

# **TOWN OF PORTLAND, CONNECTICUT**



## **ADOPTED BUDGETS**

**FISCAL YEAR  
2016-2017**

# **TOWN OF PORTLAND, CONNECTICUT**

## **ANNUAL BUDGET DOCUMENT FOR THE YEAR ENDED JUNE 30, 2017**

### **TABLE OF CONTENTS**

|   | <b><u>PAGE</u></b> |
|---|--------------------|
| <b>TOWN GENERAL GOVERNMENT &amp; BOARD OF EDUCATION</b>                               |                    |
| First Selectwoman's Transmittal Letter  | 1                  |
| Town Mill Rate Calculation - Adopted  | 3                  |
| General Government and Board of Education Revenue Budget Detail – By Line Item        | 5                  |
| General Government Expenditure Budget Summary – By Department                         | 8                  |
| Board of Education Expenditure Budget Summary – By Function                           | 11                 |
| How Every \$100 Dollars Is Spent – By Function  | 14                 |
| General Government Expenditure Budget Summary – By Organization                       | 15                 |
| Board of Education Expenditure Budget Summary – By Organization                       | 16                 |
| Total Town Expenditure Budget Summary – By Organization                               | 17                 |
| General Government Line Item Expenditure Budget Detail and Narratives – By Department | 18                 |
| <b>OTHER SPECIAL REVENUE FUNDS BUDGETS</b>  |                    |
| Other Special Revenue Funds Narratives  | 111                |
| Sewer Department Revenue Budget Detail – By Line Item                                 | 113                |
| Sewer Department Expenditure Budget Detail – By Line Item                             | 114                |
| Water Department Revenue Budget Detail – By Line Item                                 | 116                |
| Water Department Expenditure Budget Detail – By Line Item                             | 117                |
| Animal Control Department Revenue Budget Detail – By Line Item                        | 119                |
| Animal Control Department Expenditure Budget Detail – By Line Item                    | 120                |
| Town Aid Road Fund Revenue Budget Detail – By Line Item                               | 122                |
| Town Aid Road Fund Expenditure Budget Detail – By Line Item                           | 123                |



# **TOWN OF PORTLAND, CONNECTICUT**

## **ANNUAL BUDGET DOCUMENT FOR THE YEAR ENDED JUNE 30, 2017**

### **TABLE OF CONTENTS *(Continued)***

|  | <b><u>PAGE</u></b> |
|--|--------------------|
| <b>OTHER SPECIAL REVENUE FUNDS BUDGETS <i>(Continued)</i></b>          |                    |
| Youth Services Department Revenue Budget Detail – By Line Item         | 124                |
| Youth Services Department Expenditure Budget Detail – By Line Item     | 125                |
| Resource Recovery Department Revenue Budget Detail – By Line Item      | 127                |
| Resource Recovery Department Expenditure Budget Detail – By Line Item  | 128                |
| Building Maintenance Fund Revenue Budget Detail – By Line Item         | 130                |
| Building Maintenance Fund Expenditure Budget Detail – By Line Item     | 131                |
| Parks & Recreation Department Revenue Budget Detail – By Line Item     | 132                |
| Parks & Recreation Department Expenditure Budget Detail – By Line Item | 133                |
| <br><b>CAPITAL IMPROVEMENT PLAN</b>                                    |                    |
| Capital Improvement Plan Narrative                                     | 135                |
| Capital Improvement Plan Revenue Budget Detail – By Source             | 136                |
| Capital Improvement Plan Expenditure Summary & Detail – By Department  | 137                |



## **Town of Portland, Connecticut**

33 East Main Street ■ P.O. Box 71 ■ Portland, CT 06480-0071 ■ Phone: (860) 342-6715

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

Equal Opportunity Employer

### **Office of the First Selectwoman**

May 16, 2016

Dear Residents and Taxpayers:

Enclosed is the adopted 2016-17 Fiscal Year Budget.

#### Grand List:

- Total Value: \$807,917,264 (*an increase of \$3,370,453 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: \$807,917, (*an increase of \$3,371 over 2015-16*)

#### Revenues Needed:

- Taxation: 32.51 mills: *+0.17 mill non-motor and motor vehicle, as directed by the State*
- All other revenues: \$6,315,705 (*+\$155,918 from 2015-16*)
- Allocation from Fund Balance: \$300,000 (*no change from 2015-16*)

#### Expenditures:

- Total Expenditures: \$32,487,922 (*+\$370,813 (1.15% increase over 2015-16 adopted budget)*)
- General Government increase : *+\$199,065 (1.60% increase over 2015-16 adopted budget)*
- Board of Education increase: *+\$171,748 (0.87% increase over 2015-16 adopted budget)*

#### Accomplishments:

- Obtained the license from EverSource for the Air Line Trail in Portland.
- Purchased the Keegan Property for open space and a trail head for the Air Line Trail.
- Assisted a Portland High School student with the completion of the Portland Reservoir Rim Trail.
- Worked on the review and assessment of the water and sewer systems, using a \$50,000 grant from MDC.
- Installed a new irrigation system at Nolan Field.
- Continued to provide police coverage at drop-off and pick-up times at all the schools.
- Renovated the boys' bathrooms at Brownstone Intermediate School.
- Completed new ADA-compliant bathrooms at the Portland Library.
- Replaced/installed new guide rails throughout town using State Municipal Aid Grant.
- Continued the installation of new street signs using State Municipal Aid Grant.
- Completed the Vibrant Communities Initiative Grant, received from the CT Trust for Historic Preservation to obtain a marketability plan for the former Elmcrest property.
- Completed the update of the 2016 Plan of Conservation and Development.
- Updated the Sub-division Regulations.
- Completed the improvements at the Riverfront Park, using the \$363,000 STEAP Grant.


- The doors were painted at Valley View School.
- The hallways were painted at Brownstone Intermediate School.
- Commenced the implementation of the \$200,000 DECD Brownfields Assessment Grant.
- Significant commercial investment occurred during the past year, including the completion of Morin Diesel and new storage units at StorUSelf.

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.
- 2) Work with the Board of Education to maintain and improve our schools.
- 3) Work to implement the 2016 Plan of Conservation and Development.
- 4) Celebrate the Town of Portland's 175<sup>th</sup> Anniversary.
- 5) Continue to increase economic development.
  - a) Assist in the re-development of the former Elmcrest property.
  - b) Assist St. Clements Castle with its inter-connection with the East Hampton Sewer Facility.
- 6) Improve our Parks.
  - a) Place a bond question on the November ballot for the Route 17 recreational complex.
  - b) Make improvements at the Middlesex Avenue Park.
- 7) Continue the analysis of the water and sewer systems and town-owned roads.
- 8) 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.
- 9) Promote & support our well-run fire, emergency and police departments, public works, library, health, senior and youth services.
  - a) Discuss Police Department initiatives in the town.
  - b) Maintain our Emergency Management Program.
    - i) Continue training and recognition of the Community Emergency Response Team.
  - c) Pursue grants for increased youth services.
  - d) Continue to support responsive library services.
  - e) Assist with the needs of the town's senior community.
  - f) Discuss ongoing needs of our Fire Department.
  - g) Work with the Long Range Capital Commission and others on the funding of future capital needs.  
Place a bond question on the November ballot for capital needs.
  - h) 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 proposed budget.

Respectfully submitted,

  
 Susan S. Bransfield  
 First Selectwoman

**TOWN OF PORTLAND, CONNECTICUT  
ADOPTED MILL RATE CALCULATION  
FISCAL YEAR 2016-2017**

|                                       | General<br>Government<br>Budget | Board of<br>Education<br>Budget | Total<br>Combined<br>Town Budgets |
|---------------------------------------|---------------------------------|---------------------------------|-----------------------------------|
| Adopted 2016-2017 Expenditure Budgets | \$ 12,621,082                   | \$ 19,866,840                   | \$ 32,487,922                     |
| Less: Direct Revenue Estimates        | <u>(1,897,680)</u>              | <u>(4,418,025)</u>              | <u>(6,315,705)</u>                |
| Net Budget                            | 10,723,402                      | 15,448,815                      | 26,172,217                        |
| Appropriation of Fund Balance         | <u>(150,000)</u>                | <u>(150,000)</u>                | <u>(300,000)</u>                  |
|                                       | 10,573,402                      | 15,298,815                      | 25,872,217                        |
| Plus Adjustment *                     | <u>161,016</u>                  | <u>232,977</u>                  | <u>393,993</u>                    |
| Amount to be Raised                   | \$ 10,734,418                   | \$ 15,531,792                   | \$ 26,266,210                     |
| Adopted 2016-2017 Mill Rate           | 13.29                           | 19.22                           | 32.51                             |
| Adopted 2015-2016 Mill Rate           | <u>13.30</u>                    | <u>19.04</u>                    | <u>32.34</u>                      |
| Mill Rate (Decrease) Increase         | <u>(0.01)</u>                   | <u>0.18</u>                     | <u>0.17</u>                       |
| Mill Rate % (Decrease) Increase       | <u>-0.10%</u>                   | <u>0.97%</u>                    | <u>0.53%</u>                      |

One Mill = \$ 807,917 Before Board of Assessment  
Appeals (BAA) Hearings

Grand List Value = \$ 807,917,264

\* 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 2016-2017**  
**As of May 9, 2016**

| <b>General Government &amp;<br/>Board of Education Revenue</b> |                                     | <b>2013-2014<br/>Actual<br/>Revenue</b> | <b>2014-2015<br/>Actual<br/>Revenue</b> | <b>2015-2016<br/>Budgeted<br/>Revenue</b> | <b>2016-2017<br/>Estimated<br/>Revenue</b> |
|--|-------------------------------------|---|---|---|--|
| <b>Property Taxes</b>  |                                     |   |   |   |  |
| 00010  | Prop taxes - current                | \$ 24,425,482                           | \$ 24,974,663                           | \$ 25,657,322                             | \$ 25,872,217                              |
| 00011  | Prop taxes - prior years            | 227,516                                 | 350,160                                 | 275,000                                   | 275,000                                    |
| 00012  | Prop taxes - interest & liens       | 135,703                                 | 230,197                                 | 175,000                                   | 175,000                                    |
| 00013  | Prop taxes - supp motor vehicle     | 204,522                                 | 160,064                                 | 195,000                                   | 182,000                                    |
| 00014  | Prop taxes - prior years accrual    | -                                       | -                                       | -   | -  |
| Total Property Taxes   |                                     | 24,993,223                              | 25,715,084                              | 26,302,322                                | 26,504,217                                 |
| <b>State of CT - Education</b>                                 |                                     |   |   |   |  |
| 00101  | Education cost sharing grant        | 4,374,577                               | 4,397,414                               | 4,394,272                                 | 4,418,025                                  |
| 00102  | School transportation grant         | 58,335                                  | 52,337                                  | 48,550                                    | -  |
| 00103  | Special education equity grant      | -                                       | -                                       | -   | -  |
| 00104  | Miscellaneous education grants      | -                                       | -                                       | -   | -  |
| Total State of CT - Education                                  |                                     | 4,432,912                               | 4,449,751                               | 4,442,822                                 | 4,418,025                                  |
| <b>State of CT - General Government</b>                        |                                     |   |   |   |  |
| 00201  | PILOT - State property              | 25,264                                  | 27,556                                  | 25,965                                    | -  |
| 00202  | Pequot & Mohegan                    | 32,583                                  | 33,088                                  | 32,000                                    | 27,715                                     |
| 00203  | PILOT - property tax relief         | -                                       | -                                       | -   | -  |
| 00204  | PILOT - elderly tax relief          | 58,793                                  | 56,323                                  | 55,000                                    | 55,000                                     |
| 00205  | Boat registration fees              | -                                       | -                                       | -   | -  |
| 00206  | PILOT - totally disabled tax relief | 861                                     | 731                                     | 700                                       | 700  |
| 00207  | Emergency management                | 3,340                                   | 839                                     | 2,250                                     | 2,250                                      |
| 00208  | PILOT - elderly freeze              | -                                       | -                                       | -   | -  |
| 00210  | PILOT - veteran's exemption         | 7,308                                   | 6,078                                   | 5,750                                     | 5,750                                      |
| 00212  | Municipal revenue sharing           | 78,483                                  | -                                       | -   | 192,715                                    |
| 00214  | Other revenues - State of CT        | 28,092                                  | 17,787                                  | 18,000                                    | 18,000                                     |
| 00216  | PILOT - machinery & equipment       | -                                       | -                                       | -   | -  |
| 00220  | School construction grant           | -                                       | -                                       | -   | -  |
| Total State of CT - General Governmen                          |                                     | 234,724                                 | 142,402                                 | 139,665                                   | 302,130                                    |
| <b>Investment Income</b>                                       |                                     |   |   |   |  |
| 00401  | Investment income                   | 23,700                                  | 38,655                                  | 30,000                                    | 32,500                                     |
| Total Investment Income  |                                     | 23,700                                  | 38,655                                  | 30,000                                    | 32,500                                     |

**Town of Portland, Connecticut**  
**Adopted General Gov't & Board of Education Revenue Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

| <b>General Government &amp;<br/>Board of Education Revenue</b> |                             | <b>2013-2014<br/>Actual<br/>Receipts</b> | <b>2014-2015<br/>Actual<br/>Receipts</b> | <b>2015-2016<br/>Budgeted<br/>Revenue</b> | <b>2016-2017<br/>Estimated<br/>Revenue</b> |
|--|-----------------------------|--|--|---|--|
| <b>Charges for Services</b>                                    |                             |  |  |   |  |
| 00301  | PILOT - housing authority   | \$ 26,274                                | \$ 31,573                                | \$ 23,000                                 | \$ 27,500                                  |
| 00302  | PILOT - telecommunications  | 25,937                                   | 23,433                                   | 24,000                                    | 21,500                                     |
| 00303  | Property rental             | 322,670                                  | 345,935                                  | 334,500                                   | 375,000                                    |
| 00304  | Miscellaneous Finance       | 26,135                                   | 18,937                                   | 17,500                                    | 18,000                                     |
| 00305  | Pin ball permits            | -  | -  | 50  | 50   |
| 00306  | Land use fees               | -  | -  | 50  | 50   |
| 00308  | Chatham Health fees         | -  | -  | -   | -  |
| 00309  | Vendor permits              | 250                                      | 270                                      | 125                                       | 125  |
| 00310  | Accident reimbursements     | 1,300                                    | 10,834                                   | 6,000                                     | 6,000                                      |
| 00311  | Workers compensation reimb  | 25,932                                   | 7,526                                    | 10,000                                    | 10,000                                     |
| 00312  | Conveyance tax              | 79,720                                   | 77,299                                   | 80,000                                    | 80,000                                     |
| 00313  | Vital statistics            | 11,086                                   | 9,526                                    | 10,750                                    | 10,750                                     |
| 00314  | Recording fees              | 46,157                                   | 42,488                                   | 55,000                                    | 44,000                                     |
| 00315  | Miscellaneous Town Clerk    | 9,105                                    | 8,263                                    | 9,500                                     | 8,500                                      |
| 00316  | Publication sales           | 175                                      | 150                                      | 125                                       | 125  |
| 00317  | Licenses                    | 1,638                                    | 1,952                                    | 1,900                                     | 1,900                                      |
| 00319  | Fire Marshal revenue        | 620                                      | 688                                      | 1,350                                     | 1,350                                      |
| 00320  | Report copies               | 752                                      | 802                                      | 800                                       | 800  |
| 00321  | Gun permits                 | 5,810                                    | 3,220                                    | 6,000                                     | 4,250                                      |
| 00322  | Raffle permits              | 635                                      | 389                                      | 250                                       | 250  |
| 00323  | Miscellaneous Police        | 405                                      | 210                                      | 500                                       | 500  |
| 00324  | Private duty                | 145,756                                  | 201,265                                  | 170,000                                   | 185,000                                    |
| 00325  | Senior Center Program fees  | 2,100                                    | 962                                      | 2,000                                     | 2,000                                      |
| 00326  | Demolition permits          | -  | -  | -   | -  |
| 00327  | Miscellaneous Building Dept | 2,346                                    | 2,070                                    | 1,500                                     | 2,000                                      |
| 00328  | Structural permits          | 110,875                                  | 96,028                                   | 110,000                                   | 110,000                                    |
| 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 2016-2017**  
**As of May 9, 2016**

| <b>General Government &amp;<br/>Board of Education Revenue</b> |                            | <b>2013-2014<br/>Actual<br/>Receipts</b> | <b>2014-2015<br/>Actual<br/>Receipts</b> | <b>2015-2016<br/>Budgeted<br/>Revenue</b> | <b>2016-2017<br/>Estimated<br/>Revenue</b> |
|--|----------------------------|--|--|---|--|
| <b>Charges for Services (Continued)</b>                        |                            |  |  |   |  |
| 00332  | Miscellaneous Public Works | \$ 212                                   | \$ 216                                   | \$ 150                                    | \$ 150                                     |
| 00334  | Sale - construction plans  | -  | -  | 100                                       | 100  |
| 00335  | Excavation permits         | 480                                      | 375                                      | 500                                       | 500  |
| 00336  | Zoning permit fees         | 2,861                                    | 2,365                                    | 2,500                                     | 2,500                                      |
| 00337  | P & Z hearings             | 8,220                                    | 10,071                                   | 8,500                                     | 8,500                                      |
| 00338  | ZBA applications           | 1,826                                    | 3,352                                    | 1,900                                     | 1,900                                      |
| 00339  | IW applications            | 982                                      | 1,113                                    | 750                                       | 750  |
| 00340  | Fines                      | 8,167                                    | 6,271                                    | 8,000                                     | 6,000                                      |
| 00354  | Miscellaneous              | 27,772                                   | 579                                      | 15,000                                    | 1,000                                      |
| 00405  | Sale of town property      | -  | -  | -   | -  |
| Total Charges for Services                                     |                            | 896,198                                  | 908,162                                  | 902,300                                   | 931,050                                    |
| <b>Total GG &amp; BOE Revenue</b>                              |                            | <b>\$ 30,580,757</b>                     | <b>\$ 31,254,054</b>                     | <b>\$ 31,817,109</b>                      | <b>\$ 32,187,922</b>                       |



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

|                          |                             | Final     | Revised   | %          | Adopted   | %          |
|--------------------------|-----------------------------|-----------|-----------|------------|-----------|------------|
|                          |                             | Budget    | Budget    | Increase   | Budget    | Increase   |
| General Government       |                             | 2014-2015 | 2015-2016 | (Decrease) | 2016-2017 | (Decrease) |
| 001                      | Board of Selectmen          | \$ 13,750 | \$ 12,750 | -7.27%     | \$ 12,750 | 0.00%      |
| 002                      | First Selectwoman           | 156,922   | 159,922   | 1.91%      | 163,922   | 2.50%      |
| 003                      | Ethics Commission           | 650       | 650       | 0.00%      | 650       | 0.00%      |
| 006                      | Probate Court               | 11,000    | 10,500    | -4.55%     | 10,250    | -2.38%     |
| 007                      | Elections                   | 37,400    | 36,650    | -2.01%     | 43,550    | 18.83%     |
| 010                      | Finance Department          | 375,550   | 381,750   | 1.65%      | 391,950   | 2.67%      |
| 011                      | Collector of Revenue        | 83,065    | 83,650    | 0.70%      | 87,250    | 4.30%      |
| 012                      | Assessor                    | 112,145   | 121,545   | 8.38%      | 114,045   | -6.17%     |
| 013                      | Board of Assessment Appeals | 1,150     | 1,150     | 0.00%      | 1,450     | 26.09%     |
| 014                      | Town Counsel                | 93,000    | 88,000    | -5.38%     | 94,500    | 7.39%      |
| 015                      | Town Clerk                  | 166,775   | 156,900   | -5.92%     | 161,000   | 2.61%      |
| 016                      | Central Services            | 100,250   | 100,250   | 0.00%      | 101,250   | 1.00%      |
| 017                      | Technology Department       | 202,075   | 211,675   | 4.75%      | 219,750   | 3.81%      |
| Total General Government |                             | 1,353,732 | 1,365,392 | 0.86%      | 1,402,317 | 2.70%      |
|                          |                             |           |           |            |           |            |
|                          |                             | Final     | Revised   | %          | Adopted   | %          |
|                          |                             | Budget    | Budget    | Increase   | Budget    | Increase   |
| Public Safety            |                             | 2014-2015 | 2015-2016 | (Decrease) | 2016-2017 | (Decrease) |
| 020                      | Fire Departments            | 294,750   | 296,050   | 0.44%      | 347,200   | 17.28%     |
| 021                      | Fire Marshal                | 45,235    | 44,535    | -1.55%     | 46,150    | 3.63%      |
| 022                      | Emergency Dispatch          | 115,382   | 120,014   | 4.01%      | 123,240   | 2.69%      |
| 023                      | Police Department           | 1,258,700 | 1,296,400 | 3.00%      | 1,294,700 | -0.13%     |
| 024                      | Emergency Management        | 12,900    | 12,900    | 0.00%      | 13,250    | 2.71%      |
| 025                      | Building Department         | 96,700    | 102,480   | 5.98%      | 104,950   | 2.41%      |
| Total Public Safety      |                             | 1,823,667 | 1,872,379 | 2.67%      | 1,929,490 | 3.05%      |

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

|                                    |                                 | Final<br>Budget<br>2014-2015 | Revised<br>Budget<br>2015-2016 | %<br>Increase<br>(Decrease) | Adopted<br>Budget<br>2016-2017 | %<br>Increase<br>(Decrease) |
|------------------------------------|---------------------------------|------------------------------|--------------------------------|-----------------------------|--------------------------------|-----------------------------|
| <b>Public Works</b>                |                                 |                              |                                |                             |                                |                             |
| 031                                | Public Works Director           | \$ 215,800                   | \$ 220,640                     | 2.24%                       | \$ 179,700                     | -18.56%                     |
| 032                                | Highway Department              | 833,075                      | 836,100                        | 0.36%                       | 885,106                        | 5.86%                       |
| 033                                | Vehicle Maintenance             | 290,000                      | 281,800                        | -2.83%                      | 288,950                        | 2.54%                       |
| 034                                | Town Engineer                   | 43,500                       | 34,000                         | -21.84%                     | 36,250                         | 6.62%                       |
| 035                                | Street Lighting                 | 117,250                      | 120,000                        | 2.35%                       | 127,500                        | 6.25%                       |
| 036                                | Grounds Maintenance             | 275,200                      | 274,200                        | -0.36%                      | 280,900                        | 2.44%                       |
| 037                                | Town Building Maintenance       | 324,575                      | 336,225                        | 3.59%                       | 343,550                        | 2.18%                       |
| 038                                | Snow Removal                    | 174,448                      | 100,000                        | -42.68%                     | 100,000                        | 0.00%                       |
| Total Public Works                 |                                 | 2,273,848                    | 2,202,965                      | -3.12%                      | 2,241,956                      | 1.77%                       |
|                                    |                                 |                              |                                |                             |                                |                             |
|                                    |                                 | Final<br>Budget<br>2014-2015 | Revised<br>Budget<br>2015-2016 | %<br>Increase<br>(Decrease) | Adopted<br>Budget<br>2016-2017 | %<br>Increase<br>(Decrease) |
| <b>Planning &amp; Development</b>  |                                 |                              |                                |                             |                                |                             |
| 040                                | Planning Department             | 92,125                       | 108,500                        | 17.77%                      | 111,750                        | 3.00%                       |
| 041                                | Zoning Enforcement              | 9,200                        | 15,700                         | 70.65%                      | 16,200                         | 3.18%                       |
| 042                                | Planning & Zoning Commission    | 10,100                       | 10,600                         | 4.95%                       | 15,000                         | 41.51%                      |
| 043                                | Zoning Board of Appeals         | 2,050                        | 2,175                          | 6.10%                       | 2,175                          | 0.00%                       |
| 044                                | Inland Wetlands Commission      | 5,424                        | 5,424                          | 0.00%                       | 5,724                          | 5.53%                       |
| 045                                | Conservation Commission         | 550                          | 550                            | 0.00%                       | 550                            | 0.00%                       |
| 046                                | Economic Dev Commission         | 17,570                       | 15,600                         | -11.21%                     | 27,850                         | 78.53%                      |
| 047                                | Capital Expenditures Commission | 500                          | 500                            | 0.00%                       | 500                            | 0.00%                       |
| Total Planning & Development       |                                 | 137,519                      | 159,049                        | 15.66%                      | 179,749                        | 13.01%                      |
|                                    |                                 |                              |                                |                             |                                |                             |
|                                    |                                 | Final<br>Budget<br>2014-2015 | Revised<br>Budget<br>2015-2016 | %<br>Increase<br>(Decrease) | Adopted<br>Budget<br>2016-2017 | %<br>Increase<br>(Decrease) |
| <b>Health &amp; Human Services</b> |                                 |                              |                                |                             |                                |                             |
| 051                                | Health Department               | 84,774                       | 88,863                         | 4.82%                       | 97,273                         | 9.46%                       |
| 052                                | Environmental Health            | -                            | -                              |                             | -                              |                             |
| 053                                | Social Services                 | 60,705                       | 60,705                         | 0.00%                       | 60,705                         | 0.00%                       |
| 054                                | Senior Citizen Center           | 109,276                      | 111,226                        | 1.78%                       | 112,426                        | 1.08%                       |
| 055                                | Municipal Agent for the Elderly | 30,700                       | 30,600                         | -0.33%                      | 30,600                         | 0.00%                       |
| Total Health & Human Services      |                                 | 285,455                      | 291,394                        | 2.08%                       | 301,004                        | 3.30%                       |

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

|     |                                   | Final<br>Budget<br>2014-2015 | Revised<br>Budget<br>2015-2016 | %<br>Increase<br>(Decrease) | Adopted<br>Budget<br>2016-2017 | %<br>Increase<br>(Decrease) |
|-----|-----------------------------------|------------------------------|--------------------------------|-----------------------------|--------------------------------|-----------------------------|
| 065 | Portland Library                  | \$ 678,700                   | \$ 690,700                     | 1.77%                       | \$ 713,700                     | 3.33%                       |
|     | Employee Fringe Benefits          |                              |                                |                             |                                |                             |
| 071 | Employee Fringe Benefits          | 2,538,611                    | 2,595,878                      | 2.26%                       | 2,668,235                      | 2.79%                       |
|     | Risk Management                   |                              |                                |                             |                                |                             |
| 073 | Risk Management                   | 132,500                      | 149,350                        | 12.72%                      | 157,500                        | 5.46%                       |
|     | Debt Service                      |                              |                                |                             |                                |                             |
| 085 | Debt Service                      | 2,060,401                    | 2,012,165                      | -2.34%                      | 1,773,264                      | -11.87%                     |
|     | Total Debt Service                | 2,060,401                    | 2,012,165                      | -2.34%                      | 1,773,264                      | -11.87%                     |
|     | Sundry                            |                              |                                |                             |                                |                             |
| 093 | Interfund Transfers Out           | 1,014,137                    | 982,745                        | -3.10%                      | 1,153,867                      | 17.41%                      |
| 095 | Town Contingency                  | 13,000                       | 100,000                        | 669.23%                     | 100,000                        | 0.00%                       |
|     | Total Sundry                      | 1,027,137                    | 1,082,745                      | 5.41%                       | 1,253,867                      | 15.80%                      |
|     | <b>Total General Gov't Budget</b> | <b>\$ 12,311,570</b>         | <b>\$ 12,422,017</b>           | <b>0.90%</b>                | <b>\$ 12,621,082</b>           | <b>1.60%</b>                |

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

|                 |                          | Actual       | Adopted      | %          | Adopted      | %          |
|-----------------|--------------------------|--------------|--------------|------------|--------------|------------|
|                 |                          | Expended     | Budget       | Increase   | Budget       | Increase   |
|                 |                          | 2014-2015    | 2015-2016    | (Decrease) | 2016-2017    | (Decrease) |
| <b>Salaries</b> |                          |              |              |            |              |            |
| 11011           | Certified Salaries       | \$ 8,614,424 | \$ 8,926,712 | 3.63%      | \$ 9,237,477 | 3.48%      |
| 11012           | Non-Certified Salaries   | 2,653,352    | 2,744,395    | 3.43%      | 2,894,686    | 5.48%      |
| 11014           | Coaching Salaries        | 156,964      | 163,626      | 4.24%      | 146,123      | -10.70%    |
| 11015           | Extracurricular Salaries | 73,344       | 78,666       | 7.26%      | 88,499       | 12.50%     |
| 12000           | Temporary Salaries       | 91,206       | 104,299      | 14.36%     | 130,314      | 24.94%     |
| 12022           | Substitute Salaries      | 109,492      | 160,021      | 46.15%     | 114,643      | -28.36%    |
| 12023           | Tutor Salaries           | 40,477       | 40,236       | -0.60%     | 29,500       | -26.68%    |
| 13002           | Overtime Salaries        | 84,446       | 48,500       | -42.57%    | 50,000       | 3.09%      |
| Total Salaries  |                          | 11,823,705   | 12,266,455   | 3.74%      | 12,691,242   | 3.46%      |
|                 |                          |              |              |            | 6            |            |
|                 |                          | Actual       | Adopted      | %          | Adopted      | %          |
|                 |                          | Expended     | Budget       | Increase   | Budget       | Increase   |
|                 |                          | 2014-2015    | 2015-2016    | (Decrease) | 2016-2017    | (Decrease) |
| <b>Benefits</b> |                          |              |              |            |              |            |
| 21001           | Medical Insurance        | 2,528,995    | 2,998,662    | 18.57%     | \$ 2,546,555 | -15.08%    |
| 21002           | Dental Insurance         | 49,699       | 60,000       | 20.73%     | 65,000       | 8.33%      |
| 21003           | Life Insurance           | 19,205       | 20,400       | 6.22%      | 20,400       | 0.00%      |
| 21004           | Disability               | 19,098       | 22,500       | 17.81%     | 22,500       | 0.00%      |
| 21050           | Tuition Reimbursement    | 10,213       | 22,000       | 115.41%    | 21,500       | -2.27%     |
| 22000           | Social Security/Medicare | 360,395      | 343,514      | -4.68%     | 371,220      | 8.07%      |
| 23001           | Pension                  | 331,809      | 350,000      | 5.48%      | 372,054      | 6.30%      |
| 23004           | Retirements              | 33,747       | 60,300       | 78.68%     | 60,300       | 0.00%      |
| 26000           | Workers' Compensation    | 140,000      | 135,684      | -3.08%     | 160,000      | 17.92%     |
| 28001           | Unemployment             | 17,766       | 11,486       | -35.35%    | 11,000       | -4.23%     |
| 29000           | Longevity-Classified     | 10,900       | 11,800       | 8.26%      | 11,100       | -5.93%     |
| Total Benefits  |                          | 3,521,827    | 4,036,346    | 14.61%     | 3,661,629    | -9.28%     |

