,000</b>	<b>1,100,000</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>5,200,000</b>
<b>08-141</b>	<b>Total Capital Improvement Plan</b>	<b>\$ 729,824</b>	<b>\$ 10,231,492</b>	<b>\$ 5,449,700</b>	<b>\$ 6,454,500</b>	<b>\$ 7,716,500</b>	<b>\$ 30,582,016</b>