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

|                           |                            | Actual<br>Expended<br>2014-2015 | Adopted<br>Budget<br>2015-2016 | %<br>Increase<br>(Decrease) | Adopted<br>Budget<br>2016-2017 | %<br>Increase<br>(Decrease) |
|---------------------------|----------------------------|---------------------------------|--------------------------------|-----------------------------|--------------------------------|-----------------------------|
| <b>Purchased Services</b> |                            |                                 |                                |                             |                                |                             |
| 30010                     | Legal Services             | \$ 20,000                       | \$ 55,000                      | 175.00%                     | \$ 30,000                      | -45.45%                     |
| 30012                     | Negotiation Services       | 16,000                          | 30,000                         | 87.50%                      | 15,000                         | -50.00%                     |
| 30014                     | Audit Services             | 13,783                          | 15,000                         | 8.83%                       | 15,000                         | 0.00%                       |
| 30030                     | Purchased Services         | 408,793                         | 349,118                        | -14.60%                     | 336,908                        | -3.50%                      |
| 33020                     | Curriculum Writing         | -                               | -                              |                             | -                              |                             |
| 33030                     | Professional Development   | 11,558                          | 11,439                         | -1.03%                      | 14,460                         | 26.41%                      |
| Total Purchased Services  |                            | 470,134                         | 460,557                        | -2.04%                      | 411,368                        | -10.68%                     |
|                           |                            |                                 |                                |                             |                                |                             |
|                           |                            | Actual<br>Expended<br>2014-2015 | Adopted<br>Budget<br>2015-2016 | %<br>Increase<br>(Decrease) | Adopted<br>Budget<br>2016-2017 | %<br>Increase<br>(Decrease) |
| <b>Facility Services</b>  |                            |                                 |                                |                             |                                |                             |
| 44003                     | Repairs & Maintenance      | 470,749                         | 224,370                        | -52.34%                     | 230,070                        | 2.54%                       |
| Total Facility Services   |                            | 470,749                         | 224,370                        | -52.34%                     | 230,070                        | 2.54%                       |
|                           |                            |                                 |                                |                             |                                |                             |
|                           |                            | Actual<br>Expended<br>2014-2015 | Adopted<br>Budget<br>2015-2016 | %<br>Increase<br>(Decrease) | Adopted<br>Budget<br>2016-2017 | %<br>Increase<br>(Decrease) |
| <b>Other Services</b>     |                            |                                 |                                |                             |                                |                             |
| 51010                     | Student Transportation     | 674,521                         | 618,770                        | -8.27%                      | 733,000                        | 18.46%                      |
| 52001                     | Property Insurance         | 161,917                         | 168,000                        | 3.76%                       | 173,000                        | 2.98%                       |
| 53001                     | Telephone                  | 20,208                          | 23,701                         | 17.29%                      | 23,574                         | -0.54%                      |
| 54000                     | Advertising                | 80                              | -                              |                             | 150                            | #DIV/0!                     |
| 55050                     | Printing/Binding           | 5,489                           | 10,145                         | 84.82%                      | 7,000                          | -31.00%                     |
| 56001                     | Tuition To LEAs in State   | 27,121                          | 16,000                         | -41.01%                     | 16,000                         | 0.00%                       |
| 56003                     | Tuition - Private Sources  | 448,465                         | 445,000                        | -0.77%                      | 400,000                        | -10.11%                     |
| 56004                     | Tuition to Ed Svc Agencies | -                               | -                              |                             | -                              |                             |
| 56006                     | Tuition to Magnet Schools  | 54,022                          | 73,600                         | 36.24%                      | 118,100                        | 60.46%                      |
| 58580                     | Travel                     | 9,042                           | 9,700                          | 7.28%                       | 7,600                          | -21.65%                     |
| Total Other Services      |                            | 1,400,865                       | 1,364,916                      | -2.57%                      | 1,478,424                      | 8.32%                       |

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

|                                  |                               | Actual<br>Expended<br>2014-2015 | Adopted<br>Budget<br>2015-2016 | %<br>Increase<br>(Decrease) | Adopted<br>Budget<br>2016-2017 | %<br>Increase<br>(Decrease) |
|----------------------------------|-------------------------------|---------------------------------|--------------------------------|-----------------------------|--------------------------------|-----------------------------|
| <b>Books &amp; Supplies</b>      |                               |                                 |                                |                             |                                |                             |
| 61011                            | General Supplies              | \$ 343,387                      | \$ 283,292                     | -17.50%                     | \$ 304,029                     | 7.32%                       |
| 61014                            | Postage                       | 7,468                           | 9,100                          | 21.85%                      | 8,600                          | -5.49%                      |
| 62001                            | Electricity                   | 374,301                         | 395,000                        | 5.53%                       | 390,601                        | -1.11%                      |
| 62002                            | Water & Sewer                 | 25,336                          | 22,301                         | -11.98%                     | 22,909                         | 2.73%                       |
| 62004                            | Heating Fuel                  | -                               | -                              | #DIV/0!                     | -                              | #DIV/0!                     |
| 62021                            | Natural Gas                   | 177,304                         | 207,000                        | 16.75%                      | 197,125                        | -4.77%                      |
| 62026                            | Gasoline Unleaded             | 14,168                          | 21,502                         | 51.76%                      | 20,000                         | -6.99%                      |
| 62027                            | Diesel                        | 68,783                          | 50,000                         | -27.31%                     | 50,000                         | 0.00%                       |
| 64002                            | Resource/Media                | 320                             | 776                            | 142.50%                     | 776                            | 0.00%                       |
| 64003                            | Periodicals                   | 7,546                           | 7,384                          | -2.15%                      | 8,514                          | 15.30%                      |
| 64041                            | Textbooks                     | 91,321                          | 19,834                         | -78.28%                     | 18,557                         | -6.44%                      |
| 64043                            | Library Books                 | 17,252                          | 14,900                         | -13.63%                     | 14,700                         | -1.34%                      |
| 64045                            | Workbooks                     | 25,401                          | 38,532                         | 51.69%                      | 37,363                         | -3.03%                      |
| Total Books & Supplies           |                               | 1,152,587                       | 1,069,621                      | -7.20%                      | 1,073,174                      | 0.33%                       |
|                                  |                               |                                 |                                |                             |                                |                             |
|                                  |                               | Actual<br>Expended<br>2014-2015 | Adopted<br>Budget<br>2015-2016 | %<br>Increase<br>(Decrease) | Adopted<br>Budget<br>2016-2017 | %<br>Increase<br>(Decrease) |
| <b>Buildings &amp; Equipment</b> |                               |                                 |                                |                             |                                |                             |
| 73011                            | Equipment - Instructional     | 16,741                          | 16,374                         | -2.19%                      | 13,228                         | -19.21%                     |
| 73012                            | Equipment - Non-Instructional | 44,516                          | 1,710                          | -96.16%                     | 1,710                          | 0.00%                       |
| 73014                            | Technology - Hardware         | 169,902                         | 81,567                         | -51.99%                     | 99,400                         | 21.86%                      |
| 73015                            | Technology - Software         | 123,551                         | 108,891                        | -11.87%                     | 119,830                        | 10.05%                      |
| Total Buildings & Equipment      |                               | 354,710                         | 208,542                        | -41.21%                     | 234,168                        | 12.29%                      |
|                                  |                               |                                 |                                |                             |                                |                             |
|                                  |                               | Actual<br>Expended<br>2014-2015 | Adopted<br>Budget<br>2015-2016 | %<br>Increase<br>(Decrease) | Adopted<br>Budget<br>2016-2017 | %<br>Increase<br>(Decrease) |
| <b>Dues &amp; Fees</b>           |                               |                                 |                                |                             |                                |                             |
| 81000                            | Dues & Fees                   | 54,079                          | 64,285                         | 18.87%                      | 86,765                         | 34.97%                      |
| Total BOE Budget                 |                               | \$ 19,248,656                   | \$ 19,695,092                  | 2.31%                       | \$ 19,866,840                  | 0.87%                       |

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**How Every \$100 Dollars Is Spent**  
**As of May 9, 2016**

| <b>Town Functions</b>                               | <b>2013-2014<br/>Actual<br/>Expended</b> | <b>2014-2015<br/>Actual<br/>Expended</b> | <b>2015-2016<br/>Revised<br/>Budget</b> | <b>2016-2017<br/>Adopted<br/>Budget</b> |
|---|--|--|---|---|
| <b>General Government Operating Functions</b>       |  |  |   |   |
| General Government                                  | \$ 4.28                                  | \$ 4.08                                  | \$ 4.25                                 | \$ 4.32                                 |
| Public Safety                                       | 5.56                                     | 5.61                                     | 5.83                                    | 5.94                                    |
| Public Works (includes Buildings & Grounds)         | 6.86                                     | 7.06                                     | 6.86                                    | 6.90                                    |
| Planning & Development                              | 0.47                                     | 0.42                                     | 0.50                                    | 0.55                                    |
| Health & Human Services                             | 0.85                                     | 0.86                                     | 0.91                                    | 0.93                                    |
| Portland Library                                    | 2.06                                     | 2.13                                     | 2.15                                    | 2.20                                    |
| Employee Fringe Benefits                            | 7.59                                     | 7.62                                     | 8.08                                    | 8.21                                    |
| Risk Management                                     | 0.36                                     | 0.38                                     | 0.47                                    | 0.48                                    |
| <b>Total Gen Govt Operating Functions</b>           | <b>28.02</b>                             | <b>28.17</b>                             | <b>29.04</b>                            | <b>29.53</b>                            |
| <b>Non-Operating Functions</b>                      |  |  |   |   |
| Debt Service  | 5.91                                     | 6.61                                     | 6.27                                    | 5.46                                    |
| Sundry (includes interfund xfers out & contingency) | 4.81                                     | 3.30                                     | 3.37                                    | 3.86                                    |
| <b>Total Non-Operating Functions</b>                | <b>10.72</b>                             | <b>9.91</b>                              | <b>9.64</b>                             | <b>9.32</b>                             |
| <b>Total General Government Functions</b>           | <b>38.73</b>                             | <b>38.08</b>                             | <b>38.68</b>                            | <b>38.85</b>                            |
| <b>Board of Education</b>                           | <b>61.27</b>                             | <b>61.92</b>                             | <b>61.32</b>                            | <b>61.15</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 2016-2017**  
**As of May 9, 2016**

| <b>General Government Budget</b>  | <b>2014-2015<br/>Actual<br/>Expended</b> | <b>2015-2016<br/>Revised<br/>Budget</b> | <b>2016-2017<br/>Adopted<br/>Budget</b> | <b>\$ Increase<br/>(Decrease) from<br/>Prior Year</b> |
|-----------------------------------|--|---|---|---|
| <b>Operating Expenditures</b>     |  |   |   |   |
| Personnel Expenditures            | \$ 4,140,090                             | \$ 4,270,125                            | \$ 4,406,850                            | \$ 136,725  |
| Employee Fringe Benefits          | 2,358,137                                | 2,589,878                               | 2,656,235                               | 66,357  |
| Contractual Services              | 814,176                                  | 913,297                                 | 965,108                                 | 51,811  |
| Repairs                           | 185,575                                  | 192,850                                 | 201,600                                 | 8,750   |
| Utilities                         | 374,411                                  | 420,030                                 | 407,900                                 | (12,130)  |
| Commodities                       | 778,877                                  | 818,426                                 | 829,357                                 | 10,931  |
| Equipment                         | 18,005                                   | 12,350                                  | 12,350                                  | -   |
| Miscellaneous                     | 86,217                                   | 110,151                                 | 114,551                                 | 4,400   |
| Total Operating Expenditures      | 8,755,488                                | 9,327,107                               | 9,593,951                               | 266,844   |
| <b>Non-Operating Expenditures</b> |  |   |   |   |
| Debt Service                      | 2,056,044                                | 2,012,165                               | 1,773,264                               | (238,901)   |
| Interfund Transfers Out           | 1,014,137                                | 982,745                                 | 1,153,867                               | 171,122   |
| Contingency                       | 11,397                                   | 100,000                                 | 100,000                                 | -   |
| Total Non-Operating Expenditures  | 3,081,578                                | 3,094,910                               | 3,027,131                               | (67,779)  |
| <b>Total General Government</b>   | <b>\$ 11,837,066</b>                     | <b>\$ 12,422,017</b>                    | <b>\$ 12,621,082</b>                    | <b>\$ 199,065</b>                                     |
| Percentage increase/(decrease)    |  | <b>4.94%</b>                            | <b>1.60%</b>                            |   |

|                                   | <b>2016-2017<br/>Adopted<br/>Budget</b> | <b>% of<br/>Adopted<br/>Budget</b> |
|-----------------------------------|---|------------------------------------|
| <b>Operating Expenditures</b>     |   |                                    |
| Personnel Expenditures            | \$ 4,406,850                            | 34.92%                             |
| Employee Fringe Benefits          | 2,656,235                               | 21.05%                             |
| Contractual Services              | 965,108                                 | 7.65%                              |
| Repairs                           | 201,600                                 | 1.60%                              |
| Utilities                         | 407,900                                 | 3.23%                              |
| Commodities                       | 829,357                                 | 6.57%                              |
| Equipment                         | 12,350                                  | 0.10%                              |
| Miscellaneous                     | 114,551                                 | 0.91%                              |
| Total Operating Expenditures      | 9,593,951                               | 76.02%                             |
| <b>Non-Operating Expenditures</b> |   |                                    |
| Debt Service                      | 1,773,264                               | 14.05%                             |
| Interfund Transfers Out           | 1,153,867                               | 9.14%                              |
| Contingency                       | 100,000                                 | 0.79%                              |
| Total Non-Operating Expenditures  | 3,027,131                               | 23.98%                             |
| <b>Total General Government</b>   | <b>\$ 12,621,082</b>                    | <b>100.00%</b>                     |



**Town of Portland, Connecticut**  
**Adopted Board of Education Expenditure Budget Organization Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

| <b>Board of Education Budget</b>               | <b>2014-2015<br/>Actual<br/>Expended</b> | <b>2015-2016<br/>Revised<br/>Budget</b> | <b>2016-2017<br/>Adopted<br/>Budget</b> | <b>\$ Increase<br/>(Decrease) from<br/>Prior Year</b> |
|--|--|---|---|---|
| <b>Operating Expenditures</b>                  |  |   |   |   |
| Personnel Expenditures                         | \$ 11,823,705                            | \$ 12,266,455                           | \$ 12,691,242                           | \$ 424,787  |
| Employee Fringe Benefits                       | 3,521,827                                | 4,036,346                               | 3,661,629                               | (374,717)   |
| Contractual Services                           | 470,134                                  | 460,557                                 | 411,368                                 | (49,189)  |
| Repairs  | 470,749                                  | 224,370                                 | 230,070                                 | 5,700   |
| Utilities (incl. transportation, ins, tuition) | 1,400,865                                | 1,364,916                               | 1,478,424                               | 113,508   |
| Commodities                                    | 1,152,587                                | 1,069,621                               | 1,073,174                               | 3,553   |
| Equipment                                      | 354,710                                  | 208,542                                 | 234,168                                 | 25,626  |
| Miscellaneous                                  | 54,079                                   | 64,285                                  | 86,765                                  | 22,480  |
| Total Operating Expenditures                   | 19,248,656                               | 19,695,092                              | 19,866,840                              | 171,748   |
| <b>Total Board of Education</b>                | <b>\$ 19,248,656</b>                     | <b>\$ 19,695,092</b>                    | <b>\$ 19,866,840</b>                    | <b>\$ 171,748</b>                                     |
| Percentage increase/(decrease)                 |  | <b>2.32%</b>                            | <b>0.87%</b>                            |   |

|                                 | <b>2016-2017<br/>Adopted<br/>Budget</b> | <b>% of<br/>Adopted<br/>Budget</b> |
|---------------------------------|---|------------------------------------|
| <b>Operating Expenditures</b>   |   |                                    |
| Personnel Expenditures          | \$ 12,691,242                           | 63.88%                             |
| Employee Fringe Benefits        | 3,661,629                               | 18.43%                             |
| Contractual Services            | 411,368                                 | 2.07%                              |
| Repairs                         | 230,070                                 | 1.16%                              |
| Utilities                       | 1,478,424                               | 7.44%                              |
| Commodities                     | 1,073,174                               | 5.40%                              |
| Equipment                       | 234,168                                 | 1.18%                              |
| Miscellaneous                   | 86,765                                  | 0.44%                              |
| Total Operating Expenditures    | 19,866,840                              | 100.00%                            |
| <b>Total Board of Education</b> | <b>\$ 19,866,840</b>                    | <b>100.00%</b>                     |

**Town of Portland, Connecticut**  
**Adopted Town Expenditure Budget Organization Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

| <b>Town Budget</b>                | <b>2014-2015<br/>Actual<br/>Expended</b> | <b>2015-2016<br/>Revised<br/>Budget</b> | <b>2016-2017<br/>Adopted<br/>Budget</b> | <b>\$ Increase<br/>(Decrease) from<br/>Prior Year</b> |
|-----------------------------------|--|---|---|---|
| <b>Operating Expenditures</b>     |  |   |   |   |
| Personnel Expenditures            | \$ 15,963,795                            | \$ 16,536,580                           | \$ 17,098,092                           | \$ 561,512  |
| Employee Fringe Benefits          | 5,879,964                                | 6,626,224                               | 6,317,864                               | (308,360)   |
| Contractual Services              | 1,284,310                                | 1,373,854                               | 1,376,476                               | 2,622   |
| Repairs                           | 656,324                                  | 417,220                                 | 431,670                                 | 14,450  |
| Utilities                         | 1,775,276                                | 1,784,946                               | 1,886,324                               | 101,378   |
| Commodities                       | 1,931,464                                | 1,888,047                               | 1,902,531                               | 14,484  |
| Equipment                         | 372,715                                  | 220,892                                 | 246,518                                 | 25,626  |
| Miscellaneous                     | 140,296                                  | 174,436                                 | 201,316                                 | 26,880  |
| Total Operating Expenditures      | 28,004,144                               | 29,022,199                              | 29,460,791                              | 438,592   |
| <b>Non-Operating Expenditures</b> |  |   |   |   |
| Debt Service                      | 2,056,044                                | 2,012,165                               | 1,773,264                               | (238,901)   |
| Interfund Transfers Out           | 1,014,137                                | 982,745                                 | 1,153,867                               | 171,122   |
| Contingency                       | 11,397                                   | 100,000                                 | 100,000                                 | 0   |
| Total Non-Operating Expenditures  | 3,081,578                                | 3,094,910                               | 3,027,131                               | (67,779)  |
| <b>Total Town Budget</b>          | <b>\$ 31,085,722</b>                     | <b>\$ 32,117,109</b>                    | <b>\$ 32,487,922</b>                    | <b>\$ 370,813</b>                                     |
| Percentage increase/(decrease)    |  | <b>3.32%</b>                            | <b>1.15%</b>                            |   |

|                                   | <b>2016-2017<br/>Adopted<br/>Budget</b> | <b>% of<br/>Adopted<br/>Budget</b> |
|-----------------------------------|---|------------------------------------|
| <b>Operating Expenditures</b>     |   |                                    |
| Personnel Expenditures            | \$ 17,098,092                           | 52.63%                             |
| Employee Fringe Benefits          | 6,317,864                               | 19.45%                             |
| Contractual Services              | 1,376,476                               | 4.24%                              |
| Repairs                           | 431,670                                 | 1.33%                              |
| Utilities                         | 1,886,324                               | 5.81%                              |
| Commodities                       | 1,902,531                               | 5.86%                              |
| Equipment                         | 246,518                                 | 0.76%                              |
| Miscellaneous                     | 201,316                                 | 0.62%                              |
| Total Operating Expenditures      | 29,460,791                              | 90.68%                             |
| <b>Non-Operating Expenditures</b> |   |                                    |
| Debt Service                      | 1,773,264                               | 5.46%                              |
| Interfund Transfers Out           | 1,153,867                               | 3.55%                              |
| Contingency                       | 100,000                                 | 0.31%                              |
| Total Non-Operating Expenditures  | 3,027,131                               | 9.32%                              |
| <b>Total Town Budget</b>          | <b>\$ 32,487,922</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 taped 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 2016-2017**  
**As of May 9, 2016**

|                                |                                  | <b>2013-2014</b> | <b>2014-2015</b> | <b>2015-2016</b> | <b>2016-2017</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              | \$ 1,268         | \$ 1,584         | \$ 3,000         | \$ 3,000         |
| 14002                          | Charter revision clerk payroll   | -                | -                | -                | -                |
| -                              | School building committee clerk  | -                | -                | -                | -                |
| 14008                          | Selectmen stipends               | 6,000            | 5,333            | 6,000            | 6,000            |
| 22000                          | FICA/Medicare                    | -                | -                | -                | -                |
|                                | Total Personnel Expenditures     | <u>7,268</u>     | <u>6,917</u>     | <u>9,000</u>     | <u>9,000</u>     |
| <b>Miscellaneous</b>           |                                  |                  |                  |                  |                  |
| 88001                          | Program services                 | 1,991            | 2,000            | 2,750            | 2,750            |
| 88004                          | Project graduation               | 1,000            | 1,000            | 1,000            | 1,000            |
| 88021                          | Charter revision commission      | -                | -                | -                | -                |
|                                | Total Miscellaneous Expenditures | <u>2,991</u>     | <u>3,000</u>     | <u>3,750</u>     | <u>3,750</u>     |
| <b>01-001</b>                  | <b>Total Board of Selectmen</b>  | <u>\$ 10,259</u> | <u>\$ 9,917</u>  | <u>\$ 12,750</u> | <u>\$ 12,750</u> |
| Percentage increase/(decrease) |                                  |                  |                  |                  | <u>0.00%</u>     |

**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 2016-2017**  
**As of May 9, 2016**

|                                |                                  | <b>2013-2014</b>         | <b>2014-2015</b>         | <b>2015-2016</b>         | <b>2016-2017</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                  | \$ 141,880               | \$ 146,503               | \$ 147,500               | <b>\$ 151,500</b>        |
| 19002                          | Longevity                        | -                        | -                        | -                        | -                        |
| 21001                          | Medical insurance                | -                        | -                        | -                        | -                        |
| 22000                          | FICA/Medicare                    | -                        | -                        | -                        | -                        |
|                                | Total Personnel Expenditures     | <u>141,880</u>           | <u>146,503</u>           | <u>147,500</u>           | <b>151,500</b>           |
| <b>Contractual Services</b>    |                                  |                          |                          |                          |                          |
| 32000                          | Conferences, meetings, dues      | <u>434</u>               | <u>295</u>               | <u>600</u>               | <b>600</b>               |
|                                | Total Contractual Services       | <u>434</u>               | <u>295</u>               | <u>600</u>               | <b>600</b>               |
| <b>Commodities</b>             |                                  |                          |                          |                          |                          |
| 54000                          | Advertising & publications       | -                        | -                        | -                        | -                        |
| 61000                          | Office supplies                  | -                        | -                        | -                        | -                        |
|                                | Total Commodities                | <u>-</u>                 | <u>-</u>                 | <u>-</u>                 | <b>-</b>                 |
| <b>Miscellaneous</b>           |                                  |                          |                          |                          |                          |
| 86003                          | CT Conf of Municipalities        | 5,897                    | 5,897                    | 5,897                    | <b>5,897</b>             |
| 86004                          | CT Council of Small Towns        | 825                      | 825                      | 825                      | <b>825</b>               |
| 86005                          | Middlesex Chamber                | 527                      | 589                      | 600                      | <b>600</b>               |
| 88001                          | Program services                 | 570                      | 170                      | 3,000                    | <b>3,000</b>             |
| 88010                          | Safety committee                 | -                        | -                        | -                        | -                        |
| 88022                          | Town report                      | <u>1,116</u>             | <u>-</u>                 | <u>1,500</u>             | <b>1,500</b>             |
|                                | Total Miscellaneous Expenditures | <u>8,935</u>             | <u>7,481</u>             | <u>11,822</u>            | <b>11,822</b>            |
| <b>01-002</b>                  | <b>Total First Selectwoman</b>   | <u><u>\$ 151,249</u></u> | <u><u>\$ 154,279</u></u> | <u><u>\$ 159,922</u></u> | <u><u>\$ 163,922</u></u> |
| Percentage increase/(decrease) |                                  |                          |                          |                          | <u><u>2.50%</u></u>      |

**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 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 2016-2017**  
**As of May 9, 2016**

|                                |                                | <b>2013-2014</b> | <b>2014-2015</b> | <b>2015-2016</b> | <b>2016-2017</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                  | 78               | 80               | 250              | 250              |
|                                | Total Miscellaneous            | 78               | 80               | 250              | 250              |
| <b>01-003</b>                  | <b>Total Ethics Commission</b> | <b>\$ 78</b>     | <b>\$ 80</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. Portland will provide approximately 23.88% of the expenditures of the regional Probate Court.
- 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 2016-2017**  
**As of May 9, 2016**

|                                |                             | <b>2013-2014</b>        | <b>2014-2015</b>        | <b>2015-2016</b>        | <b>2016-2017</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           | \$ 11,372               | \$ 10,476               | \$ 10,500               | <b>\$ 10,250</b>               |
| 31001                          | Office equip repair & maint | -                       | -                       | -                       | -                              |
| 33002                          | Indexing and recording      | -                       | -                       | -                       | -                              |
|                                | Total Contractual Services  | <u>11,372</u>           | <u>10,476</u>           | <u>10,500</u>           | <b>10,250</b>                  |
| <b>Commodities</b>             |                             |                         |                         |                         |                                |
| 61000                          | Office supplies             | -                       | -                       | -                       | -                              |
|                                | Total Commodities           | <u>-</u>                | <u>-</u>                | <u>-</u>                | -                              |
| <b>01-006</b>                  | <b>Total Probate Court</b>  | <u><u>\$ 11,372</u></u> | <u><u>\$ 10,476</u></u> | <u><u>\$ 10,500</u></u> | <u><u><b>\$ 10,250</b></u></u> |
| Percentage increase/(decrease) |                             |                         |                         |                         | <u><u><b>-2.38%</b></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) Presidential election and one (1) referendum. 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.
- Training costs have increased due to State of CT requirements for Registrars.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

|                                |                              | <b>2013-2014</b> | <b>2014-2015</b> | <b>2015-2016</b> | <b>2016-2017</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            | \$ 11,890        | \$ 12,382        | \$ 14,500        | \$ 14,500        |
| 14006                          | Voter canvassing             | 853              | 742              | 1,000            | 1,250            |
| 14007                          | Election workers stipends    | 5,155            | 9,040            | 11,000           | 12,550           |
| 22000                          | FICA/Medicare                | -                | -                | -                | -                |
|                                | Total Personnel Expenditures | <u>17,898</u>    | <u>22,164</u>    | <u>26,500</u>    | <u>28,300</u>    |
| <b>Contractual Services</b>    |                              |                  |                  |                  |                  |
| 31003                          | Voting machine maint         | 769              | 2,453            | 2,750            | 4,000            |
| 32000                          | Conferences, meetings, dues  | 1,040            | 855              | 900              | 2,750            |
|                                | Total Contractual Services   | <u>1,809</u>     | <u>3,308</u>     | <u>3,650</u>     | <u>6,750</u>     |
| <b>Commodities</b>             |                              |                  |                  |                  |                  |
| 61007                          | Voting mach supplies         | -                | -                | -                | -                |
| 69000                          | Election supplies            | 3,612            | 4,227            | 6,500            | 8,500            |
|                                | Total Commodities            | <u>3,612</u>     | <u>4,227</u>     | <u>6,500</u>     | <u>8,500</u>     |
| <b>Miscellaneous</b>           |                              |                  |                  |                  |                  |
| -                              | Voter canvassing             | -                | -                | -                | -                |
|                                | Total Miscellaneous          | <u>-</u>         | <u>-</u>         | <u>-</u>         | <u>-</u>         |
| <b>01-007 Total Elections</b>  |                              | <u>\$ 23,319</u> | <u>\$ 29,699</u> | <u>\$ 36,650</u> | <u>\$ 43,550</u> |
| Percentage increase/(decrease) |                              |                  |                  |                  | <u>18.83%</u>    |

**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 December 31, 2015 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 Tax Collector to get credit cards implemented in the tax office.
- Worked with the BOE to get credit cards in the Portland Food Service Program

**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 2016-2017**  
**As of May 9, 2016**

| <b>01-010 Finance Department</b>       | <b>2013-2014<br/>Actual<br/>Expended</b> | <b>2014-2015<br/>Actual<br/>Expended</b> | <b>2015-2016<br/>Revised<br/>Budget</b> | <b>2016-2017<br/>Adopted<br/>Budget</b> |
|--|--|--|---|---|
| <b>Personnel Expenditures</b>          |  |  |   |   |
| 11001 Regular payroll                  | \$ 243,802                               | \$ 251,049                               | \$ 259,000                              | \$ 268,200                              |
| 11003 Part-time payroll                | 33,681                                   | 39,301                                   | 41,600                                  | 41,600                                  |
| 14020 Rental use of buildings          | 6,825                                    | 7,542                                    | 10,000                                  | 10,000                                  |
| 19002 Longevity                        | -  | -  | -                                       | -                                       |
| 21001 Medical insurance                | -  | -  | -                                       | -                                       |
| 22000 FICA/Medicare                    | -  | -  | -                                       | -                                       |
| Total Personnel Expenditures           | <u>284,308</u>                           | <u>297,892</u>                           | <u>310,600</u>                          | <u>319,800</u>                          |
| <b>Contractual Services</b>            |  |  |   |   |
| 31000 Service contracts                | 20,292                                   | 21,712                                   | 28,500                                  | 29,500                                  |
| 32000 Conferences, meetings, dues      | 1,190                                    | 1,435                                    | 4,000                                   | 4,000                                   |
| 33001 Audit fees                       | 13,505                                   | 13,589                                   | 13,900                                  | 13,900                                  |
| 33005 Bank fees                        | 294                                      | 462                                      | 1,750                                   | 1,750                                   |
| 34001 Data processing                  | 6,468                                    | 5,098                                    | 8,000                                   | 8,000                                   |
| Total Contractual Services             | <u>41,749</u>                            | <u>42,296</u>                            | <u>56,150</u>                           | <u>57,150</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                    | 14,380                                   | 9,036                                    | 15,000                                  | 15,000                                  |
| Total Miscellaneous Expenditures       | <u>14,380</u>                            | <u>9,036</u>                             | <u>15,000</u>                           | <u>15,000</u>                           |
| <b>01-010 Total Finance Department</b> | <u><u>\$ 340,437</u></u>                 | <u><u>\$ 349,224</u></u>                 | <u><u>\$ 381,750</u></u>                | <u><u>\$ 391,950</u></u>                |

Percentage increase/(decrease) 2.67%

**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. Explore the 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, 2015 was 98.3%.

**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 2016-2017**  
**As of May 9, 2016**

|                                |                                   | <b>2013-2014</b>        | <b>2014-2015</b>        | <b>2015-2016</b>        | <b>2016-2017</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                   | \$ 59,924               | \$ 62,202               | \$ 63,900               | <b>\$ 67,000</b>        |
| 11003                          | Part-time payroll                 | -                       | -                       | -                       | -                       |
| 19002                          | Longevity                         | -                       | -                       | -                       | -                       |
| 21001                          | Medical insurance                 | -                       | -                       | -                       | -                       |
| 22000                          | FICA/Medicare                     | -                       | -                       | -                       | -                       |
|                                | Total Personnel Expenditures      | <u>59,924</u>           | <u>62,202</u>           | <u>63,900</u>           | <b>67,000</b>           |
| <b>Contractual Services</b>    |                                   |                         |                         |                         |                         |
| 31000                          | Service contracts                 | 16,885                  | 17,489                  | 18,500                  | <b>19,000</b>           |
| 32000                          | Conferences, meetings, dues       | 919                     | 456                     | 1,250                   | <b>1,250</b>            |
| 34001                          | Data processing                   | -                       | -                       | -                       | -                       |
| 36005                          | DMV delinquent charge             | 2,285                   | 2,265                   | -                       | -                       |
|                                | Total Contractual Services        | <u>20,089</u>           | <u>20,210</u>           | <u>19,750</u>           | <b>20,250</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><b>\$ 80,013</b></u> | <u><b>\$ 82,412</b></u> | <u><b>\$ 83,650</b></u> | <u><b>\$ 87,250</b></u> |
| Percentage increase/(decrease) |                                   |                         |                         |                         | <u><b>4.30%</b></u>     |



**Department Name:**

**Assessor**

**Department #: 01-012**

**Mission & Purpose:**

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

**Goals & Objectives:**

1. Administer the tax relief programs for the elderly, disable and military veterans.
2. Commence and implement the State mandated 2016 grand list revaluation of all taxable and non-taxable property in Portland.

**Accomplishments:**

- Continued to accomplish improvements to the level of customer service offered by this office.

**Fiscal Notes:**

- Personnel expenditures cover one (1) full-time assessor and 17.5 hours per week for the clerk assistant.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

|                                |                              | <b>2013-2014</b>         | <b>2014-2015</b>        | <b>2015-2016</b>         | <b>2016-2017</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              | \$ 103,123               | \$ 79,496               | \$ 100,000               | \$ 92,500                |
| 11003                          | Part-time payroll            | -                        | -                       | -                        | -                        |
| 19002                          | Longevity                    | -                        | -                       | -                        | -                        |
| 21001                          | Medical insurance            | -                        | -                       | -                        | -                        |
| 22000                          | FICA/Medicare                | -                        | -                       | -                        | -                        |
|                                | Total Personnel Expenditures | <u>103,123</u>           | <u>79,496</u>           | <u>100,000</u>           | <u>92,500</u>            |
| <b>Contractual Services</b>    |                              |                          |                         |                          |                          |
| 31000                          | Service contracts            | 13,150                   | 13,500                  | 17,095                   | 17,095                   |
| 32000                          | Conferences, meetings, dues  | 1,728                    | 971                     | 1,950                    | 1,950                    |
| 33001                          | Audit fees                   | 2,500                    | -                       | 2,500                    | 2,500                    |
| 34001                          | Data processing              | -                        | -                       | -                        | -                        |
|                                | Total Contractual Services   | <u>17,378</u>            | <u>14,471</u>           | <u>21,545</u>            | <u>21,545</u>            |
| <b>Commodities</b>             |                              |                          |                         |                          |                          |
| 54000                          | Advertising & publications   | -                        | -                       | -                        | -                        |
| 61000                          | Office supplies              | -                        | -                       | -                        | -                        |
|                                | Total Commodities            | <u>-</u>                 | <u>-</u>                | <u>-</u>                 | <u>-</u>                 |
| <b>01-012</b>                  | <b>Total Assessor</b>        | <u><u>\$ 120,501</u></u> | <u><u>\$ 93,967</u></u> | <u><u>\$ 121,545</u></u> | <u><u>\$ 114,045</u></u> |
| Percentage increase/(decrease) |                              |                          |                         |                          | <u><u>-6.17%</u></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:**

1. 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. The increase in costs is due to the anticipated increase in work associated with the revaluation year.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

|                                |  | <b>2013-2014</b> | <b>2014-2015</b> | <b>2015-2016</b> | <b>2016-2017</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           | \$ 200           |
| 14011                          | Member stipends                          | 755              | 950              | 950              | 1,250            |
|                                | Total Personnel Expenditures             | 755              | 950              | 1,150            | 1,450            |
| <b>01-013</b>                  | <b>Total Board of Assessment Appeals</b> | <b>\$ 755</b>    | <b>\$ 950</b>    | <b>\$ 1,150</b>  | <b>\$ 1,450</b>  |
| Percentage increase/(decrease) |  |                  |                  |                  | <b>26.09%</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:**

- Additional dollars are set aside for the three labor contracts to be negotiated this year.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

|                                |                                | <b>2013-2014</b>         | <b>2014-2015</b>        | <b>2015-2016</b>        | <b>2016-2017</b>        |
|--------------------------------|--------------------------------|--------------------------|-------------------------|-------------------------|-------------------------|
|                                |                                | <b>Actual</b>            | <b>Actual</b>           | <b>Revised</b>          | <b>Adopted</b>          |
| <b>01-014</b>                  | <b>Town Counsel</b>            | <b>Expended</b>          | <b>Expended</b>         | <b>Budget</b>           | <b>Budget</b>           |
| <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        | 68,749                   | 22,569                  | 28,500                  | <b>35,000</b>           |
| 37006                          | Freedom of information         | 1,184                    | 24                      | 2,000                   | <b>2,000</b>            |
| 37012                          | Suits & settlements            | 5,550                    | 3,836                   | -                       | -                       |
| 37013                          | General Town Counsel           | 8,254                    | 32,476                  | 22,500                  | <b>22,500</b>           |
| 37019                          | Planning & development matters | 28,347                   | 29,787                  | 30,000                  | <b>30,000</b>           |
| 37025                          | Tax matters                    | 3,667                    | 564                     | 5,000                   | <b>5,000</b>            |
| 37029                          | Miscellaneous matters          | -                        | -                       | -                       | -                       |
|                                | Total Contractual Services     | <u>115,751</u>           | <u>89,256</u>           | <u>88,000</u>           | <b>94,500</b>           |
| <b>01-014</b>                  | <b>Total Town Counsel</b>      | <u><u>\$ 115,751</u></u> | <u><u>\$ 89,256</u></u> | <u><u>\$ 88,000</u></u> | <u><u>\$ 94,500</u></u> |
| Percentage increase/(decrease) |                                |                          |                         |                         | <u><u>7.39%</u></u>     |

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

**Mission & Purpose:**

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

**Goals & Objectives:**

1. Continue to serve the public in an efficient and effective manner.
2. Allow payments to be made by credit card.

**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.
- We now offer certified copies of birth certificates to eligible recipients for any children born in the State of Connecticut. This service is possible due to the new ConnVRS System.

**Fiscal Notes:**

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

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

|                                |                             | <b>2013-2014</b>         | <b>2014-2015</b>         | <b>2015-2016</b>         | <b>2016-2017</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             | \$ 146,255               | \$ 129,134               | \$ 125,000               | <b>\$ 129,000</b>        |
| 13002                          | Overtime                    | 111                      | 781                      | 1,000                    | <b>1,000</b>             |
| 19002                          | Longevity                   | -                        | -                        | -                        | -                        |
| 21001                          | Medical insurance           | -                        | -                        | -                        | -                        |
| 22000                          | FICA/Medicare               | -                        | -                        | -                        | -                        |
| Total Personnel Expenditures   |                             | <u>146,366</u>           | <u>129,915</u>           | <u>126,000</u>           | <b>130,000</b>           |
| <b>Contractual Services</b>    |                             |                          |                          |                          |                          |
| 31000                          | Service contracts           | 824                      | 840                      | 900                      | <b>1,000</b>             |
| 32000                          | Conferences, meetings, dues | 245                      | 510                      | 1,500                    | <b>1,500</b>             |
| 33002                          | Indexing & recording        | 22,380                   | 22,783                   | 27,500                   | <b>27,500</b>            |
| -                              | Ordinance preparation       | -                        | -                        | -                        | -                        |
| 34001                          | Data processing             | -                        | -                        | -                        | -                        |
| 35000                          | Vital statistics            | 194                      | 256                      | 1,000                    | <b>1,000</b>             |
| Total Contractual Services     |                             | <u>23,643</u>            | <u>24,389</u>            | <u>30,900</u>            | <b>31,000</b>            |
| <b>Commodities</b>             |                             |                          |                          |                          |                          |
| 54000                          | Advertising & publications  | -                        | -                        | -                        | -                        |
| 61000                          | Office supplies             | -                        | -                        | -                        | -                        |
| Total Commodities              |                             | <u>-</u>                 | <u>-</u>                 | <u>-</u>                 | -                        |
| <b>01-015 Total Town Clerk</b> |                             | <u><u>\$ 170,009</u></u> | <u><u>\$ 154,304</u></u> | <u><u>\$ 156,900</u></u> | <u><u>\$ 161,000</u></u> |
| Percentage increase/(decrease) |                             |                          |                          |                          | <u><u>2.61%</u></u>      |



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

**Mission & Purpose:**

The Central Services Department is not a Town Department but rather an activity or portion of the budget used to detail costs that cannot be or are difficult to departmentalize such as the rental cost of the postage machine equipment, Town-wide equipment related service contracts, 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 2016-2017**  
**As of May 9, 2016**

|                                      |                                      | 2013-2014        | 2014-2015        | 2015-2016         | 2016-2017         |
|--------------------------------------|--------------------------------------|------------------|------------------|-------------------|-------------------|
|                                      |                                      | 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                    | 25,088           | 25,996           | 29,500            | 31,500            |
| 31001                                | Office equip repair & maint          | 743              | 2,135            | 2,000             | 2,000             |
| 34001                                | Data processing supplies             | 1,994            | 1,562            | 2,500             | 2,500             |
| -                                    | Publication costs                    | -                | -                | -                 | -                 |
|                                      | Total Contractual Services           | 27,825           | 29,693           | 34,000            | 36,000            |
| <b>Repairs</b>                       |                                      |                  |                  |                   |                   |
| -                                    | Equipment repairs                    | -                | -                | -                 | -                 |
|                                      | Total Repairs                        | -                | -                | -                 | -                 |
| <b>Utilities</b>                     |                                      |                  |                  |                   |                   |
| 53000                                | Postage                              | 20,219           | 20,840           | 21,000            | 20,000            |
| 54000                                | Advertising, printing & publications | 15,514           | 20,953           | 20,000            | 20,000            |
| -                                    | Printing                             | -                | -                | -                 | -                 |
| 58580                                | Travel and mileage expense           | 2,286            | 2,707            | 3,750             | 3,750             |
|                                      | Total Utilities                      | 38,019           | 44,500           | 44,750            | 43,750            |
| <b>Commodities</b>                   |                                      |                  |                  |                   |                   |
| 61000                                | Office supplies                      | 13,543           | 12,940           | 15,500            | 15,500            |
| 61005                                | Copier/printing supplies             | 6,487            | 5,833            | 6,000             | 6,000             |
| -                                    | Subscriptions & publications         | -                | -                | -                 | -                 |
|                                      | Total Commodities                    | 20,030           | 18,773           | 21,500            | 21,500            |
| <b>Equipment</b>                     |                                      |                  |                  |                   |                   |
| -                                    | Equipment                            | -                | -                | -                 | -                 |
|                                      | Total Equipment                      | -                | -                | -                 | -                 |
| <b>01-016 Total Central Services</b> |                                      | <b>\$ 85,874</b> | <b>\$ 92,966</b> | <b>\$ 100,250</b> | <b>\$ 101,250</b> |
| Percentage increase/(decrease)       |                                      |                  |                  |                   | <b>1.00%</b>      |

**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 connecting 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. Continue to update Assessor's parcel layer and infrastructure GIS maps as needed.
5. Work with the Director of Finance to assist in the auction of surplus town equipment and vehicles.
6. Develop fiber conductivity to the Water Pollution Control Facility and the Animal Shelter.
7. Continue ongoing collaboration with Lower Connecticut River Valley Council of Governments (RiverCOG) in developing regional GIS maps.
8. Work with the Fire Marshal's office in assessing needs for monitoring town buildings for fire and burglar protection.
9. Digitize the Town Clerk Records to searchable data bases and data link for vital statistics.

**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.
- Completed migration of FireHouse Software to cloud-based solution.

**Fiscal Notes:**

- Personnel expenditures cover one (1) administrator, one (1) assistant clerk (increase from 35 to 40 hours/week) 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 2016-2017**  
**As of May 9, 2016**

| <b>01-017</b>                 | <b>Technology Department</b>            | <b>2013-2014<br/>Actual<br/>Expended</b> | <b>2014-2015<br/>Actual<br/>Expended</b> | <b>2015-2016<br/>Revised<br/>Budget</b> | <b>2016-2017<br/>Adopted<br/>Budget</b> |
|-------------------------------|---|--|--|---|---|
| <b>Personnel Expenditures</b> |   |  |  |   |   |
| 11001                         | Regular payroll                         | \$ 76,835                                | \$ 78,985                                | \$ 116,000                              | <b>\$ 124,000</b>                       |
| 11003                         | Part-time payroll                       | 44,301                                   | 37,679                                   | 9,000                                   | <b>9,000</b>                            |
| 13002                         | Overtime                                | 15,266                                   | 13,003                                   | 10,000                                  | <b>10,000</b>                           |
| 19002                         | Longevity                               | -  | -  | -                                       | -                                       |
| 21001                         | Medical insurance                       | -  | -  | -                                       | -                                       |
| 22000                         | FICA/Medicare                           | -  | -  | -                                       | -                                       |
|                               | <b>Total Personnel Expenditures</b>     | <b>136,402</b>                           | <b>129,667</b>                           | <b>135,000</b>                          | <b>143,000</b>                          |
| <b>Contractual Services</b>   |   |  |  |   |   |
| 31000                         | Service contracts                       | 575                                      | 595                                      | 1,000                                   | <b>1,000</b>                            |
| 31001                         | Office equip repair & maint             | 85                                       | 83                                       | 1,500                                   | <b>1,500</b>                            |
| 31008                         | Licensing software                      | 17,315                                   | 19,695                                   | 20,500                                  | <b>21,000</b>                           |
| 32000                         | Conferences, meetings, dues             | 902                                      | 249                                      | 1,000                                   | <b>1,000</b>                            |
| 34001                         | Data processing supplies                | 3,405                                    | 4,130                                    | 6,750                                   | <b>6,750</b>                            |
| 36004                         | Telecommunications                      | 2,005                                    | 3,383                                    | 7,100                                   | <b>7,100</b>                            |
| 36050                         | Computer network maintenance            | 33,760                                   | 42,010                                   | 34,500                                  | <b>34,500</b>                           |
|                               | <b>Total Contractual Services</b>       | <b>58,047</b>                            | <b>70,145</b>                            | <b>72,350</b>                           | <b>72,850</b>                           |
| <b>Repairs</b>                |   |  |  |   |   |
| 44003                         | Equipment repair/rental                 | -  | -  | -                                       | -                                       |
|                               | <b>Total Repairs</b>                    | <b>-</b>                                 | <b>-</b>                                 | <b>-</b>                                | <b>-</b>                                |
| <b>Utilities</b>              |   |  |  |   |   |
| 51001                         | Gas & diesel fuel                       | 1,857                                    | 1,236                                    | 1,825                                   | <b>1,400</b>                            |
|                               | <b>Total Utilities</b>                  | <b>1,857</b>                             | <b>1,236</b>                             | <b>1,825</b>                            | <b>1,400</b>                            |
| <b>Commodities</b>            |   |  |  |   |   |
| 61000                         | Office supplies                         | -  | -  | -                                       | -                                       |
| 61001                         | Uniforms                                | 438                                      | 500                                      | 500                                     | <b>500</b>                              |
| -                             | Equipment supplies                      | -  | -  | -                                       | -                                       |
|                               | <b>Total Commodities</b>                | <b>438</b>                               | <b>500</b>                               | <b>500</b>                              | <b>500</b>                              |
| <b>Equipment</b>              |   |  |  |   |   |
| 73000                         | Equipment purchases                     | 6,291                                    | 527                                      | 2,000                                   | <b>2,000</b>                            |
|                               | <b>Total Equipment</b>                  | <b>6,291</b>                             | <b>527</b>                               | <b>2,000</b>                            | <b>2,000</b>                            |
| <b>Miscellaneous</b>          |   |  |  |   |   |
| 88016                         | Miscellaneous                           | -  | -  | -                                       | -                                       |
|                               | <b>Total Miscellaneous Expenditures</b> | <b>-</b>                                 | <b>-</b>                                 | <b>-</b>                                | <b>-</b>                                |
| <b>01-017</b>                 | <b>Total Technology Department</b>      | <b>\$ 203,035</b>                        | <b>\$ 202,075</b>                        | <b>\$ 211,675</b>                       | <b>\$ 219,750</b>                       |

Percentage increase/(decrease) **3.81%**

**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:**

- Developed and trained personnel in critical advance rescue techniques related to rope rescue, dive operations and Rapid Intervention Teams.
- Our current incentive plans continue to attract new members.
- We continue to maintain the current ISO rating after a review in July.

**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 \$1250 stipend per member instead of tax incentive.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

| <b>01-020</b>                 | <b>Fire Departments</b>                 | <b>2013-2014<br/>Actual<br/>Expended</b> | <b>2014-2015<br/>Actual<br/>Expended</b> | <b>2015-2016<br/>Revised<br/>Budget</b> | <b>2016-2017<br/>Adopted<br/>Budget</b> |
|-------------------------------|---|--|--|---|---|
| <b>Personnel Expenditures</b> |   |  |  |   |   |
| 11001                         | Regular payroll                         | \$ 5,898                                 | \$ 6,047                                 | \$ 6,200                                | \$ 6,300                                |
| 11002                         | Clerical payroll                        | 1,384                                    | 1,139                                    | 2,250                                   | 2,250                                   |
| 11003                         | Part-time payroll                       | 20,930                                   | 24,570                                   | 27,000                                  | 84,500                                  |
| -                             | Watchmen                                | -  | -  | -                                       | -                                       |
| 21001                         | Medical insurance                       | -  | -  | -                                       | -                                       |
| 22000                         | FICA/Medicare                           | -  | -  | -                                       | -                                       |
|                               | <b>Total Personnel Expenditures</b>     | <b>28,212</b>                            | <b>31,756</b>                            | <b>35,450</b>                           | <b>93,050</b>                           |
| <b>Contractual Services</b>   |   |  |  |   |   |
| 30000                         | Training                                | 13,183                                   | 20,360                                   | 21,000                                  | 21,000                                  |
| 31000                         | Service contracts                       | 8,109                                    | 8,792                                    | 10,000                                  | 10,000                                  |
| 31008                         | Licensing software                      | 4,607                                    | 4,580                                    | 6,000                                   | 6,000                                   |
| 32000                         | Conferences, meetings, dues             | 2,172                                    | 2,329                                    | 4,000                                   | 4,000                                   |
| 34000                         | Equipment testing                       | 14,197                                   | 15,147                                   | 16,000                                  | 16,000                                  |
| 34001                         | Data processing supplies                | 1,148                                    | -  | 1,500                                   | 1,500                                   |
| 35001                         | Medical exams & supplies                | 20,606                                   | 19,502                                   | 24,000                                  | 24,000                                  |
| 36004                         | Telecommunications                      | 2,043                                    | 2,128                                    | 3,000                                   | 4,000                                   |
|                               | <b>Total Contractual Services</b>       | <b>66,065</b>                            | <b>72,838</b>                            | <b>85,500</b>                           | <b>86,500</b>                           |
| <b>Repairs</b>                |   |  |  |   |   |
| 44003                         | Equipment repair/rental                 | 13,813                                   | 14,575                                   | 13,000                                  | 13,000                                  |
|                               | <b>Total Repairs</b>                    | <b>13,813</b>                            | <b>14,575</b>                            | <b>13,000</b>                           | <b>13,000</b>                           |
| <b>Utilities</b>              |   |  |  |   |   |
| 51001                         | Gas & diesel fuel                       | 11,327                                   | 9,824                                    | 9,700                                   | 8,500                                   |
| 54000                         | Advertising & publications              | -  | -  | -                                       | -                                       |
| 57000                         | Firefighters banquet                    | 7,073                                    | 4,818                                    | 7,000                                   | 7,000                                   |
|                               | <b>Total Utilities</b>                  | <b>18,400</b>                            | <b>14,642</b>                            | <b>16,700</b>                           | <b>15,500</b>                           |
| <b>Commodities</b>            |   |  |  |   |   |
| 61000                         | Office supplies                         | -  | -  | -                                       | -                                       |
| 61001                         | Uniforms                                | 5,087                                    | 2,265                                    | 4,500                                   | 4,500                                   |
| 61003                         | Equipment supplies                      | 80,704                                   | 79,417                                   | 80,000                                  | 80,000                                  |
| 62001                         | Electricity                             | 26,105                                   | 28,470                                   | 30,100                                  | 30,100                                  |
| 62002                         | Water & sewer                           | 2,296                                    | 2,159                                    | 2,800                                   | 2,800                                   |
| 62004                         | Heating fuel                            | 21,599                                   | 19,551                                   | 26,500                                  | 20,250                                  |
| 63001                         | Emergency food fund                     | 1,650                                    | 1,360                                    | 1,500                                   | 1,500                                   |
| 67000                         | Small tools                             | -  | -  | -                                       | -                                       |
|                               | <b>Total Commodities</b>                | <b>137,441</b>                           | <b>133,222</b>                           | <b>145,400</b>                          | <b>139,150</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>\$ 263,931</b>                        | <b>\$ 267,033</b>                        | <b>\$ 296,050</b>                       | <b>\$ 347,200</b>                       |

Percentage increase/(decrease) **17.28%**

**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.
3. Acquire permit tracking software to allow for more effective workflow.

**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 2016-2017**  
**As of May 9, 2016**

|                                |                              | <b>2013-2014</b> | <b>2014-2015</b> | <b>2015-2016</b> | <b>2016-2017</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            | \$ 38,979        | \$ 38,250        | \$ 40,600        | \$ 41,750        |
| 22000                          | FICA/Medicare                | -                | -                | -                | -                |
|                                | Total Personnel Expenditures | <u>38,979</u>    | <u>38,250</u>    | <u>40,600</u>    | <u>41,750</u>    |
| <b>Contractual Services</b>    |                              |                  |                  |                  |                  |
| 32000                          | Conferences, meetings, dues  | <u>1,045</u>     | <u>1,070</u>     | <u>1,000</u>     | <u>1,600</u>     |
|                                | Total Contractual Services   | <u>1,045</u>     | <u>1,070</u>     | <u>1,000</u>     | <u>1,600</u>     |
| <b>Utilities</b>               |                              |                  |                  |                  |                  |
| 51001                          | Gas & diesel fuel            | 635              | 440              | 635              | 500              |
| 55000                          | Fire prevention week         | <u>400</u>       | <u>457</u>       | <u>600</u>       | <u>600</u>       |
|                                | Total Utilities              | <u>1,035</u>     | <u>897</u>       | <u>1,235</u>     | <u>1,100</u>     |
| <b>Commodities</b>             |                              |                  |                  |                  |                  |
| 61000                          | Office supplies              | -                | -                | -                | -                |
| 61001                          | Uniforms                     | 978              | 325              | 600              | 600              |
| 61003                          | Equipment supplies           | <u>555</u>       | <u>129</u>       | <u>1,100</u>     | <u>1,100</u>     |
|                                | Total Commodities            | <u>1,533</u>     | <u>454</u>       | <u>1,700</u>     | <u>1,700</u>     |
| <b>01-021</b>                  | <b>Total Fire Marshal</b>    | <u>\$ 42,592</u> | <u>\$ 40,671</u> | <u>\$ 44,535</u> | <u>\$ 46,150</u> |
| Percentage increase/(decrease) |                              |                  |                  |                  | <u>3.63%</u>     |



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

**Mission & Purpose:**

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

**Goals & Objectives:**

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

**Accomplishments:**

- IT, Fire Marshal, Finance and First Selectwoman's offices worked to transition from a Town managed alarm system to a third-party alarm monitoring company (Tyco).

**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 2016-2017**  
**As of May 9, 2016**

|                                |                                 | <b>2013-2014</b>  | <b>2014-2015</b>  | <b>2015-2016</b>  | <b>2016-2017</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                | \$ 101,342        | \$ 108,212        | \$ 120,014        | \$ 123,240        |
|                                | Total Contractual Services      | 101,342           | 108,212           | 120,014           | 123,240           |
| <b>01-022</b>                  | <b>Total Emergency Dispatch</b> | <u>\$ 101,342</u> | <u>\$ 108,212</u> | <u>\$ 120,014</u> | <u>\$ 123,240</u> |
| Percentage increase/(decrease) |                                 |                   |                   |                   | <u>2.69%</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 eleven (11) member department is charged with allowing the residents of Portland to have the highest quality of life and peace of mind with regard to public safety.

**Goals & Objectives:**

1. Continue to protect our residents in a cost effective manner.
2. Continue to maintain all records internally.
3. Reduce the number of motor vehicle accidents with a more pro-active approach including radar speed checks, sobriety checkpoints, and cell phone use violation checkpoints.
4. Presently working with the State Department of Transportation to obtain funding through a grant for DUI Enforcement.
5. Reduce the drug activity in the town.
6. Educate the general public on computer and internet safety.
7. Offer home security education to residents of Portland.
8. Establish neighborhood watch programs as requested.
9. Continue to have police officers assigned to the schools to maintain school security during student drop off and pick up times.
10. Continue the use of the radar speed monitor to remind drivers of their speed.

**Accomplishments:**

- Responded to 4,445 and 4,962 calls during calendar year 2014 and 2015, respectively.  
Note: These figures do not include walk-ins.
- Received a \$30,000 Justice Assistance Grant (JAG) for police equipment in 2015.

**Fiscal Notes:**

- Personnel expenditures include the addition of a twelfth officer, starting January 1, 2017.
- Currently there are 11 full-time officers, including one (1) Lieutenant, two (2) Sergeants, eight (8) Police Officers and 90% of the full time salary of a Secretary, shared with the Fire Department.
- 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 2016-2017**  
**As of May 9, 2016**

|                                       |                             | 2013-2014           | 2014-2015           | 2015-2016           | 2016-2017           |
|---------------------------------------|-----------------------------|---------------------|---------------------|---------------------|---------------------|
|                                       |                             | Actual              | Actual              | Revised             | Adopted             |
| 01-023                                | Police Department           | Expended            | Expended            | Budget              | Budget              |
| <b>Personnel Expenditures</b>         |                             |                     |                     |                     |                     |
| 11001                                 | Regular payroll             | \$ 789,593          | \$ 804,391          | \$ 815,000          | \$ 819,000          |
| 11002                                 | Clerical payroll            | 53,083              | 54,428              | 55,000              | 56,500              |
| 11003                                 | Part-time payroll           | 1,073               | 102                 | 1,000               | 1,000               |
| 13002                                 | Overtime                    | 117,096             | 107,490             | 119,000             | 119,000             |
| 14014                                 | Private Police duty         | 104,543             | 129,426             | 148,000             | 148,000             |
| -                                     | Holiday payroll             | -                   | -                   | -                   | -                   |
| 19002                                 | Longevity                   | -                   | -                   | -                   | -                   |
| 21001                                 | Medical insurance           | -                   | -                   | -                   | -                   |
| 22000                                 | FICA/Medicare               | -                   | -                   | -                   | -                   |
| Total Personnel Expenditures          |                             | 1,065,388           | 1,095,837           | 1,138,000           | 1,143,500           |
| <b>Contractual Services</b>           |                             |                     |                     |                     |                     |
| 31000                                 | Service contracts           | 10,138              | 12,031              | 14,000              | 14,000              |
| 31008                                 | Licensing software          | 3,029               | 8,254               | 8,100               | 8,300               |
| 32000                                 | Conferences, meetings, dues | 2,020               | 1,810               | 6,000               | 6,000               |
| 34002                                 | Cruiser computer support    | 10,000              | 12,280              | 13,000              | 13,000              |
| 36004                                 | Telecommunications          | -                   | -                   | -                   | -                   |
| 36012                                 | Examination services        | 825                 | 1,698               | 3,500               | 4,500               |
| Total Contractual Services            |                             | 26,012              | 36,073              | 44,600              | 45,800              |
| <b>Repairs</b>                        |                             |                     |                     |                     |                     |
| 44003                                 | Equipment repair/rental     | 1,404               | 865                 | 3,000               | 3,000               |
| Total Repairs                         |                             | 1,404               | 865                 | 3,000               | 3,000               |
| <b>Utilities</b>                      |                             |                     |                     |                     |                     |
| 51001                                 | Gas & diesel fuel           | 50,478              | 42,542              | 55,000              | 46,000              |
| 59002                                 | Canine program              | 1,061               | 320                 | 1,000               | -                   |
| Total Utilities                       |                             | 51,539              | 42,862              | 56,000              | 46,000              |
| <b>Commodities</b>                    |                             |                     |                     |                     |                     |
| 61000                                 | Office supplies             | -                   | -                   | -                   | -                   |
| 61001                                 | Uniforms                    | 19,292              | 20,645              | 26,500              | 28,000              |
| 61003                                 | Equipment supplies          | 20,008              | 13,774              | 7,000               | 7,000               |
| 62001                                 | Electricity                 | 14,373              | 13,874              | 16,500              | 16,500              |
| 62002                                 | Water & sewer               | 628                 | 1,007               | 1,050               | 1,300               |
| 62004                                 | Heating fuel                | 2,337               | 2,576               | 2,750               | 2,600               |
| Total Commodities                     |                             | 56,638              | 51,876              | 53,800              | 55,400              |
| <b>Equipment</b>                      |                             |                     |                     |                     |                     |
| 73000                                 | Equipment purchases         | -                   | -                   | -                   | -                   |
| Total Equipment                       |                             | -                   | -                   | -                   | -                   |
| <b>Miscellaneous</b>                  |                             |                     |                     |                     |                     |
| 88016                                 | Miscellaneous               | 745                 | 272                 | 1,000               | 1,000               |
| Total Miscellaneous Expenditures      |                             | 745                 | 272                 | 1,000               | 1,000               |
| <b>01-023 Total Police Department</b> |                             | <b>\$ 1,201,726</b> | <b>\$ 1,227,785</b> | <b>\$ 1,296,400</b> | <b>\$ 1,294,700</b> |

Percentage increase/(decrease) -0.13%

**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:**

- Provided additional training to members.

**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 2016-2017**  
**As of May 9, 2016**

| <b>01-024</b>                  | <b>Emergency Management</b>       | <b>2013-2014<br/>Actual<br/>Expended</b> | <b>2014-2015<br/>Actual<br/>Expended</b> | <b>2015-2016<br/>Revised<br/>Budget</b> | <b>2016-2017<br/>Adopted<br/>Budget</b> |
|--------------------------------|-----------------------------------|--|--|---|---|
| <b>Personnel Expenditures</b>  |                                   |  |  |   |   |
| 14005                          | Emergency man stipend             | \$ 4,260                                 | \$ 4,045                                 | \$ 5,650                                | \$ 6,000                                |
| 22000                          | FICA/Medicare                     | -  | -  | -                                       | -                                       |
|                                | Total Personnel Expenditures      | 4,260                                    | 4,045                                    | 5,650                                   | 6,000                                   |
| <b>Contractual Services</b>    |                                   |  |  |   |   |
| 30000                          | Training                          |  | 70                                       | 500                                     | 500                                     |
| 32000                          | Conferences, meetings, dues       | -  | -  | 250                                     | 250                                     |
| 34001                          | Data processing                   | -  | -  | -                                       | -                                       |
|                                | Total Contractual Services        | -  | 70                                       | 750                                     | 750                                     |
| <b>Repairs</b>                 |                                   |  |  |   |   |
| 44003                          | Equipment repair/rental           | -  | -  | 2,100                                   | 2,100                                   |
|                                | Total Repairs                     | -  | -  | 2,100                                   | 2,100                                   |
| <b>Utilities</b>               |                                   |  |  |   |   |
| 53001                          | Telephone                         | -  | -  | -                                       | -                                       |
| 53003                          | Cell phones                       | 1,371                                    | 1,620                                    | 1,700                                   | 1,700                                   |
| 57001                          | Emergency drill                   | -  | -  | 500                                     | 500                                     |
|                                | Total Utilities                   | 1,371                                    | 1,620                                    | 2,200                                   | 2,200                                   |
| <b>Commodities</b>             |                                   |  |  |   |   |
| 61001                          | Uniforms                          | -  | -  | -                                       | -                                       |
| 61003                          | Equipment supplies                | -  | 1,030                                    | 1,200                                   | 1,200                                   |
| 63001                          | Emergency food fund               | -  | 48                                       | 1,000                                   | 1,000                                   |
|                                | Total Commodities                 | -  | 1,078                                    | 2,200                                   | 2,200                                   |
| <b>01-024</b>                  | <b>Total Emergency Management</b> | <b>\$ 5,631</b>                          | <b>\$ 6,813</b>                          | <b>\$ 12,900</b>                        | <b>\$ 13,250</b>                        |
| Percentage increase/(decrease) |                                   |  |  |   | <b>2.71%</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. Continue to ensure the health, safety, and welfare of the public as it relates to building occupants.
2. Acquire permit tracking software to allow for a more effective workflow.

**Accomplishments:**

- 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.
- Implemented the update of the residential code from the State of Connecticut.

**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 2016-2017**  
**As of May 9, 2016**

| <b>01-025 Building Department</b>       | <b>2013-2014<br/>Actual<br/>Expended</b> | <b>2014-2015<br/>Actual<br/>Expended</b> | <b>2015-2016<br/>Revised<br/>Budget</b> | <b>2016-2017<br/>Adopted<br/>Budget</b> |
|---|--|--|---|---|
| <b>Personnel Expenditures</b>           |  |  |   |   |
| 11001 Regular payroll                   | \$ 79,164                                | \$ 78,937                                | \$ 98,250                               | <b>\$ 101,500</b>                       |
| 11003 Part-time payroll                 | 8,888                                    | 12,486                                   | -                                       | -                                       |
| 19002 Longevity                         | -  | -  | -                                       | -                                       |
| 21001 Medical insurance                 | -  | -  | -                                       | -                                       |
| 22000 FICA/Medicare                     | -  | -  | -                                       | -                                       |
| Total Personnel Expenditures            | <u>88,052</u>                            | <u>91,423</u>                            | <u>98,250</u>                           | <b>101,500</b>                          |
| <b>Contractual Services</b>             |  |  |   |   |
| 32000 Conferences, meetings, dues       | 839                                      | 758                                      | 1,750                                   | <b>1,750</b>                            |
| Total Contractual Services              | <u>839</u>                               | <u>758</u>                               | <u>1,750</u>                            | <b>1,750</b>                            |
| <b>Utilities</b>                        |  |  |   |   |
| 51001 Gas & diesel fuel                 | 1,793                                    | 1,349                                    | 1,980                                   | <b>1,200</b>                            |
| Total Utilities                         | <u>1,793</u>                             | <u>1,349</u>                             | <u>1,980</u>                            | <b>1,200</b>                            |
| <b>Commodities</b>                      |  |  |   |   |
| 54000 Advertising & publications        | -  | -  | -                                       | -                                       |
| 61000 Office supplies                   | -  | -  | -                                       | -                                       |
| 61003 Equipment supplies                | 332                                      | 188                                      | 500                                     | <b>500</b>                              |
| Total Commodities                       | <u>332</u>                               | <u>188</u>                               | <u>500</u>                              | <b>500</b>                              |
| <b>Miscellaneous</b>                    |  |  |   |   |
| 88016 State training fee                | -  | -  | -                                       | -                                       |
| Total Miscellaneous Expenditures        | <u>-</u>                                 | <u>-</u>                                 | <u>-</u>                                | -                                       |
| <b>01-025 Total Building Department</b> | <u><u>\$ 91,016</u></u>                  | <u><u>\$ 93,718</u></u>                  | <u><u>\$ 102,480</u></u>                | <u><u><b>\$ 104,950</b></u></u>         |
| Percentage increase/(decrease)          |  |  |   | <u><u><b>2.41%</b></u></u>              |



**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. Using Small Town Economic Assistance Program (STEAP) funds, build a new salt/sand storage shed.
3. Prepare contract documents for water main replacement pending STEAP grant approval.
4. Improve town roads.
5. Reduce deficit in Water and Sewer Funds.
6. Properly staff Public Works Divisions.

**Accomplishments:**

- Installed natural gas furnaces at Portland Library, Senior Center, Buck-Foreman Building and Water Pollution Control Facility.
- Completed Riverfront Park/Brownstone Avenue (STEAP- IV) improvements.
- Requested the Intertown Capital Equipment (ICE) State Grant with a neighboring town for needed equipment.

**Fiscal Notes:**

- Personnel expenditures include two (2) full-time employees; the Director and the Secretary to the Director.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

| <b>01-031</b>                  | <b>Public Works Director</b>       | <b>2013-2014<br/>Actual<br/>Expended</b> | <b>2014-2015<br/>Actual<br/>Expended</b> | <b>2015-2016<br/>Revised<br/>Budget</b> | <b>2016-2017<br/>Adopted<br/>Budget</b> |
|--------------------------------|------------------------------------|--|--|---|---|
| <b>Personnel Expenditures</b>  |                                    |  |  |   |   |
| 11001                          | Regular payroll                    | \$ 195,848                               | \$ 201,281                               | \$ 204,500                              | <b>\$ 167,500</b>                       |
| 13002                          | Overtime                           | 5,040                                    | 4,622                                    | 4,000                                   | <b>500</b>                              |
| 19002                          | Longevity                          | -  | -  | -                                       | -                                       |
| 21001                          | Medical insurance                  | -  | -  | -                                       | -                                       |
| 22000                          | FICA/Medicare                      | -  | -  | -                                       | -                                       |
|                                | Total Personnel Expenditures       | <u>200,888</u>                           | <u>205,903</u>                           | <u>208,500</u>                          | <b>168,000</b>                          |
| <b>Contractual Services</b>    |                                    |  |  |   |   |
| 31000                          | Service contracts                  | -  | -  | -                                       | -                                       |
| 32000                          | Conferences, meetings, dues        | 140                                      | 250                                      | 250                                     | <b>500</b>                              |
| 36013                          | Hazardous waste                    | <u>7,888</u>                             | <u>4,218</u>                             | <u>8,500</u>                            | <b>9,000</b>                            |
|                                | Total Contractual Services         | <u>8,028</u>                             | <u>4,468</u>                             | <u>8,750</u>                            | <b>9,500</b>                            |
| <b>Utilities</b>               |                                    |  |  |   |   |
| 51001                          | Gas & diesel fuel                  | <u>2,556</u>                             | <u>2,055</u>                             | <u>2,790</u>                            | <b>1,850</b>                            |
|                                | Total Utilities                    | <u>2,556</u>                             | <u>2,055</u>                             | <u>2,790</u>                            | <b>1,850</b>                            |
| <b>Commodities</b>             |                                    |  |  |   |   |
| 61000                          | Office supplies                    | -  | -  | -                                       | -                                       |
| 61001                          | Uniforms                           | <u>250</u>                               | <u>250</u>                               | <u>250</u>                              | -                                       |
|                                | Total Commodities                  | <u>250</u>                               | <u>250</u>                               | <u>250</u>                              | -                                       |
| <b>Capital Expenditures</b>    |                                    |  |  |   |   |
| 73000                          | Equipment purchases                | <u>104</u>                               | <u>186</u>                               | <u>350</u>                              | <b>350</b>                              |
|                                | Total Capital Expenditures         | <u>104</u>                               | <u>186</u>                               | <u>350</u>                              | <b>350</b>                              |
| <b>01-031</b>                  | <b>Total Public Works Director</b> | <u><u>\$ 211,826</u></u>                 | <u><u>\$ 212,862</u></u>                 | <u><u>\$ 220,640</u></u>                | <u><u><b>\$ 179,700</b></u></u>         |
| Percentage increase/(decrease) |                                    |  |  |   | <u><u><b>-18.56%</b></u></u>            |

**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. Conduct the Traffic Sign Inspection/Removal and/or Replacement Program.
3. Continue crack sealing roads as weather permits.
4. Adjust sewer manholes to the correct pavement grades.
5. Continue to replace guiderails that are in poor condition.
6. Continue with roadside shoulder improvements.
7. Continue town-owned tree trimming/removal and stump grinding.
8. Complete new sand/salt shed building.

**Accomplishments:**

- Repaired culvert on Rogers Road.
- Chip-sealed six (6) miles of road.
- Screened winter road sand and topsoil at the sand pit on Sage Hollow Road.
- Replaced guiderails at various locations.
- Cleaned and repaired all catch basins.
- Performed tree cutting and trimming.
- Assisted water department with water main breaks and repairs.
- Continued on-going street sign replacement.
- Completed Riverfront Park Improvements Phase IV.
- Cleared and graded an area for parking at the Portland Reservoir Dam.

**Fiscal Notes:**

- Personnel expenditures allow for nine (9) full-time employees, and potential filling of a position at midyear.
- Road Materials line item is increased based on the need to improve roads.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

| <b>01-032 Highway Department</b>       | <b>2013-2014<br/>Actual<br/>Expended</b> | <b>2014-2015<br/>Actual<br/>Expended</b> | <b>2015-2016<br/>Revised<br/>Budget</b> | <b>2016-2017<br/>Adopted<br/>Budget</b> |
|--|--|--|---|---|
| <b>Personnel Expenditures</b>          |  |  |   |   |
| 11001 Regular payroll                  | \$ 460,605                               | \$ 504,760                               | \$ 537,500                              | \$ 581,875                              |
| 13002 Overtime                         | 5,187                                    | 5,940                                    | 9,250                                   | 9,250                                   |
| 19002 Longevity                        | -  | -  | -                                       | -                                       |
| 21001 Medical insurance                | -  | -  | -                                       | -                                       |
| 22000 FICA/Medicare                    | -  | -  | -                                       | -                                       |
| Total Personnel Expenditures           | 465,792                                  | 510,700                                  | 546,750                                 | 591,125                                 |
| <b>Contractual Services</b>            |  |  |   |   |
| 31000 Service contracts                | 3,255                                    | 6,002                                    | 6,500                                   | 6,000                                   |
| 32000 Conferences, meetings, dues      | -  | 350                                      | 750                                     | 600                                     |
| 36001 Traffic signals                  | 4,864                                    | 7,106                                    | 5,000                                   | 5,000                                   |
| 36003 Tree removal/replacement         | 23,287                                   | 19,867                                   | 20,000                                  | 20,000                                  |
| 36004 Telecommunications               | 671                                      | 713                                      | 850                                     | 1,000                                   |
| 36006 Line painting contract           | 6,474                                    | 6,691                                    | 7,500                                   | 7,500                                   |
| 36007 Storm water monitoring           | 3,500                                    | 2,027                                    | 4,000                                   | 4,000                                   |
| 36008 Waste services                   | -  | -  | 300                                     | 500                                     |
| Total Contractual Services             | 42,051                                   | 42,756                                   | 44,900                                  | 44,600                                  |
| <b>Repairs</b>                         |  |  |   |   |
| 44003 Equipment repair/rental          | 8,007                                    | 4,645                                    | 8,500                                   | 11,000                                  |
| 44005 Storm drain cleaning             | 30,108                                   | 21,483                                   | 28,000                                  | 29,000                                  |
| Total Repairs                          | 38,115                                   | 26,128                                   | 36,500                                  | 40,000                                  |
| <b>Utilities</b>                       |  |  |   |   |
| 51001 Gas & diesel fuel                | 65,713                                   | 67,406                                   | 51,500                                  | 49,000                                  |
| 53001 Telephone                        | 671                                      | 879                                      | 800                                     | 1,000                                   |
| Total Utilities                        | 66,384                                   | 68,285                                   | 52,300                                  | 50,000                                  |
| <b>Commodities</b>                     |  |  |   |   |
| 61001 Uniforms                         | 3,254                                    | 4,255                                    | 4,500                                   | 4,500                                   |
| 61003 Equipment supplies               | 16,382                                   | 12,752                                   | 10,000                                  | 12,000                                  |
| 62001 Electricity                      | 9,129                                    | 8,974                                    | 9,750                                   | 10,481                                  |
| 62002 Water & sewer                    | 3,243                                    | 4,977                                    | 5,400                                   | 5,400                                   |
| 62004 Heating fuel                     | 45,741                                   | 26,260                                   | 36,000                                  | 29,500                                  |
| 65001 Road materials                   | 66,488                                   | 76,939                                   | 72,500                                  | 80,000                                  |
| 67000 Small tools                      | 602                                      | 544                                      | 1,500                                   | 1,500                                   |
| 69001 Street signs                     | 7,917                                    | 8,658                                    | 10,000                                  | 10,000                                  |
| Total Commodities                      | 152,756                                  | 143,359                                  | 149,650                                 | 153,381                                 |
| <b>Capital Expenditures</b>            |  |  |   |   |
| 73000 Equipment purchases              | 1,618                                    | 2,595                                    | 3,000                                   | 3,000                                   |
| Total Capital Expenditures             | 1,618                                    | 2,595                                    | 3,000                                   | 3,000                                   |
| <b>Miscellaneous</b>                   |  |  |   |   |
| 88016 Miscellaneous fees               | 3,169                                    | 380                                      | 3,000                                   | 3,000                                   |
| Total Miscellaneous Expenditures       | 3,169                                    | 380                                      | 3,000                                   | 3,000                                   |
| <b>01-032 Total Highway Department</b> | <b>\$ 769,885</b>                        | <b>\$ 794,203</b>                        | <b>\$ 836,100</b>                       | <b>\$ 885,106</b>                       |

Percentage increase/(decrease) **5.86%**

**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.
- Received new pick-up truck.
- Assisted with auction of obsolete vehicles and equipment.
- Major repairs were made to the TD8 bulldozer.
- Repairs made to the sand spreaders.
- Major repairs made to the paver.

**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.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

| <b>01-033</b>                 | <b>Vehicle Maintenance</b>       | <b>2013-2014<br/>Actual<br/>Expended</b> | <b>2014-2015<br/>Actual<br/>Expended</b> | <b>2015-2016<br/>Revised<br/>Budget</b> | <b>2016-2017<br/>Adopted<br/>Budget</b> |
|-------------------------------|----------------------------------|--|--|---|---|
| <b>Personnel Expenditures</b> |                                  |  |  |   |   |
| 11001                         | Regular payroll                  | \$ 124,030                               | \$ 127,541                               | \$ 130,000                              | \$ 133,250                              |
| 13002                         | Overtime                         | 812                                      | 576                                      | 3,500                                   | 3,500                                   |
| 19002                         | Longevity                        | -  | -  | -                                       | -                                       |
| 21001                         | Medical insurance                | -  | -  | -                                       | -                                       |
| 22000                         | FICA/Medicare                    | -  | -  | -                                       | -                                       |
|                               | Total Personnel Expenditures     | <u>124,842</u>                           | <u>128,117</u>                           | <u>133,500</u>                          | <u>136,750</u>                          |
| <b>Contractual Services</b>   |                                  |  |  |   |   |
| 32000                         | Conferences, meetings, dues      | <u>285</u>                               | <u>450</u>                               | <u>300</u>                              | <u>300</u>                              |
|                               | Total Contractual Services       | <u>285</u>                               | <u>450</u>                               | <u>300</u>                              | <u>300</u>                              |
| <b>Repairs</b>                |                                  |  |  |   |   |
| 44003                         | Equipment repair/rental          | <u>133,977</u>                           | <u>129,901</u>                           | <u>122,500</u>                          | <u>127,500</u>                          |
|                               | Total Repairs                    | <u>133,977</u>                           | <u>129,901</u>                           | <u>122,500</u>                          | <u>127,500</u>                          |
| <b>Utilities</b>              |                                  |  |  |   |   |
| 51001                         | Gas & diesel fuel                | 690                                      | 407                                      | 1,000                                   | 1,000                                   |
| 51003                         | Fuel additives                   | 1,603                                    | -  | 2,600                                   | 1,500                                   |
| 51004                         | Motor vehicle oil                | <u>4,774</u>                             | <u>5,916</u>                             | <u>7,500</u>                            | <u>7,500</u>                            |
|                               | Total Utilities                  | <u>7,067</u>                             | <u>6,323</u>                             | <u>11,100</u>                           | <u>10,000</u>                           |
| <b>Commodities</b>            |                                  |  |  |   |   |
| 61001                         | Uniforms                         | 862                                      | 1,000                                    | 1,000                                   | 1,000                                   |
| 61003                         | Equipment supplies               | 9,528                                    | 9,743                                    | 10,000                                  | 10,000                                  |
| 67000                         | Small tools                      | <u>557</u>                               | <u>1,174</u>                             | <u>1,600</u>                            | <u>1,600</u>                            |
|                               | Total Commodities                | <u>10,947</u>                            | <u>11,917</u>                            | <u>12,600</u>                           | <u>12,600</u>                           |
| <b>Capital Expenditures</b>   |                                  |  |  |   |   |
| 73000                         | Equipment purchases              | <u>-</u>                                 | <u>-</u>                                 | <u>1,000</u>                            | <u>1,000</u>                            |
|                               | Total Capital Expenditures       | <u>-</u>                                 | <u>-</u>                                 | <u>1,000</u>                            | <u>1,000</u>                            |
| <b>Miscellaneous</b>          |                                  |  |  |   |   |
| 88016                         | Miscellaneous                    | <u>-</u>                                 | <u>312</u>                               | <u>800</u>                              | <u>800</u>                              |
|                               | Total Miscellaneous Expenditures | <u>-</u>                                 | <u>312</u>                               | <u>800</u>                              | <u>800</u>                              |
| <b>01-033</b>                 | <b>Total Vehicle Maintenance</b> | <u><u>\$ 277,118</u></u>                 | <u><u>\$ 277,020</u></u>                 | <u><u>\$ 281,800</u></u>                | <u><u>\$ 288,950</u></u>                |

Percentage increase/(decrease) 2.54%

**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 and Town Planner for on-going dialogue.

**Accomplishments:**

- Provided on-going assistance with general town development and special grant projects.
- Provided assistance with the new sand/salt structure project.
- Provided assistance with the Air Line Trail Project.

**Fiscal Notes:**

- Based on recent projects and mandates, the engagement of the engineer consultant has increased over budget. The department head continues to monitor and engage the engineer only when the need requires.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

|               |                                 | <b>2013-2014</b>        | <b>2014-2015</b>        | <b>2015-2016</b>               | <b>2016-2017</b>        |
|---------------|---------------------------------|-------------------------|-------------------------|--------------------------------|-------------------------|
|               |                                 | <b>Actual</b>           | <b>Actual</b>           | <b>Revised</b>                 | <b>Adopted</b>          |
| <b>01-034</b> | <b>Town Engineer</b>            | <b>Expended</b>         | <b>Expended</b>         | <b>Budget</b>                  | <b>Budget</b>           |
|               | <b>Contractual Services</b>     |                         |                         |                                |                         |
| 38001         | Residential plan review/inspect | \$ 1,703                | \$ 580                  | \$ 1,000                       | \$ 750                  |
| 38002         | Subdivision inspection/review   | 4,362                   | 5,671                   | 3,500                          | 3,500                   |
| 38003         | Public Works engineering        | 10,450                  | 1,756                   | 5,500                          | 5,500                   |
| 38004         | Site plan review                | 11,227                  | 12,655                  | 12,000                         | 13,000                  |
| 38005         | Road drainage                   | -                       | 64                      | 2,500                          | 2,000                   |
| 38006         | Mapping services                | -                       | -                       | 500                            | 500                     |
| 38007         | General services                | 599                     | 844                     | 1,000                          | 1,000                   |
| 38008         | Plan & Zoning/Inland Wetlands   | 10,599                  | 7,896                   | 5,000                          | 7,500                   |
| 38009         | Erosion/sedimentation review    | 514                     | -                       | 1,000                          | 500                     |
| 38010         | Miscellaneous                   | 13,621                  | 743                     | 500                            | 500                     |
| 38011         | Public safety engineering       | -                       | 5,224                   | 1,500                          | 1,500                   |
|               | Total Contractual Services      | <u>53,075</u>           | <u>35,433</u>           | <u>34,000</u>                  | <u>36,250</u>           |
| <b>01-034</b> | <b>Total Town Engineer</b>      | <u><u>\$ 53,075</u></u> | <u><u>\$ 35,433</u></u> | <u><u>\$ 34,000</u></u>        | <u><u>\$ 36,250</u></u> |
|               |                                 |                         |                         | Percentage increase/(decrease) | <u><u>6.62%</u></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:**

- Installed new LED energy efficient streetlights on Route 66.

**Fiscal Notes:**

- An increase in electricity costs is anticipated.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

|                                |                              | <b>2013-2014</b>         | <b>2014-2015</b>         | <b>2015-2016</b>         | <b>2016-2017</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                  | \$ 113,258               | \$ 117,186               | \$ 120,000               | \$ 127,500               |
|                                | Total Commodities            | <u>113,258</u>           | <u>117,186</u>           | <u>120,000</u>           | <u>127,500</u>           |
| <b>01-035</b>                  | <b>Total Street Lighting</b> | <u><u>\$ 113,258</u></u> | <u><u>\$ 117,186</u></u> | <u><u>\$ 120,000</u></u> | <u><u>\$ 127,500</u></u> |
| Percentage increase/(decrease) |                              |                          |                          |                          | <u><u>6.25%</u></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.

**Accomplishments:**

- Successfully maintained Town and BOE properties – landscaping approximately 90 acres of lawns and athletic fields.
- Performed final seeding at Riverfront Park – Phase IV.

**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.
- Some of the account balance increases are mostly related to taking care of the new Riverfront Park.
- Savings are expected due to locked-in rates on gas and diesel prices.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

| <b>01-036</b>                 | <b>Grounds Maintenance</b>       | <b>2013-2014<br/>Actual<br/>Expended</b> | <b>2014-2015<br/>Actual<br/>Expended</b> | <b>2015-2016<br/>Revised<br/>Budget</b> | <b>2016-2017<br/>Adopted<br/>Budget</b> |
|-------------------------------|----------------------------------|--|--|---|---|
| <b>Personnel Expenditures</b> |                                  |  |  |   |   |
| 11001                         | Regular payroll                  | \$ 162,721                               | \$ 175,672                               | \$ 178,000                              | <b>\$ 183,500</b>                       |
| 11003                         | Part-time payroll                | 11,578                                   | 10,631                                   | 12,200                                  | <b>12,200</b>                           |
| 13002                         | Overtime                         | 11,266                                   | 15,151                                   | 12,000                                  | <b>12,000</b>                           |
| 19002                         | Longevity                        | -  | -  | -                                       | <b>-</b>                                |
| 21001                         | Medical insurance                | -  | -  | -                                       | <b>-</b>                                |
| 22000                         | FICA/Medicare                    | -  | -  | -                                       | <b>-</b>                                |
|                               | Total Personnel Expenditures     | <u>185,565</u>                           | <u>201,454</u>                           | <u>202,200</u>                          | <b>207,700</b>                          |
| <b>Contractual Services</b>   |                                  |  |  |   |   |
| 36002                         | General contract work            | 3,230                                    | 8,652                                    | 9,500                                   | <b>10,100</b>                           |
| 36008                         | Waste services                   | -  | 137                                      | 600                                     | <b>600</b>                              |
|                               | Total Contractual Services       | <u>3,230</u>                             | <u>8,789</u>                             | <u>10,100</u>                           | <b>10,700</b>                           |
| <b>Repairs</b>                |                                  |  |  |   |   |
| 44003                         | Equipment repair/rental          | 2,783                                    | 5,340                                    | 6,000                                   | <b>6,000</b>                            |
|                               | Total Repairs                    | <u>2,783</u>                             | <u>5,340</u>                             | <u>6,000</u>                            | <b>6,000</b>                            |
| <b>Utilities</b>              |                                  |  |  |   |   |
| 51001                         | Gas & diesel fuel                | 16,452                                   | 16,212                                   | 16,900                                  | <b>15,000</b>                           |
|                               | Total Utilities                  | <u>16,452</u>                            | <u>16,212</u>                            | <u>16,900</u>                           | <b>15,000</b>                           |
| <b>Commodities</b>            |                                  |  |  |   |   |
| 61001                         | Uniforms                         | 1,160                                    | 1,764                                    | 1,500                                   | <b>1,500</b>                            |
| 61003                         | Equipment supplies               | 1,154                                    | 2,493                                    | 5,000                                   | <b>5,000</b>                            |
| 61004                         | Ground supplies                  | 34,299                                   | 32,156                                   | 27,000                                  | <b>29,000</b>                           |
| 67000                         | Small tools                      | 792                                      | 245                                      | 2,000                                   | <b>2,500</b>                            |
|                               | Total Commodities                | <u>37,405</u>                            | <u>36,658</u>                            | <u>35,500</u>                           | <b>38,000</b>                           |
| <b>Capital Expenditures</b>   |                                  |  |  |   |   |
| 73000                         | Equipment purchases              | 4,100                                    | 5,125                                    | 3,000                                   | <b>3,000</b>                            |
|                               | Total Capital Expenditures       | <u>4,100</u>                             | <u>5,125</u>                             | <u>3,000</u>                            | <b>3,000</b>                            |
| <b>Miscellaneous</b>          |                                  |  |  |   |   |
| 88016                         | Miscellaneous                    | -  | 74                                       | 500                                     | <b>500</b>                              |
|                               | Total Miscellaneous Expenditures | <u>-</u>                                 | <u>74</u>                                | <u>500</u>                              | <b>500</b>                              |
| <b>01-036</b>                 | <b>Total Grounds Maintenance</b> | <u><u>\$ 249,535</u></u>                 | <u><u>\$ 273,652</u></u>                 | <u><u>\$ 274,200</u></u>                | <u><u>\$ 280,900</u></u>                |

Percentage increase/(decrease) 2.44%

**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. Replace the roof at The Waverly Center, the Highway Garage and Fire Company #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.
- Installed ADA compliant bathrooms at the Portland Library.
- Painted interior of Police Department in the Buck/Foreman Building.
- Cleaned and re-sealed the stain finish at the Riverfront Pavilion and the Arch Pavilion on Main Street.
- Managed several energy efficient lighting upgrades to various buildings.

**Fiscal Notes:**

- Personnel expenditures include the full-time salaries of three (3) employees.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

| <b>01-037</b>                 | <b>Town Buildings Maintenance</b>       | <b>2013-2014<br/>Actual<br/>Expended</b> | <b>2014-2015<br/>Actual<br/>Expended</b> | <b>2015-2016<br/>Revised<br/>Budget</b> | <b>2016-2017<br/>Adopted<br/>Budget</b> |
|-------------------------------|---|--|--|---|---|
| <b>Personnel Expenditures</b> |   |  |  |   |   |
| 11001                         | Regular payroll                         | \$ 154,232                               | \$ 148,382                               | \$ 164,000                              | <b>\$ 169,000</b>                       |
| 11003                         | Part-time payroll                       | -  | -  | -                                       | -                                       |
| 13002                         | Overtime                                | 8,976                                    | 3,924                                    | 8,000                                   | <b>8,000</b>                            |
| 19002                         | Longevity                               | -  | -  | -                                       | -                                       |
| 21001                         | Medical insurance                       | -  | -  | -                                       | -                                       |
| 22000                         | FICA/Medicare                           | -  | -  | -                                       | -                                       |
|                               | Total Personnel Expenditures            | <u>163,208</u>                           | <u>152,306</u>                           | <u>172,000</u>                          | <b>177,000</b>                          |
| <b>Contractual Services</b>   |   |  |  |   |   |
| 31000                         | Service contracts                       | 26,140                                   | 30,020                                   | 29,000                                  | <b>30,000</b>                           |
| 36008                         | Waste services                          | -  | -  | 175                                     | <b>250</b>                              |
|                               | Total Contractual Services              | <u>26,140</u>                            | <u>30,020</u>                            | <u>29,175</u>                           | <b>30,250</b>                           |
| <b>Repairs</b>                |   |  |  |   |   |
| 44003                         | Equipment repair/rental                 | 5,188                                    | 7,736                                    | 8,500                                   | <b>8,500</b>                            |
|                               | Total Repairs                           | <u>5,188</u>                             | <u>7,736</u>                             | <u>8,500</u>                            | <b>8,500</b>                            |
| <b>Utilities</b>              |   |  |  |   |   |
| 51001                         | Gas & diesel fuel                       | 3,301                                    | 5,049                                    | 4,000                                   | <b>4,000</b>                            |
| 53001                         | Telephone                               | 36,168                                   | 36,969                                   | 39,000                                  | <b>39,000</b>                           |
| 53002                         | Pagers                                  | -  | -  | -                                       | -                                       |
| 53003                         | Cell phones                             | 6,424                                    | 6,287                                    | 8,000                                   | <b>8,000</b>                            |
|                               | Total Utilities                         | <u>45,893</u>                            | <u>48,305</u>                            | <u>51,000</u>                           | <b>51,000</b>                           |
| <b>Commodities</b>            |   |  |  |   |   |
| 61001                         | Uniforms                                | 1,260                                    | 1,137                                    | 1,350                                   | <b>1,350</b>                            |
| 61003                         | Equipment supplies                      | 2,232                                    | 1,513                                    | 2,000                                   | <b>2,500</b>                            |
| 61004                         | Ground supplies                         | -  | -  | -                                       | -                                       |
| 61006                         | Building supplies                       | 7,009                                    | 9,942                                    | 11,000                                  | <b>11,000</b>                           |
| 62001                         | Electricity                             | 33,859                                   | 32,505                                   | 37,500                                  | <b>37,500</b>                           |
| 62002                         | Water & sewer                           | 1,738                                    | 1,414                                    | 1,800                                   | <b>1,800</b>                            |
| 62004                         | Heating fuel                            | 4,624                                    | 4,747                                    | 5,150                                   | <b>4,900</b>                            |
| 67000                         | Small tools                             | 684                                      | 559                                      | 750                                     | <b>750</b>                              |
| 68000                         | Custodial supplies                      | 12,994                                   | 11,194                                   | 13,000                                  | <b>14,000</b>                           |
|                               | Total Commodities                       | <u>64,400</u>                            | <u>63,011</u>                            | <u>72,550</u>                           | <b>73,800</b>                           |
| <b>Capital Expenditures</b>   |   |  |  |   |   |
| 73000                         | Equipment purchases                     | -  | 9,572                                    | 3,000                                   | <b>3,000</b>                            |
|                               | Total Capital Expenditures              | <u>-</u>                                 | <u>9,572</u>                             | <u>3,000</u>                            | <b>3,000</b>                            |
| <b>01-037</b>                 | <b>Total Town Buildings Maintenance</b> | <u><u>\$ 304,829</u></u>                 | <u><u>\$ 310,950</u></u>                 | <u><u>\$ 336,225</u></u>                | <u><u>\$ 343,550</u></u>                |

Percentage increase/(decrease) **2.18%**

**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 2016-2017**  
**As of May 9, 2016**

|                                |                              | <b>2013-2014</b>  | <b>2014-2015</b>  | <b>2015-2016</b>  | <b>2016-2017</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                     | \$ 87,616         | \$ 112,280        | \$ 46,500         | \$ 46,500         |
|                                | Total Personnel Expenditures | 87,616            | 112,280           | 46,500            | 46,500            |
| <b>Commodities</b>             |                              |                   |                   |                   |                   |
| 65001                          | Road materials               | 38,841            | 62,147            | 53,500            | 53,500            |
|                                | Total Commodities            | 38,841            | 62,147            | 53,500            | 53,500            |
| <b>01-038</b>                  | <b>Total Snow Removal</b>    | <b>\$ 126,457</b> | <b>\$ 174,427</b> | <b>\$ 100,000</b> | <b>\$ 100,000</b> |
| Percentage increase/(decrease) |                              |                   |                   |                   | <b>0.00%</b>      |



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

**Mission & Purpose:**

The Town Planner provides assistance to the Planning and Zoning Commission, Zoning Board of Appeals, Economic Development Commission, Conservation Commission, Inland-Wetland 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. Prepare grant applications for funding to support community objectives related to healthy living, recreation, brownfield and other needs.
2. Assist developers with moving approved projects through the process of planning, construction and completion.
3. Encourage the demolition and/or rehabilitation of blighted buildings in commercial zones to promote redevelopment and economic opportunities.

**Accomplishments:**

- Participated as a Stakeholder in the grant funded Vibrant Communities Initiative grant funded project that resulted in an updated market analysis and three potential site layouts that preserves buildings listed on the National Historic Register located on the Elmcrest property.
- Assisted in the procurement of a license from Eversource Energy for a 2.27 mile section of property for the Air Line Trail Extension into Portland from East Hampton.
- Applied for grant funding from both the CT DEEP and Rails-to-Trails Conservancy for funding of the Air Line Trail extension improvements.
- Prepared and submitted a grant application for CTDOT funding for a regional study of the Route 66 corridor from East Hampton/Marlborough town line to the Arrigoni Bridge.
- Assisted with the completion and adoption of the 10 year update of the Plan of Conservation and Development by the Planning and Zoning Commission.
- Assisted with the review and update of the subdivision regulations.

**Fiscal Notes:**

- The budget consists of a Town Planner and one full time administrative assistant shared with the Building Department.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

|                                |                                     | <b>2013-2014</b>        | <b>2014-2015</b>        | <b>2015-2016</b>         | <b>2016-2017</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                     | \$ 77,618               | \$ 77,360               | \$ 98,250                | <b>\$ 101,500</b>               |
| 11003                          | Part-time payroll                   | \$ 8,938                | 12,486                  | -                        | -                               |
| 19002                          | Longevity                           | -                       | -                       | -                        | -                               |
| 21001                          | Medical insurance                   | -                       | -                       | -                        | -                               |
| 22000                          | FICA/Medicare                       | -                       | -                       | -                        | -                               |
|                                | <b>Total Personnel Expenditures</b> | <u>86,556</u>           | <u>89,846</u>           | <u>98,250</u>            | <b>101,500</b>                  |
| <b>Contractual Services</b>    |                                     |                         |                         |                          |                                 |
| 31002                          | Plan consultant                     | 132                     | -                       | 8,500                    | <b>8,500</b>                    |
| 32000                          | Conferences, meetings, dues         | 1,434                   | 1,443                   | 1,750                    | <b>1,750</b>                    |
|                                | <b>Total Contractual Services</b>   | <u>1,566</u>            | <u>1,443</u>            | <u>10,250</u>            | <b>10,250</b>                   |
| <b>Commodities</b>             |                                     |                         |                         |                          |                                 |
| 54000                          | Advertising & publications          | -                       | -                       | -                        | -                               |
| 61000                          | Office supplies                     | -                       | -                       | -                        | -                               |
|                                | <b>Total Commodities</b>            | <u>-</u>                | <u>-</u>                | <u>-</u>                 | <b>-</b>                        |
| <b>01-040</b>                  | <b>Total Planning Department</b>    | <u><u>\$ 88,122</u></u> | <u><u>\$ 91,289</u></u> | <u><u>\$ 108,500</u></u> | <u><u><b>\$ 111,750</b></u></u> |
| Percentage increase/(decrease) |                                     |                         |                         |                          | <u><u><b>3.00%</b></u></u>      |

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

***Mission & Purpose:***

The Zoning Enforcement Officer (ZEO) receives and investigates complaints of potential violations of the Commission's adopted Zoning Regulations. The part-time Zoning Enforcement Officer position was filled in January 2016.

***Goals and Objectives:***

1. Resolve all zoning violations within 120 days or refer the matter to the Town's attorney for legal action.
2. Provide recommendations to the Planning and Zoning Commission relative to proposed amendments to the Zoning Regulations.

***Accomplishments:***

- Collaborated with the Building Official and Fire Marshal to resolve zoning violations and blight complaints.
- Defended challenges to overturn orders issued relative to zoning violations.

***Fiscal Notes:***

- Added funds for training as certain State courses will need to be attended by the Zoning Enforcement Officer.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

| <b>01-041</b>                 | <b>Zoning Enforce Department</b>       | <b>2013-2014<br/>Actual<br/>Expended</b> | <b>2014-2015<br/>Actual<br/>Expended</b> | <b>2015-2016<br/>Revised<br/>Budget</b> | <b>2016-2017<br/>Adopted<br/>Budget</b> |
|-------------------------------|--|--|--|---|---|
| <b>Personnel Expenditures</b> |  |  |  |   |   |
| 11001                         | Regular payroll                        | \$ 17,716                                | \$ 8,131                                 | \$ 15,000                               | \$ 15,000                               |
| 19002                         | Longevity                              | -  | -  | -                                       | -                                       |
| 21001                         | Medical insurance                      | -  | -  | -                                       | -                                       |
| 22000                         | FICA/Medicare                          | -  | -  | -                                       | -                                       |
|                               | Total Personnel Expenditures           | <u>17,716</u>                            | <u>8,131</u>                             | <u>15,000</u>                           | <u>15,000</u>                           |
| <b>Contractual Services</b>   |  |  |  |   |   |
| 32000                         | Conferences, meetings, dues            | <u>495</u>                               | <u>128</u>                               | <u>500</u>                              | <u>1,000</u>                            |
|                               | Total Contractual Services             | <u>495</u>                               | <u>128</u>                               | <u>500</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>\$ 18,211</u></u>                  | <u><u>\$ 8,259</u></u>                   | <u><u>\$ 15,700</u></u>                 | <u><u>\$ 16,200</u></u>                 |

Percentage increase/(decrease) 3.18%

**Mission & Purpose:**

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

**Goals & Objectives:**

1. Complete tasks recommended in the Plan of Conservation and Development as part of the Plan Implementation Committee (PIC).
2. Review and revise the zoning regulations on a regular basis to continually address the changing needs of the community.

**Accomplishments:**

- The Commission adopted the updated ten-year Plan of Conservation and Development.
- Revised and adopted updated subdivision regulations consistent with the Plan of Conservation and Development.
- The Commission reviewed and approved numerous commercial and industrial proposals that furthered economic development in the community.
- The Commission considered and adopted zoning regulations and map amendments that were consistent with the goals within the Plan of Conservation and Development.

**Fiscal Notes:**

- RiverCOG assessment for Fiscal Year 2017 is \$10,208.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

|                                |   | <b>2013-2014</b> | <b>2014-2015</b> | <b>2015-2016</b> | <b>2016-2017</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                               | \$ 1,616         | \$ 1,426         | \$ 3,000         | \$ 3,000             |
| 22000                          | FICA/Medicare                             | -                | -                | -                | -                    |
|                                | Total Personnel Expenditures              | <u>1,616</u>     | <u>1,426</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               | 170              | 255              | 300              | 300                  |
| -                              | Outside services                          | -                | -                | -                | -                    |
|                                | Total Contractual Services                | <u>170</u>       | <u>255</u>       | <u>1,300</u>     | <u>1,300</u>         |
| <b>Miscellaneous</b>           |   |                  |                  |                  |                      |
| 86015                          | Midstate Reg, Plan Agency/LCOG            | 6,285            | 6,260            | 6,300            | 10,700               |
| 86016                          | CT River Assembly                         | -                | -                | -                | -                    |
|                                | Total Miscellaneous                       | <u>6,285</u>     | <u>6,260</u>     | <u>6,300</u>     | <u>10,700</u>        |
| <b>01-042</b>                  | <b>Total Plan &amp; Zoning Commission</b> | <u>\$ 8,071</u>  | <u>\$ 7,941</u>  | <u>\$ 10,600</u> | <u>\$ 15,000</u>     |
| Percentage increase/(decrease) |   |                  |                  |                  | <u><u>41.51%</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 2017.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

|                                |                                      | <b>2013-2014</b> | <b>2014-2015</b> | <b>2015-2016</b> | <b>2016-2017</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                          | \$ 858           | \$ 680           | \$ 875           | \$ 875           |
| 22000                          | FICA/Medicare                        | -                | -                | -                | -                |
|                                | Total Personnel Expenditures         | <u>858</u>       | <u>680</u>       | <u>875</u>       | <u>875</u>       |
| <b>Contractual Services</b>    |                                      |                  |                  |                  |                  |
| 31004                          | Court transcriptions                 | 3,990            | -                | 1,000            | 1,000            |
| 32000                          | Conferences, meetings, dues          | -                | -                | 300              | 300              |
| -                              | Outside services                     | -                | -                | -                | -                |
|                                | Total Contractual Services           | <u>3,990</u>     | <u>-</u>         | <u>1,300</u>     | <u>1,300</u>     |
| <b>01-043</b>                  | <b>Total Zoning Board of Appeals</b> | <u>\$ 4,848</u>  | <u>\$ 680</u>    | <u>\$ 2,175</u>  | <u>\$ 2,175</u>  |
| Percentage increase/(decrease) |                                      |                  |                  |                  | <u>0.00%</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:**

- No significant changes to this department budget.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

|                                |   | <b>2013-2014</b> | <b>2014-2015</b> | <b>2015-2016</b> | <b>2016-2017</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                             | \$ 719           | \$ 142           | \$ 750           | \$ 750           |
| 22000                          | FICA/Medicare                           | -                | -                | -                | -                |
|                                | Total Personnel Expenditures            | 719              | 142              | 750              | 750              |
| <b>Contractual Services</b>    |   |                  |                  |                  |                  |
| 31011                          | Enforcement officer                     | 700              | 2,813            | 2,500            | 2,800            |
| 32000                          | Conferences, meetings, dues             | 40               | 55               | 350              | 350              |
|                                | Total Contractual Services              | 740              | 2,868            | 2,850            | 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>\$ 3,283</b>  | <b>\$ 4,834</b>  | <b>\$ 5,424</b>  | <b>\$ 5,724</b>  |
| Percentage increase/(decrease) |   |                  |                  |                  | <b>5.53%</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 Town Planner provides assistance to the Commission, which is comprised of five members.

**Goals & Objectives:**

1. Review and comment on land use proposals to enhance the protection of natural resources.

**Accomplishments:**

- Participated in the preparation of the updated Plan of Conservation and Development.
- Sponsored the establishment of the Reservoir Rim Trail with assistance from the Boy Scouts and under the direction of the Parks & Recreation Department.
- Reviewed and recommended conservation easements for several developments that were approved by the Planning and Zoning Commission

**Fiscal Notes:**

- No significant changes to this department budget.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

|                                |                                      | <b>2013-2014</b>     | <b>2014-2015</b>     | <b>2015-2016</b>     | <b>2016-2017</b>     |
|--------------------------------|--------------------------------------|----------------------|----------------------|----------------------|----------------------|
|                                |                                      | <b>Actual</b>        | <b>Actual</b>        | <b>Revised</b>       | <b>Adopted</b>       |
| <b>01-045</b>                  | <b>Conservation Commission</b>       | <b>Expended</b>      | <b>Expended</b>      | <b>Budget</b>        | <b>Budget</b>        |
| <b>Personnel Expenditures</b>  |                                      |                      |                      |                      |                      |
| 14001                          | Board clerk                          | \$ 157               | \$ 249               | \$ 300               | \$ 300               |
| 22000                          | FICA/Medicare                        | -                    | -                    | -                    | -                    |
|                                | Total Personnel Expenditures         | <u>157</u>           | <u>249</u>           | <u>300</u>           | <u>300</u>           |
| <b>Contractual Services</b>    |                                      |                      |                      |                      |                      |
| 32000                          | Conferences, meetings, dues          | <u>75</u>            | <u>110</u>           | <u>250</u>           | <u>250</u>           |
|                                | Total Contractual Services           | <u>75</u>            | <u>110</u>           | <u>250</u>           | <u>250</u>           |
| <b>Miscellaneous</b>           |                                      |                      |                      |                      |                      |
| 86002                          | Reservoir Trail Project              | <u>-</u>             | <u>-</u>             | <u>-</u>             | <u>-</u>             |
|                                | Total Miscellaneous                  | <u>-</u>             | <u>-</u>             | <u>-</u>             | <u>-</u>             |
| <b>01-045</b>                  | <b>Total Conservation Commission</b> | <u><u>\$ 232</u></u> | <u><u>\$ 359</u></u> | <u><u>\$ 550</u></u> | <u><u>\$ 550</u></u> |
| Percentage increase/(decrease) |                                      |                      |                      |                      | <u><u>0.00%</u></u>  |

**Mission & Purpose:**

The Economic Development Commission, 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 Consultant Staff works closely with the Town Planner to determine appropriate and permissible locations for new economic ventures and assists owners of commercial/industrial space to attract tenants that will provide them long-term benefits.

**Goals and Objectives:**

1. Promote the commercial opportunities available within the Town of Portland.
2. Support existing commercial and industrial businesses, continue business recruitment of target providers of goods and services currently unavailable in the community, and continue collaborative marketing of vacant commercial and industrial properties.
3. Review and comment on commercial and industrial applications and any proposed text amendments that may influence local business or commerce.
4. Assist local businesses in securing funding for upgrades and expansion through the Middlesex County Revitalization Committee loan program.
5. Assist local businesses in securing funding for upgrades and expansion through the Department of Economic and Community Development's Small Business Express Loan Program.
6. Assist property owners and developers in moving toward completion of proposed and approved commercial and industrial construction projects.
7. Complete a survey of commercial businesses within the Village District related to tenant, employee, and customer parking and formulate recommendations.
8. Focus on vacant/stagnant spaces along the Marlborough Street/Route 66 corridor.

**Accomplishments:**

- Significant commercial investment occurred during the past year, including new construction at Morin Diesel, 1587 Portland-Cobalt Road, and Stor-U-Self, 127 Main Street. In addition, a number of businesses are planning renovations and expansions including Connecticut Pharmaceuticals at 264 Freestone Avenue, Arrigoni Winery at 1297 Portland-Cobalt Road, and St. Clement's Castle at 1931 Portland-Cobalt Road.
- Maintained publication of the Portland Business Journal, continued the successful business recognition program and maintained the Portland Connecticut Marketplace page on Facebook.
- Maintained a catalog of available commercial and industrial properties.
- Targeted vacant spaces that appeared to have "stagnated" in the current market and initiated collaborative efforts with owners to reignite interest.
- Worked with The Cecil Group on the re-visioning of the Elmcrest site.
- Assisted new and re-located businesses through the development process, to include procuring space and securing appropriate financing and required permitting.
- Achieved an occupancy rate of 98% in the Village District.
- Assisted with preparation of grant applications.

**Fiscal Notes:**

- Consultant is funded for the entire year.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

|   |                                | <b>2013-2014</b> | <b>2014-2015</b> | <b>2015-2016</b> | <b>2016-2017</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                    | \$ 209           | \$ 240           | \$ 500           | \$ 500           |
| 22000                                       | FICA/Medicare                  | -                | -                | -                | -                |
|   | Total Personnel Expenditures   | 209              | 240              | 500              | 500              |
| <b>Contractual Services</b>                 |                                |                  |                  |                  |                  |
| 31005                                       | Grants consultant contract     | 22,000           | 13,332           | 12,000           | 24,000           |
| 32000                                       | Conferences, meetings, dues    | -                | -                | 100              | 350              |
|   | Total Contractual Services     | 22,000           | 13,332           | 12,100           | 24,350           |
| <b>Utilities</b>                            |                                |                  |                  |                  |                  |
| 59001                                       | Marketing program              | 1,454            | 2,934            | 3,000            | 3,000            |
|   | Total Utilities                | 1,454            | 2,934            | 3,000            | 3,000            |
| <b>01-046 Total Economic Dev Commission</b> |                                | <b>\$ 23,663</b> | <b>\$ 16,506</b> | <b>\$ 15,600</b> | <b>\$ 27,850</b> |
| Percentage increase/(decrease)              |                                |                  |                  |                  | <b>78.53%</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 2016-2017**  
**As of May 9, 2016**

|                                |  | <b>2013-2014</b> | <b>2014-2015</b> | <b>2015-2016</b> | <b>2016-2017</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>     |



**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:**

- The District is anticipating one town leaving the district, which results in an increase in all remaining member towns' required contributions. This budget is based on a per capita rate.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

|                                |                                | <b>2013-2014</b> | <b>2014-2015</b> | <b>2015-2016</b> | <b>2016-2017</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        | 81,005           | 84,774           | 88,863           | 97,273           |
|                                | Total Contractual Services     | 81,005           | 84,774           | 88,863           | 97,273           |
| <b>01-051</b>                  | <b>Total Health Department</b> | <b>\$ 81,005</b> | <b>\$ 84,774</b> | <b>\$ 88,863</b> | <b>\$ 97,273</b> |
| Percentage increase/(decrease) |                                |                  |                  |                  | <b>9.46%</b>     |

**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 2017.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

|                                |                                   | <b>2013-2014</b> | <b>2014-2015</b> | <b>2015-2016</b> | <b>2016-2017</b>    |
|--------------------------------|-----------------------------------|------------------|------------------|------------------|---------------------|
|                                |                                   | <b>Actual</b>    | <b>Actual</b>    | <b>Revised</b>   | <b>Adopted</b>      |
| <b>01-052</b>                  | <b>Environmental Health</b>       | <b>Expended</b>  | <b>Expended</b>  | <b>Budget</b>    | <b>Budget</b>       |
| <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><u>0.00%</u></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:**

- No significant changes to this budget.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

|                      |                                 | <b>2013-2014</b> | <b>2014-2015</b> | <b>2015-2016</b> | <b>2016-2017</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           | \$ 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              |
| 86019                | Fam Access/Middlesex Behavioral | 500              | 500              | 500              | 500              |
| 86029                | Brownstone Quorum               | 500              | 500              | 500              | 500              |
| 87004                | Emergency Shelter               | 673              | 225              | 3,000            | 3,000            |
| 87005                | Clinical social worker          | -                | -                | -                | -                |
| 87006                | Connection Emergency Shelter    | 2,000            | 2,200            | 2,200            | 2,200            |
| 88001                | Program services                | -                | -                | -                | -                |
| 88005                | Memorial Day parade             | 4,716            | 4,532            | 5,000            | 5,000            |
| 88007                | Veteran's activities            | 1,856            | 2,873            | 4,000            | 4,000            |
| 88008                | Quarry project                  | -                | -                | -                | -                |
| 88009                | Brownstone Quorum Arch Fund     | -                | -                | -                | -                |
| 88042                | Portland Fireworks              | 500              | 473              | 500              | 500              |
| 88019                | Portland Historical Society     | 500              | 500              | 500              | 500              |
| 88020                | Portland Fair                   | 500              | -                | 500              | 500              |
| Total Miscellaneous  |                                 | <u>53,144</u>    | <u>53,702</u>    | <u>60,705</u>    | <u>60,705</u>    |
| <b>01-053</b>        | <b>Total Social Services</b>    | <u>\$ 53,144</u> | <u>\$ 53,702</u> | <u>\$ 60,705</u> | <u>\$ 60,705</u> |

Percentage increase/(decrease) 0.00%

**Mission & Purpose:**

The Portland Senior Center, renamed the **Waverly Center** last year, provides broad-based opportunities for support, resources, information and referrals for our maturing population.

**Goals & Objectives:**

1. Continue our ongoing fundraising program to fund projects and enhancements to the senior center.
2. Further refine and enhance our tracking program to record member information, program use and building use by seniors and other community groups.
3. Expand programming and introduce new initiatives based on the needs and desires of participants.
4. Work with our community partners to broaden the scope of services available.

**Accomplishments:**

- 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 the award-winning ArtVan Program.
- Continued the annual Ralph Paley Spirit of Portland Awards Program, honoring volunteerism in Portland.
- Continued the successful Waverly Salon Learning Series with monthly suppers and guest speakers on a variety of topics.

**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 2016-2017**  
**As of May 9, 2016**

|                                |                                    | <b>2013-2014</b>         | <b>2014-2015</b>         | <b>2015-2016</b>         | <b>2016-2017</b>         |
|--------------------------------|------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                                |                                    | <b>Actual</b>            | <b>Actual</b>            | <b>Revised</b>           | <b>Adopted</b>           |
| <b>01-054</b>                  | <b>Senior Citizen Center</b>       | <b>Expended</b>          | <b>Expended</b>          | <b>Budget</b>            | <b>Budget</b>            |
| <b>Personnel Expenditures</b>  |                                    |                          |                          |                          |                          |
| 11001                          | Regular payroll                    | \$ 48,513                | \$ 49,743                | \$ 50,450                | \$ 51,900                |
| 11003                          | Part-time payroll                  | 27,009                   | 27,772                   | 28,250                   | 29,000                   |
| 19002                          | Longevity                          | -                        | -                        | -                        | -                        |
| 21001                          | Medical insurance                  | -                        | -                        | -                        | -                        |
| 22000                          | FICA/Medicare                      | -                        | -                        | -                        | -                        |
|                                | Total Personnel Expenditures       | <u>75,522</u>            | <u>77,515</u>            | <u>78,700</u>            | <u>80,900</u>            |
| <b>Contractual Services</b>    |                                    |                          |                          |                          |                          |
| 31000                          | Service contracts                  | 6,172                    | 6,298                    | 6,500                    | 6,500                    |
| 31006                          | Instructor fees                    | 3,020                    | 1,806                    | 3,000                    | 3,000                    |
| 32000                          | Conferences, meetings, dues        | 377                      | 405                      | 900                      | 900                      |
| 36004                          | Telecommunications                 | -                        | -                        | 600                      | 600                      |
|                                | Total Contractual Services         | <u>9,569</u>             | <u>8,509</u>             | <u>11,000</u>            | <u>11,000</u>            |
| <b>Commodities</b>             |                                    |                          |                          |                          |                          |
| 61000                          | Office supplies                    | -                        | -                        | -                        | -                        |
| 62001                          | Electricity                        | 9,425                    | 9,154                    | 11,376                   | 11,376                   |
| 62002                          | Water & sewer                      | 583                      | 690                      | 900                      | 900                      |
| 62004                          | Heating fuel                       | 4,007                    | 4,014                    | 5,250                    | 4,250                    |
|                                | Total Commodities                  | <u>14,015</u>            | <u>13,858</u>            | <u>17,526</u>            | <u>16,526</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                   | 1,680                    | 2,691                    | 4,000                    | 4,000                    |
|                                | Total Miscellaneous                | <u>1,680</u>             | <u>2,691</u>             | <u>4,000</u>             | <u>4,000</u>             |
| <b>01-054</b>                  | <b>Total Senior Citizen Center</b> | <u><u>\$ 100,786</u></u> | <u><u>\$ 102,573</u></u> | <u><u>\$ 111,226</u></u> | <u><u>\$ 112,426</u></u> |
| Percentage increase/(decrease) |                                    |                          |                          |                          | <u><u>1.08%</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 town 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.

***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.
- Ride costs have been slightly increased effective February 1, 2016 for riders who make multiple stops to offset additional costs in time and fuel.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

|                                |  | <b>2013-2014</b> | <b>2014-2015</b> | <b>2015-2016</b> | <b>2016-2017</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                     | \$ 19,715        | \$ 21,514        | \$ 25,000        | \$ 25,000        |
|                                | Total Personnel Expenditures             | 19,715           | 21,514           | 25,000           | 25,000           |
| <b>Contractual Services</b>    |  |                  |                  |                  |                  |
| 31007                          | Tax incentive program                    | -                | -                | -                | -                |
|                                | Total Contractual Services               | -                | -                | -                | -                |
| <b>Utilities</b>               |  |                  |                  |                  |                  |
| 51001                          | Gas & diesel fuel                        | 5,055            | 4,414            | 5,600            | 5,600            |
|                                | Total Utilities                          | 5,055            | 4,414            | 5,600            | 5,600            |
| <b>Miscellaneous</b>           |  |                  |                  |                  |                  |
| 88011                          | Veteran's relief                         | -                | -                | -                | -                |
|                                | Total Miscellaneous                      | -                | -                | -                | -                |
| <b>01-055</b>                  | <b>Total Munic Agent for the Elderly</b> | <b>\$ 24,770</b> | <b>\$ 25,928</b> | <b>\$ 30,600</b> | <b>\$ 30,600</b> |
| Percentage increase/(decrease) |  |                  |                  |                  | <b>0.00%</b>     |

**Mission & Purpose:**

The Portland Library strives to become 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 exceeded 4,500.
- The library provides space for civic and community group meetings and tutoring. During fiscal year 2015, the meeting and study rooms were used more than 1,100 times.
- The library provides free access to the internet and *Office* software products. The number of computer sign-ups during FY 2015 exceeded 13,000.
- Provide a variety of programs for all age groups. The library offered 298 programs with an attendance of 6,289 during FY 2015.
- Reference transactions, i.e., responding to information and/or assistance were 6,176.

**Fiscal Notes:**

- A \$20,000 position was moved from Part-Time Payroll to Regular Payroll. This clerk also works in the Assessor's Office.
- The Library Director asked for additional hours in Part Time Payroll to cover sick time, vacation time and other absences.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

|                                      |                                      | <b>2013-2014</b>  | <b>2014-2015</b>  | <b>2015-2016</b>  | <b>2016-2017</b>  |
|--------------------------------------|--------------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                      |                                      | <b>Actual</b>     | <b>Actual</b>     | <b>Revised</b>    | <b>Adopted</b>    |
| <b>01-065</b>                        | <b>Portland Library</b>              | <b>Expended</b>   | <b>Expended</b>   | <b>Budget</b>     | <b>Budget</b>     |
| <b>Personnel Expenditures</b>        |                                      |                   |                   |                   |                   |
| 11001                                | Regular payroll                      | \$ 326,125        | \$ 343,844        | \$ 350,500        | \$ 382,000        |
| 11003                                | Part-time payroll                    | 143,672           | 148,162           | 148,500           | 140,000           |
| 14001                                | Board clerk                          | 305               | 564               | 800               | 700               |
| 19002                                | Longevity                            | -                 | -                 | -                 | -                 |
| 21001                                | Medical insurance                    | -                 | -                 | -                 | -                 |
| 22000                                | FICA/Medicare                        | -                 | -                 | -                 | -                 |
| Total Personnel Expenditures         |                                      | <u>470,102</u>    | <u>492,570</u>    | <u>499,800</u>    | <u>522,700</u>    |
| <b>Contractual Services</b>          |                                      |                   |                   |                   |                   |
| 31000                                | Service contracts                    | 10,687            | 8,151             | 16,000            | 16,000            |
| 32000                                | Conferences, meetings, dues          | 1,772             | 1,845             | 2,600             | 2,600             |
| 36010                                | Contract - data bases                | 4,828             | 5,953             | 10,000            | 10,000            |
| 36011                                | Data processing - Library Connection | 31,655            | 30,420            | 32,000            | 32,500            |
| Total Contractual Services           |                                      | <u>48,942</u>     | <u>46,369</u>     | <u>60,600</u>     | <u>61,100</u>     |
| <b>Repairs</b>                       |                                      |                   |                   |                   |                   |
| 44003                                | Equipment repair/rental              | 1,261             | 1,030             | 1,250             | 1,500             |
| Total Repairs                        |                                      | <u>1,261</u>      | <u>1,030</u>      | <u>1,250</u>      | <u>1,500</u>      |
| <b>Utilities</b>                     |                                      |                   |                   |                   |                   |
| 53000                                | Postage                              | 2,001             | 1,099             | 2,300             | 2,000             |
| 59000                                | Cataloging                           | 554               | -                 | 800               | 600               |
| Total Utilities                      |                                      | <u>2,555</u>      | <u>1,099</u>      | <u>3,100</u>      | <u>2,600</u>      |
| <b>Commodities</b>                   |                                      |                   |                   |                   |                   |
| 61000                                | Office supplies                      | 10,430            | 7,688             | 7,000             | 7,000             |
| 62001                                | Electricity                          | 41,317            | 45,710            | 46,000            | 47,500            |
| 62002                                | Water & sewer                        | 1,217             | 912               | 1,600             | 1,600             |
| 62004                                | Heating fuel                         | 7,256             | 8,585             | 10,750            | 9,000             |
| 64001                                | Books                                | 36,090            | 45,172            | 45,000            | 45,000            |
| 64002                                | Discs & videos                       | 4,859             | 6,101             | 8,000             | 8,000             |
| 64003                                | Periodicals                          | 6,065             | 6,005             | 6,400             | 6,500             |
| Total Commodities                    |                                      | <u>107,234</u>    | <u>120,173</u>    | <u>124,750</u>    | <u>124,600</u>    |
| <b>Miscellaneous</b>                 |                                      |                   |                   |                   |                   |
| 88001                                | Program services                     | 943               | 1,105             | 1,200             | 1,200             |
| Total Miscellaneous Expenditures     |                                      | <u>943</u>        | <u>1,105</u>      | <u>1,200</u>      | <u>1,200</u>      |
| <b>01-065 Total Portland Library</b> |                                      | <u>\$ 631,037</u> | <u>\$ 662,346</u> | <u>\$ 690,700</u> | <u>\$ 713,700</u> |

Percentage increase/(decrease) 3.33%

**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.

**Fiscal Notes:**

- Actuarial valuation for post employment benefits is required in Fiscal Year 2017.
- Contributions required by employees within the Defined Contribution Plan have increased from 5% of salary to 6% of salary. The employer match is 6% of salary.
- All other employer plan contributions are actuarially valued.

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

|                                |                                       | <b>2013-2014</b>           | <b>2014-2015</b>           | <b>2015-2016</b>           | <b>2016-2017</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                          | \$ 43,140                  | \$ 65,346                  | \$ 50,000                  | \$ 70,000                  |
| 19002                          | Longevity                             | 15,944                     | 17,125                     | 18,000                     | 17,500                     |
| 19003                          | Sick pay                              | 107,839                    | 103,507                    | 117,500                    | 117,500                    |
| 19004                          | Termination benefits pay              | 28,719                     | -                          | 60,000                     | 60,000                     |
| 21001                          | Medical insurance                     | 878,437                    | 913,201                    | 1,044,000                  | 1,061,000                  |
| 21002                          | Dental insurance                      | 16,666                     | 14,967                     | 20,000                     | 20,000                     |
| 21003                          | Life insurance                        | 13,179                     | 13,264                     | 13,850                     | 15,640                     |
| 21004                          | Long-term disability insurance        | 10,359                     | 11,178                     | 11,725                     | 13,560                     |
| 22000                          | FICA/Medicare                         | 311,153                    | 310,826                    | 336,000                    | 350,000                    |
| 23001                          | Town pension contributions            | 412,248                    | 440,607                    | 424,503                    | 461,385                    |
| 23002                          | Police pension contribution           | 237,705                    | 226,429                    | 235,000                    | 200,000                    |
| 23003                          | Volunteer Fire pension contribution   | 74,610                     | 72,840                     | 84,000                     | 90,250                     |
| 26000                          | Workers' compensation                 | 168,500                    | 168,500                    | 172,300                    | 176,400                    |
| 28001                          | Unemployment compensation             | 1,661                      | 347                        | 3,000                      | 3,000                      |
|                                | Total Personnel Expenditures          | <u>2,320,160</u>           | <u>2,358,137</u>           | <u>2,589,878</u>           | <u>2,656,235</u>           |
| <b>Contractual Services</b>    |                                       |                            |                            |                            |                            |
| 37029                          | Collective bargaining                 | 8,671                      | 10,912                     | 6,000                      | 12,000                     |
|                                | Total Contractual Services            | <u>8,671</u>               | <u>10,912</u>              | <u>6,000</u>               | <u>12,000</u>              |
| <b>01-071</b>                  | <b>Total Employee Fringe Benefits</b> | <u><u>\$ 2,328,831</u></u> | <u><u>\$ 2,369,049</u></u> | <u><u>\$ 2,595,878</u></u> | <u><u>\$ 2,668,235</u></u> |
| Percentage increase/(decrease) |                                       |                            |                            |                            | <u><u>2.79%</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 5% increase in the cost of our coverage.
- The recently signed 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 2016-2017**  
**As of May 9, 2016**

|                                |                              | <b>2013-2014</b>  | <b>2014-2015</b>  | <b>2015-2016</b>  | <b>2016-2017</b>  |
|--------------------------------|------------------------------|-------------------|-------------------|-------------------|-------------------|
|                                |                              | <b>Actual</b>     | <b>Actual</b>     | <b>Revised</b>    | <b>Adopted</b>    |
| <b>01-073</b>                  | <b>Risk Management</b>       | <b>Expended</b>   | <b>Expended</b>   | <b>Budget</b>     | <b>Budget</b>     |
| <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          | 109,082           | 117,678           | 149,350           | 157,500           |
|                                | Total Utilities              | 109,082           | 117,678           | 149,350           | 157,500           |
| <b>01-073</b>                  | <b>Total Risk Management</b> | <b>\$ 109,082</b> | <b>\$ 117,678</b> | <b>\$ 149,350</b> | <b>\$ 157,500</b> |
| Percentage increase/(decrease) |                              |                   |                   |                   | <b>5.46%</b>      |



**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<br>Principal<br>#83001 | Bonds<br>Interest<br>#83002 | Cap Lease<br>Principal<br>#83003 | Cap Lease<br>Interest<br>#83004 |
|--|------------------------------|-----------------------------|----------------------------------|---------------------------------|
| ❖ 2012 Refunding BOE \$9.510M H/MS   | \$ 1,030,000                 | \$ 186,100                  | \$ -                             | \$ -                            |
| ❖ 1999 GENOB Town & BOE \$7.105M   | 195,000                      | 27,598                      | -                                | -                               |
|  |                              |                             | -                                | -                               |
| ❖ Fire Department ladder truck (10 <sup>th</sup> of<br>12 annual payments) | -                            | -                           | 49,684                           | 7,795                           |
| ❖ Multi-equipment FY2015 lease (3 <sup>rd</sup> of<br>5 annual payments)   |                              |                             | 264,620                          | 11,467                          |
|  | \$ <u>1,225,000</u>          | \$ <u>213,698</u>           | \$ <u>314,304</u>                | \$ <u>19,262</u>                |
|  |                              |                             |                                  | Misc<br>#83005                  |
|  |                              |                             |                                  | \$ <u>1,000</u>                 |

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

|                                |                            | <b>2013-2014</b>           | <b>2014-2015</b>           | <b>2015-2016</b>           | <b>2016-2017</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          | \$ 1,240,000               | \$ 1,235,000               | \$ 1,230,000               | <b>\$ 1,225,000</b>               |
| 83002                          | Bonds - interest           | 332,428                    | 293,630                    | 253,839                    | <b>213,698</b>                    |
| 83003                          | Capital leases - principal | 212,820                    | 490,435                    | 496,931                    | <b>314,304</b>                    |
| 83004                          | Capital leases - interest  | 27,593                     | 36,979                     | 30,395                     | <b>19,262</b>                     |
| 83005                          | Miscellaneous              | -                          | -                          | 1,000                      | <b>1,000</b>                      |
|                                | Total Debt Service         | <u>1,812,841</u>           | <u>2,056,044</u>           | <u>2,012,165</u>           | <b>1,773,264</b>                  |
| <b>01-085</b>                  | <b>Total Debt Service</b>  | <u><u>\$ 1,812,841</u></u> | <u><u>\$ 2,056,044</u></u> | <u><u>\$ 2,012,165</u></u> | <u><u><b>\$ 1,773,264</b></u></u> |
| Percentage increase/(decrease) |                            |                            |                            |                            | <u><u><b>-11.87%</b></u></u>      |

**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, \$10,000 for amounts to be used for board-ups and demolition of blighted properties 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**

|   |                   |
|---|-------------------|
| BOE – Technology Upgrade                      | \$ 50,000         |
| Brownstone School – Replace Various Bathrooms | 62,000            |
| Transfer out – Capital Non-recurring BOE      | \$ <u>112,000</u> |

**Line 90012**

|   |                   |
|---|-------------------|
| Fire – Replace apparatus; Ford Expedition                                     | \$ 45,000         |
| Parks/Recreation – Airline Trail Improvements                                 | 10,000            |
| Town-wide - Computers, Printers, etc.   | 19,000            |
| Town-wide - Revaluation   | 40,000            |
| Building/Planning Depts. – Grant match  | 20,000            |
| Library – Furnishings   | 10,000            |
| Highway Division – Town’s portion of ICE Grant; Replace Crack Sealer          | 9,700             |
| Highway Division – Town’s portion of ICE Grant; Purchase Dozer                | 29,200            |
| Highway Division – Town’s portion of ICE Grant; Storm Drain Inspection Equip. | 8,200             |
| Transfer out – Capital Non-recurring Town                                     | \$ <u>191,100</u> |

**Town of Portland, Connecticut**  
**Adopted General Government Expenditure Budget Detail - Fiscal Year 2016-2017**  
**As of May 9, 2016**

|                                |                                      | <b>2013-2014</b>    | <b>2014-2015</b>    | <b>2015-2016</b>  | <b>2016-2017</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        | \$ 79,912           | \$ 64,099           | \$ 64,545         | \$ 68,702           |
| 90002                          | Transfer out - Youth Services        | 103,899             | 86,163              | 85,825            | 89,042              |
| 90003                          | Transfer out - Bldg Maintenance      | 70,000              | 75,000              | 77,500            | 80,000              |
| 90004                          | Transfer out - Town Aid Road         | -                   | -                   | -                 | -                   |
| 90005                          | Transfer out - Resource Recov        | 185,844             | 222,190             | 207,970           | 173,528             |
| 90006                          | Transfer out - Other                 | 125,000             | 125,000             | 135,000           | 185,000             |
| 90007                          | Transfer out - Park & Rec            | 182,330             | 187,229             | 188,949           | 199,495             |
| 90008                          | Transfer out - Open Space            | 55,956              | 55,956              | 55,956            | 50,000              |
| 90012                          | Transfer out - Cap Non rec Town      | 361,000             | 147,500             | 112,000           | 191,100             |
| 90013                          | Transfer out - Cap Non rec BOE       | 291,500             | 46,000              | 50,000            | 112,000             |
| 90014                          | Transfer out - Renewable Energy      | 5,000               | 5,000               | 5,000             | 5,000               |
|                                | Total Transfers Out                  | <u>1,460,441</u>    | <u>1,014,137</u>    | <u>982,745</u>    | <u>1,153,867</u>    |
| <b>01-093</b>                  | <b>Total Interfund Transfers Out</b> | <u>\$ 1,460,441</u> | <u>\$ 1,014,137</u> | <u>\$ 982,745</u> | <u>\$ 1,153,867</u> |
| Percentage increase/(decrease) |                                      |                     |                     |                   | <u>17.41%</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 2016-2017**  
**As of May 9, 2016**

|                                |                               | <b>2013-2014</b> | <b>2014-2015</b> | <b>2015-2016</b>  | <b>2016-2017</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                   | \$ 38,945        | \$ 11,397        | \$ 100,000        | \$ 100,000        |
|                                | Total Miscellaneous           | 38,945           | 11,397           | 100,000           | 100,000           |
| <b>01-095</b>                  | <b>Total Town Contingency</b> | <b>\$ 38,945</b> | <b>\$ 11,397</b> | <b>\$ 100,000</b> | <b>\$ 100,000</b> |
| Percentage increase/(decrease) |                               |                  |                  |                   | <b>0.00%</b>      |

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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  
2016-2017**



## *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 2016-2017 shows a General Fund contribution of \$68,702, or approximately 62% 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 \$239,867 for Fiscal Year 2016-2017.

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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 2016-2017 shows a State of CT grants for \$34,100 with the rest of the budget funded by user charges of \$74,000 or 38% of the total budget and a contribution from the General Fund of \$89,042, or approximately 45% 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 \$173,528, or 49% 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 2016-2017 shows a contribution from the General Fund of \$80,000, 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 2017 is \$199,495, or 54% of the total budget.

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2016-2017 - Sewer Department**  
**As of May 9, 2016**

| <b>Sewer Department</b>               |                                     | <b>2013-2014<br/>Actual<br/>Revenue</b> | <b>2014-2015<br/>Actual<br/>Revenue</b> | <b>2015-2016<br/>Budgeted<br/>Revenue</b> | <b>2016-2017<br/>Estimated<br/>Revenue</b> |
|---------------------------------------|-------------------------------------|---|---|---|--|
| <b>Charges for Services</b>           |                                     |   |   |   |  |
| 00350                                 | User charges                        | \$ 772,154                              | \$ 822,426                              | \$ 1,004,275                              | \$ 1,032,244                               |
| 00351                                 | User charges - interest & lien fees | 26,271                                  | 31,547                                  | 28,350                                    | 29,000                                     |
| 00352                                 | Sale of nitrogen credits            | 3,686                                   | 4,723                                   | -   | -  |
| 00353                                 | Process material                    | 10,740                                  | 10,140                                  | 13,855                                    | 10,000                                     |
| 00354                                 | Other revenue sources               | 75                                      | 1,459                                   | 100                                       | 100  |
| 00355                                 | PILOT payment                       | -                                       | -                                       | -   | -  |
| 00406                                 | Demand Response                     | -                                       | -                                       | -   | -  |
|                                       | Total Charges for Services          | 812,926                                 | 870,295                                 | 1,046,580                                 | 1,071,344                                  |
| <b>Investment Income</b>              |                                     |   |   |   |  |
| 00401                                 | Investment income                   | 10                                      | 75                                      | 10  | 75   |
|                                       | Total Investment Income             | 10                                      | 75                                      | 10  | 75   |
| <b>Interfund Transfers In</b>         |                                     |   |   |   |  |
| 00502                                 | Transfer in - Other funds           | -                                       | -                                       | -   | -  |
|                                       | Total Interfund Transfers In        | -                                       | -                                       | -   | -  |
| <b>Total Sewer Department Revenue</b> |                                     | <u>\$ 812,936</u>                       | <u>\$ 870,370</u>                       | <u>\$ 1,046,590</u>                       | <u>\$ 1,071,419</u>                        |

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2016-2017 - Sewer Department**  
**As of May 9, 2016**

| 02-139 Sewer Department       |                                | 2013-2014<br>Actual<br>Expended | 2014-2015<br>Actual<br>Expended | 2015-2016<br>Revised<br>Budget | 2016-2017<br>Adopted<br>Budget |
|-------------------------------|--------------------------------|---------------------------------|---------------------------------|--------------------------------|--------------------------------|
| <b>Personnel Expenditures</b> |                                |                                 |                                 |                                |                                |
| 11001                         | Regular payroll                | \$ 200,548                      | \$ 219,170                      | \$ 224,000                     | \$ 232,000                     |
| 13002                         | Overtime                       | 13,283                          | 18,955                          | 14,000                         | 14,000                         |
| 14001                         | Board clerk                    | 70                              | 177                             | 175                            | 175                            |
| 19001                         | Unused vacation pay            |                                 | 8,952                           | 6,000                          | 10,000                         |
| 19002                         | Longevity                      | 1,550                           | 1,100                           | 1,100                          | 1,100                          |
| 19003                         | Sick pay                       | 7,791                           | 7,936                           | 9,500                          | 9,500                          |
| 21001                         | Medical insurance              | 54,408                          | 61,626                          | 64,045                         | 66,000                         |
| 21002                         | Dental insurance               | 865                             | 937                             | 1,500                          | 1,500                          |
| 21003                         | Life insurance                 | 473                             | 547                             | 625                            | 650                            |
| 21004                         | Long-term disability insurance | 615                             | 710                             | 740                            | 850                            |
| 22000                         | FICA/Medicare                  | 17,913                          | 18,372                          | 19,365                         | 20,018                         |
| 23001                         | Town pension contribution      | 21,993                          | 14,246                          | 14,260                         | 15,066                         |
|                               | Total Personnel Expenditures   | 319,509                         | 352,728                         | 355,310                        | 370,859                        |
| <b>Contractual Services</b>   |                                |                                 |                                 |                                |                                |
| 31000                         | Service contracts              | 49,375                          | 53,603                          | 54,000                         | 56,000                         |
| 32000                         | Conferences, meetings, dues    | 109                             | 401                             | 1,200                          | 1,200                          |
| 33001                         | Audit services                 | 6,175                           | 6,211                           | 6,300                          | 6,300                          |
| 34001                         | Data processing                | 452                             | 285                             | 1,500                          | 1,500                          |
| 36008                         | Waste services                 | -                               | -                               | -                              | 600                            |
| 37013                         | Legal fees                     | -                               | -                               | 2,000                          | 2,000                          |
|                               | Total Contractual Services     | 56,111                          | 60,500                          | 65,000                         | 67,600                         |
| <b>Repairs</b>                |                                |                                 |                                 |                                |                                |
| 44003                         | Equipment repair/rental        | 25,133                          | 75,149                          | 35,000                         | 40,000                         |
|                               | Total Repairs                  | 25,133                          | 75,149                          | 35,000                         | 40,000                         |
| <b>Utilities</b>              |                                |                                 |                                 |                                |                                |
| 51001                         | Gas & diesel fuel              | 3,394                           | 3,761                           | 3,500                          | 3,000                          |
| 52001                         | Municipal insurance            | 19,441                          | 20,714                          | 20,670                         | 22,500                         |
| 53000                         | Postage                        | 4,400                           | 4,500                           | 4,500                          | 4,500                          |
| 53001                         | Telephone                      | 4,351                           | 4,246                           | 5,500                          | 5,500                          |
|                               | Total Utilities                | 31,586                          | 33,221                          | 34,170                         | 35,500                         |

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2016-2017 - Sewer Department**  
**As of May 9, 2016**

| <b>02-139 Sewer Department</b>        | <b>2013-2014<br/>Actual<br/>Expended</b> | <b>2014-2015<br/>Actual<br/>Expended</b> | <b>2015-2016<br/>Revised<br/>Budget</b> | <b>2016-2017<br/>Adopted<br/>Budget</b> |
|---------------------------------------|--|--|---|---|
| <b>Commodities</b>                    |  |  |   |   |
| 61000 Office supplies                 | \$ -                                     | \$ 240                                   | \$ 500                                  | \$ 500                                  |
| 61001 Uniforms                        | 1,373                                    | 1,131                                    | 1,500                                   | 1,500                                   |
| 62001 Electricity                     | 113,221                                  | 111,797                                  | 122,000                                 | 122,000                                 |
| 62002 Water & sewer                   | 13,249                                   | 13,225                                   | 17,500                                  | 17,500                                  |
| 62004 Heating fuel                    | 10,536                                   | 15,147                                   | 11,000                                  | 11,500                                  |
| 65002 Sewer supplies                  | 6,264                                    | 10,623                                   | 15,891                                  | 15,891                                  |
| 68000 Custodial supplies              | -  | -  | 750                                     | 500                                     |
| 69002 Chemicals                       | 3,025                                    | 2,742                                    | 6,500                                   | 6,500                                   |
| Total Commodities                     | 147,668                                  | 154,905                                  | 175,641                                 | 175,891                                 |
| <b>Equipment</b>                      |  |  |   |   |
| 73000 Equipment purchases             | -  | 8,616                                    | 6,000                                   | 6,000                                   |
| Total Equipment                       | -  | 8,616                                    | 6,000                                   | 6,000                                   |
| <b>Miscellaneous</b>                  |  |  |   |   |
| 83006 CWF notes - principal           | 210,264                                  | 214,540                                  | 218,869                                 | 223,287                                 |
| 83007 CWF notes - interest            | 32,174                                   | 27,930                                   | 23,600                                  | 19,182                                  |
| 88016 Miscellaneous                   | 5,797                                    | 10,903                                   | 7,000                                   | 7,000                                   |
| Total Miscellaneous                   | 248,235                                  | 253,373                                  | 249,469                                 | 249,469                                 |
| <b>Transfers Out</b>                  |  |  |   |   |
| 90015 Transfer out - Cap Non rec Town | 47,500                                   | 45,000                                   | 115,000                                 | 115,000                                 |
| 90016 Transfer out - Workers' comp    | 10,715                                   | 10,715                                   | 11,000                                  | 11,100                                  |
| Total Transfers Out                   | 58,215                                   | 55,715                                   | 126,000                                 | 126,100                                 |
| <b>02-139 Total Sewer Department</b>  | <b>\$ 886,457</b>                        | <b>\$ 994,207</b>                        | <b>\$ 1,046,590</b>                     | <b>\$ 1,071,419</b>                     |

Percentage increase/(decrease) 2.37%

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2016-2017 - Water Department**  
**As of May 9, 2016**

| <b>Water Department</b>               |                                     | <b>2013-2014<br/>Actual<br/>Revenue</b> | <b>2014-2015<br/>Actual<br/>Revenue</b> | <b>2015-2016<br/>Budgeted<br/>Revenue</b> | <b>2016-2017<br/>Estimated<br/>Revenue</b> |
|---------------------------------------|-------------------------------------|---|---|---|--|
| <b>Intergovernmental</b>              |                                     |   |   |   |  |
| 00207                                 | Emergency Management                | \$ -                                    | \$ -                                    | \$ -                                      | \$ -                                       |
|                                       | Total Intergovernmental             | -                                       | -                                       | -   | -  |
| <b>Charges for Services</b>           |                                     |   |   |   |  |
| 00351                                 | User charges - interest & lien fees | \$ 23,690                               | \$ 30,538                               | \$ 29,400                                 | \$ 29,400                                  |
| 00354                                 | Miscellaneous                       | 4,908                                   | 2,857                                   | 3,000                                     | 3,000                                      |
| 00356                                 | Meter charges                       | 137,238                                 | 170,577                                 | 287,000                                   | 287,000                                    |
| 00357                                 | Unmetered sales                     | 18,502                                  | 21,196                                  | 21,123                                    | 21,123                                     |
| 00358                                 | Metered sales                       | 758,631                                 | 814,841                                 | 909,775                                   | 969,371                                    |
| 00359                                 | Private fire protection             | 8,280                                   | 8,280                                   | 9,870                                     | 10,250                                     |
| 00360                                 | Service connections                 | 6,150                                   | 375                                     | 3,600                                     | 3,600                                      |
| 00361                                 | Sales to public authorities         | 59,360                                  | 64,883                                  | 70,505                                    | 72,000                                     |
| 00362                                 | Cross connection fees               | 6,125                                   | 4,650                                   | 6,900                                     | 6,900                                      |
|                                       | Total Charges for Services          | 1,022,884                               | 1,118,197                               | 1,341,173                                 | 1,402,644                                  |
| <b>Investment Income</b>              |                                     |   |   |   |  |
| 00401                                 | Investment income                   | 10                                      | 54                                      | 10  | 10   |
|                                       | Total Investment Income             | 10                                      | 54                                      | 10  | 10   |
| <b>Interfund Transfers In</b>         |                                     |   |   |   |  |
| 00501                                 | Transfer in - General Fund          |   |   | 50,000                                    | 50,000                                     |
| 00502                                 | Transfer in - Other funds           | -                                       | -                                       | -   | -  |
|                                       | Total Interfund Transfers In        | -                                       | -                                       | 50,000                                    | 50,000                                     |
| <b>Total Water Department Revenue</b> |                                     | <u>\$ 1,022,894</u>                     | <u>\$ 1,118,251</u>                     | <u>\$ 1,391,183</u>                       | <u>\$ 1,452,654</u>                        |

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2016-2017 - Water Department**  
**As of May 9, 2016**

| <b>03-135</b>                 | <b>Water Department</b>        | <b>2013-2014<br/>Actual<br/>Expended</b> | <b>2014-2015<br/>Actual<br/>Expended</b> | <b>2015-2016<br/>Revised<br/>Budget</b> | <b>2016-2017<br/>Adopted<br/>Budget</b> |
|-------------------------------|--------------------------------|--|--|---|---|
| <b>Personnel Expenditures</b> |                                |  |  |   |   |
| 11001                         | Regular payroll                | \$ 150,411                               | \$ 155,597                               | \$ 158,750                              | \$ 165,000                              |
| 13002                         | Overtime                       | 17,766                                   | 22,964                                   | 22,000                                  | 23,000                                  |
| 14001                         | Board clerk                    | 70                                       | 177                                      | 200                                     | 200                                     |
| 19001                         | Unused vacation pay            | -  | 3,154                                    | 5,000                                   | 5,000                                   |
| 19002                         | Longevity                      | 900                                      | 900                                      | 900                                     | 900                                     |
| 19003                         | Sick pay                       | 7,288                                    | 7,286                                    | 7,600                                   | 7,600                                   |
| 21001                         | Medical insurance              | 40,090                                   | 42,499                                   | 44,264                                  | 46,000                                  |
| 21002                         | Dental insurance               | 629                                      | 625                                      | 800                                     | 800                                     |
| 21003                         | Life insurance                 | 378                                      | 389                                      | 450                                     | 475                                     |
| 21004                         | Long-term disability insurance | 458                                      | 505                                      | 530                                     | 590                                     |
| 22000                         | FICA/Medicare                  | 12,572                                   | 12,681                                   | 16,000                                  | 16,000                                  |
| 23001                         | Town pension contribution      | 9,887                                    | 10,123                                   | 10,200                                  | 11,250                                  |
|                               | Total Personnel Expenditures   | 240,449                                  | 256,900                                  | 266,694                                 | 276,815                                 |
| <b>Contractual Services</b>   |                                |  |  |   |   |
| 31000                         | Service contracts              | 18,825                                   | 22,596                                   | 30,000                                  | 30,000                                  |
| 32000                         | Conferences, meetings, dues    | 1,103                                    | 1,096                                    | 1,750                                   | 1,500                                   |
| 33001                         | Audit services                 | 7,621                                    | 7,667                                    | 7,800                                   | 7,800                                   |
| 34001                         | Data processing                | 283                                      | 285                                      | 1,500                                   | 1,500                                   |
| 37013                         | Legal fees                     | -  | -  | 2,500                                   | 2,500                                   |
| 38010                         | Miscellaneous engineering      | 371                                      | 500                                      | 4,000                                   | 4,000                                   |
| 38012                         | MDC water contract             | 507,164                                  | 585,153                                  | 546,000                                 | 600,000                                 |
|                               | Total Contractual Services     | 535,367                                  | 617,297                                  | 593,550                                 | 647,300                                 |
| <b>Repairs</b>                |                                |  |  |   |   |
| 44003                         | Equipment repair/rental        | 4,895                                    | 7,359                                    | 12,000                                  | 12,000                                  |
|                               | Total Repairs                  | 4,895                                    | 7,359                                    | 12,000                                  | 12,000                                  |
| <b>Utilities</b>              |                                |  |  |   |   |
| 51001                         | Gas & diesel fuel              | 5,775                                    | 4,811                                    | 6,750                                   | 6,000                                   |
| 52001                         | Municipal insurance            | 8,829                                    | 9,408                                    | 9,750                                   | 10,250                                  |
| 53000                         | Postage                        | 5,224                                    | 5,750                                    | 6,000                                   | 6,000                                   |
| 53001                         | Telephone                      | 1,913                                    | 1,812                                    | 3,000                                   | 2,750                                   |
|                               | Total Utilities                | 21,741                                   | 21,781                                   | 25,500                                  | 25,000                                  |

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2016-2017 - Water Department**  
**As of May 9, 2016**

| <b>03-135</b>                  | <b>Water Department</b>         | <b>2013-2014<br/>Actual<br/>Expended</b> | <b>2014-2015<br/>Actual<br/>Expended</b> | <b>2015-2016<br/>Revised<br/>Budget</b> | <b>2016-2017<br/>Adopted<br/>Budget</b> |
|--------------------------------|---------------------------------|--|--|---|---|
| <b>Commodities</b>             |                                 |  |  |   |   |
| 61000                          | Office supplies                 | \$ 398                                   | \$ -                                     | \$ 850                                  | \$ 850                                  |
| 61001                          | Uniforms                        | 943                                      | 996                                      | 1,000                                   | 1,000                                   |
| 62001                          | Electricity                     | 31,048                                   | 26,936                                   | 38,000                                  | 38,000                                  |
| 62004                          | Heating fuel                    | 7,199                                    | 3,647                                    | 7,500                                   | 5,500                                   |
| 65003                          | Water supplies                  | 24,085                                   | 57,298                                   | 40,464                                  | 40,464                                  |
| 69002                          | Chemicals                       | 2,331                                    | 2,995                                    | 5,000                                   | 5,000                                   |
|                                | Total Commodities               | <u>66,004</u>                            | <u>91,872</u>                            | <u>92,814</u>                           | <u>90,814</u>                           |
| <b>Equipment</b>               |                                 |  |  |   |   |
| 73000                          | Equipment purchases             | <u>231</u>                               | <u>943</u>                               | <u>6,500</u>                            | <u>6,500</u>                            |
|                                | Total Equipment                 | <u>231</u>                               | <u>943</u>                               | <u>6,500</u>                            | <u>6,500</u>                            |
| <b>Miscellaneous</b>           |                                 |  |  |   |   |
| 83001                          | Bonds - principal               | -  | -  | -                                       | -                                       |
| 83002                          | Bonds - interest                | -  | -  | -                                       | -                                       |
| 83006                          | CWF notes - principal           | 211,056                                  | 216,005                                  | 221,071                                 | 226,257                                 |
| 83007                          | CWF notes - interest            | 54,367                                   | 49,419                                   | 44,354                                  | 39,168                                  |
| 88016                          | Miscellaneous                   | <u>4,823</u>                             | <u>2,082</u>                             | <u>6,000</u>                            | <u>6,000</u>                            |
|                                | Total Miscellaneous             | <u>270,246</u>                           | <u>267,506</u>                           | <u>271,425</u>                          | <u>271,425</u>                          |
| <b>Transfers Out</b>           |                                 |  |  |   |   |
| 90006                          | Transfer out - Other            | -  | -  | -                                       | -                                       |
| 90015                          | Transfer out - Cap Non rec Town | 41,000                                   | 41,000                                   | 115,000                                 | 115,000                                 |
| 90016                          | Transfer out - Workers' comp    | <u>9,175</u>                             | <u>9,175</u>                             | <u>7,700</u>                            | <u>7,800</u>                            |
|                                | Total Transfers Out             | <u>50,175</u>                            | <u>50,175</u>                            | <u>122,700</u>                          | <u>122,800</u>                          |
| <b>03-135</b>                  | <b>Total Water Department</b>   | <u><u>\$ 1,189,108</u></u>               | <u><u>\$ 1,313,833</u></u>               | <u><u>\$ 1,391,183</u></u>              | <u><u>\$ 1,452,654</u></u>              |
| Percentage increase/(decrease) |                                 |  |  |   | <u><u>4.42%</u></u>                     |



**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2016-2017 - Animal Control Department**  
**As of May 9, 2016**

| <b>Animal Control Department</b>         |                            | <b>2013-2014<br/>Actual<br/>Revenue</b> | <b>2014-2015<br/>Actual<br/>Revenue</b> | <b>2015-2016<br/>Budgeted<br/>Revenue</b> | <b>2016-2017<br/>Estimated<br/>Revenue</b> |
|--|----------------------------|---|---|---|--|
| <b>Charges for Services</b>              |                            |   |   |   |  |
| 00303                                    | Property rental            | \$ 32,334                               | \$ 33,304                               | \$ 34,303                                 | \$ 34,303                                  |
| 00317                                    | Sale of dog licenses       | 4,812                                   | 5,382                                   | 5,400                                     | 5,400                                      |
| 00354                                    | Miscellaneous              | 310                                     | 582                                     | 500                                       | 500  |
| 00363                                    | Dog surcharge              | 1,598                                   | 1,676                                   | 1,750                                     | 1,750                                      |
| Total Charges for Services               |                            | 39,054                                  | 40,944                                  | 41,953                                    | 41,953                                     |
| <b>Investment Income</b>                 |                            |   |   |   |  |
| 00401                                    | Investment income          | -                                       | -                                       | -   | -  |
| Total Investment Income                  |                            | -                                       | -                                       | -   | -  |
| Subtotal Operating Income                |                            | 39,054                                  | 40,944                                  | 41,953                                    | 41,953                                     |
| <b>Interfund Transfers In</b>            |                            |   |   |   |  |
| 00501                                    | Transfer in - General Fund | 79,912                                  | 64,099                                  | 64,545                                    | 68,702                                     |
| Total Interfund Transfers In             |                            | 79,912                                  | 64,099                                  | 64,545                                    | 68,702                                     |
| <b>Total Animal Control Dept Revenue</b> |                            | <u>\$ 118,966</u>                       | <u>\$ 105,043</u>                       | <u>\$ 106,498</u>                         | <u>\$ 110,655</u>                          |

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2016-2017 - Animal Control Department**  
**As of May 9, 2016**

| <b>04-140</b>                 | <b>Animal Control Department</b> | <b>2013-2014<br/>Actual<br/>Expended</b> | <b>2014-2015<br/>Actual<br/>Expended</b> | <b>2015-2016<br/>Revised<br/>Budget</b> | <b>2016-2017<br/>Adopted<br/>Budget</b> |
|-------------------------------|----------------------------------|--|--|---|---|
| <b>Personnel Expenditures</b> |                                  |  |  |   |   |
| 11001                         | Regular payroll                  | \$ 27,285                                | \$ 44,241                                | \$ 46,250                               | \$ 49,000                               |
| 11003                         | Part-time payroll                | 17,488                                   | 5,490                                    | 8,000                                   | 8,000                                   |
| 13002                         | Overtime                         | 1,465                                    | 3,550                                    | 3,250                                   | 3,250                                   |
| 19002                         | Longevity                        | -  | -  | -                                       | -                                       |
| 19003                         | Sick pay                         | -  | -  | -                                       | -                                       |
| 21001                         | Medical insurance                | 6,770                                    | 8,400                                    | 9,975                                   | 9,975                                   |
| 21002                         | Dental insurance                 | 140                                      | 208                                      | 315                                     | 315                                     |
| 21003                         | Life insurance                   | 64                                       | 112                                      | 150                                     | 170                                     |
| 21004                         | Long-term disability insurance   | 89                                       | 144                                      | 175                                     | 200                                     |
| 22000                         | FICA/Medicare                    | 3,442                                    | 3,965                                    | 4,500                                   | 4,860                                   |
| 23001                         | Town pension contribution        | 5,144                                    | 2,195                                    | 2,400                                   | 3,000                                   |
|                               | Total Personnel Expenditures     | 61,887                                   | 68,305                                   | 75,015                                  | 78,770                                  |
| <b>Contractual Services</b>   |                                  |  |  |   |   |
| 31000                         | Service contracts                | 1,325                                    | 1,591                                    | 3,000                                   | 3,000                                   |
| 32000                         | Conferences, meetings, dues      | 807                                      | 895                                      | 1,250                                   | 1,250                                   |
| 33001                         | Audit services                   | -  | -  | -                                       | -                                       |
| 33004                         | Veterinarian fees                | 1,502                                    | 1,387                                    | 2,000                                   | 2,250                                   |
| -                             | Data processing                  | -  | -  | -                                       | -                                       |
|                               | Total Contractual Services       | 3,634                                    | 3,873                                    | 6,250                                   | 6,500                                   |
| <b>Repairs</b>                |                                  |  |  |   |   |
| 44003                         | Equipment repair/rental          | 410                                      | 3,469                                    | 2,000                                   | 3,000                                   |
|                               | Total Repairs                    | 410                                      | 3,469                                    | 2,000                                   | 3,000                                   |
| <b>Utilities</b>              |                                  |  |  |   |   |
| 51001                         | Gas & diesel fuel                | 134                                      | 371                                      | 2,250                                   | 1,000                                   |
| 52001                         | Municipal insurance              | 957                                      | 1,020                                    | 1,033                                   | 1,135                                   |
| 53000                         | Postage                          | 500                                      | 650                                      | 650                                     | 650                                     |
| 53001                         | Telephone                        | 769                                      | 746                                      | 900                                     | 900                                     |
| 54000                         | Advertising & publications       | 68                                       | 101                                      | 150                                     | 200                                     |
|                               | Total Utilities                  | 2,428                                    | 2,888                                    | 4,983                                   | 3,885                                   |

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2016-2017 - Animal Control Department**  
**As of May 9, 2016**

| <b>04-140</b>                  | <b>Animal Control Department</b>       | <b>2013-2014<br/>Actual<br/>Expended</b> | <b>2014-2015<br/>Actual<br/>Expended</b> | <b>2015-2016<br/>Revised<br/>Budget</b> | <b>2016-2017<br/>Adopted<br/>Budget</b> |
|--------------------------------|--|--|--|---|---|
| <b>Commodities</b>             |  |  |  |   |   |
| 61000                          | Office supplies                        | \$ 283                                   | \$ 103                                   | \$ 400                                  | \$ 400                                  |
| 61001                          | Uniforms                               | 713                                      | 359                                      | 750                                     | 750                                     |
| 61003                          | Equipment supplies                     | 717                                      | 1,402                                    | 1,750                                   | 1,750                                   |
| 62001                          | Electricity                            | 2,446                                    | 2,288                                    | 2,800                                   | 2,800                                   |
| 62002                          | Water & sewer                          | 333                                      | 283                                      | 1,000                                   | 1,000                                   |
| 62004                          | Heating fuel                           | 1,171                                    | 1,169                                    | 1,600                                   | 1,250                                   |
| 63002                          | Dog food                               | 1,074                                    | 1,348                                    | 2,000                                   | 2,000                                   |
| 68000                          | Custodial supplies                     | 380                                      | 173                                      | 1,250                                   | 1,250                                   |
|                                | Total Commodities                      | <u>7,117</u>                             | <u>7,125</u>                             | <u>11,550</u>                           | <u>11,200</u>                           |
| <b>Miscellaneous</b>           |  |  |  |   |   |
| 88052                          | Fee share to State                     | 3,651                                    | 3,980                                    | 4,000                                   | 4,500                                   |
| -                              | Miscellaneous                          | -  | -  | -                                       | -                                       |
|                                | Total Miscellaneous                    | <u>3,651</u>                             | <u>3,980</u>                             | <u>4,000</u>                            | <u>4,500</u>                            |
| <b>Transfers Out</b>           |  |  |  |   |   |
| 90016                          | Transfer out - Workers' comp           | 2,680                                    | 2,680                                    | 2,700                                   | 2,800                                   |
|                                | Total Transfers Out                    | <u>2,680</u>                             | <u>2,680</u>                             | <u>2,700</u>                            | <u>2,800</u>                            |
| <b>04-140</b>                  | <b>Total Animal Control Department</b> | <u>\$ 81,807</u>                         | <u>\$ 92,320</u>                         | <u>\$ 106,498</u>                       | <u>\$ 110,655</u>                       |
| Percentage increase/(decrease) |  |  |  |   | <u><u>3.90%</u></u>                     |

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2016-2017 - Town Aid Road Fund**  
**As of May 9, 2016**

| <b>Town Aid Road Fund</b>               |                              | <b>2013-2014<br/>Actual<br/>Revenue</b> | <b>2014-2015<br/>Actual<br/>Revenue</b> | <b>2015-2016<br/>Budgeted<br/>Revenue</b> | <b>2016-2017<br/>Estimated<br/>Revenue</b> |
|---|------------------------------|---|---|---|--|
| <b>Charges for Services</b>             |                              |   |   |   |  |
| 00354                                   | Miscellaneous                | 1,975                                   | -                                       | -   | -  |
|   | Total Charges for Services   | 1,975                                   | -                                       | -   | -  |
| <b>Intergovernmental</b>                |                              |   |   |   |  |
| 00221                                   | State of CT - TAR            | \$ 235,720                              | \$ 194,321                              | \$ 240,103                                | \$ 239,867                                 |
|   | Total Intergovernmental      | 235,720                                 | 194,321                                 | 240,103                                   | 239,867                                    |
| <b>Investment Income</b>                |                              |   |   |   |  |
| 00401                                   | Investment income            | -                                       | -                                       | -   | -  |
|   | Total Investment Income      | -                                       | -                                       | -   | -  |
|   | Subtotal Operating Income    | 237,695                                 | 194,321                                 | 240,103                                   | 239,867                                    |
| <b>Interfund Transfers In</b>           |                              |   |   |   |  |
| 00501                                   | Transfer in - General Fund   | -                                       | -                                       | -   | -  |
|   | Total Interfund Transfers In | -                                       | -                                       | -   | -  |
| <b>Total Town Aid Road Fund Revenue</b> |                              | <b>\$ 237,695</b>                       | <b>\$ 194,321</b>                       | <b>\$ 240,103</b>                         | <b>\$ 239,867</b>                          |

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2016-2017 - Town Aid Road Fund**  
**As of May 9, 2016**

|                                |                                 | <b>2013-2014</b>         | <b>2014-2015</b>         | <b>2015-2016</b>         | <b>2016-2017</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                  | \$ 237,695               | \$ 194,321               | \$ 240,103               | <b>\$ 239,867</b>               |
|                                | Total Commodities               | <u>237,695</u>           | <u>194,321</u>           | <u>240,103</u>           | <u><b>239,867</b></u>           |
| <b>06-030</b>                  | <b>Total Town Aid Road Fund</b> | <u><u>\$ 237,695</u></u> | <u><u>\$ 194,321</u></u> | <u><u>\$ 240,103</u></u> | <u><u><b>\$ 239,867</b></u></u> |
| Percentage increase/(decrease) |                                 |                          |                          |                          | <u><u><b>-0.10%</b></u></u>     |

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2016-2017 - Youth Services Department**  
**As of May 9, 2016**

| <b>Youth Services Department</b>         |                            | <b>2013-2014<br/>Actual<br/>Revenue</b> | <b>2014-2015<br/>Actual<br/>Revenue</b> | <b>2015-2016<br/>Budgeted<br/>Revenue</b> | <b>2016-2017<br/>Estimated<br/>Revenue</b> |
|--|----------------------------|---|---|---|--|
| <b>Intergovernmental</b>                 |                            |   |   |   |  |
| 00214                                    | State of CT - Misc         | \$ 11,916.00                            | \$ 12,523                               | \$ 14,500                                 | \$ 12,500                                  |
| 00222                                    | State of CT - YSB          | 18,937                                  | 18,937                                  | 14,000                                    | 18,600                                     |
| 00223                                    | State of CT - DSS          | 3,052                                   | 1,958                                   | 6,000                                     | 3,000                                      |
| Total Intergovernmental                  |                            | <u>33,905</u>                           | <u>33,418</u>                           | <u>34,500</u>                             | <u>34,100</u>                              |
| <b>Charges for Services</b>              |                            |   |   |   |  |
| 00354                                    | Miscellaneous              | -                                       | -                                       | -   | -  |
| 00364                                    | Program fees - school year | 62,592                                  | 71,247                                  | 68,500                                    | 70,500                                     |
| 00365                                    | Resource center fees       | 2,220                                   | 2,252                                   | 2,500                                     | 2,500                                      |
| 00366                                    | Contributions/donations    | 679                                     | 450                                     | 1,000                                     | 1,000                                      |
| Total Charges for Services               |                            | <u>65,491</u>                           | <u>73,949</u>                           | <u>72,000</u>                             | <u>74,000</u>                              |
| <b>Investment Income</b>                 |                            |   |   |   |  |
| 00401                                    | Investment income          | -                                       | -                                       | -   | -  |
| Total Investment Income                  |                            | <u>-</u>                                | <u>-</u>                                | <u>-</u>                                  | <u>-</u>                                   |
| Subtotal Operating Income                |                            | <u>99,396</u>                           | <u>107,367</u>                          | <u>106,500</u>                            | <u>108,100</u>                             |
| <b>Interfund Transfers In</b>            |                            |   |   |   |  |
| 00501                                    | Transfer in - General Fund | 103,899                                 | 86,163                                  | 85,825                                    | 89,042                                     |
| Total Interfund Transfers In             |                            | <u>103,899</u>                          | <u>86,163</u>                           | <u>85,825</u>                             | <u>89,042</u>                              |
| <b>Total Youth Services Dept Revenue</b> |                            | <u>\$ 203,295</u>                       | <u>\$ 193,530</u>                       | <u>\$ 192,325</u>                         | <u>\$ 197,142</u>                          |

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2016-2017 - Youth Services Department**  
**As of May 9, 2016**

| <b>07-110 Youth Services Department</b> | <b>2013-2014<br/>Actual<br/>Expended</b> | <b>2014-2015<br/>Actual<br/>Expended</b> | <b>2015-2016<br/>Revised<br/>Budget</b> | <b>2016-2017<br/>Adopted<br/>Budget</b> |
|---|--|--|---|---|
| <b>Personnel Expenditures</b>           |  |  |   |   |
| 11001 Regular payroll                   | \$ 51,407                                | \$ 52,304                                | \$ 52,400                               | \$ 54,750                               |
| 11002 Clerical payroll                  | -  | -  | -                                       | -                                       |
| 12000 Temporary payroll                 | 55,361                                   | 59,459                                   | 55,500                                  | 60,500                                  |
| 19002 Longevity                         | 250                                      | 350                                      | 250                                     | 350                                     |
| 19003 Sick pay                          | 2,769                                    | 2,515                                    | 3,000                                   | 3,000                                   |
| 21001 Medical insurance                 | 17,555                                   | 19,396                                   | 19,568                                  | 21,000                                  |
| 21002 Dental insurance                  | 210                                      | 208                                      | 300                                     | 300                                     |
| 21003 Life insurance                    | 131                                      | 133                                      | 150                                     | 160                                     |
| 21004 Long-term disability insurance    | 158                                      | 173                                      | 190                                     | 200                                     |
| 22000 FICA/Medicare                     | 6,543                                    | 5,988                                    | 7,500                                   | 7,250                                   |
| 23001 Town pension contribution         | 4,681                                    | 4,767                                    | 4,767                                   | 4,582                                   |
| Total Personnel Expenditures            | 139,065                                  | 145,293                                  | 143,625                                 | 152,092                                 |
| <b>Contractual Services</b>             |  |  |   |   |
| 32000 Conferences, meetings, & dues     | 640                                      | 561                                      | 700                                     | 700                                     |
| Total Contractual Services              | 640                                      | 561                                      | 700                                     | 700                                     |
| <b>Repairs</b>                          |  |  |   |   |
| 44003 Equipment repair/rental           | -  | -  | -                                       | -                                       |
| Total Repairs                           | -  | -  | -                                       | -                                       |
| <b>Utilities</b>                        |  |  |   |   |
| 52001 Municipal insurance               | 2,088                                    | 2,225                                    | 2,300                                   | 2,500                                   |
| 53000 Postage                           | 125                                      | 175                                      | 175                                     | 175                                     |
| 53001 Telephone                         | -  | -  | -                                       | -                                       |
| Total Utilities                         | 2,213                                    | 2,400                                    | 2,475                                   | 2,675                                   |
| <b>Commodities</b>                      |  |  |   |   |
| 61000 Office supplies                   | 246                                      | 104                                      | 750                                     | 750                                     |
| 61006 Building supplies                 | -  | -  | 750                                     | 750                                     |
| 62001 Electricity                       | 4,164                                    | 4,020                                    | 4,800                                   | 4,800                                   |
| 62002 Water & sewer                     | 160                                      | 292                                      | 250                                     | 400                                     |
| 62004 Heating fuel                      | 623                                      | 616                                      | 975                                     | 875                                     |
| Total Commodities                       | 5,193                                    | 5,032                                    | 7,525                                   | 7,575                                   |

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2016-2017 - Youth Services Department**  
**As of May 9, 2016**

|                                |  | <b>2013-2014</b>         | <b>2014-2015</b>         | <b>2015-2016</b>         | <b>2016-2017</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                 | \$ 458                   | \$ 493                   | \$ -                     | \$ -                     |
| 88039                          | CRC/ECC consulting                     | 14,340                   | 8,670                    | 25,000                   | <b>21,500</b>            |
| 88040                          | Activity funds                         | 8,274                    | 4,035                    | 7,500                    | <b>7,000</b>             |
| 88041                          | Activity supplies                      | 1,123                    | 976                      | 1,000                    | <b>1,000</b>             |
|                                | Total Programs/Activities              | <u>24,195</u>            | <u>14,174</u>            | <u>33,500</u>            | <b>29,500</b>            |
| <b>Transfers Out</b>           |  |                          |                          |                          |                          |
| 90016                          | Transfer out - Workers' comp           | 4,330                    | 4,330                    | 4,500                    | <b>4,600</b>             |
|                                | Total Transfers Out                    | <u>4,330</u>             | <u>4,330</u>             | <u>4,500</u>             | <b>4,600</b>             |
| <b>07-110</b>                  | <b>Total Youth Services Department</b> | <u><u>\$ 175,636</u></u> | <u><u>\$ 171,790</u></u> | <u><u>\$ 192,325</u></u> | <u><u>\$ 197,142</u></u> |
| Percentage increase/(decrease) |  |                          |                          |                          | <u><u>2.50%</u></u>      |



**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2016-2017 - Resource Recovery Department**  
**As of May 9, 2016**

| <b>Resource Recovery Department</b>     |                                | <b>2013-2014<br/>Actual<br/>Revenue</b> | <b>2014-2015<br/>Actual<br/>Revenue</b> | <b>2015-2016<br/>Budgeted<br/>Revenue</b> | <b>2016-2017<br/>Estimated<br/>Revenue</b> |
|---|--------------------------------|---|---|---|--|
| <b>Charges for Services</b>             |                                |   |   |   |  |
| 00354                                   | Miscellaneous                  | \$ 2,400                                | \$ 2,921                                | \$ 2,400                                  | \$ 2,400                                   |
| 00367                                   | Tire fees                      | 830                                     | 920                                     | 1,300                                     | 1,300                                      |
| 00368                                   | Sale of newsprint              | -                                       | -                                       | -   | -  |
| 00369                                   | Battery recycling              | 67                                      | 42                                      | 50  | 50   |
| 00370                                   | Sale of metal                  | 21,265                                  | 17,183                                  | 23,000                                    | 17,500                                     |
| 00371                                   | Facility use permits           | 26,318                                  | 25,922                                  | 27,000                                    | 27,000                                     |
| 00372                                   | Freon appliance permits        | 3,085                                   | 2,325                                   | 3,150                                     | 3,150                                      |
| 00373                                   | 15 gallon bags to residents    | 4,862                                   | 4,770                                   | 5,000                                     | 5,000                                      |
| 00374                                   | 30 gallon bags to residents    | 14,285                                  | 11,631                                  | 15,000                                    | 12,500                                     |
| 00375                                   | 45 gallon bags to residents    | 31,234                                  | 28,976                                  | 34,000                                    | 30,000                                     |
| 00376                                   | 15 gallon bags to distributors | 1,250                                   | 1,250                                   | 1,250                                     | 1,250                                      |
| 00377                                   | 30 gallon bags to distributors | 1,800                                   | 3,655                                   | 2,750                                     | 3,700                                      |
| 00378                                   | 45 gallon bags to distributors | 9,000                                   | 9,634                                   | 9,000                                     | 10,000                                     |
| 00379                                   | Bulky waste                    | 50,705                                  | 40,770                                  | 60,000                                    | 52,500                                     |
| 00380                                   | Anti-freeze disposal           | 326                                     | 20                                      | 50  | 50   |
| 00381                                   | Mixed paper                    | -                                       | -                                       | -   | -  |
| 00382                                   | Cardboard sales                | -                                       | -                                       | -   | -  |
| 00383                                   | Town demolition                | -                                       | 1,488                                   | 250                                       | 250  |
| 00384                                   | Propane tank disposal          | 345                                     | 330                                     | 450                                       | 450  |
| 00399                                   | Single stream recyclables      | 10,556                                  | 11,531                                  | 11,500                                    | 11,500                                     |
|   | Total Charges for Services     | 178,328                                 | 163,368                                 | 196,150                                   | 178,600                                    |
| <b>Investment Income</b>                |                                |   |   |   |  |
| 00401                                   | Investment income              | -                                       | -                                       | -   | -  |
|   | Total Investment Income        | -                                       | -                                       | -   | -  |
|   | Subtotal Operating Income      | 178,328                                 | 163,368                                 | 196,150                                   | 178,600                                    |
| <b>Interfund Transfers In</b>           |                                |   |   |   |  |
| 00501                                   | Transfer in - General Fund     | 185,844                                 | 222,190                                 | 207,970                                   | 173,528                                    |
|   | Total Interfund Transfers In   | 185,844                                 | 222,190                                 | 207,970                                   | 173,528                                    |
| <b>Total Resource Recovery Dept Rev</b> |                                | <u>\$ 364,172</u>                       | <u>\$ 385,558</u>                       | <u>\$ 404,120</u>                         | <u>\$ 352,128</u>                          |

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2016-2017 - Resource Recovery Dept**  
**As of May 9, 2016**

| <b>09-120</b>                 | <b>Resource Recovery Dept</b>  | <b>2013-2014<br/>Actual<br/>Expended</b> | <b>2014-2015<br/>Actual<br/>Expended</b> | <b>2015-2016<br/>Revised<br/>Budget</b> | <b>2016-2017<br/>Adopted<br/>Budget</b> |
|-------------------------------|--------------------------------|--|--|---|---|
| <b>Personnel Expenditures</b> |                                |  |  |   |   |
| 11001                         | Regular payroll                | \$ 157,541                               | \$ 164,881                               | \$ 166,500                              | \$ 129,500                              |
| 12000                         | Temporary payroll              | -  | -  | -                                       | -                                       |
| 13002                         | Overtime                       | 12,793                                   | 10,600                                   | 15,000                                  | 14,000                                  |
| 19002                         | Longevity                      | 825                                      | 1,275                                    | 1,275                                   | 1,000                                   |
| 19003                         | Sick pay                       | 5,665                                    | 8,690                                    | 9,500                                   | 9,500                                   |
| 21001                         | Medical insurance              | 53,853                                   | 47,804                                   | 42,000                                  | 30,000                                  |
| 21002                         | Dental insurance               | 1,653                                    | 529                                      | 1,900                                   | 1,900                                   |
| 21003                         | Life insurance                 | 406                                      | 406                                      | 500                                     | 500                                     |
| 21004                         | Long-term disability insurance | 488                                      | 527                                      | 575                                     | 625                                     |
| 22000                         | FICA/Medicare                  | 11,455                                   | 13,402                                   | 14,250                                  | 12,000                                  |
| 23001                         | Town pension contribution      | 8,042                                    | 11,203                                   | 11,000                                  | 7,833                                   |
|                               | Total Personnel Expenditures   | 252,721                                  | 259,317                                  | 262,500                                 | 206,858                                 |
| <b>Contractual Services</b>   |                                |  |  |   |   |
| 31000                         | Service contracts              | 9,307                                    | 15,408                                   | 13,000                                  | 15,500                                  |
| 34001                         | Data processing                | 1,218                                    | 1,218                                    | 1,800                                   | 2,000                                   |
| 36004                         | Telecommunications             | 933                                      | 1,310                                    | 1,250                                   | 1,500                                   |
|                               | Total Contractual Services     | 11,458                                   | 17,936                                   | 16,050                                  | 19,000                                  |
| <b>Repairs</b>                |                                |  |  |   |   |
| 44003                         | Equipment repair/rental        | 4,184                                    | 9,993                                    | 7,500                                   | 10,000                                  |
|                               | Total Repairs                  | 4,184                                    | 9,993                                    | 7,500                                   | 10,000                                  |
| <b>Utilities</b>              |                                |  |  |   |   |
| 51001                         | Gas & diesel fuel              | 8,580                                    | 7,725                                    | 8,370                                   | 7,000                                   |
| 52001                         | Municipal insurance            | 2,440                                    | 2,599                                    | 2,650                                   | 2,920                                   |
| 53001                         | Telephone                      | -  | -  | 300                                     | 300                                     |
|                               | Total Utilities                | 11,020                                   | 10,324                                   | 11,320                                  | 10,220                                  |
| <b>Commodities</b>            |                                |  |  |   |   |
| 61001                         | Uniforms                       | 1,119                                    | 1,036                                    | 1,250                                   | 1,250                                   |
| 61003                         | Equipment supplies             | 1,008                                    | 2,224                                    | 2,000                                   | 2,500                                   |
| 61006                         | Building supplies              | 689                                      | 510                                      | 1,500                                   | 1,500                                   |
| 62001                         | Electricity                    | 2,101                                    | 2,280                                    | 2,650                                   | 2,650                                   |
| 62002                         | Water & sewer                  | 612                                      | 603                                      | 900                                     | 900                                     |
| 62004                         | Heating fuel                   | 1,099                                    | 605                                      | 1,250                                   | 1,250                                   |
| 69003                         | Bags and stickers              | 8,305                                    | 582                                      | 11,000                                  | 11,000                                  |
|                               | Total Commodities              | 14,933                                   | 7,840                                    | 20,550                                  | 21,050                                  |

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2016-2017 - Resource Recovery Dept**  
**As of May 9, 2016**

|  |                                 | 2013-2014         | 2014-2015         | 2015-2016         | 2016-2017         |
|--|---------------------------------|-------------------|-------------------|-------------------|-------------------|
|  |                                 | Actual            | Actual            | Revised           | Adopted           |
| 09-120                                     | Resource Recovery Dept          | Expended          | Expended          | Budget            | Budget            |
| <b>Equipment</b>                           |                                 |                   |                   |                   |                   |
| 73000                                      | Equipment purchases             | \$ -              | \$ -              | \$ -              | \$ -              |
|  | Total Equipment                 | -                 | -                 | -                 | -                 |
| <b>Miscellaneous</b>                       |                                 |                   |                   |                   |                   |
| 88001                                      | Program services                | -                 | -                 | 500               | 500               |
| 88003                                      | Permits - State of CT           | 418               | 14,878            | 1,500             | 2,000             |
| 88012                                      | MSW disposal fees               | 22,783            | 22,833            | 29,000            | 29,000            |
| 88014                                      | BW disposal fees                | 34,801            | 34,288            | 42,500            | 42,500            |
| 88017                                      | Hauling expense                 | -                 | -                 | 1,000             | 1,000             |
| 88018                                      | Recycling                       | 1,567             | 2,869             | 5,000             | 5,000             |
|  | Total Miscellaneous             | 59,569            | 74,868            | 79,500            | 80,000            |
| <b>Transfers Out</b>                       |                                 |                   |                   |                   |                   |
| 90015                                      | Transfer out - Cap Non rec Town | -                 | -                 | -                 | -                 |
| 90016                                      | Transfer out - Workers' comp    | 6,490             | 6,500             | 6,700             | 5,000             |
|  | Total Transfers Out             | 6,490             | 6,500             | 6,700             | 5,000             |
| <b>09-120 Total Resource Recovery Dept</b> |                                 | <b>\$ 360,375</b> | <b>\$ 386,778</b> | <b>\$ 404,120</b> | <b>\$ 352,128</b> |
| Percentage increase/(decrease)             |                                 |                   |                   |                   | <b>-12.87%</b>    |

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2016-2017 - Building Maintenance Fund**  
**As of May 9, 2016**

| <b>Building Maintenance Fund</b>         |                              | <b>2013-2014<br/>Actual<br/>Revenue</b> | <b>2014-2015<br/>Actual<br/>Revenue</b> | <b>2015-2016<br/>Budgeted<br/>Revenue</b> | <b>2016-2017<br/>Estimated<br/>Revenue</b> |
|--|------------------------------|---|---|---|--|
| <b>Intergovernmental</b>                 |                              |   |   |   |  |
| 00207                                    | Emergency Management         | \$ -                                    | \$ -                                    | \$ -                                      | \$ -                                       |
|  | Total Intergovernmental      | -                                       | -                                       | -   | -  |
| <b>Miscellaneous</b>                     |                              |   |   |   |  |
| 00354                                    | Miscellaneous                | \$ 29,830                               | \$ -                                    | \$ -                                      | \$ -                                       |
| 00366                                    | Contributions/donations      | -                                       | -                                       | -   | -  |
|  | Total Miscellaneous          | 29,830                                  | -                                       | -   | -  |
| <b>Investment Income</b>                 |                              |   |   |   |  |
| 00401                                    | Investment income            | -                                       | -                                       | -   | -  |
|  | Total Investment Income      | -                                       | -                                       | -   | -  |
|  | Subtotal Operating Income    | 29,830                                  | -                                       | -   | -  |
| <b>Interfund Transfers In</b>            |                              |   |   |   |  |
| 00501                                    | Transfer in - General Fund   | 100,000                                 | 150,000                                 | 77,500                                    | 80,000                                     |
|  | Total Interfund Transfers In | 100,000                                 | 150,000                                 | 77,500                                    | 80,000                                     |
| <b>Total Building Maint Fund Revenue</b> |                              | <u>\$ 129,830</u>                       | <u>\$ 150,000</u>                       | <u>\$ 77,500</u>                          | <u>\$ 80,000</u>                           |

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2016-2017 - Building Maintenance Fund**  
**As of May 9, 2016**

|                                |  | <b>2013-2014</b> | <b>2014-2015</b> | <b>2015-2016</b> | <b>2016-2017</b> |
|--------------------------------|--|------------------|------------------|------------------|------------------|
|                                |  | <b>Actual</b>    | <b>Actual</b>    | <b>Revised</b>   | <b>Adopted</b>   |
| <b>11-037</b>                  | <b>Building Maintenance Fund</b>       | <b>Expended</b>  | <b>Expended</b>  | <b>Budget</b>    | <b>Budget</b>    |
| <b>Repairs</b>                 |  |                  |                  |                  |                  |
| 44006                          | Town maintenance                       | \$ 42,713        | \$ 18,965        | \$ 38,750        | \$ 40,000        |
| 44007                          | BOE maintenance                        | 32,298           | -                | 38,750           | 40,000           |
|                                | Total Repairs                          | <u>75,011</u>    | <u>18,965</u>    | <u>77,500</u>    | <u>80,000</u>    |
| <b>Transfers Out</b>           |  |                  |                  |                  |                  |
| 90015                          | Transfer out - Cap Non rec Town        | -                | -                | -                | -                |
|                                | Total Transfers Out                    | <u>-</u>         | <u>-</u>         | <u>-</u>         | <u>-</u>         |
| <b>11-037</b>                  | <b>Total Building Maintenance Fund</b> | <u>\$ 75,011</u> | <u>\$ 18,965</u> | <u>\$ 77,500</u> | <u>\$ 80,000</u> |
| Percentage increase/(decrease) |  |                  |                  |                  | <u>3.23%</u>     |

**Town of Portland, Connecticut**  
**Adopted Other Funds Revenue Budget Detail - Fiscal Year 2016-2017 - Parks & Recreation Department**  
**As of May 9, 2016**

| <b>Parks &amp; Recreation Department</b>  |                              | <b>2013-2014<br/>Actual<br/>Revenue</b> | <b>2014-2015<br/>Actual<br/>Revenue</b> | <b>2015-2016<br/>Budgeted<br/>Revenue</b> | <b>2016-2017<br/>Estimated<br/>Revenue</b> |
|---|------------------------------|---|---|---|--|
| <b>Charges for Services</b>               |                              |   |   |   |  |
| 00354                                     | Miscellaneous                | \$ 6,759                                | \$ 8,926                                | \$ 7,000                                  | \$ 7,000                                   |
| 00385                                     | Program fees - adult         | 7,418                                   | 9,797                                   | 7,500                                     | 8,000                                      |
| 00386                                     | Program fees - youth         | 31,401                                  | 31,579                                  | 28,500                                    | 30,000                                     |
| 00387                                     | Tee ball fees                | 800                                     | -                                       | 500                                       | 250  |
| 00388                                     | Adult softball fees          | 6,884                                   | 5,535                                   | 8,000                                     | 8,000                                      |
| 00389                                     | Summer playground fees       | 73,092                                  | 80,014                                  | 75,000                                    | 80,000                                     |
| 00390                                     | Program fees - vacation      | 780                                     | 510                                     | 750                                       | 750  |
| 00391                                     | Summer sports camp           | 29,819                                  | 19,421                                  | 25,000                                    | 25,000                                     |
| 00392                                     | CT Track club                | -                                       | -                                       | -   | -  |
| 00393                                     | Unified sports               | -                                       | 6,970                                   | -   | 4,800                                      |
| 00394                                     | 5k race fees                 | 2,825                                   | 3,500                                   | 2,500                                     | 2,500                                      |
| 00395                                     | Trips                        | 1,820                                   | 1,890                                   | 2,000                                     | 1,800                                      |
|   | Total Charges for Services   | 161,598                                 | 168,142                                 | 156,750                                   | 168,100                                    |
| <b>Investment Income</b>                  |                              |   |   |   |  |
| 00401                                     | Investment income            | -                                       | -                                       | -   | -  |
|   | Total Investment Income      | -                                       | -                                       | -   | -  |
|   | Subtotal Operating Income    | 161,598                                 | 168,142                                 | 156,750                                   | 168,100                                    |
| <b>Interfund Transfers In</b>             |                              |   |   |   |  |
| 00501                                     | Transfer in - General Fund   | 182,330                                 | 187,229                                 | 188,949                                   | 199,495                                    |
|   | Total Interfund Transfers In | 182,330                                 | 187,229                                 | 188,949                                   | 199,495                                    |
| <b>Total Parks &amp; Rec Dept Revenue</b> |                              | <u>\$ 343,928</u>                       | <u>\$ 355,371</u>                       | <u>\$ 345,699</u>                         | <u>\$ 367,595</u>                          |

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2016-2017 - Parks & Rec Department**  
**As of May 9, 2016**

| 12-130                        | Parks & Recreation Dept        | 2013-2014<br>Actual<br>Expended | 2014-2015<br>Actual<br>Expended | 2015-2016<br>Revised<br>Budget | 2016-2017<br>Adopted<br>Budget |
|-------------------------------|--------------------------------|---------------------------------|---------------------------------|--------------------------------|--------------------------------|
| <b>Personnel Expenditures</b> |                                |                                 |                                 |                                |                                |
| 11001                         | Regular payroll                | \$ 60,036                       | \$ 61,559                       | \$ 62,400                      | \$ 63,950                      |
| 11002                         | Clerical payroll               | 19,646                          | 20,143                          | 20,500                         | 20,900                         |
| 12001                         | Teen recreation payroll        | 72,161                          | 79,814                          | 77,500                         | 85,150                         |
| 13002                         | Overtime                       | 10,122                          | 10,188                          | 11,000                         | 12,000                         |
| 14001                         | Board clerk                    | 139                             | -                               | 400                            | 400                            |
| 19002                         | Longevity                      | -                               | -                               | 275                            | 275                            |
| 19003                         | Sick pay                       | 4,593                           | 4,586                           | 5,750                          | 5,750                          |
| 21001                         | Medical insurance              | 11,023                          | 11,699                          | 13,860                         | 14,250                         |
| 21002                         | Dental insurance               | 101                             | 101                             | 150                            | 150                            |
| 21003                         | Life insurance                 | 204                             | 207                             | 225                            | 250                            |
| 21004                         | Long-term disability insurance | 244                             | 267                             | 285                            | 305                            |
| 22000                         | FICA/Medicare                  | 10,774                          | 11,699                          | 13,500                         | 14,000                         |
| 23001                         | Town pension contribution      | 3,002                           | 3,054                           | 3,250                          | 3,825                          |
|                               | Total Personnel Expenditures   | 192,045                         | 203,317                         | 209,095                        | 221,205                        |
| <b>Contractual Services</b>   |                                |                                 |                                 |                                |                                |
| 32000                         | Conferences, meetings, & dues  | 652                             | 718                             | 700                            | 800                            |
|                               | Total Contractual Services     | 652                             | 718                             | 700                            | 800                            |
| <b>Repairs</b>                |                                |                                 |                                 |                                |                                |
| 44003                         | Equipment repair/rentals       | 4,680                           | 4,802                           | 7,000                          | 7,000                          |
|                               | Total Repairs                  | 4,680                           | 4,802                           | 7,000                          | 7,000                          |
| <b>Utilities</b>              |                                |                                 |                                 |                                |                                |
| 51001                         | Gas & diesel fuel              | 199                             | 161                             | 500                            | 400                            |
| 52001                         | Municipal insurance            | 2,187                           | 2,330                           | 2,544                          | 2,700                          |
| 53000                         | Postage                        | 125                             | 175                             | 200                            | 200                            |
| 53001                         | Telephone                      | -                               | -                               | 500                            | 500                            |
|                               | Total Utilities                | 2,511                           | 2,666                           | 3,744                          | 3,800                          |
| <b>Commodities</b>            |                                |                                 |                                 |                                |                                |
| 61000                         | Office supplies                | 224                             | 154                             | 1,500                          | 1,500                          |
| 61003                         | Equipment supplies             | 505                             | 695                             | 2,000                          | 2,000                          |
| 62001                         | Electricity                    | 17,114                          | 17,707                          | 19,750                         | 21,000                         |
| 62002                         | Water & sewer                  | 1,209                           | 3,264                           | 2,750                          | 8,000                          |
| 62004                         | Heating fuel                   | 624                             | 616                             | 1,000                          | 750                            |
|                               | Total Commodities              | 19,676                          | 22,436                          | 27,000                         | 33,250                         |

**Town of Portland, Connecticut**  
**Adopted Other Funds Expenditure Budget Detail - Fiscal Year 2016-2017 - Parks & Rec Department**  
**As of May 9, 2016**

| <b>12-130</b>                  | <b>Parks &amp; Recreation Dept</b>      | <b>2013-2014<br/>Actual<br/>Expended</b> | <b>2014-2015<br/>Actual<br/>Expended</b> | <b>2015-2016<br/>Revised<br/>Budget</b> | <b>2016-2017<br/>Adopted<br/>Budget</b> |
|--------------------------------|---|--|--|---|---|
| <b>Equipment</b>               |   |  |  |   |   |
| 73000                          | Equipment purchases                     | \$ 7,548                                 | \$ 5,738                                 | \$ 12,000                               | \$ 12,000                               |
|                                | Total Equipment                         | 7,548                                    | 5,738                                    | 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                          | 38                                       | -  | 100                                     | 100                                     |
| 88024                          | Youth basketball                        | 5,522                                    | 7,882                                    | 6,000                                   | 6,180                                   |
| 88025                          | Unified sports                          | -  | 866                                      | -                                       | 3,200                                   |
| 88026                          | Summer playground                       | 12,768                                   | 17,304                                   | 18,160                                  | 18,160                                  |
| 88027                          | Youth programs                          | 10,059                                   | 10,208                                   | 12,500                                  | 12,500                                  |
| 88028                          | Vacation programs                       | 500                                      | 340                                      | 1,000                                   | 1,000                                   |
| 88029                          | Other recreation programs               | 630                                      | 1,462                                    | 1,000                                   | 1,000                                   |
| 88030                          | Adult softball                          | 7,727                                    | 7,500                                    | 8,000                                   | 8,000                                   |
| 88031                          | Adult fitness                           | 7,693                                    | 8,230                                    | 7,500                                   | 7,500                                   |
| 88032                          | Holiday tree lighting                   | 47                                       | 47                                       | 500                                     | 500                                     |
| 88033                          | Town concerts                           | -  | -  | -                                       | -                                       |
| 88034                          | Trips                                   | 1,433                                    | 1,383                                    | 1,500                                   | 1,500                                   |
| 88035                          | Summer sports camp                      | 21,017                                   | 21,470                                   | 24,000                                  | 24,000                                  |
| 88036                          | CT Track club                           | -  | -  | -                                       | -                                       |
| 88037                          | Community events                        | 992                                      | 612                                      | 500                                     | 500                                     |
| 88038                          | Miscellaneous programs                  | -  | 37                                       | 100                                     | 100                                     |
| 88051                          | 5K Road Race                            | 1,383                                    | 1,618                                    | 1,500                                   | 1,500                                   |
|                                | Total Programs/Activities               | 69,809                                   | 78,959                                   | 82,360                                  | 85,740                                  |
| <b>Transfers Out</b>           |   |  |  |   |   |
| 90016                          | Transfer out - Workers' comp            | 3,825                                    | 4,000                                    | 3,700                                   | 3,700                                   |
|                                | Total Transfers Out                     | 3,825                                    | 4,000                                    | 3,700                                   | 3,700                                   |
| <b>12-130</b>                  | <b>Total Parks &amp; Rec Department</b> | <b>\$ 300,809</b>                        | <b>\$ 322,699</b>                        | <b>\$ 345,699</b>                       | <b>\$ 367,595</b>                       |
| Percentage increase/(decrease) |   |  |  |   | <b>6.33%</b>                            |



# **TOWN OF PORTLAND, CONNECTICUT**

## **CAPITAL IMPROVEMENT PLAN**

## *Capital Improvement Plan*

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

The 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 2017 through 2021 is **\$21,146,729** with **\$784,929** specifically approved for FY 2016-2017. Of the \$784,929, **\$303,100** is estimated to be funded through taxation; **\$230,000** is estimated to be funded through water and sewer usage fees; **\$204,729** is estimated to be funded through state grants; and **\$47,100** from another town as its match for a grant. The following list of projects details this amount:

|  |                              |
|--|------------------------------|
| ❖ Parks and Rec. - Airline Trail Improvements                                | \$ 10,000                    |
| ❖ Revaluation – Town-wide  | 40,000                       |
| ❖ Computers – Town-wide  | 19,000                       |
| ❖ Fire – Replace Apparatus – Ford Expedition                                 | 45,000                       |
| ❖ Building/Planning Dept. – Grant match                                      | 20,000                       |
| ❖ Library – Furnishings  | 10,000                       |
| ❖ Hghwy. Div. – Town's portion of ICE Grant/Replace Crack Sealer             | 9,700*                       |
| ❖ Hghwy. Div. - Town's portion of ICE Grant/Purchase Dozer                   | 29,200*                      |
| ❖ Hghwy. Div. - Town's portion of ICE Grant/Storm Drain Inspection Equipment | 8,200*                       |
| ❖ System-wide BOE – Technology upgrades                                      | 50,000                       |
| ❖ Brownstone School – Replace various restrooms                              | 62,000                       |
| <br>❖ <b>Total Transfer In – General Fund Town and BOE</b>                   | <br><b>\$ <u>303,100</u></b> |

\*As part of a proposed ICE Grant, a neighboring town will contribute their portion: \$47,100.

If approved, State-funded ICE Grant will include the following for the Highway Department:

|  |                          |
|--|--------------------------|
| ❖ Replace Crack Sealer                   | \$ 29,100                |
| ❖ Purchase Dozer                         | 87,600                   |
| ❖ Storm Drain Inspection Equipment       | 24,600                   |
| ❖ <b>Total ICE Grant-funded projects</b> | <b>\$ <u>141,300</u></b> |

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

|                                      |                         |
|--------------------------------------|-------------------------|
| ❖ Park and Field Improvements        | \$ 25,000               |
| ❖ Replace Sidewalks                  | 38,429                  |
| ❖ <b>Total LOCIP-funded projects</b> | <b>\$ <u>63,429</u></b> |

**Town of Portland, Connecticut**  
**Adopted Capital Improvement Plan - Fiscal Years 2017 Through 2021**  
**As of May 9, 2016**

| Capital Improvement Plan        |                                 | Fiscal Years |              |              |              |              | Total         |
|---------------------------------|---------------------------------|--------------|--------------|--------------|--------------|--------------|---------------|
|                                 |                                 | 2016-2017    | 2017-2018    | 2018-2019    | 2019-2020    | 2020-2021    |               |
| Estimated Revenue Sources       |                                 |              |              |              |              |              |               |
| 00114                           | Federal grants                  | \$ -         | \$ -         | \$ -         | \$ -         | \$ -         | \$ -          |
| 00214                           | State of CT grants              | 204,729      | 65,000       | 65,000       | 65,000       | 65,000       | 464,729       |
| 00354                           | Other                           | 47,100       | -            | -            | -            | -            | 47,100        |
| 00501                           | Transfer in - General Fund Town | 303,100      | 650,000      | 650,000      | 650,000      | 650,000      | 2,903,100     |
| 00502                           | Transfer in - Parks & Rec Dept  | -            | -            | -            | -            | -            | -             |
| 00502                           | Transfer in - Res Rec Dept      | -            | -            | -            | -            | -            | -             |
| 00502                           | Transfer in - Sewer Department  | 115,000      | 150,000      | 150,000      | 150,000      | 150,000      | 715,000       |
| 00502                           | Transfer in - Water Department  | 115,000      | 182,500      | 183,000      | 133,500      | 94,000       | 708,000       |
| 00503                           | General obligation bonds        | -            | 5,282,800    | 6,668,500    | 2,193,000    | 2,164,500    | 16,308,800    |
| 00504                           | Capital lease proceeds          | -            | -            | -            | -            | -            | -             |
| 00505                           | Prior approved allocations      | -            | -            | -            | -            | -            | -             |
| Total Estimated Revenue Sources |                                 | \$ 784,929   | \$ 6,330,300 | \$ 7,716,500 | \$ 3,191,500 | \$ 3,123,500 | \$ 21,146,729 |

**Town of Portland, Connecticut**  
**Adopted Capital Improvement Plan - Fiscal Years 2017 Through 2021**  
**As of May 9, 2016**

| 08-141                           | Capital Improvement Plan | Fiscal Years |              |              |              |              | Total         |
|----------------------------------|--------------------------|--------------|--------------|--------------|--------------|--------------|---------------|
|                                  |                          | 2016-2017    | 2017-2018    | 2018-2019    | 2019-2020    | 2020-2021    |               |
| Departmental Expenditure Summary |                          |              |              |              |              |              |               |
| 89010                            | Board of Education       | \$ 112,000   | \$ 997,000   | \$ 547,000   | \$ 565,000   | \$ 725,000   | \$ 2,946,000  |
| 89020                            | Building/Planning Depts  | 20,000       | 180,000      | 140,000      | 105,000      | 142,500      | 587,500       |
| 89030                            | Emergency Management     | -            | 6,000        | 6,000        | -            | 7,000        | 19,000        |
| 89040                            | Fire Department          | 45,000       | 207,000      | 825,500      | 632,000      | -            | 1,709,500     |
| 89050                            | Grounds Maintenance      | -            | 103,300      | 110,000      | 41,000       | 10,000       | 264,300       |
| 89060                            | Library                  | 10,000       | 57,000       | 71,500       | 70,000       | 30,000       | 238,500       |
| 89070                            | Parks & Recreation       | 35,000       | 1,665,000    | 3,871,000    | 321,000      | 431,000      | 6,323,000     |
| 89080                            | Police Department        | -            | 93,000       | 93,000       | 62,000       | 62,000       | 310,000       |
| 89090                            | Public Works             | 273,929      | 2,490,000    | 1,577,000    | 975,000      | 1,115,000    | 6,430,929     |
| 89100                            | Resource Recovery        | -            | 40,000       | 12,000       | 13,000       | 22,500       | 87,500        |
| 89110                            | Sewer Department         | 115,000      | 150,000      | 150,000      | 150,000      | 150,000      | 715,000       |
| 89120                            | Town-Wide Improvements   | 59,000       | 159,500      | 130,500      | 124,000      | 334,500      | 807,500       |
| 89130                            | Water Department         | 115,000      | 182,500      | 183,000      | 133,500      | 94,000       | 708,000       |
| Total Departmental Summary       |                          | \$ 784,929   | \$ 6,330,300 | \$ 7,716,500 | \$ 3,191,500 | \$ 3,123,500 | \$ 21,146,729 |

**Departmental Expenditure Detail**

| 89010                              | Board of Education |         |         |         |         |           |
|------------------------------------|--------------------|---------|---------|---------|---------|-----------|
| Brownstone School                  |                    |         |         |         |         |           |
| Replace various restrooms          | \$ 62,000          | \$ -    | \$ -    | \$ -    | \$ -    | \$ 62,000 |
| Replace music room carpet          | -                  | -       | -       | 10,000  | -       | 10,000    |
| Second floor flooring asbestos     |                    | 112,000 | 112,000 | -       | -       | 224,000   |
| Replace windows & frames           | -                  | 125,000 | -       | -       | -       | 125,000   |
| Total Brownstone School            | 62,000             | 237,000 | 112,000 | 10,000  | -       | 421,000   |
| Gildersleeve School                |                    |         |         |         |         |           |
| Design and construct foyer space   | -                  | 70,000  | -       | -       | -       | 70,000    |
| Replace exterior doors and window: | -                  | -       | 10,000  | 80,000  | 80,000  | 170,000   |
| Paving(including traffic study)    | -                  | 125,000 | -       | -       | -       | 125,000   |
| Total Gildersleeve School          | -                  | 195,000 | 10,000  | 80,000  | 80,000  | 365,000   |
| High/Middle School                 |                    |         |         |         |         |           |
| Baseball/softball renovations      | -                  | -       | -       | -       | 25,000  | 25,000    |
| Heating system upgrade             |                    | 70,000  | -       | -       | -       | 70,000    |
| Rubber track improvements/replace  |                    | 80,000  | -       | -       | -       | 80,000    |
| Food Service equipment             | -                  | 30,000  | 30,000  | 30,000  | -       | 90,000    |
| Total High/Middle School           | -                  | 180,000 | 30,000  | 30,000  | 25,000  | 265,000   |
| System Wide BOE                    |                    |         |         |         |         |           |
| Vehicle replacement                | -                  | 35,000  | -       | -       | -       | 35,000    |
| Painting                           | -                  | 50,000  | 50,000  | 50,000  | 100,000 | 250,000   |
| Furniture                          | -                  | 40,000  | 20,000  | 20,000  | 20,000  | 100,000   |
| Technology Upgrades                | 50,000             | 260,000 | 260,000 | 260,000 | 470,000 | 1,300,000 |
| Total System Wide                  | 50,000             | 385,000 | 330,000 | 330,000 | 590,000 | 1,685,000 |

**I** Project anticipated to be funded by ICE for FY 2016-2017 60% State, 20% Cromwell, 20% Town  
**L** Project anticipated to be funded by LOCIP for FY 2016-2017

**Town of Portland, Connecticut**  
**Adopted Capital Improvement Plan - Fiscal Years 2017 Through 2021**  
**As of May 9, 2016**

| 08-141                                      | Capital Improvement Plan             | Fiscal Years |           |           |           |           | Total     |
|---|--------------------------------------|--------------|-----------|-----------|-----------|-----------|-----------|
|   |                                      | 2016-2017    | 2017-2018 | 2018-2019 | 2019-2020 | 2020-2021 |           |
| Departmental Expenditure Detail (Continued) |                                      |              |           |           |           |           |           |
| Valley View School                          |                                      |              |           |           |           |           |           |
|   | Removal/replacement asbestos tile    | \$ -         | \$ -      | \$ 40,000 | \$ 40,000 | \$ -      | \$ 80,000 |
|   | Replace library carpet               | -            | -         | 25,000    | -         | -         | 25,000    |
|   | Paving                               | -            | -         | -         | 75,000    | 30,000    | 105,000   |
|   | Total Valley View School             | -            | -         | 65,000    | 115,000   | 30,000    | 210,000   |
|   | Total Board of Education             | 112,000      | 997,000   | 547,000   | 565,000   | 725,000   | 2,946,000 |
|   |                                      |              |           |           |           |           |           |
| 89020                                       | Building/Planning Depts              |              |           |           |           |           |           |
|   | Grant match/leverage funds           | 20,000       | 50,000    | 50,000    | 50,000    | 82,500    | 252,500   |
|   | POCD/ subdivision regulations        | -            | 5,000     | 5,000     | 5,000     | 10,000    | 25,000    |
|   | Permitting software                  | -            | -         | 35,000    | -         | -         | 35,000    |
|   | Land acquisition                     | -            | 125,000   | 50,000    | 50,000    | 50,000    | 275,000   |
|   | Total Building/Planning Depts        | 20,000       | 180,000   | 140,000   | 105,000   | 142,500   | 587,500   |
|   |                                      |              |           |           |           |           |           |
| 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          | 45,000       | 90,000    | -         | 550,000   | -         | 685,000   |
|   | Communication equipment              | -            | 52,000    | 25,500    | -         | -         | 77,500    |
|   | Site Plan for Company #3             | -            | -         | 800,000   | -         | -         | 800,000   |
|   | Company 3 F350                       | -            | -         | -         | 50,000    | -         | 50,000    |
|   | SCBA bottle replacement              | -            | 15,000    | -         | 20,000    | -         | 35,000    |
|   | Thermal imaging cameras              | -            | 10,000    | -         | 12,000    | -         | 22,000    |
|   | Pick up truck w/ cap-fire marshal    | -            | 40,000    | -         | -         | -         | 40,000    |
|   | Total Fire/Fire Marshal Department   | 45,000       | 207,000   | 825,500   | 632,000   | -         | 1,709,500 |
|   |                                      |              |           |           |           |           |           |
| 89050                                       | Grounds Maintenance                  |              |           |           |           |           |           |
|   | Ride on mower replacement            | -            | -         | 6,000     | 7,000     | -         | 13,000    |
|   | Paint sprayer replacement            | -            | 5,000     | -         | -         | 5,000     | 10,000    |
|   | Walk behind mower replacement        | -            | -         | 9,000     | 9,000     | -         | 18,000    |
|   | Miscellaneous grounds equipment      | -            | 10,000    | 10,000    | 5,000     | 5,000     | 30,000    |
|   | Construct storage addition at Garage | -            | 12,000    | -         | -         | -         | 12,000    |
|   | Replace John Deere Loader            | -            | 20,000    | 20,000    | 20,000    | -         | 60,000    |
|   | Replace 2004 F350 dump truck         | -            | 35,000    | 30,000    | -         | -         | 65,000    |
|   | 1976 JD 301 utility tractor replace  | -            | 15,000    | 35,000    | -         | -         | 50,000    |
|   | Replace 18' trailer                  | -            | 6,300     | -         | -         | -         | 6,300     |
|   | Total Ground Maintenance             | -            | 103,300   | 110,000   | 41,000    | 10,000    | 264,300   |

**Town of Portland, Connecticut**  
**Adopted Capital Improvement Plan - Fiscal Years 2017 Through 2021**  
**As of May 9, 2016**

| 08-141                                      | Capital Improvement Plan              | Fiscal Years |           |           |           |           | Total      |
|---|---------------------------------------|--------------|-----------|-----------|-----------|-----------|------------|
|   |                                       | 2016-2017    | 2017-2018 | 2018-2019 | 2019-2020 | 2020-2021 |            |
| Departmental Expenditure Detail (Continued) |                                       |              |           |           |           |           |            |
| 89060                                       | Library                               |              |           |           |           |           |            |
|   | Computers, printers, laptops, tablets | \$ -         | \$ 30,000 | \$ 15,000 | \$ 15,000 | \$ 15,000 | \$ 75,000  |
|   | Server replacement                    | -            | -         | -         | -         | 5,000     | 5,000      |
|   | Furnishings and lighting              | 10,000       | 10,000    | 10,000    | 10,000    | 10,000    | 50,000     |
|   | Book drop                             | -            | 17,000    | -         | -         | -         | 17,000     |
|   | Service desk replacement              | -            | -         | -         | 45,000    | -         | 45,000     |
|   | Security cameras                      | -            | -         | 32,500    | -         | -         | 32,500     |
|   | Security system replacement           | -            | -         | 14,000    | -         | -         | 14,000     |
|   | Total Library                         | 10,000       | 57,000    | 71,500    | 70,000    | 30,000    | 238,500    |
| 89070                                       | Parks & Recreation                    |              |           |           |           |           |            |
|   | Rte 17 Recreation Park                | -            | 1,500,000 | 3,500,000 | -         | -         | 5,000,000  |
|   | Gildersleeve School field renov       | -            | -         | 236,000   | 236,000   | 236,000   | 708,000    |
|   | Airline Trail Improvements            | 10,000       | 10,000    | 10,000    | 10,000    | 10,000    | 50,000     |
|   | Bransfield Park Renovation            | -            | 80,000    | 50,000    | -         | 50,000    | 180,000    |
|   | Veteran's Park                        | -            | -         | -         | -         | 60,000    | 60,000     |
|   | Middlesex Avenue Renovations          | -            | 50,000    | 50,000    | 50,000    | 50,000    | 200,000    |
|   | Park and field improvements           | 25,000       | 25,000    | 25,000    | 25,000    | 25,000    | 125,000    |
|   | Total Parks & Recreation              | 35,000       | 1,665,000 | 3,871,000 | 321,000   | 431,000   | 6,323,000  |
| 89080                                       | Police Department                     |              |           |           |           |           |            |
|   | Equipped cruiser replacement          | -            | \$ 93,000 | \$ 93,000 | \$ 62,000 | \$ 62,000 | \$ 310,000 |
|   | Fingerpriniting machine               | -            | -         | -         | -         | -         | -          |
|   | Intoxilyzer                           | -            | -         | -         | -         | -         | -          |
|   | Total Police Department               | -            | 93,000    | 93,000    | 62,000    | 62,000    | 310,000    |
| 89090                                       | Public Works                          |              |           |           |           |           |            |
|   | Office of the Director                |              |           |           |           |           |            |
|   | Replace director vehicle              | -            | 40,000    | -         | -         | -         | 40,000     |
|   | Total Office of the Director          | -            | 40,000    | -         | -         | -         | 40,000     |
|   | Building Maintenance                  |              |           |           |           |           |            |
|   | Carpeting in planning development     | -            | 7,000     | 7,000     | -         | -         | 14,000     |
|   | Instal Transfer Switch Emerg Gen      | -            | 10,000    | 10,000    | 10,000    | 20,000    | 50,000     |
|   | Library carpet replacement            | -            | 65,000    | 70,000    | -         | -         | 135,000    |
|   | Replace condencing units at Library   | -            | 90,000    | -         | -         | -         | 90,000     |
|   | Library painting                      | -            | -         | 25,000    | 25,000    | -         | 50,000     |
|   | Library entrance doors                | -            | 12,000    | -         | -         | -         | 12,000     |
|   | Roof at Fire Co 3                     | -            | 26,000    | -         | -         | -         | 26,000     |
|   | Replace Underground Propane Tanl      | -            | -         | -         | -         | 25,000    | 25,000     |
|   | Roof at Fire Co 1                     | -            | 100,000   | -         | -         | -         | 100,000    |
|   | Windows various locations             | -            | 100,000   | 10,000    | 20,000    | 20,000    | 150,000    |
|   | Overhead doors various buildings      | -            | 20,000    | 10,000    | 10,000    | 10,000    | 50,000     |
|   | Roof at Highway Garage                | -            | 40,000    | -         | -         | -         | 40,000     |
|   | Municipal parking lot improvements    | -            | 60,000    | 30,000    | 30,000    | 30,000    | 150,000    |
|   | 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)       | -            | 10,000    | 10,000    | -         | -         | 20,000     |
|   | Total Building Maintenance            | -            | 640,000   | 212,000   | 105,000   | 115,000   | 1,072,000  |

**Town of Portland, Connecticut**  
**Adopted Capital Improvement Plan - Fiscal Years 2017 Through 2021**  
**As of May 9, 2016**

| 08-141                                      | Capital Improvement Plan            | Fiscal Years |            |            |           |           | Total      |
|---|-------------------------------------|--------------|------------|------------|-----------|-----------|------------|
|   |                                     | 2016-2017    | 2017-2018  | 2018-2019  | 2019-2020 | 2020-2021 |            |
| Departmental Expenditure Detail (Continued) |                                     |              |            |            |           |           |            |
| Highway Division/Vehicle Maintenance        |                                     |              |            |            |           |           |            |
|   | Replace street sweeper              | \$ -         | \$ 120,000 | \$ 120,000 | \$ -      | \$ -      | \$ 240,000 |
|   | Replace excavator                   | -            | 50,000     | 50,000     | 50,000    | 50,000    | 200,000    |
|   | Scraper plow replacements           | -            | -          | 10,000     | 10,000    | -         | 20,000     |
|   | Replace dump bodies                 | -            | 45,000     | 50,000     | -         | 55,000    | 150,000    |
|   | Large dump trucks replacement       | -            | 200,000    | 210,000    | 115,000   | 120,000   | 645,000    |
|   | 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        | 38,429       | L 25,000   | 50,000     | 25,000    | 25,000    | 163,429    |
|   | Replace street signs                | -            | 20,000     | -          | -         | -         | 20,000     |
|   | Replace Lg rubber tire backhoe      | -            | 50,000     | 50,000     | -         | -         | 100,000    |
|   | Purchase used forklift              | -            | 20,000     | -          | -         | -         | 20,000     |
|   | Stoner Terrace Drainage Improv      | -            | -          | 120,000    | -         | -         | 120,000    |
|   | Purchase sand spreader              | -            | 20,000     | -          | 20,000    | -         | 40,000     |
|   | Replace paver                       | -            | 25,000     | 25,000     | 25,000    | 25,000    | 100,000    |
|   | Purchase dozer                      | 146,000      | I 30,000   | 30,000     | -         | -         | 206,000    |
|   | Replace cracksealer                 | 48,500       | I -        | -          | -         | -         | 48,500     |
|   | Purchase stormdrain inpection eq    | 41,000       | I -        | -          | -         | -         | 41,000     |
|   | Brownstone Ave Road Reconstructi    | -            | 800,000    | 400,000    | 400,000   | 400,000   | 2,000,000  |
|   | Purchase temp cover for sand/salt   | -            | 30,000     | -          | -         | -         | 30,000     |
|   | Storm drainage improvements         | -            | 200,000    | 100,000    | 100,000   | 100,000   | 500,000    |
|   | Repair/replace guardrails           | -            | 50,000     | 25,000     | 25,000    | 25,000    | 125,000    |
|   | Total Highway Division              | 273,929      | 1,810,000  | 1,365,000  | 870,000   | 1,000,000 | 5,318,929  |
|   | Total Public Works                  | 273,929      | 2,490,000  | 1,577,000  | 975,000   | 1,115,000 | 6,430,929  |
|   |                                     |              |            |            |           |           |            |
| 89100                                       | Resource Recovery                   |              |            |            |           |           |            |
|   | Purchase compactor/containers       | -            | 30,000     | 7,000      | 8,000     | 17,500    | 62,500     |
|   | Facility improvements               | -            | 10,000     | 5,000      | 5,000     | 5,000     | 25,000     |
|   | Total Resource Recovery             | -            | 40,000     | 12,000     | 13,000    | 22,500    | 87,500     |
|   |                                     |              |            |            |           |           |            |
| 89110                                       | Sewer Department                    |              |            |            |           |           |            |
|   | Plant and system improvements       | 115,000      | 150,000    | 150,000    | 150,000   | 150,000   | 715,000    |
|   | Total Sewer Department              | 115,000      | 150,000    | 150,000    | 150,000   | 150,000   | 715,000    |
|   |                                     |              |            |            |           |           |            |
| 89120                                       | Town-Wide Improvements              |              |            |            |           |           |            |
|   | Computers incl peripherals/printers | 19,000       | 33,000     | 28,000     | 29,000    | 28,000    | 137,000    |
|   | VersaUV Flatbed Printer             | -            | 12,000     | 10,000     | -         | -         | 22,000     |
|   | Replace Blade Server                | -            | 42,000     | -          | -         | 2,500     | 44,500     |
|   | Financial softwatre replacement     | -            | -          | -          | -         | 200,000   | 200,000    |
|   | Upgrade computers - Police          | -            | -          | -          | -         | 24,000    | 24,000     |
|   | GIS Reimplementation                | -            | 22,500     | 2,500      | 5,000     | 5,000     | 35,000     |
|   | Revaluation                         | 40,000       | 40,000     | 40,000     | 40,000    | 40,000    | 200,000    |
|   | Phone system replacement            | -            | -          | -          | 25,000    | 35,000    | 60,000     |
|   | Camera and fire alarm sytem         | -            | 5,000      | 20,000     | 20,000    | -         | 45,000     |
|   | Wiring - SCADA System, Water        | -            | 5,000      | 8,000      | 5,000     | -         | 18,000     |
|   | Water & Sewer fixed network anter   | -            | -          | 22,000     | -         | -         | 22,000     |
|   | Total Town-Wide Improvements        | 59,000       | 159,500    | 130,500    | 124,000   | 334,500   | 807,500    |

**Town of Portland, Connecticut**  
**Adopted Capital Improvement Plan - Fiscal Years 2017 Through 2021**  
**As of May 9, 2016**

| 08-141        | Capital Improvement Plan              | Fiscal Years      |                     |                     |                     |                     | Total                |
|---------------|---------------------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
|               |                                       | 2016-2017         | 2017-2018           | 2018-2019           | 2019-2020           | 2020-2021           |                      |
| <b>89130</b>  | <b>Water Department</b>               |                   |                     |                     |                     |                     |                      |
|               | Pump station & facility upgrades      | \$ 6,000          | \$ 5,000            | \$ 5,000            | \$ 5,000            | \$ 5,000            | \$ 26,000            |
|               | Water main replacement                | -                 | 50,000              | 50,000              | 50,000              | 50,000              | 200,000              |
|               | Replace rubber tire backhoe/loader    | -                 | 50,000              | 50,000              | -                   | -                   | 100,000              |
|               | Replace large water meters            | -                 | -                   | -                   | -                   | 10,000              | 10,000               |
|               | Replace mainline valves               | 10,000            | 10,000              | 10,000              | 10,000              | 10,000              | 50,000               |
|               | Remote read meters                    | 9,000             | 7,500               | 8,000               | 8,500               | 9,000               | 42,000               |
|               | Replace utility truck                 | -                 | 50,000              | 50,000              | 50,000              | -                   | 150,000              |
|               | Replace fire hydrants                 | 10,000            | 10,000              | 10,000              | 10,000              | 10,000              | 50,000               |
|               | Reservoir dam repairs                 | 80,000            | -                   | -                   | -                   | -                   | 80,000               |
|               | <b>Total Water Department</b>         | <b>115,000</b>    | <b>182,500</b>      | <b>183,000</b>      | <b>133,500</b>      | <b>94,000</b>       | <b>708,000</b>       |
| <b>08-141</b> | <b>Total Capital Improvement Plan</b> | <b>\$ 784,929</b> | <b>\$ 6,330,300</b> | <b>\$ 7,716,500</b> | <b>\$ 3,191,500</b> | <b>\$ 3,123,500</b> | <b>\$ 21,146,729</b> |